

Robert J. Pasch

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT

2014 MAY 13 P 2: 12

TOWN CLERK
EAST HARTFORD

MAY 15, 2014

REVISED 05-13-14

=====
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. May 6, 2014 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Town of East Hartford Plan of Conservation and Development
 - B. State Historic Preservation Office: Local Government Grant
 - C. Community Development Block Grant 40th Year
 - D. State of Connecticut DOT Agreement: Reconstruction of Brewer Street
 - E. Outdoor Amusement Permit Applications:
 1. 27th Annual Memorial Mile Road Race
 2. Riverfront Summer Pops – application and waiver of all related fees
 3. 30th Annual Riverfest 5K Road Race
 4. 25th Annual Fall Fest
 5. 23rd Annual 2015 Aselton Memorial Snow Dash
 - F. Setting a Public Hearing Date of June 3, 2014 @ 7PM for Revisions to the Town of East Hartford's Code of Ordinances as follows:
 1. Article 7, Section 13-30, "Panhandling"
 2. Section 2-3b, "Registrars of Voters Salary"
 3. Section 2-113b, "Veterans Commission"
 - G. Refund of Taxes
 - H. Recommendation from Personnel & Pensions Subcommittee re:
 1. Revised Job Descriptions for:
Library Assistant, Library Specialist, and Librarian I
 2. Job Description Title Change for:
Librarian II, Reference Librarian/Cultural Assets Manager, Librarian II,
Children's Librarian, and Librarian III, Assistant Library Director

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: June 3rd)

Robert J. Paet

EAST HARTFORD TOWN COUNCIL

2014 MAY 12 P 2:19

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

MAY 6, 2014

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

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:37 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

The Chair called for a moment of silence to honor the life of James Reik, a longtime resident of East Hartford, who served his community in various ways, including Town Constable. He will be missed.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, Olde Roberts Street, spoke to the town's Plan of Conservation and Development (POCD) and believes that more should be done to make residents aware of how important this document is to the community.

APPROVAL OF MINUTES

April 15, 2014 Executive Session

MOTION By Barbara Rossi
seconded by Ram Aberasturia
to **approve** the minutes of the April 15, 2014 Executive Session.
Motion carried 8/0. Abstain: Weinberg

April 15, 2014 Regular Meeting

MOTION By Barbara Rossi
seconded by Pat Harmon
to **approve** the minutes of the April 15, 2014 Regular Meeting.
Motion carried 8/0. Abstain: Weinberg

MOTION By Ram Aberasturia
seconded by Esther Clarke
to take item 8.C. "East Hartford Plan: William Caspar Graustein Memorial Fund" and item 8.D. "State Department of Education: School Readiness Grant Program" out of order to accommodate those present.
Motion carried 9/0.

NEW BUSINESS

East Hartford Plan: William Caspar Graustein Memorial Fund

MOTION By Ram Aberasturia
 seconded by Barbara Rossi
 to **adopt** the following 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.

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

State Department of Education: School Readiness Grant Program

MOTION By Ram Aberasturia
 seconded by Barbara Rossi
 to **adopt** the following 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.

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

At this point, the Council returned to the order of the agenda.

COMMUNICATIONS AND PETITIONS

East Hartford Golf Course Update

Mike Walsh, Finance Director, briefly summarized what the Public Works department completed in preparation for Billy Casper Golf (BCG) taking over the management of the golf course and what needs to be completed.

Ryan Phelps, Regional Manager, Ciaran Carr, Local Manager, and Rob Streckfus, Golf Pro and General Manager of the East Hartford Golf Course, reported on the progress the course has made. The restaurant is opened for business; there is a new website (easthartfordgc.com) and a new logo, which has been very well received by the public. BCG purchased new equipment, including mowers, spreaders, utility vehicles, golf carts, leaf blowers, etc. Several golf leagues have booked rounds. The Clubhouse has been renovated; mold was removed downstairs, bathrooms renovated, and the kitchen was updated.

Presentation by BFJ Company re: East Hartford Plan of Conservation and Development

Chair Kehoe summarized the state regulation that requires towns in Connecticut to update their Plan of Conservation and Development (POCD). The Town Council will comment on the POCD at the May 15th Council meeting and the town's Planning and Zoning Commission will hold a public hearing on Wednesday, May 21st for residents to voice their concerns and suggestions.

Frank Fish, Principal, BFJ Planning, presented to the Town Council the draft of the POCD and highlighted the suggested changes to the existing POCD.

Resignation of Joan Ross from the Patriotic Commission

Chair Kehoe announced the resignation of Ms. Joan Ross from the Patriotic Commission and thanked her for her service to the community.

NEW BUSINESS (Cont'd)

Recommendation from Tax Policy Committee re: RFP Tax Lien Sales

MOTION

By Bill Horan

seconded by Barbara Rossi

to recommend that the Town Council **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 9/0.

Councillor Clarke requested that the Administration notify the Town Council if the town forecloses on a property that failed to receive a bid as part of a tax lien sale.

Recommendation from Investigation & Audit Committee re: Appointment of Town Auditor

MOTION By Barbara Rossi
 seconded by Bill Horan
 to recommend that the Town Council appoint Blum Shapiro as the town's auditors for fiscal year 2013-2014 to perform required financial audits consistent with the most recent proposal of \$65,900.00.
 Motion carried 9/0.

Solar Project at 61 Ecology Drive East Hartford Landfill:

Presentation by Bay State Consultants

John Shortsleeve, Bay State's representative, Bo Weigand, True Green Capital's representative, and Alan Benvenides, Engineer from Woodard & Curran, each presented a brief summary to the Council on their interactions which led to the recommendation that the town execute a contract with True Green Capital in which True Green will agree to design, build, finance, own, operate and maintain solar arrays located at the landfill at Ecology Drive. Additionally, the town will agree to accept the Net Metering Credits generated by those solar arrays. The contract is contingent on True Green being awarded ZERECs by the State DEEP during next month's auction. If executed, the town would receive monthly credits to the electricity bill for the electricity generated by the solar arrays.

MOTION By Ram Aberasturia
 seconded by Linda Russo
 to go into Executive Session at 10:16 p.m.
 Motion carried 9/0.

All Councillors, except Vice Chair Horan, went into Executive Session. The Regular session reconvened at 10:35 p.m.

Resolution to Execute Power Purchase Agreement

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

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A POWER PURCHASE AGREEMENT TO FACILITATE THE CONSTRUCTION OF A SOLAR FIELD AT THE EAST HARTFORD LANDFORM

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

WHEREAS, the Town engaged CCM and Baystate Consultants to continuously monitor regulatory decisions with respect to Zero Emission Renewable Energy Credits (ZEREC) ordered to be auctioned by PURA (Public Utility Regulatory Agency); and

WHEREAS, the Town is willing to explore coupling the ZEREC credits with a power purchase agreement in order to facilitate the design, construction, and maintenance of a solar field to be located at the East Hartford Landform to work seamlessly with the Town's existing electricity power purchase agreement; and

WHEREAS, CCM and Baystate have completed a Request for Qualifications on behalf of the Town and recommend True Green Capital to complete this solar project.

NOW THEREFORE BE IT RESOLVED, the Town of East Hartford, hereby approves the purchasing of electricity and the associated net metering credits through the CCM Energy Purchasing Solar Program pursuant to a Power Purchase Agreement with True Green Capital or its affiliates that has been selected through a competitively bid Request for Qualifications and has agreed to install, own, operate and maintain an on-site photovoltaic electric generation system or systems that will supply electricity to Connecticut Light and Power at no cost to the Town of East Hartford.

BE IT FURTHER RESOLVED, the East Hartford Town Council hereby authorizes the Mayor to execute the Power Purchase Agreement 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.

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

Flood Protection System Rehabilitation: Supplemental Agreement Authorization

MOTION By Barbara Rossi
seconded by Linda Russo
to authorize the town to enter into a supplemental professional service agreement with GEI Consultants, Inc. which will increase the contract for the Civil Works and Closure Structure Repair Project, originally approved by the Town Council on April 20, 2011, by \$47,913, revising the total contract to an amount not to exceed \$251,698.00; such supplemental agreement is necessary to provide the construction administrative and inspection services needed to complete the oversight of the project.
Motion carried 9/0.

Take Steps East Hartford

MOTION By Linda Russo
seconded by Barbara Rossi

to **approve** the outdoor amusement permit application entitled "Take Steps East Hartford", submitted by Mary Kate Doherty, National Walk Manager for the Crohn's & Colitis Foundation of America, to conduct a 5K walk in Great River Park on Saturday, May 10, 2014 from 6AM to 2PM with music from 9AM to 1PM, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies, and to **waive** the associated permit fee under the provisions of Section 5-6(a) in the Town of East Hartford Code of Ordinances, as this walk is to benefit the Crohn's & Colitis Foundation of America. Motion carried 9/0.

Great River Park Car Show

MOTION By Bill Horan
 seconded by Barbara Rossi
to **approve** the outdoor amusement permit application, entitled Great River Park Car Show, submitted by Ted Fravel, Director of the East Hartford Parks and Recreation Department, to conduct a car show for viewing with awards and live musical entertainment at Great River Park on Thursday, May 15, 2014 between 3:30PM and 8:30PM with music between 6PM and 8PM at the Great River Park Amphitheater, with a rain date of Thursday, May 22nd utilizing the same times for the car show and music; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 9/0.

Summer Movie Series

MOTION By Ram Aberasturia
 seconded by Barbara Rossi
to **approve** the outdoor amusement permit application, entitled "Summer Movie Series 2014" submitted by Jean McGill, Event Coordinator for Goodwin College, Inc. to conduct a series of family oriented movies on the parking lot of the main building at Goodwin College, One Riverside Drive with food vendors on site, from 7PM to 11:30 PM on the following three Fridays in 2014: May 16th, July 25th and September 12th; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee, under the provisions of Town Ordinance 5-6(a) as Goodwin College is sponsoring these movies as free and open to the public.
Motion carried 9/0.

9th Annual Abelon Memorial Walk

MOTION By Marc Weinberg
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application entitled "9th Annual Abelon Memorial Walk" submitted by Rachel Buck, Event Organizer for the East Hartford Public Schools, to conduct a walk to provide information regarding pancreatic cancer on Saturday, May 17th on the grounds of the Connecticut International Baccalaureate Academy, 857 Forbes Street from approximately 7:30AM to 2PM; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies, and to **waive** the associated permit fee under the provisions of Section 5-6(a) in the Town of East Hartford Code of Ordinances, as this is a not-for-profit student initiated event.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Ram Aberasturia urged all Councillors call the state liquor commission to inquire on the status of the liquor permit requested by BCG for the East Hartford Golf Course.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

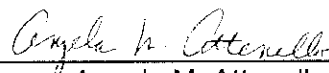
None

ADJOURNMENT

MOTION By Esther Clarke
seconded by Bill Horan
to **adjourn** (11:00 p.m.).
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be on May 15th.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK

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

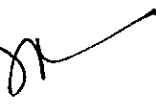
East Hartford Plan of Conservation and Development

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: May 7, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Certified Local Government Grant

Attached is a memo from Paul O'Sullivan, Grants Manager, advising that we are eligible to apply for grant funding from the State Historic Preservation Office. The monies would be used for a pre-development study for the East Hartford Post Office on Main Street.

Please place the attached information and Resolution on the Town Council Agenda dated May 15, 2014 for review and approval to apply for this funding.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
M. Walsh, Finance Director

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 6th day of May, 2014.

RESOLUTION

WHEREAS, the State Historic Preservation Office has made funding available under the Supplemental Certified Local Government (CLG) Grants Program; and

WHEREAS, Supplemental CLG Grants may be used to support activities sponsored by CLG municipalities for a wide range of historic preservation planning activities; and

WHEREAS, the Town desires to perform a pre-development study on the East Hartford Post Office on Main Street to determine its best future use;

NOW THEREFORE LET IT BE RESOLVED; That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the State Historic Preservation Office as they pertain to this Supplemental Certified Local Government Grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the 5th day of May, 2014.

Angela M. Attenello, Town Council Clerk

Certified Local Government Grant Overview

The State Historic Preservation Office (SHPO) offers two grants to Connecticut municipalities that have been formally designated as Certified Local Governments by the National Park Service of the U.S. Department of the Interior. Please refer to the corresponding guidelines for the **Supplemental Certified Local Government Grant** and the **CLG Historic Preservation Enhancement Grant** which can be found on our website.

Supplemental Certified Local Government Grants are funded by the Community Investment Act. "*The Community Investment Act*" (also known as Public Act 05-228) was signed into law on July 11th, 2005. The Act provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

Historic Preservation Enhancement Grants are funded by the Historic Preservation Fund of the US Department of the Interior, National Park Service.

All work must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. The use of state and/or federal funds requires an open bidding process. Project consultants cannot be pre-selected and any potential consultants cannot play any role in the design of the project or application.

Application Information

Applications are due by the 10th of each month. All complete applications will be reviewed by SHPO staff and considered for funding. Once an application is reviewed, SHPO will contact the applicant with any questions or to request points of clarification.

If the application is complete, applicants will be asked to make a presentation to the Historic Preservation Council who votes to recommend the awards of grants. The Historic Preservation Council meets the first Wednesday of each month. The Historic Preservation Council votes to recommend the award to the Advisory Committee on Culture and Tourism who ultimately awards the grant.


Selection Process

The following criteria are the basis for the review of Survey and Planning Grant applications:

- Clear narrative describing the proposed project (limited to 2 pages)
- Ability of the product to have a positive impact on local historic preservation efforts
- Thoroughness and appropriateness of the project budget
- Feasibility of the product's/program's success
- The benefit of the project to the town, if the property is not owned by the municipality
- Evidence that the product will do one or more of the following:
 - a. Inventory and survey the state's cultural resources
 - b. Encourage new awareness of historic preservation at the local level
 - c. Expand the scope of current public education outreach
 - d. Produce written or website materials for property owners and/or town officials
 - e. Nomination of historic resources to the State or National Registers of Historic Properties
 - f. Produce high-quality pre-development documents



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 7, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: CDBG 40th Program Year Action Plan

Attached is the proposed action plan for the Community Development Block Grant 40th Year. The proposed projects are listed with anticipated funding amounts for the period September 1, 2014 through August 31, 2015. All necessary legal notices have been published in the Hartford Courant.

Please place the attached information and Resolution on the Town Council Agenda dated May 15, 2014.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
M. Walsh, Finance Director

RESOLUTION


WHEREAS, The Town of East Hartford is entitled to Fortieth Program Year funding under Title I of the Housing and Community Development Act of 1974, as amended, at \$547,539; and

WHEREAS, receipt of this entitlement grant is contingent upon the submission of a Fortieth Program Year Action Plan, and Certifications of Compliance; and

WHEREAS, citizen input was obtained, in accordance with the Grants Administration Office's Citizen Participation Plan, at three Public Hearings held on November 6, 2013 and in the morning and evening of March 10, 2014.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of East Hartford recognizes the need for funding the objectives contained in the Fortieth Program Year Action Plan and endorses this Plan as reflecting the Town's Community Development needs.

AND, FURTHER, BE IT RESOLVED that the Town Council does support and authorize the submission of the Fortieth Program Year Action Plan, and Grantee Certifications to the U.S. Department of Housing and Urban Development and authorizes its Mayor, Marcia A. Leclerc, to act as representative of the Town and to enter into contract and any amendments thereof with the U.S. Department of Housing and Urban Development.

TO: Marcia A. Leclerc, Mayor
FROM: Paul M. O'Sullivan, Grants Manager 
SUBJECT: Council Referral – CDBG 40th Program Year Action Plan
DATE: May 7, 2014

I am writing to request that the attached Resolution, endorsing the proposed 40th Program Year Community Development Block Grant Action Plan for the period September 1, 2014 through August 31, 2015, be placed on the Town Council agenda for **Thursday, May 15, 2014**. The proposed Action Plan budget totals \$547,539.

The activities chosen for funding in our proposed Action Plan, approved by you on March 21, 2014, reflect community development needs, citizen comments received at three public hearings, and the objectives of our Consolidated Plan. Notices regarding the proposed Action Plan were printed in The Hartford Courant on October 15, 2013, December 27, 2013, February 18, 2014, and April 8, 2014, per HUD regulations.

Attachments (2)

cc: Eileen Buckheit, Development Director

**TOWN OF EAST HARTFORD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
40th YEAR ACTION PLAN
September 1, 2014 - August 31, 2015**


ADMINISTRATION	\$109,508
<i>Program Administration</i>	
Oversight, management, monitoring and coordination of the Community Development Block Grant Program. Eligible activity under 24 CFR 570.206.	
PUBLIC SERVICES	\$35,000
<i>CRT - East Hartford Community Shelter</i>	
Funding to supplement the operating budget at the East Hartford Community Shelter for the homeless located at 381-385 Main Street. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A).	
<i>Housing Education Resource Center, Inc.</i>	\$12,500
Funding for the provision of fair housing services including town-wide education and counseling to tenants and landlords, as well as foreclosure prevention. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).	
<i>InterCommunity, Inc.</i>	\$5,000
Funding for the delivery of services to East Hartford residents with mental illness through the Supportive Environmental Care for Urgent Referral Evaluations (SECURE) Program. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).	
<i>Interfaith Ministries, Inc.</i>	\$9,000
Funding to supplement the operating budget of the Friendship Center's free hot meal program. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(D).	
<i>Interval House, Inc.</i>	\$5,000
Funding for domestic violence shelter and counseling services for low and moderate income East Hartford clients. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A).	
<i>Senior Support Services</i>	\$10,250
Funding for the delivery of services to East Hartford's elderly population. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A).	
<i>Youth Services Bilingual Counselor</i>	\$3,000
Funding to support the hiring of a part-time Spanish-speaking counselor to help provide free counseling services to East Hartford families. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208 (a)(2)(i)(B).	

PROJECTS

<i>Commercial Rehabilitation</i>	<i>\$50,000</i>
Funding for limited façade improvements to commercial properties along major thoroughfares in low to moderate income areas, including but not limited to sign replacement. Eligible activity under 24 CFR 570.202(a)(3), meets HUD national objective criteria under 24 CFR 570.208(a)(1).	
<i>Hockanum Park and Shea Gardens Community Room Generator</i>	<i>\$44,650</i>
Funding for an emergency generator at East Hartford Housing Authority's Community Room serving Hockanum Park and Shea Gardens residents. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(C).	
<i>Housing Rehabilitation</i>	<i>\$150,000</i>
Funding for limited housing rehabilitation of one to four unit owner-occupied properties inhabited by low and moderate income families. Eligible activity under 24 CFR 570.202(a)(1), meets HUD national objective criteria under 24 CFR 570.208(a)(3).	
<i>Streetscape</i>	<i>\$113,631</i>
Funding for physical improvements to the central business district, including but not limited to, tree planting, trash receptacles, sidewalk replacement, public signage and benches. Eligible activity under 24 CFR 270.201(c), meets HUD national objective criteria under 24 CFR 570.208(a)(1).	
<u>TOTAL</u>	<u>\$547,539</u>



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 5, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Brewer Street Reconstruction

The State of Connecticut, Department of Transportation, requires a Resolution approved by the Town Council, to authorize the Mayor to enter into an agreement for the Reconstruction of Brewer Street, Project #42-318.

Please place the attached information and Resolution on the Town Council Agenda dated May 15, 2014.

Thank you.

C: T. Bockus, Director, Public Works
D. Horan, Town Engineer

**TOWN OF EAST HARTFORD
DEPARTMENT OF PUBLIC WORKS
MEMORANDUM**

TO: Mayor Marcia Leclerc

FROM: Tim Bockus, Director of Public Works *TMB*

DATE: May 1, 2014

RE: 42-318 Reconstruction of Brewer Street – Phase I & II
Town Council Resolution for the
State-Town Agreement on the Design of Improvements

We received original agreements from the State of Connecticut, Department of Transportation for the design of improvements to Brewer Street from Main Street (CT Route 517) to 200 feet east of Glenn Road (see attached). This agreement, once final, will serve to reimburse the Town for design activities by the selected firm, once the RFQ process is complete and we have a negotiated agreement for those services.

Rich Gentile has reviewed the State-Town agreement and is prepared to sign “as to form”; Cindy Bennett reviewed the insurance requirements.

The DOT requires a resolution of the Town Council (see attached) confirming that you are authorized to sign the State-Town agreement. The DOT is requiring that two (2) copies of the signed agreement are returned to the Bureau of Engineering and Construction no later than May 14, 2014 (see the attached cover letter from the DOT).

>> Please place the resolution on the Town Council Agenda for the May 15, 2014 meeting.

Agreement No.
CORE ID No.

AGREEMENT
BETWEEN THE STATE OF CONNECTICUT
AND
THE TOWN OF EAST HARTFORD
FOR THE
DEVELOPMENT OF CONTRACT PLANS, SPECIFICATIONS AND ESTIMATES
FOR
RECONSTRUCTION OF BREWER STREET
UTILIZING FEDERAL FUNDS UNDER THE
URBAN COMPONENT OF
THE SURFACE TRANSPORTATION PROGRAM

State Project No. 42-318

Federal-Aid Project No. 1042(123)

THIS AGREEMENT, concluded at Newington, Connecticut, this day of , 201 , by and between the State of Connecticut, Department of Transportation, James Redeker, Commissioner, acting herein by Thomas A. Harley, P.E., Bureau Chief, Bureau of Engineering and Construction, duly authorized, hereinafter referred to as the "State", and the Town of East Hartford, Town Hall, 740 Main Street, East Hartford, Connecticut 06108, acting herein by The Honorable Marcia A. Leclerc, Mayor, hereunto duly authorized, hereinafter referred to as the "Municipality", or collectively referred to as the "Parties".

WITNESSETH, THAT,

WHEREAS, the Municipality has requested that design activities be undertaken in conjunction with the Reconstruction of Brewer Street from its intersection with Route 517 to a point approximately 200 feet east of Glenn Road, a distance of approximately 2,000 feet, hereinafter referred to as "improvements," and

WHEREAS, said improvements include, but are not limited to, full depth pavement reconstruction, installation of granite curbing, new sidewalks with handicap ramps and crossings at the appropriate locations, complete replacement of the traffic signal at the intersection of Brewer Street and Glenn Road, and complete replacement of the drainage system including the existing box culvert carrying Pewterpot Brook, herein identified as State Project No. 42-318 and Federal-aid Project No. 1042(123), hereinafter referred to as the Project, and

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (MAP-21) provides funding authorization "for Federal-aid highways, highway safety programs, and transit programs, and for other purposes," and

WHEREAS, Section 13a-165 of the Connecticut General Statutes, as revised, provides that the Commissioner of Transportation is authorized. . . "(b) to apply for and to obtain moneys, grants, or other benefits from the United States or any agency thereof in connection with roads, bridges or highways and (c) to approve all programs, conclude all agreements, accept all deeds, make all claims for payment, certify all matters and do any and all other acts and things necessary or desirable to meet the requirements of and obtain such moneys, grants or benefits from the United States or other agency thereof.", and

WHEREAS, the Municipality has requested that federal funding be obligated so that Project related design activities could be authorized.

NOW, THEREFORE, KNOW YE THAT:
THE PARTIES HERETO AGREE AS FOLLOWS:

DEFINITIONS:

The following definitions shall apply to this Agreement:

The term "Claims" as used herein is defined as all actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.

The term "Municipality Parties" as used herein is defined as a Municipality's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Municipality is in privity of oral or written contract and the Municipality intends for such other person or entity to perform under the Agreement in any capacity.

The term "Project" as used herein is defined as the Reconstruction of Brewer Street from its intersection with Route 517 to a point approximately 200 feet east of Glenn Road, a distance of approximately 2,000 feet.

The term "Records" as used herein is defined as all working papers and such other information and materials as may have been accumulated by the Municipality in performing the Agreement, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries, memoranda and correspondence, kept or stored in any form.

The term "State" as used herein is defined as State of Connecticut, including the Department of Transportation ("Department"), and any office, department, board, council, commission, institution or other agency or entity of the State.

ARTICLE I. THE MUNICIPALITY SHALL:

(1) Designate an individual to act as liaison with the State and consultant(s) to provide for the proper interchange of information concerning the Project. The signatory of this Agreement or his/her successor thereto will be considered the liaison unless other provisions are made. The liaison will be responsible for coordination with municipal agencies, monitoring consultant progress, and assuring that prime consultant(s) conform to disadvantaged business enterprise requirements.

(2) Design the Project to standards acceptable to the State and the Federal Highway Administration and within the designated time frame established for the Project.

(3) Use the "Consultant Selection, Negotiation and Contract Monitoring Procedures for Municipal Administered Projects," dated November 2007, to retain or employ assistants or consultants for the development of the required contract plans, specifications, estimates, and other project information, reports, statements, studies and environmental permit applications. Written documentation of procedures utilized for retention, employment or selection of such assistants and/or consultants shall be provided to the State.

(4) Submit to the State for review, before execution, any proposed agreements between the Municipality and its consultant(s), to affirm compliance with State and Federal requirements. Written approval of all agreements, supplements to agreements, and extra work claims pertaining to the Project will be obtained from the State before work is authorized by the Municipality.

(5) Agree that no reimbursable costs may be incurred by the Municipality in conjunction with consultant agreements or supplements to consultant agreements prior to the State's written approval of same.

(6) The Municipality hereby acknowledges and agrees to comply with the guidelines set forth in Exhibit A, Schedule 1 (attached hereto), Policy No. F&A-30, dated April 12, 2006; Subject: Maximum Fees for Architects, Engineers and Consultants and the Office of Policy and Management's General Letter No. 97-1, dated November 21, 1996, set forth in Exhibit A, Schedule 2 (attached hereto).

If the Federal Highway Administration's approval is required prior to entering into a supplemental agreement, as stipulated in the attached Policy Statement, the Municipality must submit their request to the initiating unit. The initiating unit will forward the Municipality's request to the Federal Highway Administration for review and provide the Municipality with the Federal Highway Administration's decision.

The Municipality shall ensure that all parties are in compliance with the audit requirements set forth in Title 48, Section 31 of the Code of Federal Regulations (CFR) and Title 23, Section 172 CFR, as revised, when retaining consultants.

(7) Pay for professional engineering services or other assistance in developing the construction contract plans, specifications, estimates, specialized reports, and preliminary right-of-way activities for the Project. Approved expenditures will be reimbursed by the State under the

provisions of Article I., Paragraph (9); Article II., Paragraph (24); and Article III., Paragraph (31) of this Agreement.

(8) Agree, in the event municipal equipment is used to obtain test pit or other information for the development of plans, specifications and estimates, that equipment rates, based on a municipal audit acceptable to the State, will be used for billing. In the absence of acceptable municipal rates, the rental rate shall be established in accordance with Section 1.09.04(d) of the "State of Connecticut, Department of Transportation, Standard Specifications for Roads, Bridges, and Incidental Construction – Form 816," and Supplemental Specifications, as revised.

(9) Submit invoices titled "Invoice Summary and Processing Form (ISP)", municipal certification of the invoices, supporting payroll data, and direct cost charges for expenses incurred for maximum periods of sixty (60) days during active design periods of the Project. Each voucher submitted for payment will be accompanied by a progress report certified by the Municipality of the phase of work and percentage of work completed for the invoice period. Municipal costs shall be limited to actual payroll, fringe benefits associated with payroll and approved direct cost charges for the Project. A listing of all municipal personnel, including titles, salaries or rates of pay, and fringe benefit factor will be provided to the State by the Municipality prior to the start of work for all municipal personnel to be assigned to engineering activities on the Project.

(10) Acknowledge and agree to comply with the requirements of "Agreements with Goals, Special Provisions, Disadvantaged Business Enterprises as Subcontractors and Material Suppliers or Manufacturers for Federal Funded Projects," set forth in Exhibit A, Schedule 3 (attached herewith), dated October 16, 2000, as may be revised from time to time.

(11) Reimburse the State for all expenditures incurred by the State on the Project in the event the Project is canceled by the Municipality without "good cause." However, the Municipality may request cancellation of the Project, and if determined by the State and the Federal Highway Administration to be justifiable and with "good cause," Federal participation in expenditures will be approved up to the percentage of acceptable work completed to the approved date of cancellation. A shift in municipal priorities or lack of municipal funding is considered to be within the control of the Municipality and will not be considered as "good cause."

(12) Conduct a public involvement program in compliance with State requirements.

(13) Submit to the State for review, any plans, specifications, estimates, and other information developed for the Project by municipal engineering forces or by its consultant. Such plans, specifications, estimates, and other information shall be submitted to the State in accordance with the Consultant Administration & Project Development Manual of the Department of Transportation, as revised.

(14) Permit the State and Federal Highway Administration to review, at any time, all work performed under the terms of this Agreement.

(15) In accordance with Section 13a-98f of the General Statutes of Connecticut, as revised, "issue an appropriate order to any utility to readjust or relocate in or remove its utility facility at its own expense from any such federal surface transportation urban program roadway or facility as is deemed necessary by the municipality,"... "provided the cost of readjusting, relocating or removing any municipally-owned utility facility shall be apportioned on the same basis as the cost of constructing such roadway or facility,"... located within the municipal right-of-way and the Municipality shall take all necessary legal action provided under Section 7-148 of the Connecticut General Statutes, as revised, to enforce compliance with the issuance of such order.

Any delays resulting in charges or claims by the Municipality's contractor which are the result of the failure of any utility to readjust or relocate in or remove its facilities within the area impacted by the Project because of the failure of the Municipality to carry out its responsibility, as outlined in the first paragraph of this Article I., Paragraph (15), shall become the responsibility of the Municipality.

(16) Assume full legal responsibility for the accuracy of all products of its work or that of its consultant or other assistants under this Agreement and shall so indicate by having the signature and the Connecticut Professional Engineer's Seal of the municipal engineer and/or its consultant engineer in charge of the work performed under the terms of this Agreement affixed on the title sheet(s) of all plans and/or documents.

In addition, the title sheet(s) of all plans and/or documents shall be signed by the authorized individual within the Municipality responsible for receipt of "official notices."

(17) With respect to the operations that the Municipality performs or engages a design consultant to perform, and also those that are performed by subconsultants of the design consultant, in conjunction with the Project, the Municipality shall carry, and/or shall require its design consultant (i) to carry and (ii) to impose on its subconsultants the requirement to carry, for the duration of the Project, the following insurance:

(a) Commercial General Liability Insurance, including Contractual Liability Insurance, providing for a total limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and, subject to that limit per accident, a total (or aggregate) limit of Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period, with the State being named an additional insured party.

(b) Automobile Liability Insurance with respect to the operation of all motor vehicles, including those hired or borrowed, used in connection with the Construction Project, providing for a total limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, with the State being named

an additional insured party. In cases where an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least Two Million Dollars (\$2,000,000), with the State being named an additional insured party.

(c) Valuable Papers Insurance Policy until the work has been completed and accepted by the State. Said Policy will assure the State that all records, papers, maps, statistics, survey notes, all tracings, highway and bridge design and other data or documents shall be reestablished, recreated, or restored if made unavailable by fire, theft, flood, or other cause. The Municipality, or its consultants and/or subconsultants, shall retain in its possession duplications of all survey plans and field notes, and duplications of all products of its work under this Agreement, if and when it is necessary for the originals to be removed from its possession during the time that this policy is in force. This Policy shall provide coverage in the amount of Seventy-five Thousand Dollars (\$75,000) when the insured items are in its possession, and in the amount of Twenty Thousand Dollars (\$20,000) regardless of the physical location of the insured items.

(d) Workers' Compensation Insurance, and, as applicable, insurance required in accordance with the U.S. Longshore and Harbor Workers' Compensation Act, in accordance with the requirements of the laws of the State of Connecticut, and of the laws of the United States respectively.

(e) Professional Liability Insurance for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000), with the appropriate and proper endorsement to its Professional Liability Policy to cover the Indemnification clause in this Agreement as the same relates to negligent acts, errors or omissions in the work performed by the Municipality, design consultant, or subconsultant, as applicable. The Municipality, design consultant, or subconsultant may, at its election, obtain a policy containing a maximum Two Hundred Fifty Thousand Dollars (\$250,000) deductible clause, but if it should obtain a policy containing such a clause the Municipality, design consultant, or subconsultant shall be liable, as stated above herein, to the extent of the deductible amount. The Municipality, design consultant, or subconsultant shall continue this liability insurance coverage for a period of three (3) years from the date of acceptance of the completed design or Project subject to the continued commercial availability of such insurance. It is understood that the above insurance may not include standard liability coverage for pollution or environmental impairment. However, the Municipality, design consultant, or subconsultant shall acquire and maintain pollution and environmental impairment coverage as part of this Professional Liability Insurance, if such insurance is applicable to the work performed by the Municipality, design consultant, or subconsultant under this Agreement.

(f) In the event the Municipality, design consultant, or subconsultant, as applicable, secures excess/umbrella liability insurance to meet the minimum coverage requirements for Commercial General Liability or Automobile Liability Insurance coverage, the State of Connecticut must be named as an additional insured on that policy.

(g) Said coverages must be provided by an insurance company or companies satisfactory to the State, except that, with respect to work performed directly and exclusively by the

Municipality, the Municipality may request that the State accept coverage provided under a municipal self insurance program. If requested by the State, the Municipality must provide evidence of its status as a self-insured entity and describe its financial condition, the self-insured funding mechanism and the specific process on how to file a claim against the self insurance program. If such self-insurance coverage with respect to any insurance required herein is acceptable to the State, in its sole discretion, then the Municipality shall assume any and all claims as a self-insured entity, and the respective insurance requirements stated herein will not be applicable.

(h) The Municipality shall produce, within five (5) business days, a copy or copies of all applicable insurance policies when requested by the State. In providing said policies, the Municipality may redact provisions of the policy that are proprietary. This provision shall survive the suspension, expiration or termination of this Agreement. The Municipality shall insert this required provision into its agreements with its design consultant, if applicable, and shall require its design consultant to insert this required provision into its agreements with its subconsultants.

(18) Agree that the State, on written notice, may suspend, postpone, abandon, or terminate this Agreement, and such action shall in no event be deemed a breach of contract. Such suspension, postponement, abandonment, or termination may come about for the convenience of the State or may become necessary as a result of the Municipality's and/or its consultant's failure to render to the State's satisfaction the services required under this Agreement, including the progress of work on such services. Upon receipt of written notification from the State that this Agreement is to be terminated, the Municipality and/or its consultant shall immediately cease operations on work being performed under this Agreement and shall assemble all material that has been prepared, developed, furnished, or otherwise obtained under the terms of this Agreement. Said materials shall include, but not be limited to, documents, plans, computations, drawings, notes, records and correspondence. The State shall review this material and will determine the amount of acceptable work performed under the terms of this Agreement. The Municipality agrees to accept the State's evaluation of the percent of work completed to the date of suspension, postponement, abandonment or termination.

(19) Comply with the provisions contained in Exhibit A entitled "Administrative and Statutory Requirements," a copy of which is attached hereto and hereby made part of this Agreement.

(20) Deposit with the State, upon demand, a sum of Eighteen Thousand Five Hundred Dollars (\$18,500), as described in Article III., Paragraph (31) hereof, which sum represents the Municipal ten percent (10%) share of the estimated cost of all participating services provided by the State.

(21) Agree that in the event the right-of-way acquisition phase, or the construction phase, does not commence by the close of the tenth (10th) Federal fiscal year following the Federal fiscal year in which the Preliminary Engineering phase is authorized, the Municipality will reimburse the State, when requested, the sum or sums expended by the State for all costs associated with this Agreement.

(22) (a) Indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Agreement, including the acts of commission or omission (collectively, the "Acts") of the Municipality or Municipality Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Agreement. The Municipality shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Municipality's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Municipality's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the performance.

(b) The Municipality shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.

(c) The Municipality shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Municipality or any Municipality Parties. The State shall give the Municipality reasonable notice of any such Claims.

(d) The Municipality's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Agreement, without being lessened or compromised in any way, even where the Municipality is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.

(e) The Municipality shall carry and maintain at all times during the term of the Agreement, and during the time that any provisions survive the term of the Agreement, sufficient general liability insurance to satisfy its obligations under this Agreement. The Municipality shall name the State as an additional insured on the policy. The State shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the Department or the State is contributorily negligent.

(f) This section shall survive the termination of the Agreement and shall not be limited by reason of any insurance coverage.

(23) Agree that nothing in this Agreement shall preclude the Municipality from asserting its Governmental Immunity rights in the defense of third party claims. The Municipality's Governmental Immunity defense against third party claims, however, shall not be interpreted or deemed to be a limitation or compromise of any of the rights or privileges of the State, at law or in equity, under this Agreement, including, but not limited to, those relating to damages.

ARTICLE II. THE STATE SHALL:

(24) Use apportionments made available to the State under the urban component of the Surface Transportation Program and State matching funds to reimburse the Municipality for the Federal and State shares of participating Project costs. Ninety percent (90%) of the certified amount expended by the Municipality and/or its consultant and approved by the State as participating Project costs under the terms of this Agreement will be reimbursed by the State.

(25) Provide services which may include, but not be limited to, technical assistance in engineering reviews, property map reviews, title search, cost estimate reviews, environmental reviews, public hearing assistance, recording and transcription, contract development, fee review and negotiations, and liaison with other governmental agencies that may be necessary for proper development of the Project.

ARTICLE III. THE STATE AND MUNICIPALITY MUTUALLY AGREE:

(26) That final payment will be based on a post-engineering audit performed by the State using the percentages set forth in Article II., Paragraph (24), and Article III., Paragraph (31) of this Agreement. The Municipality is also required to perform an audit in accordance with Article (5) of Exhibit A.

(27) To enter into agreements relative to acquisition of rights-of-way, construction, and utility adjustments with municipally-owned facilities as are necessary to complete the Project.

(28) That this Agreement shall terminate when one of the following conditions is met:

(a) Upon satisfactory completion of the conditions stated herein.

(b) Upon mutual consent of the Municipality, the State, and the Federal Highway Administration.

(c) Upon written notice from the State that the Agreement is terminated, including cancellation or termination by the State Labor Commissioner under the terms of this Agreement.

(29) That any Official Notice from one such party to the other such party, in order for such notice to be binding thereon, shall:

(a) Be in writing (hardcopy) addressed to:

- (i) When the State is to receive such Notice -

Commissioner of Transportation
Connecticut Department of Transportation
2800 Berlin Turnpike
P.O. Box 317546
Newington, Connecticut 06131-7546;

- (ii) When the Municipality is to receive such Notice -

Mayor
Town of East Hartford
Town Hall
740 Main Street
East Hartford, Connecticut 06108

- (b) Be delivered in person with acknowledgement of receipt or be mailed by the United States Postal Service - "Certified Mail" to the address recited herein as being the address of the party to receive such notice; and
- (c) Contain complete and accurate information in sufficient detail to properly and adequately identify and describe the subject matter thereof.

The term "Official Notice," as used herein, shall be construed to include, but not be limited to, any request, demand, authorization, direction, waiver, and/or consent of the party(ies) as well as any document(s), including any electronically-produced versions, provided, permitted, or required for the making or ratification of any change, revision, addition to, or deletion from, the document, contract, or agreement in which this "Official Notice" specification is contained.

Further, it is understood and agreed that nothing hereinabove contained shall preclude the parties from subsequently agreeing, in writing, to designate alternate persons (by name, title, and affiliation) to which such notice(s) is(are) to be addressed; alternate means of conveying such notice(s) to the particular party(ies); and/or alternate locations to which the delivery of such notice(s) is(are) to be made, provided such subsequent agreement(s) is(are) concluded pursuant to the adherence to this specification.

(30) (a) That if the extra work requested, in writing, by the Municipality results in an accumulative cost less than the amount identified under Item B of Article III., Paragraph (31) hereof, said cost shall be funded under the terms of this Agreement; if the State granted written approval of said cost increases.

(b) If the extra work requested, in writing, by the Municipality results in an accumulative cost greater than the amount identified under Item B of Article III., Paragraph (31)

hereof, the State and Municipality shall enter into a supplemental agreement, if federal funding is available and the State granted written approval of said cost increases.

(c) If the actual expenditures incurred by the State result in an accumulative cost less than the amount identified under Items (C+D) of Article III., Paragraph (31) hereof, said expenditures shall be funded under the terms of this Agreement.

(d) If the actual expenditures incurred by the State result in an accumulative cost greater than the amount identified under Items (C+D) of Article III., Paragraph (31) hereof, the State and the Municipality shall enter into a supplemental agreement, if federal funding is available.

(31) That the estimated cost for the preliminary engineering phase of the Project is as follows:

ESTIMATED ENGINEERING COSTS

State Project No. 42-318	Federal-aid Project No. 1042(123)
A. Municipal Cost.....	\$340,000
B. Municipal Extra Work Allowance	\$35,000
C. State Cost.....	\$168,000
D. State Extra Work Allowance	\$17,000
E. Total Costs (A+B+C+D).....	\$560,000
F. Federal Share (80% of E).....	\$448,000
G. State Share (10% of E).....	\$56,000
H. Municipal Share (10% of E).....	\$56,000
I. Maximum Amount of Reimbursement to Municipality (90% of [A+B]).....	\$337,500
J. Amount to be deposited by the Municipality in accordance with Article I., Paragraph (20) of this Agreement (10% of [C+D]).....	\$18,500

The maximum amount of reimbursement to the Municipality under the terms of this Agreement is Three Hundred Thirty-seven Thousand Five Hundred Dollars (\$337,500) unless revised under the provisions of Article III., Paragraph (30) of this Agreement.

(32) That the State will assume no liability for payment under the terms of this Agreement until the State has received Federal authorization to proceed with the preliminary engineering phase

of the Project and the Municipality is notified, in writing, by the State that said Agreement has been approved by the Attorney General of the State of Connecticut. A written notice to proceed with design activities will be issued by the State upon execution of the Agreement.

(33) The Agreement itself is not an authorization for the Municipality to begin the Project or begin performance in any way. The Municipality may begin the Project or begin performance only after it has received written Official Notice to proceed order against the Agreement. A Municipality's commencement of the Project or commencing performance without Official Notice in accordance with this Article III., Paragraph (33) does so at the Municipality's own risk.

(34) That the Parties deem the Agreement to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Agreement to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Municipality waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

(35) The Parties acknowledge and agree that nothing in the Agreement shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Agreement. To the extent that this paragraph conflicts with any other paragraph, this paragraph shall govern.

(36) That the sole and exclusive means for the presentation of any claim against the State arising from or in connection with this Agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims against the State) and the Municipality further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

Agreement No.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year indicated.

STATE OF CONNECTICUT
Department of Transportation
James Redeker, Commissioner

By _____ (Seal)
Thomas A. Harley, P.E.
Bureau Chief
Bureau of Engineering and
Construction

Date: _____

TOWN OF EAST HARTFORD

APPROVED AS TO FORM:

Richard Gentile
Asst. Corporation Counsel

Date: _____

By _____ (seal)
Marcia A. Leclerc
Mayor

Date: _____

APPROVED AS TO FORM:

Attorney General
State of Connecticut

Date: _____

EXHIBIT A

ADMINISTRATIVE AND STATUTORY REQUIREMENTS

THE MUNICIPALITY AGREES:

(1) That this Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Agreement as if they had been fully set forth in it. The Agreement may also be subject to the applicable parts of Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. If Executive Orders 7C and 14 are applicable, they are deemed to be incorporated into and are made a part of the Agreement as if they had been fully set forth in it. At the Municipality's request, the Department shall provide a copy of these orders to the Municipality.

(2) To acknowledge and agree to comply with the policies enumerated in this Exhibit A, Schedule 4 (attached hereto), "Connecticut Department of Transportation, Policy Statement, Policy No. F&A-10 Subject: "Code of Ethics Policy," June 1, 2007.

(3) That suspended or debarred contractors, consulting engineers, suppliers, materialmen, lessors, or other vendors may not submit proposals for a State contract or subcontract during the period of suspension or debarment regardless of their anticipated status at the time of contract award or commencement of work.

(a) The signature on the Agreement by the Municipality shall constitute certification that to the best of its knowledge and belief the Municipality or any person associated therewith in the capacity of owner, partner, director, officer, principal investigator, project director, manager, auditor, or any position involving the administration of Federal or State funds:

(i) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(ii) Has not, within the prescribed statutory time period preceding this Agreement, been convicted of or had a civil judgment rendered against him/her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(iii) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(ii) of this certification; and

(iv) Has not, within a five-year period preceding this Agreement, had one or more public transactions (Federal, State or local) terminated for cause or default.

(b) Where the Municipality is unable to certify to any of the statements in this certification, such Municipality shall attach an explanation to this Agreement.

The municipality agrees to insure that the following certification be included in each subcontract Agreement to which it is a party, and further, to require said certification to be included in any subcontracts, sub-subcontracts and

purchase orders:

(i) The prospective subcontractors, sub-subcontractors participants certify, by submission of its/their proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(ii) Where the prospective subcontractors, sub-subcontractors participants are unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

(4) As a condition to receiving federal financial assistance under the Agreement, if any, the Municipality shall comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d – 2000d-7), all requirements imposed by the regulations of the United States Department of Transportation (49 CFR Part 21) issued in implementation thereof, and the Title VI Contractor Assurances in this Exhibit A, Schedule 5 (attached hereto).

(5) That the municipality receiving federal funds must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156: The municipality receiving state funds must comply with Connecticut General Statutes § 7-396a, and the State Single Audit Act, §§ 4-230 through 236 inclusive, and regulations promulgated thereunder.

FEDERAL SINGLE AUDIT: Each municipality that expends a total amount of Federal awards: 1) equal to or in excess of \$500,000 in any fiscal year shall have either a single audit made in accordance with OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" or a program-specific audit (i.e. an audit of one federal program); 2) less than \$500,000 shall be exempt for such fiscal year.

STATE SINGLE AUDIT: Each municipality that expends a total amount of State financial assistance: 1) equal to or in excess of \$300,000 in any fiscal year shall have an audit made in accordance with the State Single Audit Act, Connecticut General Statutes (C.G.S.) §§ Sections 4-230 to 4-236, hereinafter referred to as the State Single Audit Act or a program audit; 2) less than \$300,000 in any fiscal year shall be exempt for such fiscal year.

The contents of the Federal Single Audit and the State Single Audit (collectively, the "Audit Reports") must be in accordance with Government Auditing Standards issued by the Comptroller General of the United States.

The Audit Reports shall include the requirements as outlined in OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations" and the State Single Audit Act, when applicable. Such Audit Reports shall include management letters and audit recommendations.

The audited municipality shall provide supplementary schedules with the following program/grant information: the program/grant number, CONNDOT project number, Federal project number, phase and expenditures by phase. The sum of project expenditures should agree, in total, to the program/grant expenditures in the Audit Reports. Federal and State programs/grants should be listed separately. (See Exhibit A, Schedule 6, attached herewith entitled "Supplementary Program Information" for format.)

Some programs/projects may have a "Matching" requirement, the matching portion of which must be met from local funds. Where matching requirements exist, the audit must cover the complete program/project, including all expenditures identified with or allocated to the particular program/project at the local level, whether the expenditures are from Federal, State or Local Funds.

Any differences between the project expenditures identified by the auditor and those amounts approved and/or paid by the Connecticut Department of Transportation must be reconciled and resolved immediately.

Except for those projects advertised by the State, the municipality agrees that all fiscal records pertaining to the project shall be maintained for three (3) years after expiration or earlier termination of this Agreement or three (3) years

after receipt of the final payment, whichever is later. If any litigation, claim, or audit is started before the expiration of the three (3) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been finally and irrevocably resolved. These records shall include the contract, contractor's monthly and final estimates and invoices, construction orders, correspondence, field books, computations, contractor's payrolls, EEO/AA records/reports, and any other project related records. Such records will be made available to the State, State Auditors of Public Accounts and/or Federal Auditors upon request. The audited municipality must obtain written approval from the appropriate division within the Connecticut Department of Transportation prior to destruction of any records and/or documents pertinent to this Agreement.

The municipality shall require that the workpapers and reports of the independent Certified Public Accountant ("CPA") be maintained for a minimum of five (5) years from the date of the Audit Reports.

The State, including the State Auditors of Public Accounts, reserves the right to audit or review any records/workpapers of the entity or municipality and the CPA pertaining to the Agreement.

(6) Certification for Federal-Aid Contracts-(For contracts exceeding \$100,000)

That the Municipality certifies, by signing and submitting this Bid, Agreement, Contract, or Proposal, to the best of his/her/its knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Municipality, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Municipality shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. **If applicable, the Disclosure Form-LLL in this Exhibit A, Schedule 7 (attached hereto), shall be completed and submitted with the Bid, Agreement, Contract, and/or Proposal.**

This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Municipality also agrees by submitting his/her/its Bid, Agreement, Contract, or Proposal that he/she/it shall require that the language of this Certification be included in all lower tier subcontracts which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly. **These completed Disclosure Forms-LLL, if applicable, shall be mailed to the Connecticut Department of Transportation, P.O. Box 317546, Newington, CT 06131-7546, to the attention of the project manager.**

(7) That this clause applies to those municipalities who are or will be responsible for compliance with the terms of the Americans Disabilities Act of 1990 ("Act"), Public Law 101-336, during the term of the Agreement. The Municipality represents that it is familiar with the terms of this Act and that it is in compliance with the Act. Failure of the Municipality to satisfy this standard as the same applies to performance under this Agreement, either now or during the term of the Agreement as it may be amended, will render the Agreement voidable at the option of the State upon notice to the Municipality. The Municipality warrants that it will hold the State harmless and indemnify the

State from any liability which may be imposed upon the State as a result of any failure of the Municipality to be in compliance with this Act, as the same applies to performance under this Agreement.

(8) That when the Municipality receives State or Federal funds it shall incorporate the "Connecticut Required Agreement Provisions, Specific Equal Employment Opportunity Responsibilities" (SEEOR), dated March 3, 2009, as may be amended from time to time, as a material term of any agreements it enters into with its contractors, consulting engineers or other vendors, and shall require the contractors, consulting engineers or other vendors to include this requirement in any of its subcontracts. The Municipality shall also attach a copy of the SEEOR, as part of any agreements with contractors, consulting engineers or other vendors and require that the contractors, consulting engineers or other vendors attach the SEEOR to its subcontracts.

Schedule 1



CONNECTICUT DEPARTMENT OF TRANSPORTATION
POLICY STATEMENT

POLICY NO. F&A-30
April 12, 2006

SUBJECT: Maximum Fees for Architects, Engineers, and Consultants

It is Department policy that maximum fees for architects, engineers, and consultants shall be in accordance with the provisions of Chapter 11 of United States Code Title 40, Part 36 of Title 48 of the Code of Federal Regulations (CFR) and 23USC 11 2(b)2:

Under the terms of these federal regulations, the Department "shall accept indirect cost rates established in accordance with the Federal Acquisition Regulations for 1-year applicable accounting periods by a cognizant Federal or State government agency..." and "...shall apply such rates for the purpose of contract estimation, negotiation, administration, reporting and contract payment and shall not be limited by administrative or defacto ceilings of any kind."

Travel - shall be the maximum established per the State Travel Regulations (managers' agreement).

If a project is federally funded in any phase, the above stated new requirements shall apply to all new agreements negotiated on or subsequent to December 1, 2005. New agreements that do not have federal funding in any phase, including construction will continue to apply the requirements of the Office of Policy and Management's (OPM) General Letter 97-1. Supplemental agreements negotiated on or after December 1, 2005, that are merely a continuation or refinement of work, shall continue to adhere to the maximums as contained in OPM's General Letter 97-1. Supplemental agreements that result in a new phase of work or more than a continuation or refinement of work will use the above stated new requirements. Supplemental agreements on federally funded projects that continue to utilize the OPM General Letter 97-1 maximums require the approval of the Federal Highway Administration before processing. Existing on-call assignments may be completed using the maximums in OPM's General Letter 97-1, as well as, new on-call assignments (projects) that have no federal funding. New on-call assignments (projects) that have federal funding must use the above stated new requirements. Extra work claims for existing agreements shall continue to adhere to those maximums established in OPM's General Letter 97-1. Computer Aided Design and Drafting (CADD) will be reimbursed through the overhead rate only.

This policy also applies to those entities (i.e., towns, utilities, etc.) that receive federal funding for any phase of a project.

(This Policy Statement supersedes Policy Statement No. F&A-30 dated December 17, 1996)

Stephen E. Korta, II
Commissioner

Schedule 2



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

November 21, 1996

GENERAL LETTER NO. 97-1

TO: All State Agencies

FROM: Michael W. Kozłowski, Secretary
Office of Policy & Management

SUBJECT: **Contract Fees for Architects, Engineers and Consultants on State Projects**

All Contracts for architects, engineers and consultants on capital projects or studies related thereto, shall be awarded on the following basis:

1. Principals -Maximum of \$35/hour
 - A. Corporations Principal is defined as follows:
 - a. A corporate officer administratively responsible to the Corporation for the contract. The principal classification (whether corporate or other) is intended to include the principal's effort on the contract relating only to managing, directing and/or administering of the contract. In no event will the number of Principal hours established be in excess of 5% of the total contract salary hours established during negotiations.
 - b. A principal may also work on the contract in the "employee" classification, for example; as a Project Manager, Draftsman, Senior Engineer, etc. While performing those services for which qualified, the principal's rate of pay shall be within the salary range for the specific classification.
2. Assistants - Actual payroll at straight time rates. Overtime at actual rates subject to prior approval.
3. Overhead and Profit - Actual but not to exceed 150% for a Home Office project; 125% for a Field Office project and 165% for an Environmental project
4. Travel - Maximum is established per the State Travel Regulations (Manager's Agreement.)

Each such contract must contain appropriate language to clearly acknowledge the parameters by this letter.

Schedule 3

AGREEMENTS WITH GOALS
SPECIAL PROVISIONS
DISADVANTAGED BUSINESS ENTERPRISES
AS SUBCONTRACTORS AND MATERIAL SUPPLIERS OR MANUFACTURERS
FOR FEDERAL FUNDED PROJECTS

Revised — October 16, 2000

NOTE: Certain of the requirements and procedures stated in this special provision are applicable prior to the execution of the Contract document.

I. ABBREVIATIONS AND DEFINITIONS AS USED IN THIS SPECIAL PROVISION

- A. "CDOT" means the Connecticut Department of Transportation.
- B. "DOT" means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration ("FHWA"), the Federal Transit Administration ("FTA"), and the Federal Aviation Administration ("FAA").
- C. "Broker" means a party acting as an agent for others in negotiating contracts, agreements, purchases, sales, etc., in return for a fee or commission.
- D. "Contract," "agreement" or "subcontract" means a legally binding relationship obligating a seller to furnish supplies or services (including, but not limited to, construction and professional services) and the buyer to pay for them. For the purposes of this provision a lease for equipment or products is also considered to be a Contract.
- E. "Contractor," means a consultant, second party or any other entity doing business with CDOT or, as the context may require, with another Contractor.
- F. "Disadvantaged Business Enterprise" ("DBE") means a small business concern:
1. That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock of which is owned by one or more such individuals; and
 2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- G. "DOT-assisted Contract" means any Contract between a recipient and a Contractor (at any tier) funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees.
- H. "Good Faith Efforts" means efforts to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement. Refer to Appendix A of 49 Code of Federal Regulation ("CFR") Part 26 — "Guidance Concerning Good Faith Efforts," a copy of which is attached to this provision, for guidance as to what constitutes good faith efforts.

- I. "Small Business Concern" means, with respect to firms seeking to participate as DBEs in DOT- assisted Contracts, a small business concern as defined pursuant to Section 3 of the Small Business Act and Small Business Administration ("SBA") regulations implementing it (13 CFR Part 121) that also does not exceed the cap on average annual gross receipts specified in 49 CFR Part 26, Section 26.65(b).
- J. "Socially and Economically Disadvantaged Individuals" means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is—
 1. Any individual who CDOT finds on a case-by-case basis to be a socially and economically disadvantaged individual.
 2. Any individuals in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
 - i. "Black Americans," which includes persons having origins in any of the Black racial groups of Africa;
 - ii. "Hispanic Americans," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - iii. "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
 - iv. "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Javalu, Nauru, Federated States of Micronesia, or Hong Kong;
 - v. "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
 - vi. Women;
 - vii. Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

II. GENERAL REQUIREMENTS

A. The Contractor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted Contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy, as the DOT deems appropriate.

- B. The Contractor shall cooperate with CDOT and DOT in implementing the requirements concerning DBE utilization on this Contract in accordance with Title 49 of the Code of Federal Regulations, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs" ("49 CFR Part 26"), as revised. The Contractor shall also cooperate with CDOT and DOT in reviewing the Contractor's activities relating to this Special Provision. This Special Provision is in addition to all other equal opportunity employment requirements of this Contract.
- C. The Contractor shall designate a liaison officer who will administer the Contractor's DBE program. Upon execution of this Contract, the name of the liaison officer shall be furnished in writing to CDOT's Division of Contract Compliance.
- D. For the purpose of this Special Provision, DBEs to be used to satisfy the DBE goal must be certified by CDOT's Division of Contract Compliance for the type(s) of work they will perform.
- E. If the Contractor allows work designated for DBE participation required under the terms of this Contract and required under III-B to be performed by other than the named DBE organization without concurrence from CDOT's unit administering the Contract, CDOT will not pay the Contractor for the value of the work performed by organizations other than the designated DBE.
- F. At the completion of all Contract work, the Contractor shall submit a final report to CDOT's unit administering the Contract indicating the work done by, and the dollars paid to DBEs. If the Contractor does not achieve the specified Contract goals for DBE participation, the Contractor shall also submit written documentation to the CDOT unit administering the Contract detailing its good faith efforts to satisfy the goal that were made during the performance of the Contract. Documentation is to include but not be limited to the following:
1. A detailed statement of the efforts made to select additional subcontracting opportunities to be performed by DBEs in order to increase the likelihood of achieving the stated goal.
 2. A detailed statement, including documentation of the efforts made to contact and solicit bids/proposals with CDOT certified DBEs, including the names, addresses, dates and telephone numbers of each DBE contacted, and a description of the information provided to each DBE regarding the scope of services and anticipated time schedule of work items proposed to be subcontracted and nature of response from firms contacted.
 3. Provide a detailed statement for each DBE that submitted a subcontract proposal, which the Contractor considered not to be acceptable stating the reasons for this conclusion.
 4. Provide documents to support contacts made with CDOT requesting assistance in satisfying the Contract specified goal.
 5. Provide documentation of all other efforts undertaken by the Contractor to meet the defined goal.

- G. Failure of the Contractor at the completion of all Contract work to have at least the specified percentage of this Contract performed by DBEs as required in III-B will result in the reduction in Contract payments to the Contractor by an amount determined by multiplying the total Contract value by the specified percentage required in III-B and subtracting from that result, the dollar payments for the work actually performed by DBEs. However, in instances where the Contractor can adequately document or substantiate its good faith efforts made to meet the specified percentage to the satisfaction of CDOT, no reduction in payments will be imposed.
- H. All records must be retained for a period of three (3) years following acceptance by CDOT of the Contract and shall be available at reasonable times and places for inspection by authorized representatives of CDOT and Federal agencies. If any litigation, claim, or audit is started before the expiration of the three (3) year period, the records shall be retained until all litigation, claims, or audits findings involving the records are resolved.
- I. Nothing contained herein, is intended to relieve any Contractor or subcontractor or material supplier or manufacturer from compliance with all applicable Federal and State legislation or provisions concerning equal employment opportunity, affirmative action, nondiscrimination and related subjects during the term of this Contract.

III. SPECIFIC REQUIREMENTS:

In order to increase the participation of DBEs, CDOT requires the following:

- A. The Contractor shall assure that certified DBEs will have an opportunity to compete for subcontract work on this Contract, particularly by arranging solicitations and time for the preparation of proposals for services to be provided so as to facilitate the participation of DBEs regardless if a Contract goal is specified or not.
- B. Contract goal for DBE participation equaling 10% percent of the total Contract value has been established for this Contract. Compliance with this provision may be fulfilled when a DBE or any combination of DBEs perform work under Contract in accordance with 49 CFR Part 26, Subpart C, Section 26.55, as revised. Only work actually performed by and/or services provided by DBEs which are certified for such work and/or services can be counted toward the DBE goal. Supplies and equipment a DBE purchases or leases from the prime Contractor or its affiliate can not be counted toward the goal.

If the Contractor does not document commitments, by subcontracting and/or procurement of material and/or services that at least equal the goal stipulated in III-B, or document a plan which indicates how the Contractor intends to meet the goal in the future phase(s) of the work, the Contractor must document the good faith efforts that outline the steps it took to meet the goal in accordance with VII.

- C. Prior to execution of the Contract the Contractor shall indicate, in writing on the forms provided by CDOT to the Director of Contract Administration or CDOT's unit administering the Contract, the DBE(s) it will use to achieve the goal indicated in III-B. The submission shall include the name and address of each DBE that will participate in this Contract, a description of the work each will perform and the dollar amount of participation. This information shall be signed by the named DBE and the Contractor. The named DBE shall be from a list of certified DBEs available from CDOT. In addition, the named DBE(s) shall be certified to perform the type of work they will be contracted to do.

- D. The prime Contractor shall provide a fully executed copy of each agreement with each DBE named to achieve the goal indicated in III-B to CDOT's unit administering the Contract.
- E. The Contractor is required, should there be a change in a DBE they submitted in III-C, to submit documentation to CDOT's unit administering the Contract which will substantiate and justify the change, (i.e., documentation to provide a basis for the change for review and approval by CDOT's unit administering the Contract) prior to the implementation of the change. The Contractor must demonstrate that the originally named DBE is unable to perform in conformity to the scope of service or is unwilling to perform, or is in default of its Contract, or is overextended on other jobs. The Contractor's ability to negotiate a more advantageous agreement with another subcontractor is not a valid basis for change. Documentation shall include a letter of release from the originally named DBE indicating the reason(s) for the release.
- F. Contractors subcontracting with DBEs to perform work or services as required by this Special Provision shall not terminate such firms without advising CDOT's unit administering the Contract in writing, and providing adequate documentation to substantiate the reasons for termination if the DBE has not started or completed the work or the services for which it has been contracted to perform.
- G. When a DBE is unable or unwilling to perform or is terminated for just cause the Contractor shall make good faith efforts to find other DBE opportunities to increase DBE participation to the extent necessary to at least satisfy the goal required by III-B.
- H. In instances where an alternate DBE is proposed, a revised submission to CDOT's unit administering the Contract together with the documentation required in III-C, III-D, and III-E, must be made for its review and approval.
- I. Each quarter after execution of the Contract, the Contractor shall submit a report to CDOT's unit administering the Contract indicating the work done by, and the dollars paid to the DBE for the current quarter and to date.

IV. MATERIAL SUPPLIERS OR MANUFACTURERS

- A. If the Contractor elects to utilize a DBE supplier or manufacturer to satisfy a portion or all of the specified DBE goal, the Contractor must provide the CDOT with:
1. An executed "Connecticut Department of Transportation DBE Supplier/Manufacturer Affidavit" (sample attached), and
 2. Substantiation of payments made to the supplier or manufacturer for materials used on the project.
- B. Credit for DBE suppliers is limited to 60% of the value of the material to be supplied, provided such material is obtained from a regular DBE dealer. A regular dealer is a firm that owns, operates, or maintains a store, warehouse or other establishment in which the materials or supplies required for the performance of the Contract are bought, kept in stock and regularly sold or leased to the public in the usual course of business. To be a regular dealer, the firm must engage in, as its principal business, and in its own name, the purchase and sale of the products in question. A regular dealer in such bulk items as steel, cement, gravel, stone and petroleum products, need not keep such products in stock if it owns or operates distribution equipment. Brokers and packagers shall not be regarded as material suppliers or manufacturers.

- C. Credit for DBE manufacturers is 100% of the value of the manufactured product. A manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the Department of Transportation or Contractor.

V. NON-MANUFACTURING OR NON-SUPPLIER DBE CREDIT:

- A. Contractors may count towards their DBE goals the following expenditures with DBEs that are not manufacturers or suppliers:
 - 1. Reasonable fees or commissions charged for providing a bona fide service such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment materials or supplies necessary for the performance of the Contract provided that the fee or commission is determined by the CDOT to be reasonable and consistent with fees customarily allowed for similar services.
 - 2. The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is a DBE but is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fees are determined by the CDOT to be reasonable and not excessive as compared with fees customarily allowed for similar services.
 - 3. The fees or commissions charged for providing bonds or insurance specifically required for the performance of the Contract, provided that the fees or commissions are determined by the CDOT to be reasonable and not excessive as compared with fees customarily allowed for similar services.

VI. BROKERING

- A. Brokering of work by DBEs who have been approved to perform subcontract work with their own workforce and equipment is not allowed, and is a Contract violation.
- B. DBEs involved in the brokering of subcontract work that they were approved to perform may be decertified.
- C. Firms involved in the brokering of work, whether they are DBEs and/or majority firms who engage in willful falsification, distortion or misrepresentation with respect to any facts related to the project shall be referred to the U.S. Department of Transportation's Office of the Inspector General for prosecution under Title 18, U.S. Code, Section 10.20.

VII. REVIEW OF PRE-AWARD GOOD FAITH EFFORTS

- A. If the Contractor does not document commitments by subcontracting and/or procurement of material and/or services that at least equal the goal stipulated in III-B before execution of the Contract, or document a plan which indicates how the Contractor intends to meet the goal in future phase(s) of the work, the Contractor must document the good faith efforts that outline the specific steps it took to meet the goal. Execution of the Contract will proceed if the Contractor's good faith efforts are deemed satisfactory and approved by CDOT. To obtain such an exception, the Contractor must submit an application to CDOT's Director of Contract Administration or CDOT's unit administering the Contract, which documents the specific good faith efforts that were made to meet the DBE goal. Application forms for Review of Pre-Award Good Faith Efforts are available from CDOT's Division of Contract Administration.

The application must include the following documentation:

1. a statement setting forth in detail which parts, if any, of the Contract were reserved by the Contractor and not available for subcontracting;
 2. a statement setting forth all parts of the Contract that are likely to be sublet;
 3. a statement setting forth in detail the efforts made to select subcontracting work in order to likely achieve the stated goal;
 4. copies of all letters sent to DBEs;
 5. a statement listing the dates and DBEs that were contacted by telephone and the result of each contact;
 6. a statement listing the dates and DBEs that were contacted by means other than telephone and the result of each contact;
 7. copies of letters received from DBEs in which they declined to bid or submit proposals;
 8. a statement setting forth the facts with respect to each DBE bid/proposal received and the reason(s) any such bid/proposal was declined;
 9. a statement setting forth the dates that calls were made to CDOT's Division of Contract Compliance seeking DBE referrals and the result of each such call; and
 10. any information of a similar nature relevant to the application.
- B. All applications shall be submitted to the Director of Contract Administration or CDOT's unit administering the Contract. Upon receipt of the submission of an application for review of pre-award good faith efforts, CDOT's Director of Contract Administration or CDOT's unit administering the Contract shall submit the documentation to the Division of Contract Compliance who will review the documents and determine if the package is complete and accurate and adequately documents the Contractor's good faith efforts. Within fourteen (14) days of receipt of the documentation, the Division of Contract Compliance shall notify the Contractor by certified mail of the approval or denial of its good faith efforts.

- C. If the Contractor's application is denied, the Contractor shall have seven (7) days upon receipt of written notification of denial to request administrative reconsideration. The Contractor's request for administrative reconsideration should be sent in writing to: Director of Contract Administration or CDOT's unit administering the Contract, P.O. Box 317546, Newington, CT 06131-7546. The Director of Contract Administration or CDOT's unit administering the Contract will forward the Contractor's reconsideration request to the DBE Screening Committee. The DBE Screening Committee will schedule a meeting within fourteen (14) days from receipt of the Contractor's request for administrative reconsideration and advise the Contractor of the date, time and location of the meeting. At this meeting the Contractor will be provided with the opportunity to present written documentation and/or argument concerning the issue of whether it made adequate good faith efforts to meet the goal. Within seven (7) days following the reconsideration meeting, the chairperson of the DBE Screening Committee will send the contractor via certified mail a written decision on its reconsideration request, explaining the basis of finding either for or against the request. The DBE Screening Committee's decision is final. If the reconsideration is denied, the Contractor shall indicate in writing to the Director of Contract Administration or CDOT's unit administering the Contract within fourteen (14) days of receipt of written notification of denial, the DBEs it will use to achieve the goal indicated in III-B.
- D. Approval of pre-execution good faith efforts does not relieve the Contractor from its obligation to make additional good faith efforts to achieve the DBE goal should contracting opportunities arise during actual performance of the Contract work.

APPENDIX A TO 49 CFR PART 26 -- GUIDANCE CONCERNING GOOD FAITH EFFORTS

I. When, as a recipient, you establish a Contract goal on a DOT-assisted Contract, a Bidder/Contractor must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The Bidder/Contractor can meet this requirement in either of two ways. First, the Bidder/Contractor can meet the goal, documenting commitments for participation by DBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the Bidder/Contractor can document adequate good faith efforts. This means that the Bidder/Contractor must show that it took all necessary and reasonable steps to achieve a DBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if they were not fully successful.

II. In any situation in which you have established a Contract goal, Part 26 requires you to use the good faith efforts mechanism of this part. As a recipient, it is up to you to make a fair and reasonable judgment whether a Bidder/Contractor that did not meet the goal made adequate good faith efforts. It is important for you to consider the quality, quantity, and intensity of the different kinds of efforts that the Bidder/Contractor has made. The efforts employed by the Bidder/Contractor should be those that one could reasonably expect a Bidder/Contractor to take if the Bidder/Contractor were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE Contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE Contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call: meeting quantitative formulas is not required.

III. The Department also strongly cautions you against requiring that a Bidder/Contractor meet a Contract goal (i.e., obtain a specified amount of DBE participation) in order to be awarded a Contract, even though the Bidder/Contractor makes an adequate good faith efforts showing. This rule specifically prohibits you from ignoring bona fide good faith efforts.

IV. The following is a list of types of actions which you should consider as part of the Bidder/Contractor's good faith efforts to obtain DBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

- A. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified DBEs who have the capability to perform the work of the Contract. The Bidder/Contractor must solicit this interest within sufficient time to allow the DBEs to respond to the solicitation. The Bidder/Contractor must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations.
- B. Selecting portions of the work to be performed by DBEs in order to increase the likelihood that the DBE goals will be achieved. This includes, where appropriate, breaking out Contract work items into economically feasible units to facilitate DBE participation, even when the prime Contractor might otherwise prefer to perform these work items with its own forces.

- C. Providing interested DBEs with adequate information about the plans, specifications, and requirements of the Contract in a timely manner to assist them in responding to a solicitation.
- D. (1) Negotiating in good faith with interested DBEs. It is the Bidder/Contractor's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for DBEs to perform the work.

(2) A Bidder/Contractor using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE subcontractors, and would take a firm's price and capabilities as well as Contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a Bidder/Contractor's failure to meet the Contract DBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime Contractor to perform the work of a Contract with its own organization does not relieve the Bidder/Contractor of the responsibility to make good faith efforts. Prime Contractors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable.
- E. Not rejecting DBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The Contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids/proposals in the Contractor's efforts to meet the project goal.
- F. Making efforts to assist interested DBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or Contractor.
- G. Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- H. Effectively using the services of available minority/women community organizations; minority/women Contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

- V. In determining whether a Bidder/Contractor has made good faith efforts, you may take into account the performance of other Bidder/Contractors in meeting the Contract. For example, when the apparent successful Bidder/Contractor fails to meet the Contract goal, but others meet it, you may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful Bidder/Contractor could have met the goal. If the apparent successful Bidder/Contractor fails to meet the goal, but meets or exceeds the average DBE participation obtained by other Bidder/Contractors, you may view this, in conjunction with other factors, as evidence of the apparent successful Bidder/Contractor having made good faith efforts.

CONNECTICUT DEPARTMENT OF TRANSPORTATION
DBE SUPPLIER/MANUFACTURER AFFIDAVIT

This affidavit must be completed by the State Contractor's DBE notarized and attached to the Contractor's request to utilize a DBE supplier or manufacturer as a credit towards its DBE Contract requirements; failure to do so will result in not receiving credit towards the Contract DBE requirement.

State Project No. _____

Federal Aid Project No. _____

Description of Project _____

I, _____, acting in behalf of _____
(Name of person signing Affidavit) (DBE person, firm, association or organization)

of which I am the _____, certify and affirm that _____
(Title of Person) (DBE person, firm, association or organization)

is a certified Connecticut Department of Transportation DBE. I further certify and affirm that I have read and understand 49 CFR, Sec. 26.55(e)(2), as the same may be revised.

I further certify and affirm that _____ will assume the actual and
(DBE person, firm, association or organization)

contractual responsibility for the provision of the materials and/or supplies sought by _____.
(State Contractor)

If a manufacturer, I produce goods from raw materials or substantially alter them before resale, or if a supplier, I perform a commercially useful function in the supply process.

I understand that false statements made herein are punishable by Law (Sec. 53a-157), CGS, as revised).

(Name of Organization or Firm)

(Signature & Title of Official making the Affidavit)

Subscribed and sworn to before me, this _____ day of _____ 20_____

Notary Public (Commissioner of the Superior Court)

My Commission Expires

CERTIFICATE OF CORPORATION

I, _____, certify that I am the _____ (Official)
of the Organization named in the foregoing instrument; that I have been duly authorized to affix the seal of the Organization to such papers as require the seal; that _____ who signed said instrument on behalf of the Organization, was then _____ of said Organization; that said instrument was duly signed for and in behalf of said Organization by authority of its governing body and is within the scope of its organizational powers.

(Signature of Person Certifying)

(Date)

Schedule 4



CONNECTICUT DEPARTMENT OF TRANSPORTATION
POLICY STATEMENT

POLICY NO. F&A-10

June 1, 2007

SUBJECT: Code of Ethics Policy

The purpose of this policy is to establish and maintain high standards of honesty, integrity, and quality of performance for all employees of the Department of Transportation ("DOT" or "Department"). Individuals in government service have positions of significant trust and responsibility that require them to adhere to the highest ethical standards. Standards that might be acceptable in other public or private organizations are not necessarily acceptable for the DOT.

It is expected that all DOT employees will comply with this policy as well as the Code of Ethics for Public Officials, and strive to avoid even the appearance of impropriety in their relationships with members of the public, other agencies, private vendors, consultants, and contractors. This policy is, as is permitted by law, in some cases stricter than the Code of Ethics for Public Officials. Where that is true, employees are required to comply with the more stringent DOT policy.

The Code of Ethics for Public Officials is State law and governs the conduct of all State employees and public officials regardless of the agency in which they serve. The entire Code, as well as a summary of its provisions, may be found at the Office of State Ethics' web site: www.ct.gov/ethics/site/default.asp. For formal and informal interpretations of the Code of Ethics, DOT employees should contact the Office of State Ethics or the DOT's Ethics Compliance Officer or her designee.

All State agencies are required by law to have an ethics policy statement. Additionally, all State agencies are required by law to have an Ethics Liaison or Ethics Compliance Officer. The DOT, because of the size and scope of its procurement activities, has an Ethics Compliance Officer who is responsible for the Department's: development of ethics policies; coordination of ethics training programs; and monitoring of programs for agency compliance with its ethics policies and the Code of Ethics for Public Officials. At least annually, the Ethics Compliance Officer shall provide ethics training to agency personnel involved in contractor selection, evaluation, and supervision. A DOT employee who has a question or is unsure about the provisions of this policy, or who would like assistance contacting the Office of State Ethics, should contact the Ethics Compliance Officer or her designee.

The DOT Ethics Compliance Officer is:

Denise Rodosevich, Managing Attorney
Office of Legal Services

**For questions, contact the Ethics
Compliance Officer's Designee:**

Alice M. Sexton, Principal Attorney
Office of Legal Services
2800 Berlin Turnpike
Newington, CT 06131-7546
Tel. (860) 594-3045

To contact the Office of State Ethics:

Office of State Ethics
20 Trinity Street, Suite 205
Hartford, CT 06106
Tel. (860) 566-4472
Facs. (860) 566-3806
Web: www.ethics.state.ct.us

Enforcement

The Department expects that all employees will comply with all laws and policies regarding ethical conduct. Violations of the law may subject an employee to sanctions from agencies or authorities outside the DOT. Whether or not another agency or authority imposes such sanctions, the Department retains the independent right to review and respond to any ethics violation or alleged ethics violation by its employees. Violations of this policy or ethics statutes, as construed by the DOT, may result in disciplinary action up to and including dismissal from State service.

Prohibited Activities

1. **Gifts:** DOT employees (and in some cases their family members) are prohibited by the Code of Ethics and this Policy from accepting a gift from anyone who is: (1) doing business with, or seeking to do business with, the DOT; (2) directly regulated by the DOT; (3) prequalified as a contractor pursuant to Conn. Gen. Stat. §4a-100 by the Commissioner of the Department of Administrative Services (DAS); or (4) known to be a registered lobbyist or a lobbyist's representative. These four categories of people/entities are referred to as "restricted donors." A list of registered lobbyists can be found on the web site of the Office of State Ethics (www.et.gov/ethics/site/default.asp). A list of prequalified consultants and contractors, *i.e.*, those seeking to do business with the DOT, can be found on the DOT's Internet site under "Consultant Information" and "Doing Business with ConnDOT," respectively.

The term "gift" is defined in the Code of Ethics for Public Officials, Conn. Gen. Stat. §1-79(e), and has numerous exceptions. For example, one exception permits the acceptance of food and/or beverages valued up to \$50 per calendar year from any one donor and consumed on an occasion or occasions while the person paying or his representative is present. Therefore, such food and/or beverage is not a "gift." Another exception permits the acceptance of items having a value up to ten dollars (\$10) provided the aggregate value of all things provided by the donor to the recipient during a calendar year does not exceed fifty dollars (\$50). Therefore, such items are not a "gift." Depending on the circumstances, the "donor" may be an individual if the individual is bearing the expense, or a donor may be the individual's employer/group if the individual is passing the expense back to the employer/group he/she represents.

This policy requires DOT employees to immediately return any gift (as defined in the Code of Ethics) that any person or entity attempts to give to the employee(s). If any such gift or other item of value is received by other than personal delivery from the subject person or entity, the item shall be taken to the Office of Human Resources along with the name and address of the person or entity who gave the item. The Office of Human Resources, along with the recipient of the item of value, will arrange for the donation of the item to a local charity (e.g., Foodshare, local soup kitchens, etc.). The Office of Human Resources will then send a letter to the gift's donor advising the person of the item's donation to charity and requesting that no such gifts be given to DOT employees in the future.

2. **Contracting for Goods or Services for Personal Use With Department Contractors, Consultants, or Vendors:** Executive Order 7C provides that: "Appointed officials and state employees in the Executive Branch are prohibited from contracting for goods and services, for personal use, with any person doing business with or seeking business with his or her agency, unless the goods or services are readily available to the general public for the price which the official or state employee paid or would pay."
3. **Gift Exchanges Between Subordinates and Supervisors/Senior Staff:** A recent change in the Code of Ethics prohibits exchanges of gifts valued at \$100 or more between (*i.e.*, to and from) supervisors and

employees under their supervision. The Citizen's Ethics Advisory Board has advised that: (1) the monetary limit imposed by this provision is a per-gift amount; (2) gifts given between supervisors and subordinates (or *vice versa*) in celebration of a "major life event," as defined in the Code of Ethics, need not comply with the \$100 limit; and (3) the limitations imposed by this provision apply to a direct supervisor and subordinate and to any individual up or down the chain of command. The Citizen's Ethics Advisory Board has also advised that supervisors or subordinates may not pool their money to give a collective or group gift valued at \$100 or more, even though each of the individual contributions is less than \$100.

4. **Acceptance of Gifts to the State:** A recent change to the Code of Ethics for Public Officials modified the definition of the term "gift" to limit the application of the so-called "gift to the State" exception. In general, "gifts to the State" are goods or services given to a State agency for use on State property or to support an event and which facilitate State action or functions. Before accepting any benefit as a "gift to the State," DOT employees should contact the Ethics Compliance Officer.
5. **Charitable Organizations and Events:** No DOT employee shall knowingly accept any gift, discount, or other item of monetary value for the benefit of a charitable organization from any person or entity seeking official action from, doing or seeking business with, or conducting activities regulated by, the Department.
6. **Use of Office/Position for Financial Gain:** DOT employees shall not use their public office, position, or influence from holding their State office/position, nor any information gained in the course of their State duties, for private financial gain (or the prevention of financial loss) for themselves, any family member, any member of their household, nor any "business with which they are associated." In general, a business with which one is associated includes any entity of which a DOT employee or his/her immediate family member is a director, owner, limited or general partner, beneficiary of a trust, holder of 5 percent or more stock, or an officer (president, treasurer, or executive or senior vice president).

DOT employees shall not use or distribute State information (except as permitted by the Freedom of Information Act), nor use State time, personnel, equipment, or materials, for other than State business purposes.

7. **Other Employment:** DOT employees shall not engage in, nor accept, other employment that will either impair their independence of judgment with regard to their State duties or require or induce them to disclose confidential information gained through their State duties.

Any DOT employee who engages in or accepts other employment (including as an independent contractor), or has direct ownership in an outside business or sole proprietorship, shall complete an Employment/Outside Business Disclosure Form (see attached) and submit it to the Department's Human Resources Administrator. Disclosure of other employment to the DOT Human Resources Administrator shall not constitute approval of the other employment for purposes of the Code of Ethics for Public Officials.

Inquiries concerning the propriety of a DOT employee's other employment shall be directed to the Office of State Ethics to assure compliance with the Code of Ethics for Public Officials. Employees anticipating accepting other employment as described above should give ample time (at least one month) to the Office of State Ethics to respond to such outside employment inquiries. No employee of the DOT shall allow any private obligation of employment or enterprise to take precedence over his/her responsibility to the Department.

8. **Outside Business Interests:** Any DOT employee who holds, directly or indirectly, a financial interest

in any business, firm, or enterprise shall complete an Employment/Outside Business Disclosure Form (see attached) and submit it to the Department's Human Resources Administrator. An indirect financial interest includes situations where a DOT employee's spouse has a financial interest in a business, firm, or enterprise. A financial interest means that the employee or his spouse is an owner, member, partner, or shareholder in a non-publicly traded entity. Disclosure of such outside business interests to the DOT Human Resources Administrator shall not constitute approval of the outside business interest under this Policy or the Code of Ethics for Public Officials. DOT employees shall not have a financial interest in any business, firm, or enterprise which will either impair their independence of judgment with regard to their State duties or require or induce them to disclose confidential information gained through their State duties. Inquiries concerning the propriety of a DOT employee's outside business interests shall be directed to the Office of State Ethics to assure compliance with the Code of Ethics for Public Officials.

9. ***Contracts With the State:*** DOT employees, their immediate family members, and/or a business with which a DOT employee is associated, may not enter into a contract with the State, other than pursuant to a court appointment, valued at \$100 or more unless the contract has been awarded through an open and public process.
10. ***Sanctioning Another Person's Ethics Violation:*** No DOT official or employee shall counsel, authorize, or otherwise sanction action that violates any provision of the Code of Ethics.
11. ***Certain Persons Have an Obligation to Report Ethics Violations:*** If the DOT Commissioner, Deputy Commissioner, or "person in charge of State agency procurement" and contracting has reasonable cause to believe that a person has violated the Code of Ethics or any law or regulation concerning ethics in State contracting, he/she must report such belief to the Office of State Ethics. All DOT employees are encouraged to disclose waste, fraud, abuse, and corruption about which they become aware to the appropriate authority (see also Policy Statement EX.O.-23 dated March 31, 2004), including, but not limited to, their immediate supervisor or a superior of their immediate supervisor, the DOT Office of Management Services, the Ethics Compliance Officer, the Auditors of Public Accounts, the Office of the Attorney General, or the Office of the Chief State's Attorney.
12. ***Post-State Employment Restrictions:*** In addition to the above-stated policies of the Department, DOT employees are advised that the Code of Ethics for Public Officials bars certain conduct by State employees *after they leave State service. Upon leaving State service:*

- ***Confidential Information:*** DOT employees must never disclose or use confidential information gained in State service for the financial benefit of any person.
- ***Prohibited Representation:*** DOT employees must never represent anyone (other than the State) concerning any "particular matter" in which they participated personally and substantially while in State service and in which the State has a substantial interest.

DOT employees also must not, for one year after leaving State service, represent anyone other than the State for compensation before the DOT concerning a matter in which the State has a substantial interest. In this context, the term "represent" has been very broadly defined. Therefore, any former DOT employee contemplating post-State employment work that might involve interaction with any bureau of DOT (or any Board or Commission administratively under the DOT) within their first year after leaving State employment should contact the DOT Ethics Compliance Officer and/or the Office of State Ethics.

- ***Employment With State Vendors:*** DOT employees who participated substantially in, or supervised, the negotiation or award of a State contract valued at \$50,000 or more must not accept employment

with a party to the contract (other than the State) for a period of one year after resigning from State service, if the resignation occurs within one year after the contract was signed.

13. ***Ethical Considerations Concerning Bidding and State Contracts:*** DOT employees also should be aware of various provisions of Part IV of the Code of Ethics that affect any person or firm who: (1) is, or is seeking to be, prequalified by DAS under Conn. Gen. Stat. §4a-100; (2) is a party to a large State construction or procurement contract, or seeking to enter into such a contract, with a State agency; or (3) is a party to a consultant services contract, or seeking to enter into such a contract, with a State agency. These persons or firms shall not:

- With the intent to obtain a competitive advantage over other bidders, solicit any information from an employee or official that the contractor knows is not and will not be available to other bidders for a large State construction or procurement contract that the contractor is seeking;
- Intentionally, willfully, or with reckless disregard for the truth, charge a State agency for work not performed or goods not provided, including submitting meritless change orders in bad faith with the sole intention of increasing the contract price, as well as falsifying invoices or bills or charging unreasonable and unsubstantiated rates for services or goods to a State agency; and
- Intentionally or willfully violate or attempt to circumvent State competitive bidding and ethics laws.

Firms or persons that violate the above provisions may be deemed a nonresponsible bidder by the DOT.

In addition, no person with whom a State agency has contracted to provide consulting services to plan specifications for any contract, and no business with which such person is associated, may serve as a consultant to any person seeking to obtain such contract, serve as a contractor for such contract, or serve as a subcontractor or consultant to the person awarded such contract.

DOT employees who believe that a contractor or consultant may be in violation of any of these provisions should bring it to the attention of their manager.

Training for DOT Employees

A copy of this policy will be posted throughout the Department, and provided to each employee either in hard copy or by e-mail. As set forth above, State law requires that certain employees involved in contractor/consultant/vendor selection, evaluation, or supervision must undergo annual ethics training coordinated or provided by the Ethics Compliance Officer. If you believe your duties meet these criteria, you should notify your Bureau Chief to facilitate compilation of a training schedule. In addition, the DOT Ethics Compliance Officer can arrange for periodic ethics training provided by the Office of State Ethics. Finally, the Department will make available, on its web site or otherwise, a copy of this policy to all vendors, contractors, and other business entities doing business with the Department.


Important Ethics Reference Materials

It is strongly recommended that every DOT employee read and review the following:

- Code of Ethics for Public Officials, Chapter 10, Part 1, Conn. General Statutes Sections 1-79 through 1-89a found at: www.ct.gov/ethics/site/default.asp
- Ethics Regulations Sections 1-81-14 through 1-81-38, found at: www.ct.gov/ethics/site/default.asp

- The Office of State Ethics web site includes summaries and the full text of formal ethics advisory opinions interpreting the Code of Ethics, as well as summaries of previous enforcement actions: www.ct.gov/ethics/site/default.asp. DOT employees are strongly encouraged to contact the Department's Ethics Compliance Officer or her designee, or the Office of State Ethics with any questions or concerns they may have.

(This Policy Statement supersedes Policy Statement No. F&A-10 dated January 6, 2006)


Ralph J. Carpenter
COMMISSIONER

Attachment

List 1 and List 3

(Managers and supervisors are requested to distribute a copy of this Policy Statement to all employees under their supervision.)

cc: Office of the Governor, Department of Administrative Services, Office of State Ethics

Schedule 5

TITLE VI CONTRACTOR ASSURANCES

For this document Contractor means Consultant, Consulting Engineer, Second Party, or other entity doing business with the State and Contract shall mean the same as Agreement.

During the performance of this Contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

1. **Compliance with Regulations:** The Contractor shall comply with the regulations relative to nondiscrimination in federally assisted programs of the United States Department of Transportation (hereinafter, "USDOT"), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the Contract, shall not discriminate on the grounds of race, color, national origin, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Subsection 5 of the Regulations, including employment practices when the Contract covers a program set forth in Appendix B of the Regulations.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, or disability.

4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Connecticut Department of Transportation (ConnDOT) or the Funding Agency (FHWA, FTA and FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to ConnDOT or the Funding Agency, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Contract, the ConnDOT shall impose such sanctions as it or the Funding Agency may determine to be appropriate, including, but not limited to:

- A. Withholding contract payments until the Contractor is in-compliance; and/or
- B. Cancellation, termination, or suspension of the Contract, in whole or in part.

6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the ConnDOT or the Funding Agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the ConnDOT to enter into such litigation to protect the interests of the Funding Agency, and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

**Schedule 6
SUPPLEMENTARY PROGRAM INFORMATION**

FEDERAL

FEDERAL PROGRAM/GRANT IDENTIFICATION NUMBER	CONNDOT PROJECT NO.	FEDERAL PROJECT NO.	PHASE (1) (PE, ROW, CONST, CE)	EXPENDITURES (BY PHASE) (2)

(1) PRELIMINARY ENGINEERING (PE), RIGHTS OF WAY (ROW), CONSTRUCTION (CONST), CONSTRUCTION ENGINEERING (CE)

(2) THE SUM OF THE PROJECT EXPENDITURES SHOULD AGREE, IN TOTAL, TO THE PROGRAM EXPENDITURES.

STATE

STATE PROGRAM/GRANT IDENTIFICATION NUMBER	CONNDOT PROJECT NO.	PHASE (1) (PE, ROW, CONST, CE)	EXPENDITURES (BY PHASE) (2)

(1) PRELIMINARY ENGINEERING (PE), RIGHTS OF WAY (ROW), CONSTRUCTION (CONST), CONSTRUCTION ENGINEERING (CE)

(2) THE SUM OF THE PROJECT EXPENDITURES SHOULD AGREE, IN TOTAL, TO THE PROGRAM EXPENDITURES.

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLLA Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLLA Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

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 8, 2014

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

**Re: Outdoor Amusement Permit Application -
"27th Annual Memorial Mile Road Race"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Parks & Recreation Department by Ted Fravel, its Director and the East Hartford Board of Education Physical Education Department**. The applicants seek to conduct the 27th Annual Memorial Mile Road Race, on **Monday, May 26, 2014** from approximately **10:20 AM to completion**. The race will start on Scotland Road – proceed west on Burnside Avenue and finish on Burnside Avenue west of Hillside Street. Registration and check-in will be at Martin Park, 307 Burnside Avenue. This race precedes the Memorial Day Parade.

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.

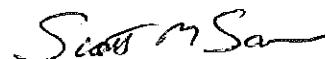
The Offices of Corporation Counsel and Finance along with the Fire, Health, Parks & Recreation and Public Works Departments approve the application as submitted and state there are no anticipated costs to their Departments for this event.

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 moderate size, and the area has sufficient parking available. As this event is run in conjunction with the town Memorial Day Parade, **the anticipated cost to the Department for this event is a part of the Parade estimate of \$15,000.00.**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom
Chief of Police

Cc: Applicant

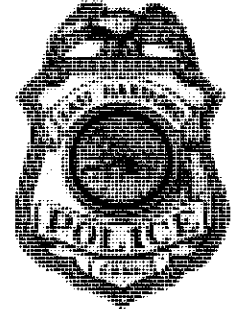
TOWN OF EAST HARTFORD POLICE DEPARTMENT



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:
27th Annual Memorial Mile
2. Date(s) of Event:
Monday, May 26, 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
860-291-7164
50 Chapman Place, East Hartford, CT 06108
juhrig@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.
East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, c/o Theodore Fravel, Parks & Recreation Director and East Hartford Board of Education Physical Education Department.
5. List the location of the proposed amusement: (Name of facility and address)
Start Clearwater Paper on Scotland Rd/Finish Burnside Ave. west of Hillside St
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Monday, May 26, 2014 at 10:20AM preceding the Memorial Day Parade.
7. Provide a detailed description of the proposed amusement:
One mile race will start on Scotland Rd. proceed west on Burnside Ave. and finish on Burnside west of Hillside St. Registration and check-in will be at Martin Park, 307 Burnside Ave. Race precedes the Memorial Day Parade.

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?

From under 8 years old to 90 years old and over.

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

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

100 runners.

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

a. Crowd size impact:

N/A

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

Parade traffic control will be in place. Access to Martin Park required.

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

Parking will be inside Martin Park.

d. Noise impact on neighborhood:

N/A

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

Park Maintenance will clean up and remove all litter or trash.

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

Momentary traffic stoppage along same route that Parade will follow.

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:

The route is fully accessible to emergency vehicles.

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

Cell phones and two-way radios will be available.

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

No.

d. Crowd control plan:

Same as for the Parade.

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

Staff will clean up Martin Park area after conclusion of event.

f. Provision of sanitary facilities:

Lavatories in Martin Park will be used.

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

Pre-packaged food, water and sports beverages will be provided.

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.

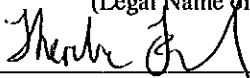
a. False Statement is a Class A Misdemeanor.

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:

Theodore Fravel

(Legal Name of Applicant)



(Applicant Signature)

Theodore Fravel

(Printed Name)

03/11/2014

(Date Signed)

Parks & Recreation Director

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

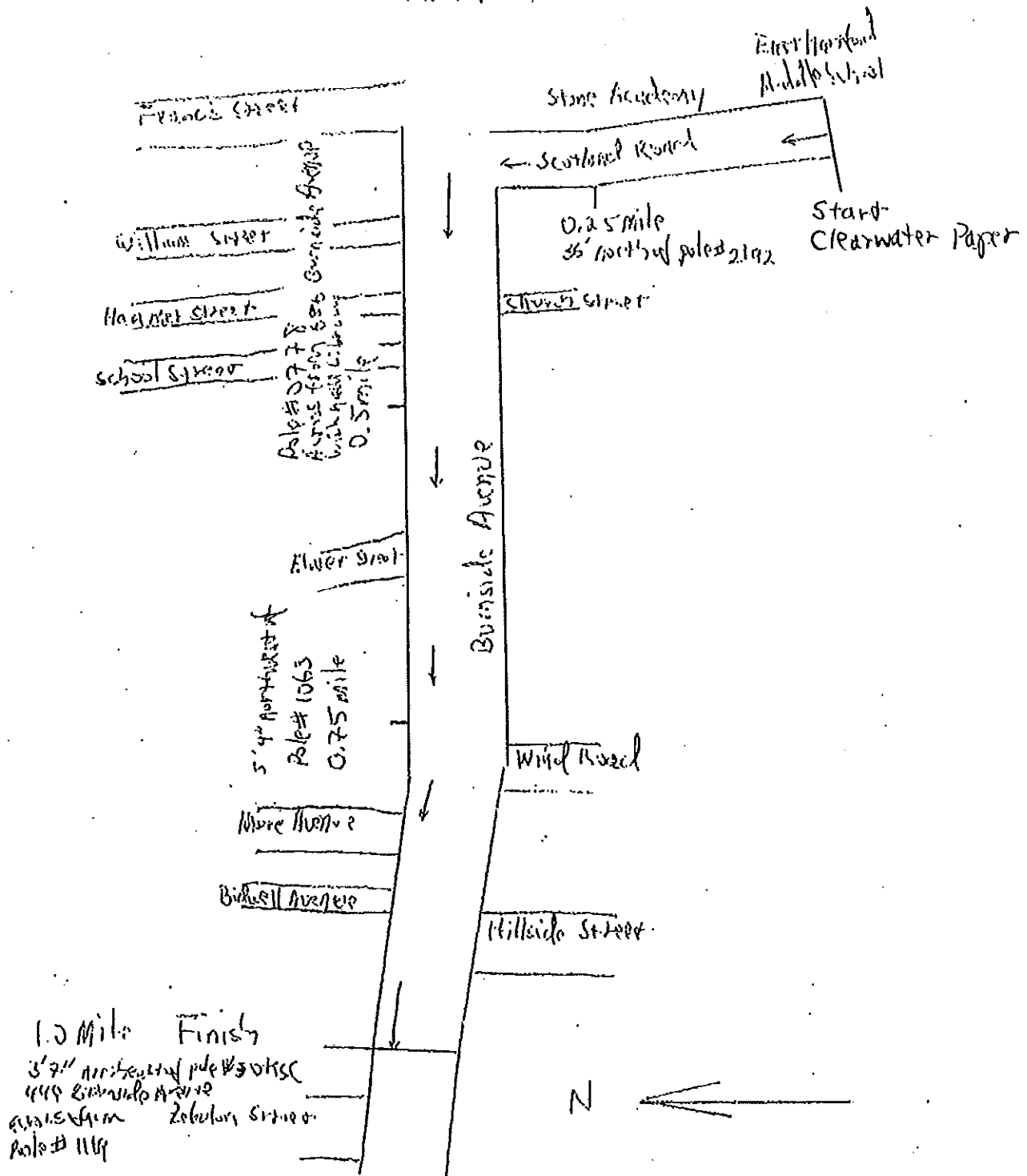
FOR OFFICE USE

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

Received By: Carl Strand
Employee Number: 9019
Date & Time Signed: 3-13-14 7:25 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.

East Hartford Parks & Recreation Department
 Memorial Mile



Measured: 5/2010

Fire Dept



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 26, 2014**

Event: **27th Annual Memorial Mile Road Race**

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

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

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

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

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief
Signature

March 14, 2014

Date

Comments:



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 26, 2014**
Event: **27th Annual Memorial Mile Road Race**
Applicant: **East Hartford Parks & Recreation Department by Ted Fravel and the East Hartford Board of Education Physical Education Department**

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

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
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-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0.00

Ted Fravel _____ 3/31/14
Signature Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Friday, March 14, 2014 8:44 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: 27th Annual Memorial Mile Road Race

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: Thursday, March 13, 2014 12:12 PM
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: 27th Annual Memorial Mile Road Race

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 27, 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

Frank, Carol

From: Gentile, Richard
Sent: Tuesday, March 18, 2014 8:57 AM
To: Frank, Carol
Subject: RE: 27th Annual Memorial Mile Road Race

No comments or concerns

From: Frank, Carol
Sent: Thursday, March 13, 2014 12:12
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: 27th Annual Memorial Mile Road Race

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 27, 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

Risk Mngmt

Frank, Carol

From: Bennett, Cindy
Sent: Thursday, March 13, 2014 12:30 PM
To: Frank, Carol
Subject: RE: 27th Annual Memorial Mile Road Race

This is a park & rec sponsored activity and would fall under the Town liability program. No ins certificate required.

From: Frank, Carol
Sent: Thursday, March 13, 2014 12:12 PM
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: 27th Annual Memorial Mile Road Race

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 27, 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

PD Review

Frank, Carol

From: DeMaine, Michael
Sent: Thursday, March 13, 2014 3:03 PM
To: Frank, Carol
Subject: RE: 27th Annual Memorial Mile Road Race

Carol,

I see no issue with this application.

Sergeant Michael DeMaine
Public Information Officer/ Special Events
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office (860)291-7583
Fax (860)289-1249
mdemaine@easthartfordct.gov

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

From: Frank, Carol
Sent: Thursday, March 13, 2014 12:12
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: 27th Annual Memorial Mile Road Race

Good afternoon all.

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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: Grew, Greg
Sent: Thursday, March 13, 2014 11:25 PM
To: Frank, Carol
Subject: RE: 27th Annual Memorial Mile Road Race

Carol:

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

Thanks
Greg

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

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

From: Frank, Carol
Sent: Thu 3/13/2014 12:12 PM
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: 27th Annual Memorial Mile Road Race

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 27, 2014. Thank you.



THOMAS P. CODY
Chairman
RANJANA CHAWLA
Vice-Chair/Fundraising
JAMES F. GLEASON
Vice-Chair/Management

CAMILO SERNA
Vice-Chair/Planning &
Development
DAVID KLEIN
Treasurer

RITA ORTIZ
Secretary
DAVID R. ROBB
Immediate Past Chair
JOSEPH R. MARFUGGI
President and CEO

East Hartford Police Department
Support Services Bureau
31 School Street
East Hartford, CT 06108

Dear Carol,

Please see the attached **Outdoor Amusement Permit Applications** for the following Riverfront Recapture produced events:

- Riverfest, July 12th
- Riverfront Summer Pops, May 24th, June 28th, and July 26th
- Riverfront Swing Night, August 23rd
- Head of the Riverfront Rowing Regatta, October 5th

Also included in this package:

- Copy of Riverfront Recapture's liquor concessions permit
- Copy of Riverfront Recapture's catering liquor permit
- List of Riverfront Recapture Board Members

We are looking forward to working with the Town of East Hartford to produce another successful Riverfront Recapture events season. If you have any questions about the events in consideration, please do not hesitate to contact me.

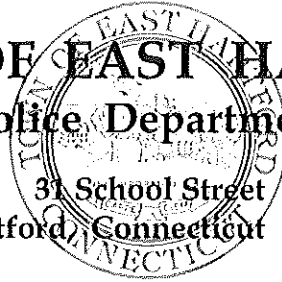
Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Urrutia", written over a horizontal line.

Joshua Urrutia
Events Manager
Riverfront Recapture

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department



East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

SCOTT M. SANSOM
CHIEF OF POLICE

May 5, 2014

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

**Re: Outdoor Amusement Permit Application -
"Riverfront Summer Pops"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Riverfront Recapture by Joshua M. Urrutia, Public Events Manager**. The applicant seeks to conduct 3 summers Pop Concerts with music and beer and wine to be sold in a designated area in **Great River Park**. The concerts are scheduled for the following **dates and times in 2014:**

Saturday, May 24 (Rain date: Sunday, May 25) - 7 PM – 9 PM
Saturday, June 28 (Rain date: Sunday, June 29) - 7 PM – 9 PM
Saturday, July 26 (Rain date: Sunday, July 27) - 7 PM – 9 PM

Pursuant to Town Ordinances (TO) 14-7(b) and (TO) 14-10 (13), the applicant requests authorization to sell or dispense alcoholic beverages in connection with this event. ****A CURRENT AND UPDATED CONCESSION PERMIT MUST BE PROVIDED TO THE TOWN PRIOR TO THE MAY 24TH EVENT DATE AND A CURRENT LIQUOR PERMIT PRIOR TO THE JUNE 28TH EVENT DATE.****

As part of Riverfront Recapture's agreement with the Town of East Hartford, the applicant respectfully requests that this event be considered a Town of East Hartford sponsored event and all related fees waived.

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** approves the application as submitted.

The **Risk Management Department** states that Riverfront Recapture will need to provide a certificate of liability insurance for One (1) Million Dollars naming the Town of East Hartford, City of Hartford and the MDC as additional insured for liabilities associated with their event.

The **Fire Department** approves the application as submitted and states **there is no anticipated cost to their Department.**

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

The **Parks & Recreation Department** approves the application as submitted. **The anticipated cost to the Department is unknown.**

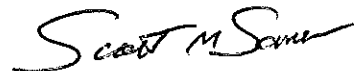
The **Public Works Department** approves the application as submitted and states that the applicant should note there are sections of East River Drive which are posted "no parking". It further states **there are no anticipated costs to the Department.**

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

- The Police Department can provide adequate police protection for these events. The site is suitable for the proposed amusements. The crowd is expected to be moderate in size, and the area has sufficient parking available.
- These events 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 for each of the three (3) events is \$728.34 (\$242.78 per event).**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom
Chief of Police

Cc: Applicant

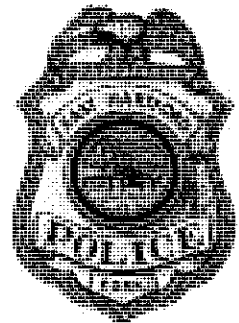
TOWN OF EAST HARTFORD POLICE DEPARTMENT



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: Riverfront Summer Pops
2. Date(s) of Event:
 - a. Saturday, May 24th, 2014/ Rain Date Sunday, May 25th
 - b. Saturday, June 28th, 2014/ Rain Date Sunday, June 29th
 - c. Saturday, July 26th, 2014/ Rain Date Sunday, July 27th
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) : Riverfront Recapture, Inc.
50 Columbus Blvd. First Floor
Hartford, CT 06106
860.713.3131
jurrutia@riverfront.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. Riverfront Recapture, Inc. Executive Committee
Robert M. Annon, Jr. (At-Large Member), Jodi Brennan (At-Large Member), Ranjana Chawla (Vice Chair-Fundraising), Christopher R. Cloud (At-Large Member), Thomas P. Cody (Chairman), James F. Gleason (Vice-Chair Management), David Klein (Treasurer), Marcia Leclerc, Joseph R. Marfuggi (President), Rita Ortiz (Secretary), Agnes Peelle, Christina B. Ripple (At-Large Member), David R. Robb (Immediate Past Chair), Camilo Serna (Vice-Chair-Planning & Dev.), Chuck Sheehan, Lyle Wray
Riverfront Recapture, Inc. 2012 - 2013 Board of Directors
Paul Alfonso, Robert M. Annon, Jr., Harold Blinderman, Jodi Brennan, Christopher Byrd, Patrick Caulfield, Ranjana Chawla, Susan B. Clemow, Christopher R. Cloud, Thomas P. Cody, Frank C. Collins, Jr., Melody Currey, William DiBella, Paul H. Eddy, Donna Fritzer, Donald S. Gershman, James F. Gleason, Margaret Gregg, Astrid T. Hanzalek, Mary Hobart, Dave Jenkins, Raquel Kennedy, David Klein, Barry N. Lastra, Robert G. Lautensack, Jr., Marcia Leclerc, Kathy Lilley, Marjorie Morrissey, Thomas F. Mullaney, Jr., C. Roderick O'Neil, Rita Ortiz, David B. Panagore, Agnes Peelle, Leslie Perry, Marilyn Pet, Kenneth A. Pouch, Jr., Michael J. Puckly, John H. Riege, Christina B. Ripple, David R. Robb, Richard Rodriguez, Chuck Sheehan, Camilo Serna, Robert R. Simpson, Joyce Smith, Margaret V. Tedone, Tobin Trichel, Donald Trinks, Andrew Wallace, Marc Weinberg, Donald K. Wilson, Jr., Lyle Wray
5. List the location of the proposed amusement: (Name of facility and address) Great River Park, 333 East River Drive, East Hartford
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
 - a. Saturday, May 24th, 2014/ Rain Date Sunday, May 25th - 7:00pm to 9:00pm
 - b. Saturday, June 28th, 2014/ Rain Date Sunday, June 29th - 7:00pm to 9:00pm
 - c. Saturday, July 26th, 2014/ Rain Date Sunday, July 27th - 7:00pm to 9:00pm
7. Provide a detailed description of the proposed amusement:
A pops concert in the amphitheater at Great River Park

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, Beer and wine to be sold in a designated area

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

ID check and wristbands issued

Check if copy of the liquor permit, as required by State law, is included with application. Will forward a copy of renewed liquor permit when it is available

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here): As part of Riverfront Recapture's agreement with the Town of East Hartford, Riverfront respectfully requests that this event is considered a Town of East Hartford sponsored event and all related fees are waived.

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

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

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

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

Joshua M. Urrutia
(Legal Name of Applicant)

Joshua M. Urrutia
(Applicant Signature)

Joshua M. Urrutia
(Printed Name)

2/27/14
(Date Signed)

Events Manager
(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

Liquor Permit Included:

Certificate of Alcohol Liability Included:

Time Waiver Request Included:

Fee Waiver Request Included:

YES	NO
<u>YES</u>	NO
YES	NO
<u>YES</u>	<u>NO</u>
<u>YES</u>	NO

This liquor permit is not in effect until filed with the Town Clerk CGS Section 30-53

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

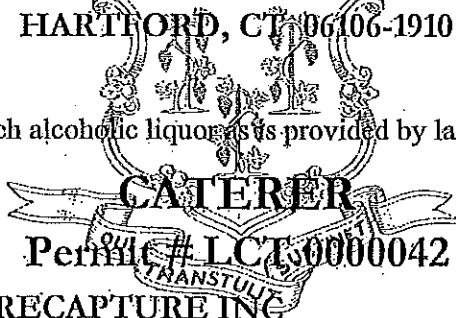
LIQUOR PERMIT

This certifies that

JOSEPH R. MARFUGGI
50 COLUMBUS BLVD FL 1
HARTFORD, CT 06106-1910

John V. Bazzano
JOHN V. BAZZANO
RECORDED *4-30-2013*
TOWN CLERK'S OFFICE
HARTFORD, CT

is authorized to sell such alcoholic liquor as is provided by law under permit number



Trade Name: RIVERFRONT RECAPTURE INC

Backer: RIVERFRONT RECAPTURE INC

Effective: 06/06/2013

Expiration: 06/05/2014

William M. Rubenstein
William M. Rubenstein, Commissioner

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

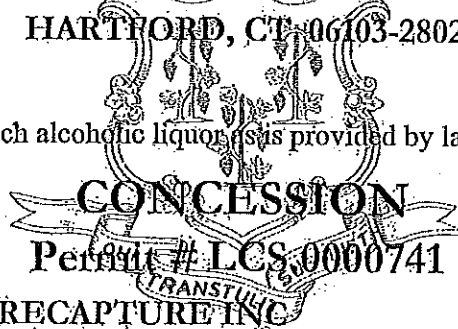
LIQUOR PERMIT

This certifies that

JOSEPH R MARFUGGI
300 COLUMBUS BLVD
HARTFORD, CT 06103-2802

John V. Bazzano
JOHN V. BAZZANO
RECORDED 4-30-2013
TOWN CLERK'S OFFICE
HARTFORD, CT

is authorized to sell such alcoholic liquor as is provided by law under permit number



Trade Name: **RIVERFRONT RECAPTURE INC**

Backer: **RIVERFRONT RECAPTURE INC**

Effective: 05/01/2013

Expiration: 11/30/2013

William M. Rubenstein
William M. Rubenstein, Commissioner

Fire Dept



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 Dates: **Saturday, May 24 (Rain date: Sunday, May 25)**
Saturday, June 28 (Rain date: Sunday, June 29)
Saturday, July 26 (Rain date: Sunday, July 27)

Event: **Riverfront Summer Pops**

Applicant: **Riverfront Recapture by Joshua M. Urrutia, Public Events
Manager**

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

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

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

Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief
Signature

March 31, 2014

Date

Comments:

Health Dept



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 Dates: **Saturday, May 24 (Rain date: Sunday, May 25)**
Saturday, June 28 (Rain date: Sunday, June 29)
Saturday, July 26 (Rain date: Sunday, July 27)

Event: **Riverfront Summer Pops**

Applicant: **Riverfront Recapture by Joshua M. Urrutia, Public Events
Manager**

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

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

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

Michael S. Donald
Signature

3/21/14
Date

Comments:

Approval recommended provided that appropriate temporary food service permit applications be submitted to the Health Dept. a minimum of two weeks prior to the event.



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 Dates: **Saturday, May 24 (Rain date: Sunday, May 25)**
Saturday, June 28 (Rain date: Sunday, June 29)
Saturday, July 26 (Rain date: Sunday, July 27)

Event: **Riverfront Summer Pops**

Applicant: **Riverfront Recapture by Joshua M. Urrutia, Public Events
Manager**

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

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

Ted Fravel

Signature

5/5/14

Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Monday, March 31, 2014 10:06 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Riverfront Summer Pops

Carol,

I have reviewed this application and Pursuant to Town Ordinance 5.3. I recommend that the application be approved. The applicant should note there are sections of East River Drive which are posted "no parking."

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: Tuesday, March 18, 2014 10:10 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: Riverfront Summer Pops

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, April 1, 2014. Thank you.

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

Regards

Carol A. Frank
East Hartford Police Department

Frank, Carol

From: Gentile, Richard
Sent: Friday, May 02, 2014 11:25 AM
To: Frank, Carol
Subject: Riverfront

It is OK to move forward with the applications. The Corporation Counsel's Office has reviewed the applications and has no concerns on the same.

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

Risk Mgmt

Riverfront Summer Pops

Frank, Carol

From: Bennett, Cindy
Sent: Tuesday, March 18, 2014 11:08 AM
To: Frank, Carol
Subject: RE: Riverfest 2014

Carol-for all the Riverfront Recapture events we will need a certificate of liability insurance for 1 million dollars naming the Town, the City of Hartford and the MDC as additional insureds for liabilities associated with the events. It can be once certificate as long as the dates and names of the events are given. Also the liquor license expires in June and there are a few events after that so we will need to get a copy of the updated license once it expires. Thanks

From: Frank, Carol
Sent: Tuesday, March 18, 2014 10:10 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: Riverfest 2014

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, April 1, 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

PP

Frank, Carol

From: DeMaine, Michael
Sent: Thursday, March 27, 2014 9:17 AM
To: Frank, Carol
Subject: RE: Riverfront Summer Pops

Carol, I see no issue with this event.

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

From: Frank, Carol
Sent: Tuesday, March 18, 2014 10:10 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: Riverfront Summer Pops

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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

Insp. & Permits

Frank, Carol

From: Grew, Greg
Sent: Tuesday, March 18, 2014 3:19 PM
To: Frank, Carol
Subject: RE: Riverfront Summer Pops

Carol:

Per Ordinance 5-3 my review and approval is not required. Permits may be required for temporary installations 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
Mobile (860) 874-8034
www.easthartfordct.gov

From: Frank, Carol
Sent: Tuesday, March 18, 2014 10:10 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: Riverfront Summer Pops

Good morning all.

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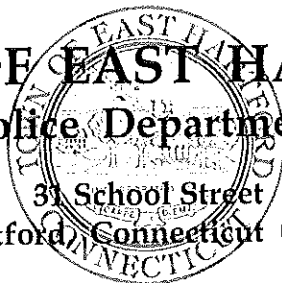
Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, April 1, 2014. Thank you.

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

Regards

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department



East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

SCOTT M. SANSOM
CHIEF OF POLICE

April 8, 2014

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

**Re: Outdoor Amusement Permit Application -
"30th Annual Riverfest 5K Road Race"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Parks & Recreation Department** by **Ted Fravel, its Director** and the **East Hartford Board of Education Physical Education Department**. The applicants seek to conduct the 30th Annual Riverfest 5K Road Race in conjunction with July 4th Riverfest events on **Saturday, July 12, 2014** from approximately **6 AM to approximately 11 AM**. The 5K portion will begin and end at the Goodwin School/Park, 1235 Forbes Street and the 1K Kid's Run is entirely on park and school grounds beginning at **8 AM**.

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 Fire, Health, Parks & Recreation and Public Works Departments approve the application as submitted and state there is **no anticipated costs to their departments associated with this event.**

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. **The anticipated cost to the department for this event is \$2245.00.**

Respectfully submitted for your information.

Sincerely,

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:
30th Annual Riverfest 5K Road Race
2. Date(s) of Event:
Saturday, July 12, 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, 50 Chapman Place, East Hartford, CT 06108, 860-291-7164, juhrig@easthartfordct.gov
Sponsored by the Parks & Recreation Department in conjunction with the July Riverfest.
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.
East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, c/o Theodore Fravel, Parks & Recreation Director.
5. List the location of the proposed amusement: (Name of facility and address)
Goodwin School/Park, 1235 Forbes St.
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Saturday, July 12, 2014, 6:00AM-approx. 11:00AM.
7. Provide a detailed description of the proposed amusement:
5K run start/finish Goodwin Park. Course is a clockwise loop on neighborhood streets. 5K start time is 8:30AM. 1K Kid's Run run entirely on park and school grounds starts at 8:00AM.

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?

Ages 3 years old to over 90 years old.

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

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

Approximately 100 runners.

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

a. Crowd size impact:

Approx. 100 runners, the final finisher typically finishes in 45-50 minutes.

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

Police Dept. will need to block off roads as runners progress on the course.

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

Parking in upper Goodwin Park behind Goodwin School.

d. Noise impact on neighborhood:

N/A

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

Parks Maintenance & event staff will clean up and remove litter and trash.

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

Traffic flow will be interrupted for a short period of time until runners pass.

g. Other expected influence on surrounding neighborhood:

Parks & Rec. staff will see that all trash is disposed of properly.

12. Provide a detailed plan for the following:

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

Park, School and adjacent streets are accessible to emergency personnel.

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

Cell phones and two-way radios will be used in event of an emergency.

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

No.

d. Crowd control plan:

Police will control traffic, P&R staff will provide directions and will park cars.

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

Parks & Rec. staff will ensure the clean condition of all areas used for event.

f. Provision of sanitary facilities:

Lavatories located in Gold Star Pool bathhouse and Goodwin School.

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

Pre-packaged food, water and sports beverages will be provided.

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.

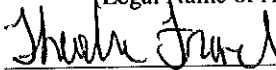
a. False Statement is a Class A Misdemeanor.

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:

Theodore Fravel

(Legal Name of Applicant)



(Applicant Signature)

Theodore Fravel

(Printed Name)

03/11/2014

(Date Signed)

Parks & Recreation Director

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Carmel Frank

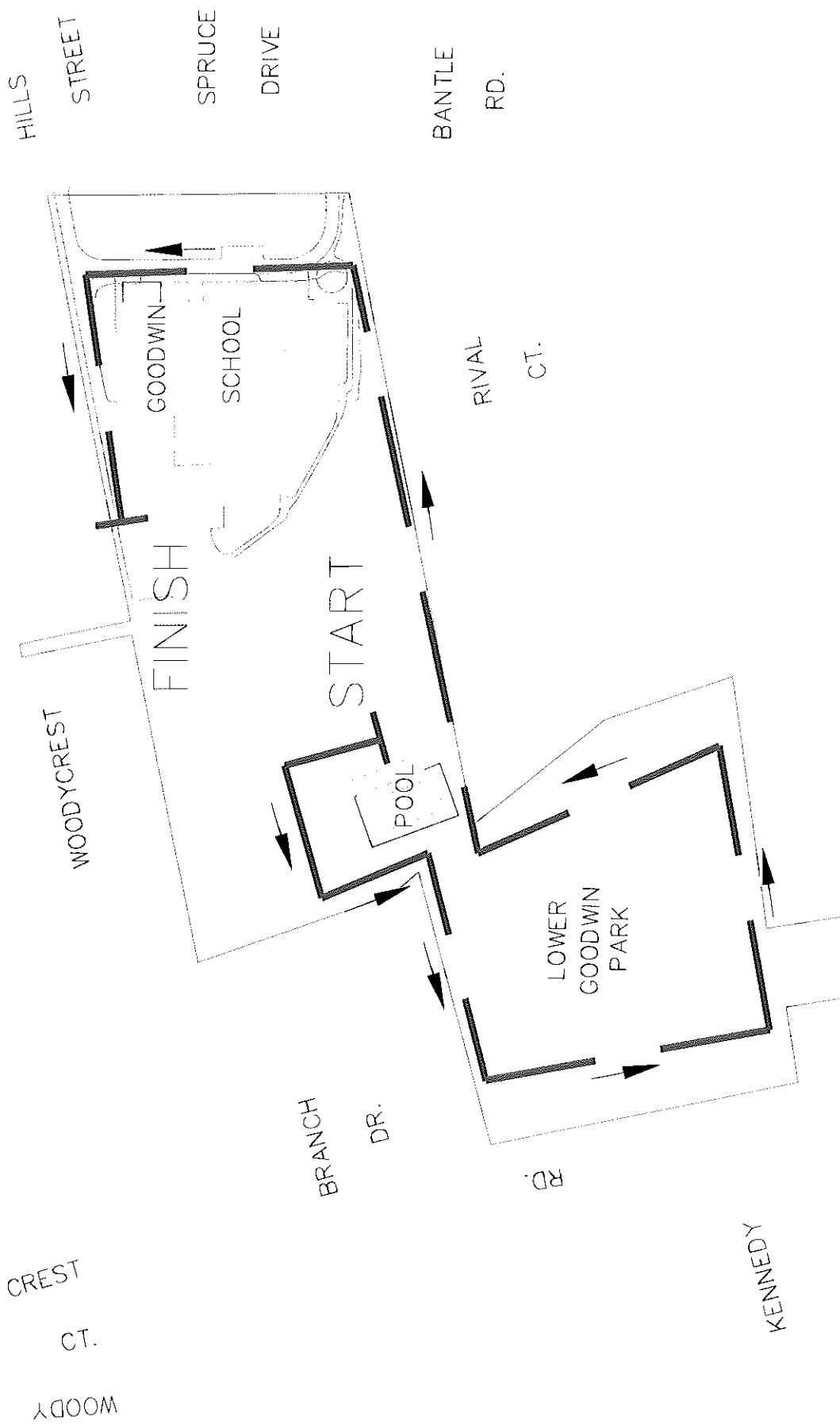
Employee Number. 9019

Date & Time Signed: 3-13-14 7:24 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.

RIVERFEST KIDS 1K

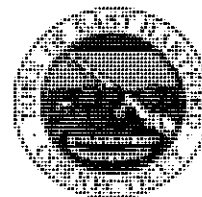


Prepared by the East Hartford
Engineering Division 1-29-2013



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: July 12, 2014

Event: 30th Annual Riverfest 5K Road Race

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

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

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

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

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

William Perez, Assistant Fire Chief March 14, 2014
Signature _____ Date

Comments:

Health Dept RW.



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: July 12, 2014

Event: 30th Annual Riverfest 5K Road Race

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

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

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

Marcia A. Leclerc 3/14/14
Signature Date

Comments:



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: **July 12, 2014**

Event: **30th Annual Riverfest 5K Road Race**

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

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

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

3/31/14

Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Friday, March 14, 2014 9:33 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: 30th Annual Riverfest 5K Road Race

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: Thursday, March 13, 2014 12:12 PM
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: 30th Annual Riverfest 5K Road Race

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 27, 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

Corp Counsel

Frank, Carol

From: Gentile, Richard
Sent: Tuesday, March 18, 2014 8:58 AM
To: Frank, Carol
Subject: RE: 30th Annual Riverfest 5K Road Race

No comments or concerns

From: Frank, Carol
Sent: Thursday, March 13, 2014 12:12
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: 30th Annual Riverfest 5K Road Race

Good afternoon all.

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

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

Regards

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

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

RISK Mgmt

Frank, Carol

From: Bennett, Cindy
Sent: Thursday, March 13, 2014 12:31 PM
To: Frank, Carol
Subject: RE: 30th Annual Riverfest 5K Road Race

This is a park & rec sponsored activity and would fall under the Town's liability program. No ins. Certificate required.

From: Frank, Carol
Sent: Thursday, March 13, 2014 12:12 PM
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: 30th Annual Riverfest 5K Road Race

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 27, 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 13, 2014 3:05 PM
To: Frank, Carol
Subject: RE: 30th Annual Riverfest 5K Road Race

Carol,

I see no issue with this application.

Sergeant Michael DeMaine
Public Information Officer/ Special Events
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office (860)291-7583
Fax (860)289-1249
mdemaine@easthartfordct.gov

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

From: Frank, Carol
Sent: Thursday, March 13, 2014 12:12
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: 30th Annual Riverfest 5K Road Race

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 27, 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

Insps. & Permits

Frank, Carol

From: Grew, Greg
Sent: Thursday, March 13, 2014 11:26 PM
To: Frank, Carol
Subject: RE: 30th Annual Riverfest 5K Road Race

Dear Carol:

Per town ordinance 5-3 my review and approval is not required. Permits may be required for temporary installations such as tents or electrical.

Thanks,
Greg

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

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

From: Frank, Carol
Sent: Thu 3/13/2014 12:12 PM
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: 30th Annual Riverfest 5K Road Race

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 27, 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 8, 2014

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

**Re: Outdoor Amusement Permit Application -
"25th Annual Fall Fest"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Parks & Recreation Department by Ted Fravel, its Director and the East Hartford Board of Education Physical Education Department**. The applicant seeks to conduct the **25th Annual Fall Fest on the Town Green on Sat., October 11, 2014, from 10 AM – 4 PM** with music on the same date and time. This family oriented event consists of musical entertainment, pony rides, petting farm, inflatables, children's activities, arts & crafts, pumpkin painting, contests, civic group booths, commercial vendors and food vendors.

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** approves the application as submitted.

The **Fire and Parks & Recreation 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 appropriate temporary food service permit applications are received by the Health Department at least two (2) weeks prior to the event. It further states that **the anticipated cost to the Department is unknown**.

The **Public Works Department** approves the application and states **there will be a cost to the department of \$1,300.00 for Park Maintenance**.

The **Risk Management Department** states that Certificates of Insurance for One (1) Million Dollars general liability from all the associated vendors will be required. The Town of East Hartford must be named and endorsed on the general liability policy as additional insured's.

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

- The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.

- The Police Department will hire two (2) officers in order to provide adequate police protection necessary for the event. **The anticipated cost to the Department for the hiring of said officers is \$486.00.**

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:
25th Annual Fall Fest
2. Date(s) of Event:
Saturday, October 11, 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, 50 Chapman Place, East Hartford, CT 06108, 860-291-7164, juhrig@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.
East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, c/o Theodore Fravel, Parks & Recreation Director.
5. List the location of the proposed amusement: (Name of facility and address) *EAST HARTFORD TOWN GREEN. In case of inclement weather, activities will be held at the Community Cultural Center*
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Saturday, October 11, 2014, 10:00AM-4:00PM. Set-up starts at 7:00AM.
7. Provide a detailed description of the proposed amusement:
Family-oriented event consisting of musical entertainment, pony rides, petting farm, inflatables, amusements, children's activities, arts & crafts, pumpkin painting, contests, civic group booths, commercial vendors, food vendors.

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)? **10:00AM - 4:00PM.**

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

Infants to 70 year of age and older. Predominant age range is 3-11.

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

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

2,000 people are anticipated to attend.

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:

Crowd size varies throughout the day. Event is contained in the park.

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

Normal traffic pattern is expected with an increase in traffic volume.

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

Parking at the Community Cultural Center, adjacent streets and public areas.

d. Noise impact on neighborhood:

Noise is not expected to be disruptive to the neighborhood.

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

Parks Maintenance personnel will provide trash clean-up throughout the event.

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

There will be more foot and vehicle traffic than on a typical Saturday.

g. Other expected influence on surrounding neighborhood:

The event will attract people to the Town's Central Business District.

12. Provide a detailed plan for the following:

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

Emergency personnel will have access to the event site.

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

Cell phones and two-way radios will be used in the event of an emergency.

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

No.

d. Crowd control plan:

Park rangers will assist in crowd control and providing parking directions.

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

Parks Maintenance personnel will clean the area at the event's conclusion.

f. Provision of sanitary facilities:

Portable sanitary facilities located in park, lavatories in adjacent CCC.

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

Food vendor information will be provided to Health Dept. before event.

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.

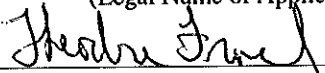
a. False Statement is a Class A Misdemeanor.

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:

Theodore Fravel

(Legal Name of Applicant)


(Applicant Signature)

Theodore Fravel

(Printed Name)

03/11/2014

(Date Signed)

Parks & Recreation Director

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Cam Stank
Employee Number: 9019
Date & Time Signed: 3-13-14 7:23 AM ~~PM~~
Time remaining before event: 30+ days.

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



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 11, 2014**

Event: **25th Annual Fall Fest**

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

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

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

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

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

William Perez, Assistant Fire Chief

March 14, 2014

Signature _____

Date

Comments:



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: **October 11, 2014**
Event: **25th Annual Fall Fest**
Applicant: **East Hartford Parks & Recreation Department by Ted Fravel and the East Hartford Board of Education Physical Education Department**

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 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0.00

Ted Fravel
Signature

3/31/14
Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Friday, March 14, 2014 9:33 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: 25th Annual Fall Fest

Carol,

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

There will be a cost to the department of \$1,300 for Park Maintenance.

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, March 13, 2014 12:13 PM
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: 25th Annual Fall Fest

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Thursday, March 27, 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

Corp Counsel

Frank, Carol

From: Gentile, Richard
Sent: Tuesday, March 18, 2014 8:59 AM
To: Frank, Carol
Subject: RE: 25th Annual Fall Fest

No comments or concerns

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East Hartford Police Department
Support Services Bureau
31 School Street
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Ph: 860-291-7631
Fax: 860-610-6290

Risk Mgmt

Frank, Carol

From: Bennett, Cindy
Sent: Thursday, March 13, 2014 12:33 PM
To: Frank, Carol
Subject: RE: 25th Annual Fall Fest

We will need certificates of insurance for 1 Million General liability from all the associated vendors. Town of east Hartford must be named and endorsed on the general liability policy as additional insured's.

5

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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 13, 2014 2:58 PM
To: Frank, Carol
Subject: RE: 25th Annual Fall Fest

Carol,

Two Police Officers should be hired for this event. This would be the only addition needed to this application.

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

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Sent: Thursday, March 13, 2014 11:27 PM
To: Frank, Carol
Subject: RE: 25th Annual Fall Fest

Carol:

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

Thanks,
Greg

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

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MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Police Department

31 School Street

East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

SCOTT M. SANSOM
CHIEF OF POLICE

April 8, 2014

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

**Re: Outdoor Amusement Permit Application -
"23rd Annual Aselton Memorial Snow Dash - 2015"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Parks & Recreation Department by Ted Fravel, its Director and the East Hartford Board of Education Physical Education Department**. The applicants seek to conduct a **5K road race (Snow Dash)** to be held in the vicinity of the Langford School in East Hartford on **Sunday, January 4, 2015** between the hours of **11 AM and 4 PM**. The use of public streets should occur between the hours of 1:30 PM and should cease by 2:15 PM. The race will begin and end at the Langford School, 61 Alps Drive. The school gymnasium will be used as a staging area and registration as well as post-race activities which should conclude by approximately 4 PM.

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 along with the Fire, Health and Parks & Recreation Departments approve the application as submitted and state there are no anticipated costs to their Departments for this event.

The Public Works Department approves the application as submitted and states there is an anticipated cost of \$950.00 for Park Maintenance.

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

- The Police Department can provide 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.
- The Police Department will hire one (1) Sergeant and eight (8) officers in order to provide adequate police protection necessary for the event. **The anticipated cost to the Department for the hiring of said officers is \$2,217.00.**

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:
23rd Annual Officer Brian A. Aselton Memorial Snow Dash 5K
2. Date(s) of Event:
Sunday, January 4, 2015
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, 50 Chapman Place and East Hartford Police Department, 31 School Street are co-sponsors of this race.
860-291-7164, juhrig@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.
East Hartford Parks & Recreation Department, 50 Chapman Place. Ted Fravel, Parks & Recreation Director.
5. List the location of the proposed amusement: (Name of facility and address)
Start/Finish Langford School, 61 Alps Drive. Course is on neighborhood streets.
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Sun., Jan. 4, 2015, Start 1:30PM, Registration 11:00AM, last runner 2:15PM.
7. Provide a detailed description of the proposed amusement:
5K road race which utilizes Town streets. Starts and ends at Langford School. Gymnasium used for staging area and registration. Proceeds benefit Officer Brian Aselton Memorial Scholarship and EHPD Youth Crime Prevention.

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?

Ages 8 to 80 plus years of age.

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

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

300 runners.

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

a. Crowd size impact:

Traffic will be controlled until final runners pass on clockwise loop course.

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

Traffic will be controlled by EHPD.

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

Parking on site at Langford School and on Harvard Drive.

d. Noise impact on neighborhood:

N/A

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

Trash and litter will be maintained by Parks Maintenance personnel.

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

Course will be marked with portable directional signs by P&R staff on race day.

g. Other expected influence on surrounding neighborhood:

Minimal traffic impact. As soon as runners pass, streets will reopen.

12. Provide a detailed plan for the following:

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

Course is accessible to emergency personnel.

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

Cell phones and two-way radios will be used in event of emergencies.

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

No.

d. Crowd control plan:

Crowd will be controlled by EHPD and Parks & Rec. staff.

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

Parks Maintenance will clean-up outside areas, school custodians inside areas.

f. Provision of sanitary facilities:

Lavatories located inside Langford School.

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

Pre-packaged food, water and sports drinks will be provided.

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.

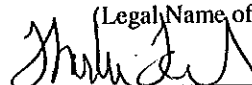
A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead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

Theodore Fravel


(Legal Name of Applicant)
(Applicant Signature)

Theodore Fravel
(Printed Name)

03/11/2014
(Date Signed)

Parks & Recreation Director
(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Carroll

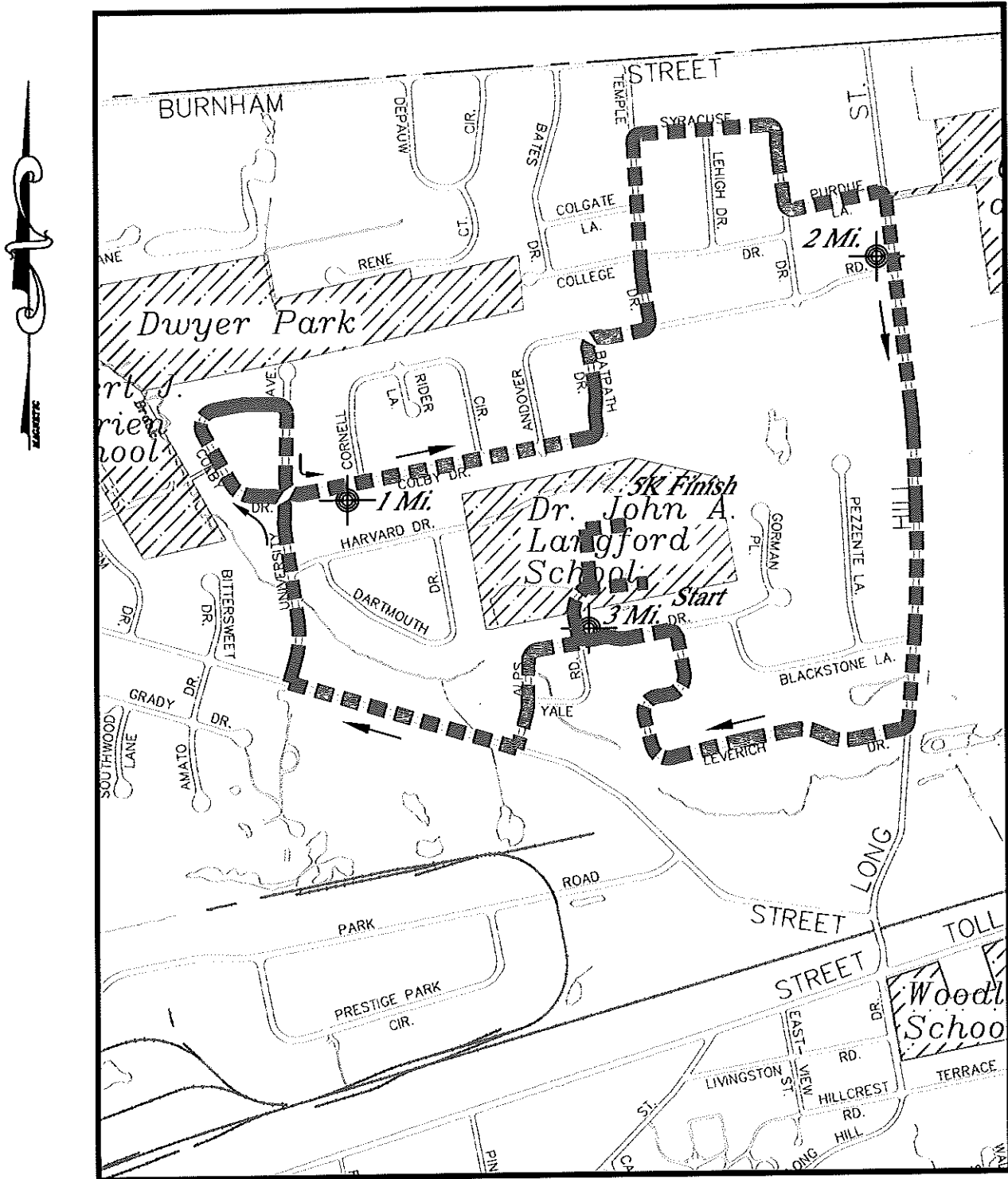
Employee Number. 9019

Date & Time Signed: 3-13-14 7:26 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.

Officer Brian A. Aselton Memorial 5K



Prepared by the East Hartford
Engineering Division 10-21-08.
Scale 1"=800'



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: **January 4, 2015**

Event: **23rd Annual Aselton Memorial Snow Dash**

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

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

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

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

3/31/14

Date

Comments:

Revised Public Works Review

Frank, Carol

From: Milkove, Tess
Sent: Friday, March 14, 2014 9:29 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: 2015 Aselton Memorial Snow Dash - 23rd Annual

Carol,

My apologies the Snow Dash has a cost of \$950 for Park Maintenance.

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: Milkove, Tess
Sent: Friday, March 14, 2014 8:07 AM
To: Frank, Carol
Cc: tbockus@easthartfordct.gov
Subject: RE: 2015 Aselton Memorial Snow Dash - 23rd 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.

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East Hartford, CT 06108

Ph: 860-291-7631

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Frank, Carol

From: Bennett, Cindy
Sent: Thursday, March 13, 2014 12:33 PM
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This is park & rec and police dept. sponsored activity and would be covered under the Town's liability program. No insurance certificate required.

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Fax: 860-610-6290

Frank, Carol

From: DeMaine, Michael
Sent: Thursday, March 13, 2014 2:53 PM
To: Frank, Carol
Subject: RE: 2015 Aselton Memorial Snow Dash - 23rd Annual

Carol,

I see no issue(s) with this application for the Aselton Snow Dash.

Sergeant Michael DeMaine
Public Information Officer/Special Events
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office (860)291-7583
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Director of Inspections & Permits
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Panhandling Ordinance
(05-08-14 Draft)

The Town of East Hartford Code of Ordinances is hereby amended to add a new Article 7 entitled "Panhandling", Section 13-30 as follows:

- (a) As used in this section: "Panhandling" means any solicitation made in person requesting an immediate donation of money or the purchase of an item for an amount far exceeding its value, under circumstances where a reasonable person would understand that the purchase is, in substance, a donation. Except where the following activity is on private property without the written permission of the owner or tenant of such property, "Panhandling" does not include passively standing or sitting with a sign or other non-verbal indication that one is seeking donations, without addressing any solicitation to any specific person other than in response to an inquiry by that person;
- (b) No person shall engage in panhandling: (1) between sunset and sunrise on any street, sidewalk, public right-of-way, or other public property; (2) at a bus stop; (3) in a vehicle on the street; (4) on private property, unless the person panhandling has written permission from the owner or tenant of the private property; (5) in a manner that blocks the path of the person being asked for a donation; (6) by following a person who walks away from the person who is panhandling; (7) by making any statement, gesture, or other communication by which the person panhandling knows, or should have known, that his action causes, or would cause, another to believe that the panhandler will cause physical harm to the person or property of the other person; (8) by knowingly making any false or misleading representation in the course of panhandling; or (9) by stating that the donation is needed for a specific purpose then spending the donation received for a different purpose.
- (c) Any person violating the provisions of this ordinance shall be fined not more than one hundred dollars for each offense.

Registrar of Voters Salary Ordinance

(5/7/14 draft)

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

Beginning on January 1, [2009] 2015, the salary for each registrar of voters shall be [\$18,504 which is an increase of 2.8%, representing the increase in the consumer price index for 2007 and beginning on January 1, 2010, the salary for each registrar of voters shall be \$19,540 which is an increase of 5.6%, representing the increase in the consumer price index for 2008. In addition, the salary for January 1, 2010 shall be increased by \$460.00] \$21,750 which is an increase of \$1,750 representing the increase in the consumer price index for calendar years 2009 through 2013.

**Veterans Commission Ordinance
(5/7/14 draft)**

Section 2-113b of the Town of East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:


(a) There is established a commission on veterans' affairs. The commission shall consist of nine members. At least six members shall be residents of East Hartford. Such members shall be appointed for a two year term. In addition, the agent for veterans' affairs designated pursuant to Section 2-113a, shall serve as an ex-officio member of the commission on veterans' affairs.

(b) The commission shall serve as a resource for information concerning federal, state and local benefits and services for veterans, active duty personnel and their families. The commission shall compile contact information from federal and state veterans' affairs agencies and veterans' advocacy groups. The commission may coordinate the scheduling of regular hours for veterans' advocates to meet with veterans at town hall or other town facilities. The commission may assist the mayor and the agent for veterans' affairs in communicating matters of interest to veterans, active duty personnel and their families in the town of East Hartford.

(c) The chair of the commission, or such other members of the commission as the commission, by majority vote shall designate, shall serve as the town's veterans' service contact person pursuant to section 27-135 of the Connecticut General Statutes. Such person or persons shall complete an annual training course pursuant to section 27-102I of the Connecticut General Statutes and shall comply with such other requirements for a veterans' service contact person as set forth in state law.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 12, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFUND OF TAXES

I recommend that the Town Council approve a total refund of taxes in the amount of \$2,651.89 as detailed in the attached listing from our Collector of Revenue.

Please place the attached information and Resolution on the Town Council Agenda dated May 15, 2014.

Thank you.

C: M. Walsh, Director, Finance
Iris Laurenza, Collector of Revenue

INTEROFFICE MEMORANDUM

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

FROM: IRIS LAURENZA, COLLECTOR OF REVENUE
KRISTY FORAN, ACCOUNTS CLERK III



SUBJECT: REFUND OF TAXES

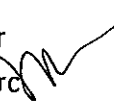
DATE: 5/9/2014

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$2,651.89 Please see attached listing.

Bill	Name	Address	Prop Loc/Vehicle Info.	UniqueID	Int Paid	Over Paid
2011-04-0088737	HYUNDAI LEASE TITLING TR	BOX 105299 ATLANTA GA 30348	2013//KNDPBCA2XD7355409	88737	0	-569.11
2012-01-0013298	AMEEN LLC	P O BOX 380746 EAST HARTFORD CT 06138	10 BELL CT A-1	15374	0	-11.84
2012-02-0042346	AMERICAN RAILWAY TECHNOLOGIES INC	61 ALNA LN EAST HARTFORD CT 06108	61 ALNA LN	PPA04239	0	-30
2012-03-0053819	BOUDREAU ROSALEE J	8 CHERRY ST 1B E HARTFORD CT 06108 3923	2005//1N4AL11E95C343624	53819	0	-65.45
2012-03-0057335	CONNECTICUT NATURAL GAS	76 MEADOW ST E HARTFORD CT 06108 3218	2011//2CNFLCEC8B6450832	57335	0	-337.7
2012-03-0059795	DIPAOLA JESSICA M	106 WHITEWOOD DR ROCKY HILL CT 06067	2001//1B7HC16X61S228238	59795	0	-33.01
2012-03-0065072	HAGEARTY R F ASSC	P O BOX 280125 E HARTFORD CT 06128 0125	2009//1HGCP26859A000490	65072	0	-18
2012-03-0065375	HARRIS JOHN V OR	691 HILLS ST E HARTFORD CT 06118 3036	2007//2FMDK46C07BA61535	65375	0	-10
2012-03-0066738	HOWARD DEBBIE E	615 COLLINWOOD PL APT A NEWPORT NEWS VA 23602	2008//5NPET46C68H371586	66738	0	-47.66
2012-03-0067037	HYUNDAI LEASE TITLING TR	BOX 105299 ATLANTA GA 30348	2013//KNDPBCA2XD7355409	67037	0	-537.34
2012-03-0075929	OLMOS MIKE B	820 BURNSIDE AVE E HARTFORD CT 06108 2709	1996//1MELM50U8TA604877	75929	2.12	-70.68
2012-03-0082720	SHAIKH AYAZ	27 PIPER LN E HARTFORD CT 06118 2065	2000//WDBHA24G0YA849519	82720	0	-100.84
2012-03-0084359	SUAREZ EDWIN	92 WASHINGTON ST E HARTFORD CT 06118 2655	2000//5N1ED28Y9YC593783	84359	17.93	-170.77
2012-03-0085877	TREAT CLIFFORD A	33 LANDERS RD E HARTFORD CT 06118 3319	2006//WVWAK73C56P195199	85877	0	-64.32
2012-04-0080468	AVDIJ DHIOLAND	180 PRESTON ST APT4A HARTFORD CT 06114	2001//WDBJF82J31X050244	80468	0	-151.37
2012-04-0080970	BROWN LATOYA M	233 ELLINGTON ROAD E HARTFORD CT 06108 1120	2000//WAUDH68D2YA145094	80970	0	-13.38
2012-04-0081723	COYLE CHAZ R	40 HIGH CT APT A4 E HARTFORD CT 06118 1844	1992//1G3WH54T3ND384389	81723	2	-49.45
2012-04-0083529	HAYTHORN MARK W	99 SHODDY MILL ROAD BOLTON CT 06043	1997//19UYA1149VL003820	83529	0	-48.68
2012-04-0083823	HUDAK MARK E	29 CARDINAL DR E HARTFORD CT 06118 2410	2006//1G6KD57Y46U257348	83823	0	-35.34
2012-04-0083893	HYUNDAI LEASE TITLING TR	BOX 105299 ATLANTA GA 30348	2011//5NPEB4AC5BH133701	83893	0	-134.12
2012-04-0086296	PIERCE LEON M	38 KING CT E HARTFORD CT 06118 1806	2000//2C3HD36J0YH265022	86296	0	-52.72
2012-04-0086788	RIVERA-BEAUCHAMP THAIMI	67 PRATT ST E HARTFORD CT 06118 1528	1995//1HGCE1891SA008727	86788	0	-28.4
TOTAL					71.71	-2,580.18
				Grand Total		\$2,651.89



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 12, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: New Library Job Description Series

The Personnel and Pension Subcommittee during their committee meeting on May 8, 2014 requested that the Town revise the Library Description Series with their recommendations. Committee members also requested that the Town update the spreadsheet naming all of the Library full-time employees and positions to include the full-time vacancies; provide a copy of the non-union salary wage chart; and copies of the old job descriptions that are being replaced by the new positions. Accordingly, below is a summary of the information that is attached to this memorandum.

New Job Description

1. Library Assistant
(Copies with and without strikeouts)
2. Library Specialist
(Copies with and without strikeouts)
3. Librarian I
(Copies with and without strikeouts)

Old Job Descriptions Replaced

1. LTA General, LTA Reference, LTA Circulation
Assistant Cataloger
2. N/A
3. Circulation Librarian, Branch Librarian I,
Branch Librarian II, Cataloger

Job Description Title Change

4. Librarian II - Reference Librarian/Cultural Assets Manager
5. Librarian II- Children's Librarian
(Copies with and without strikeouts)
6. Librarian III- Assistant Library Director

Parenthetical

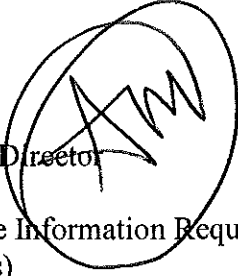
I have also attached a copy of the revised spreadsheet that lists all the full-time employees of the Library, vacancies, and positions they will be slotted into in the new job description series. Lastly, attached is a copy of the Town's Non-Union Wage Chart.

I recommend that the Library Job Description Series be adopted by the Council at the May 15, 2014 Council Meeting as proposed by the Town and revised by the Personnel and Pension Subcommittee.

CC: Marc Weinberg, Subcommittee Chairman
Susan Hansen, Library Director
Santiago Malave, Human Resources Director

OFFICE OF HUMAN RESOURCES

Date : May 12, 2014
To : Marcia A. Leclerc, Mayor
From : Santiago Malave, Human Resources Director
Re : Personnel and Pension Subcommittee Information Request
(New Library Job Description Series)



Attached for your review is 1.) a suggested transmittal letter to the Council Chairman covering the recommendations and request of information made by the Personnel and Pension Subcommittee at the May 8, 2014 subcommittee meeting, 2.) copies of all the job descriptions revised with the recommendations made by the committee and old job description that they will be replacing 3.) a revised spreadsheet that list all the full-time employees of the Library, vacancies, and positions they will be slotted into in the new job series 4.) and a copy of the non-union salary wage chart.

I recommend that the Library Job Description Series be adopted by the Council at the May 15, 2014 Council Meeting as proposed by the Town and revised by the Personnel and Pension Subcommittee.

Lname	Fname	DOH	GR	ST	Salary	Job Title	New Job Descrip.	New grade	Salary Range
Dautefendic	Selma	12/12/11	1	4	\$40,615	Library Technical Asst. (General)	Library Assistant	N/A	\$36,829 - \$41,428
Vacant (Barbara Guthrie)			6	4	\$56,891	Branch Librarian	Library Assistant	1	\$36,829 - \$41,428
Vacant (WendyJean Russell)			7	4	\$62,579	Childrens Librarian	Library Assistant	1	\$36,829 - \$41,428
Dibenedetto	Effie	10/25/99	6	3	\$54,702	Branch Librarian	Library Specialist	2	\$38,671 - \$43,499
Hillmann	Judith	1/5/87	6	4	\$56,891	Branch Librarian	Library Specialist	2	\$38,671 - \$43,499
McKenzie	Deborah	7/20/98	1	4	\$40,615	Library Technical Asst. (Catalog)	Library Specialist	2	\$38,671 - \$43,499
Vacant (Jose Maldonado)			1	4	\$40,615	Library Technical Asst. (General)	Library Specialist	2	\$38,671 - \$43,499
Livaich	Rebecca	12/12/11	6	3	\$54,702	Branch Librarian	Librarian I	N/A	\$51,587 - \$58,028
Pannone	Jason	7/1/13	7	4	\$62,579	Reference Librarian/Cultural Assets Mngr	Librarian II	N/A	\$56,745 - \$63,831
DiCicco	Sandra L.	10/15/13	7	1	\$55,633	Childrens Librarian	Librarian II	N/A	\$56,745 - \$63,831
LeGeyt	Katherine	7/31/13	108	3	\$66,919	Asst. Library Director (Supervisors Union)	Librarian III	N/A	\$64,393 - \$83,709
Brancato	David	6/17/13	1	1	\$28,061	Custodian I (union position)	Library Clerk	\$13.50	\$24,570
Morin	Elizabeth	7/29/13	4	1	\$41,798	Administrative Aide (non-union position)	Administrative Aide	4	\$41,798 - \$47,017
Hansen	Susan	7/22/13			\$91,000	Director	Director		\$91,000

Town of East Hartford
 Non-Union Wage Chart
 Proposed for July 1, 2014

Proposed for FY 2013-2014 (plus 1.0%)

GRADE	Step 1	Step 2	Step 3	Step 4
1	36,107	37,551	39,053	40,615
2	37,912	39,429	41,006	42,646
3	39,809	41,401	43,057	44,779
4	41,798	43,470	45,209	47,017
5	45,979	47,818	49,730	51,720
6	50,576	52,599	54,702	56,891
7	55,633	57,858	60,172	62,579
8	61,197	63,645	66,191	68,839
9	67,089	69,772	72,563	75,466
10	74,161	77,127	80,212	83,421
11	81,453	84,711	88,099	91,623
12	89,598	93,182	96,910	100,786
13	98,557	102,500	106,600	110,864

Proposed for FY 2014-2015 (plus 2.0%)

GRADE	Step 1	Step 2	Step 3	Step 4
1	36,829	38,302	39,834	41,428
2	38,671	40,217	41,826	43,499
3	40,605	42,229	43,918	45,675
4	42,634	44,340	46,113	47,958
5	46,898	48,774	50,725	52,754
6	51,587	53,651	55,797	58,028
7	56,745	59,015	61,376	63,831
8	62,421	64,918	67,515	70,216
9	68,431	71,168	74,015	76,975
10	75,644	78,670	81,817	85,089
11	83,082	86,405	89,861	93,456
12	91,390	95,046	98,848	102,802
13	100,529	104,550	108,732	113,081

TOWN OF EAST HARTFORD

TITLE: Library Specialist

GRADE: 2

DEPARTMENT: Library

DATE:

GENERAL DESCRIPTION:

With limited direction from a supervisory Librarian performs a variety of paraprofessional duties which involve knowledge/skills in such library functions as circulation, cataloging, ordering, or purchasing. Provides various library services to users; does related work as required.

ESSENTIAL JOB FUNCTIONS

- Orients patrons to the library through the introduction of available services and by locating and recommending library materials.
- Instructs in the selection and use of appropriate tools and techniques for finding information, conducts searches for materials
- Assists patrons with topical research utilizing the tools available (including online catalog, databases, reference materials, etc.) May refer more in-depth questions to Librarians.
- Assists patrons with use of library resources and equipment
- Provides access to materials, services and programs to meet needs of diverse users (adult and children)
- Develops programming for library users (age-appropriate)
- Performs general circulation duties as needed.
- Reserves books and processes interlibrary loans.
- Does the work involved in ordering, checking, purchasing, classifying, cataloguing, preparing, binding, and shelving books and other library materials
- Provides original cataloging and assigns classification numbers to library materials; resolves conflicts in the card catalog and automated system.
- Promotes reading through the development and implementation of children's' and parents' programs, including story hours, outreach with schools, community organizations and agencies.
- Maintains library collection through the routine inspection and discarding of dated and damaged materials.
- Recommends and orders library materials by reading reviews and/or previewing media.
- Independently researches and resolves problems.
- Collects, compiles and assembles statistics.
- Assists in the coordination of work schedules.

- Trains, assigns and monitors work progress of subordinate staff.
- Intervenes on behalf of subordinate clerical staff to resolve customer complaints.
- Assumes supervision for division in absence of librarian.
- Researches, analyzes, and completes special projects as requested

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to interact with the public and employees in a courteous and professional manner.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations.
- Ability to prioritize and organize tasks; coordinate and plan assignments or projects.
- Knowledge of library mission, basic local library policies and procedures.
- Knowledge of departments and services of the library, also library personnel and hierarchy
- Knowledge of library's circulation system and public access catalog
- Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
- Ability to understand and demonstrate customer service philosophy
- Ability to identify business problems and implement approved methods and procedures.
- Ability to manage and supervise subordinate staff.
- Knowledge of appropriate methods and techniques for materials processing, storage and preservation
- Familiarity with interlibrary loan procedures and policies
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Ability to introduce users to all library services and equipment, and provide advanced instruction if needed
- Knowledge of cataloging and classification.
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Familiarity with reader's advisory issues and resources
- Knowledge of new developments in library services and products through reading and networking
- Ability to handle multiple tasks at one time
- Knowledge of database operating systems and procedures

WORK ENVIRONMENT:

Work is performed under the supervision of a Librarian or designee in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

REQUIRED QUALIFICATIONS:

High School graduate plus minimum of five years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools; or an LTA certificate or completion of a four (4) year degree from an accredited college and some library experience.

****The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.****

This description replaces job descriptions for Circulation Librarian, Branch Librarian I, Branch Librarian II, and Cataloger

TOWN OF EAST HARTFORD

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TITLE: Library Specialist

GRADE: 2

DEPARTMENT: Library

DATE:

GENERAL DESCRIPTION:

With limited direction from a supervisory Librarian performs a variety of paraprofessional duties which involve knowledge/skills in such library functions as circulation, cataloging, ordering, or purchasing. Provides various library services to users; does related work as required.

ESSENTIAL JOB FUNCTIONS

- Orients patrons to the library through the introduction of available services and by locating and recommending library materials.
- Instructs in the selection and use of appropriate tools and techniques for finding information, conducts searches for materials
- Assists patrons with topical research utilizing the tools available (including online catalog, databases, reference materials, etc.) May refer more in-depth questions to Librarians.
- Assists patrons with use of library resources and equipment
- Provides access to materials, services and programs to meet needs of diverse users (adult and children)
- Develops programming for library users (age-appropriate)
- Performs general circulation duties as needed.
- Reserves books and processes interlibrary loans.
- Does the work involved in ordering, checking, purchasing, classifying, cataloguing, preparing, binding, and shelving books and other library materials
- Provides original cataloging and assigns classification numbers to library materials; resolves conflicts in the card catalog and automated system.
- Promotes reading through the development and implementation of children's' and parents' programs, including story hours, outreach with schools, community organizations and agencies.
- Maintains library collection through the routine inspection and discarding of dated and damaged materials.
- Recommends and orders library materials by reading reviews and/or previewing media.
- Independently researches and resolves problems.
- Collects, compiles and assembles statistics.
- Assists in the coordination of work schedules.
- Trains, assigns and monitors work progress of subordinate staff.
- Intervenes on behalf of subordinate clerical staff to resolve customer complaints.
- Assumes supervision for division in absence of librarian.
- Researches, analyzes, and completes special projects as requested

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to interact with the public and employees in a courteous and professional manner.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations.
- Ability to prioritize and organize tasks; coordinate and plan assignments or projects.
- Knowledge of library mission, basic local library policies and procedures.
- Knowledge of departments and services of the library, also library personnel and hierarchy
- Knowledge of library's circulation system and public access catalog
- Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
- Ability to understand and demonstrate customer service philosophy
- Ability to identify business problems and implement approved methods and procedures.
- Ability to manage and supervise subordinate staff.
- Knowledge of appropriate methods and techniques for materials processing, storage and preservation
- Familiarity with interlibrary loan procedures and policies
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Ability to introduce users to all library services and equipment, and provide advanced instruction if needed
- Knowledge of cataloging and classification.
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Familiarity with reader's advisory issues and resources
- Knowledge of new developments in library services and products through reading and networking
- Ability to handle multiple tasks at one time
- Knowledge of database operating systems and procedures

WORK ENVIRONMENT:

Work is performed under the supervision of a Librarian or designee in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

REQUIRED QUALIFICATIONS:

High School graduate plus minimum of five years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools; or an LTA certificate or completion of a four (4) year degree from an accredited college and some library experience.

Deleted: four (4) years of college

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

This description replaces job descriptions for Circulation Librarian, Branch Librarian I, Branch Librarian II, and Cataloger

TOWN OF EAST HARTFORD

TITLE: Library Assistant

GRADE: 1

DEPARTMENT: Library

DATE:

GENERAL DESCRIPTION:

Under general supervision performs a variety of paraprofessional library duties which involve knowledge and skills in one or more library functional areas, and knowledge/skills in the services, procedures, terminology and classification scheme of library collections; does other related duties as required.

ESSENTIAL JOB FUNCTIONS:

- Assists library patrons in registration and circulation of library materials.
- Maintains patron accounts through data entry into centralized computer system; charging and discharging materials and updating of patron overdue charges.
- Collects, records, balances and deposits revenue.
- May assist in coordinating activities of a library unit or section such as circulation, serials, shelving, book processing or interlibrary loan.
- Follows established policies and procedures; may suggest ways to increase efficiencies
- May assist with training and supervision of library office assistants, clerks, pages and volunteers
- Processes interlibrary loan requisitions ensuring that material requested is in accord with requisition systems, policies and procedures
- May assist with programs for which objectives and general procedures have been established or outlined such as story hours, films, or programs for adults, etc.
- Determines and prepares content and arrangement of library material for displays and exhibits.
- Assists with examination of collections for the purpose of weeding materials
- Computes and collects fines, makes change, and inspects books for damage
- Compiles numerical reports on circulations, accessions, or other aspects of library operations using basic arithmetic
- Uses library online catalog for circulation, copy cataloging, acquisitions, serials, etc.
- Locates materials and information for patrons
- Performs routine copy cataloging

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interact with employees and the public in a professional and courteous manner and appreciate diversity and individuality in both patrons and staff
- Ability to understand and demonstrate customer service philosophy
- Ability to collect and compile statistics
- Ability to plan work, prioritize and organize tasks, and pay attention to detail
- Skill in performing arithmetic functions with various units of measure (statistics, currency, fractions) manually and/or using technology.
- Knowledge of computer operation and the library's circulation system and public access catalog
- Knowledge of library mission, basic library policies and procedures, and general library terminology
- Knowledge of departments and services of the library, also library personnel and hierarchy
- Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
- Knowledge of library classification system with the ability to do shelving and shelf reading
- Familiarity with interlibrary loan procedures and policies
- Knowledge of Internet and database searching techniques
- Knowledge of cataloging utilities (OCLC, Library of Congress, etc.)
- Familiarity with MARC format, cataloging rules, subject headings, and classification schemes
- Knowledge of appropriate methods and techniques for materials processing, storage and preservation

WORK ENVIRONMENT:

Work is performed under the supervision of a Librarian or designee in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electromagnetic radiation as in computer screens.

REQUIRED QUALIFICATIONS:

High School graduate plus two (2) years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools or comparable experience,

OR Library Technical Assistant certificate and/or two (2) years of coursework from an accredited college (some experience preferable).

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

This description replaces job descriptions for LTA General, LTA Reference, LTA Circulation and Assistant Cataloger.

TOWN OF EAST HARTFORD

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TITLE: Library Assistant

GRADE: 1

DEPARTMENT: Library

DATE:

GENERAL DESCRIPTION:

Under general supervision performs a variety of paraprofessional library duties which involve knowledge and skills in one or more library functional areas, and knowledge/skills in the services, procedures, terminology and classification scheme of library collections; does other related duties as required.

ESSENTIAL JOB FUNCTIONS:

- Assists library patrons in registration and circulation of library materials.
- Maintains patron accounts through data entry into centralized computer system; charging and discharging materials and updating of patron overdue charges.
- Collects, records, balances and deposits revenue.
- May assist in coordinating activities of a library unit or section such as circulation, serials, shelving, book processing or interlibrary loan.
- Follows established policies and procedures; may suggest ways to increase efficiencies
- May assist with training and supervision of library office assistants, clerks, pages and volunteers
- Processes interlibrary loan requisitions ensuring that material requested is in accord with requisition systems, policies and procedures
- May assist with programs for which objectives and general procedures have been established or outlined such as story hours, films, or programs for adults, etc.
- Determines and prepares content and arrangement of library material for displays and exhibits.
- Assists with examination of collections for the purpose of weeding materials
- Computes and collects fines, makes change, and inspects books for damage
- Compiles numerical reports on circulations, accessions, or other aspects of library operations using basic arithmetic
- Uses library online catalog for circulation, copy cataloging, acquisitions, serials, etc.
- Locates materials and information for patrons
- Performs routine copy cataloging

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to interact with employees and the public in a professional and courteous manner and appreciate diversity and individuality in both patrons and staff
- Ability to understand and demonstrate customer service philosophy
- Ability to collect and compile statistics
- Ability to plan work, prioritize and organize tasks, and pay attention to detail
- Skill in performing arithmetic functions with various units of measure (statistics, currency, fractions) manually and/or using technology.
- Knowledge of computer operation and the library's circulation system and public access catalog
- Knowledge of library mission, basic library policies and procedures, and general library terminology
- Knowledge of departments and services of the library, also library personnel and hierarchy
- Knowledge of library's participation in consortiums, networks, or other resource-sharing organizations
- Knowledge of library classification system with the ability to do shelving and shelf reading
- Familiarity with interlibrary loan procedures and policies
- Knowledge of Internet and database searching techniques
- Knowledge of cataloging utilities (OCLC, Library of Congress, etc.)
- Familiarity with MARC format, cataloging rules, subject headings, and classification schemes
- Knowledge of appropriate methods and techniques for materials processing, storage and preservation

WORK ENVIRONMENT:

Work is performed under the supervision of a Librarian or designee in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electromagnetic radiation as in computer screens.

REQUIRED QUALIFICATIONS:

High School graduate plus two (2) years of experience demonstrating practical knowledge of library functions, services, terminology, techniques, procedures, and standard tools or comparable experience,

OR Library Technical Assistant certificate and/or two (2) years of college (some experience preferable).

Inserted: coursework from an accredited

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

This description replaces job descriptions for LTA General, LTA Reference, LTA Circulation and Assistant Cataloger.

TOWN OF EAST HARTFORD

TITLE: Library Technical Assistant (General)

LEVEL: 1

DEPARTMENT: Library

DATE: 2/6/01

POSITION DEFINITION: Works under the general supervision of a professional Librarian. Performs responsible and varied paraprofessional library duties or clerical administrative work. Assists patrons in using library services and facilities. Maintains materials of a specific unit or library division.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written directions from a professional Librarian or division head.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Allocates work to library assistants, clerks and pages.
- Performs work in special unit, including cataloging, children's, circulation, reference, branch services or as assigned.
- Maintains specific materials, supplies or equipment.
- Responds to patrons' students' or visitors' requests for information and assistance, or refer inquiries to a professional librarian.
- Performs routine cataloging.
- Leads group activities, including story-telling or information sessions.
- Participates in selection of materials by making suggestions.
- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Assists persons in applying for library membership.
- Processes membership applications.
- Types cards, lists, reports, and other information.
- Participates in inventory of books and materials.
- Performs routine shelving and purging of books, materials, etc.
- Prepares materials to promote use of library.
- Opens and closes library building following security procedures.
- Reports work accomplished to supervisor.

ADDITIONAL JOB FUNCTIONS:

- Performs special duties as assigned, including basic reference, ordering of materials, serials maintenance, etc.
- Performs duties in all library divisions as needed.
- Reserves books and materials.
- Makes minor repairs to books, materials and equipment.
- Relieves other employees as directed by supervisor, including responsibility for a unit in temporary absence of professional librarian.
- Assists in training of new employees and volunteers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to apply principles of library science to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
- Ability to relate effectively to the public and to other staff.
- Ability to supervise.
- Ability to perform accurate mathematical computations.
- Ability to prepare clear and concise statistical and narrative reports.
- Ability to acquire skill to operate word and data processing equipment.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, and PC applications.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS:

- Associate's Degree in Library Science, and three years' experience in public library work, or any equivalent combination of experience and training.

LICENSING REQUIREMENTS:

None.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Library Technical Assistant (Reference)

LEVEL: 1

DEPARTMENT: Library

DATE: 2/6/01

POSITION DEFINITION: Works under the general supervision of the Reference Librarian. Performs responsible and varied paraprofessional library duties in assisting library patrons in the selection and use of library materials. Performs clerical-administrative work in maintaining library reference collection. Assists in all units of library as needed.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written directions from Reference Librarian.
- Plans work according to library schedule or established routine.
- Establishes priorities in performance of assigned work tasks.
- Assists library patrons in the use of the library and in search strategies.
- Participates in near-term and long-range planning of library services.
- Assists in the development of reading, reference and research materials through recommendation of purchase of books, materials, and equipment.
- Assists in the preparation of reading lists for special interest groups.
- Assists in the planning, coordination and implementation of special programs involving the use of library resources.
- Prepares materials to promote library services.
- Provides lead supervision and training to library assistants, clerks, and part-time employees.
- Recommends removal of outdated or worn materials.
- Reports work accomplished to librarian.

ADDITIONAL JOB FUNCTIONS:

- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Assists persons in applying for library membership.
- Processes membership applications.
- Types cards, lists, reports, and other information.
- Participates in inventory of books and materials, etc.
- Performs duties in all library divisions as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping.
- Ability to follow written and oral instructions.
- Ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities.
- Ability to type accurately.
- Ability to maintain accurate files and records.

KNOWLEDGE, SKILLS, AND ABILITIES (con't):

- Ability to perform accurate mathematical computations.
- Ability to deal cooperatively with others.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC Firstsearch OCLC and Connect on-line ILL services, E-Mail, WP5i, the Community Organization database, and PC applications.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS:

- Associate's Degree in Library Science, three years' experience in public library work, or any equivalent combination of experience and training.

LICENSING REQUIREMENTS:

None.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

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TOWN OF EAST HARTFORD

TITLE: Library Technical Assistant (Circulation)

LEVEL: 1

DEPARTMENT: Library

DATE: 2/6/01

POSITION DEFINITION: Works under the general supervision of the Library Director. Organizes and supervises the activities of the circulation unit. Oversees circulation staff. Assists library patrons in the use of library services, facilities, and equipment.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written directions from Library Director.
- Plans work according to library schedule or standard routine.
- Establishes priority of work tasks.
- Participates in the development of operating policies and procedures.
- Schedules breaks and telephone coverage, and assigns work to circulation assistants and clerks.
- Supervises the circulation of library collection of books and non-book materials.
- Supervises the receiving and recording of overdue fines.
- Maintains circulation data and prepares regular statistical reports for Supervisor.
- Recommends employment, promotion, and retention of employees.
- Participates in periodic evaluation of assigned employees.
- Provides training exercises for circulation unit employees.
- Reviews and resolves personnel problems within unit as possible.
- Inspects damaged circulation materials, including books and equipment.
- Mends books as possible.
- Maintains performance and repair of circulation equipment.
- Recommends equipment improvements.
- Opens and closes library building following security procedures.
- Reports work accomplished to Director.

ADDITIONAL JOB FUNCTIONS:

- Performs routine circulation desk duties as necessary.
- Assumes responsibility for unit operations in absence of Director.
- Assists library patrons in use of library services.
- Performs duties in other library divisions as needed.
- Supervises and provides continuing training to full-time, part-time and library volunteers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to apply principles of library science to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
- Ability to relate effectively to the public and to other staff.
- Ability to supervise.

KNOWLEDGE, SKILLS, AND ABILITIES (con't):

- Ability to perform accurate mathematical computations.
- Ability to prepare clear and concise statistical and narrative reports.
- Ability to acquire skill to operate word and data processing equipment.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products E-Mail, WP5i, and PC applications.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS:

- Associate's Degree in Library Science, and three years' experience in circulation control work, including supervisory experience, *or*
- Graduation from high school with five years increasingly responsible library circulation experience, including supervisory experience.

LICENSING REQUIREMENTS:

None.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Library Technical Assistant (Assistant Cataloger)

LEVEL: 1

DEPARTMENT: Library

DATE: 2/6/01

POSITION DEFINITION: Works under the general supervision of the Library Cataloger and receives functional supervision from a professional Librarian. Performs responsible and varied technical library services in the cataloging, classification and circulation of books, documents, reports, reference materials, and related collection items. Performs office administrative work. Assists library patrons in using library services and facilities.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written instructions from the Library Cataloger.
- Plans work according to established procedures.
- Allocates work to library assistants, clerks and pages.
- Prioritizes tasks within work assignment.
- Receives new collection materials, i.e. books, documents, records, videotapes, periodicals, etc.
- Reconciles materials received with purchase orders to assure accuracy of shipment.
- Catalogs author and title cards, and subject cards using the Library of Congress Classification System.
- Searches LC subject headings for exact subject division match.
- Determines subject division when exact match not clear or refers to supervisor.
- Performs original cataloging as required.
- Types information on catalog cards.
- Maintains specific materials, supplies or equipment.
- Responds to staff or visitors requests for information and assistance, or refers inquiries to a Librarian.
- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue damaged or lost library items.
- Types cards, lists, reports, and other information.
- Prepares materials to promote use of library.
- Operates microfilm, microfiche, copying equipment and auxiliary equipment in routine duties.
- Prepares narrative and statistical reports as needed.
- Opens and closes library building according to security procedures.
- Reports work accomplished to Director.

ADDITIONAL JOB FUNCTIONS:

- Recommends acquisition of new materials.
- Performs special duties as assigned, including basic reference, ordering of materials, serials maintenance, etc.
- Reserves books and materials.
- Prepares books, materials, etc. for interlibrary loan.
- Relieves other employees as directed by supervisor, including responsibility for a unit in temporary absence of professional Librarian.
- Performs duties in all library divisions as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- A working knowledge of Library of Congress Classification System and basic reference materials.
- Ability to apply principles of library technical systems to solve practical problems and to respond to routine information requests.
- Ability to interpret a variety of instructions furnished in written, oral or schedule form.
- Ability to accurately perform mathematical calculations.
- Ability to acquire skills to operate data and word processing equipment desirable.
- Ability to acquire a working knowledge of regulations and procedures pertaining to library responsibilities.
- Ability to type accurately.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to maintain accurate files and records.
- Ability to deal cooperatively with others.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, PC applications, and OCLC on-line cataloging practices including Catme-plus and Prism.
- Must have understanding of MARC tagging.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS:

- Associate's Degree in Library Science, and three years of experience in an educational institution or a public library, or any equivalent combination of experience and training.

LICENSING REQUIREMENTS:

None.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Librarian I

GRADE: 6

DEPARTMENT: Library

DATE:

GENERAL DESCRIPTION:

Entry level professional position. Works under the general supervision of the Reference Librarian. Assists in providing reference services, outreach programs and interlibrary loans. Performs professional library services in assisting library patrons in the selection and use of both electronic and physical library materials.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written directions from reference librarian or Library Administration
- Plans work according to established library procedures
- Establishes task priorities within work unit
- Assists in near term and long range planning
- Develops research materials through selection and purchase of books and materials
- Assist with updating library website and social media sites
- Prepares statistical reports as requested
- Opens and closes library building according to security procedures
- Assists with all library circulation functions as needed
- Provides instruction on technology skills
- Provides bibliographic instruction for print and electronic resources
- Design library displays to promote reading
- Contributes to brochures, newsletters and booklets that publicize library services and resources
- Performs readers advisory services

ADDITIONAL JOB FUNCTIONS:

- Examines professional publications and other sources for selection of books, periodicals and other materials
- Attends meetings and participates in professional library organizations
- Assumes responsibility for reference services in absence of Reference Librarian

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to apply principles of library science to solve practical problems
- Ability to prepare and deliver reports of library services both orally and in writing
- Working knowledge of computer applications
- Ability to work effectively with library staff and patrons
- Ability to understand and use the library services provide by our integrated library systems
- Knowledge of basic research materials; substantial interpersonal skills; considerable oral and written communication skills

Work Environment

Work is performed under the supervision of a Librarian II or designee in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electromagnetic radiation as in computer screens.

Required Qualifications

Master's Degree in Library Science from an accredited college; or comparable four-year degree from an accredited college combined with three years' professional experience in a public library setting.

****The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.****

This description replaces job descriptions for Circulation Librarian, Branch Librarian I, Branch Librarian II, Cataloger Librarian

TOWN OF EAST HARTFORD

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TITLE: Librarian I

GRADE: 6

DEPARTMENT: Library

DATE:

GENERAL DESCRIPTION:

Inserted: ¶

Entry level professional position. Works under the general supervision of the Reference Librarian. Assists in providing reference services, outreach programs and interlibrary loans. Performs professional library services in assisting library patrons in the selection and use of both electronic and physical library materials.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written directions from reference librarian or Library Administration
- Plans work according to established library procedures
- Establishes task priorities within work unit
- Assists in near term and long range planning
- Develops research materials through selection and purchase of books and materials
- Assist with updating library website and social media sites
- Prepares statistical reports as requested
- Opens and closes library building according to security procedures
- Assists with all library circulation functions as needed
- Provides instruction on technology skills
- Provides bibliographic instruction for print and electronic resources
- Design library displays to promote reading
- Contributes to brochures, newsletters and booklets that publicize library services and resources
- Performs readers advisory services

ADDITIONAL JOB FUNCTIONS:

- Examines professional publications and other sources for selection of books, periodicals and other materials
- Attends meetings and participates in professional library organizations
- Assumes responsibility for reference services in absence of Reference Librarian

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to apply principles of library science to solve practical problems
- Ability to prepare and deliver reports of library services both orally and in writing
- Working knowledge of computer applications
- Ability to work effectively with library staff and patrons
- Ability to understand and use the library services provide by our integrated library systems
- Knowledge of basic research materials; substantial interpersonal skills; considerable oral and written communication skills

Work Environment

Work is performed under the supervision of a Librarian II or designee in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electromagnetic radiation as in computer screens.

Required Qualifications

Master's Degree in Library Science from an accredited college; or comparable four-year degree combined with three years' professional experience in a public library setting.

Inserted: from an accredited college

**The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. **

This description replaces job descriptions for Circulation Librarian, Branch Librarian I, Branch Librarian II, Cataloger Librarian

TOWN OF EAST HARTFORD

TITLE: Circulation Librarian

LEVEL: 6

DEPARTMENT: Library

DATE: 2/6/01

POSITION DEFINITION: Works under the general supervision of the Library Director. Organizes and supervises the activities of the circulation unit. Oversees circulation staff. Assists library patrons in the use of library services, facilities, and equipment.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written directions from Library Director.
- Plans work according to library schedule or standard routine.
- Establishes priority of work tasks.
- Participates in the development of operating policies and procedures.
- Schedules breaks and telephone coverage, and assigns work to circulation assistants and clerks.
- Supervises the circulation of library collection of books and non-book materials.
- Oversees inspection and repair of damaged circulation materials, including books and equipment.
- Maintains performance and repair of circulation equipment.
- Analyzes performance of circulation information systems, makes adjustments, and seeks out improved applications and software.
- Supervises the receiving and recording of overdue fines.
- Maintain circulation data and prepares regular statistical reports for Supervisor.
- Recommends employment, promotion, and retention of employees.
- Participates in periodic evaluation of assigned employees.
- Supervises and provides continuing training to full-time, part-time and library volunteers.
- Develops training exercises for circulation unit employees.
- Reviews and resolves personnel problems within unit as possible.
- Makes budget recommendations for unit to Director. Recommends equipment improvements.
- Opens and closes library building following security procedures.
- Reports work accomplished to Director.

ADDITIONAL JOB FUNCTIONS:

- Attends meetings and participates in professional library organizations and development programs.
- Performs routine circulation desk duties as necessary.
- Assumes responsibility for unit operations in absence of Director.
- Assists library patrons in use of library services.
- Performs duties in other library divisions as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
- Ability to relate effectively to the public and to other staff.
- Ability to supervise. Ability to perform accurate mathematical computation.
- Ability to prepare clear and concise statistical and narrative reports.
- Ability to acquire skill to operate word and data processing equipment.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, and PC applications.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS:

- The skills and knowledge required would generally be acquired with a Master's Degree in Library Science, and three years' of progressively responsible public library experience, including supervisory experience; or an equivalent combination of education and experience.

LICENSING REQUIREMENTS:

- None.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

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TOWN OF EAST HARTFORD

TITLE: Branch Librarian I

LEVEL: 5

DEPARTMENT: Library

DATE: 2/6/01

POSITION DEFINITION: Works under the general supervision of the Library Director. Plans, organizes, and supervises a branch library; including the development and promotion of services. Supervises business and coordinates maintenance operation of branch library. Performs general library work.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written instructions from the Library Director. Plans work and priorities according to standard procedures. Assigns work to Library Aide and support staff as needed.
- Organizes and develops programs and services in the functional areas of Adult, Young Adult, and Children Services. Leads staff in the development of collections and selection of related materials in consultation with Director and professional members of Library staff.
- Oversees training of staff members, volunteers and student helpers in circulation procedures and in dealing with the public. Holds meetings for staff communication and development.
- Supervises the administrative detail work of the branch, including circulation and interlibrary loan programs, and coordinates cleaning and maintenance work with custodian staff.
- Works cooperatively with local school teachers in developing library enrichment, educational and research programs.
- Provides assistance to members of the public and students in reference and related research requests.
- Organizes Branch programs to accommodate interest of neighborhood residents, e.g., discussion groups, subject matter presentations, e.g., health care for the elderly, etc.
- Assists the Director in near term and long range planning for library development. Recommends policy changes to the Director.
- Consults with Director on branch budget recommendations. Administers approved budget for branch library. Confers with Director on purchase of items.
- Prepares publicity releases and promotional materials.
- Opens and closes library building according to security procedures.
- Prepares statistical and narrative reports of some complexity for the Director. Reports goals achieved to the Director.

ADDITIONAL JOB FUNCTIONS:

- Leads periodic review of branch books, documents, materials and equipment. Oversees the removal of outdated or damaged materials.
- Participates in professional library organizations to remain current on developments in library practices.
- Speaks to school, civic, cultural, and other public groups to promote interest in the Library.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.
- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
- Ability to work effectively with library staff and library patrons.
- Ability to relate to students.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, and PC applications.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS:

- Master's Degree in Library Science, and two years' of progressively responsible public library experience, including one year as supervisor of a library division, or any equivalent combination of education and experience.

LICENSING REQUIREMENTS:

None.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

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TOWN OF EAST HARTFORD

TITLE: Branch Librarian II

LEVEL: 6

DEPARTMENT: Library

DATE: 2/6/01

POSITION DEFINITION: Works under the general supervision of the Library Director. Plans, organizes, and supervises the High School Branch Library; including the development and promotion of services. Supervises business activities and coordinates maintenance operation of branch library. Performs general professional library work.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written instructions from the Library Director. Plans work and priorities according to standard procedures. Assigns work to Library Aide and support staff as needed.
- Organizes and develops programs and services in the functional areas of Adult, Young Adult, and Children Services. Leads staff in the development of collections and selection of related materials.
- Leads staff in providing programs, special event, and promotional services. provides assistance to patrons, staff and students in reference and related research requests.
- Supervises the operations and services of a computer resource quadrant. Assists students, patrons and staff members in computer use and in accessing resources of information system.
- Recommends the employment, promotion, or discipline of employees.
- Oversees training of staff members, volunteers and student helpers in circulation procedures and in dealing with the public. Holds meetings for staff communication and development.
- Supervises the administrative detail work of the branch, including circulation and interlibrary loan programs, and coordinates cleaning and maintenance with school custodian staff.
- Works cooperatively with local school teachers in developing library enrichment, educational and research programs.
- Assists the Director in near term and long range planning for library development. Recommends policy changes to the Director.
- Consults with Director on branch budget recommendations. Administers approved budget for branch library. Confers with Director on purchase of items.
- Prepares publicity releases and promotional materials.
- Opens and closes library building according to security procedures.
- Prepares statistical and narrative reports of some complexity for the Director. Reports goals achieved to the Director.

ADDITIONAL JOB FUNCTIONS:

- Leads periodic review of branch books, documents, materials and equipment. Oversees the removal of outdated or damaged materials.
- Participates in professional library organizations to remain current on developments in library practices.
- Speaks to school, civic, cultural, and other public groups to promote interest in the Library.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.
- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
- Ability to work effectively with library staff and library patrons.
- Ability to relate to students.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, and PC applications.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Interaction with high school students in a learning environment may cause stress.

JOB QUALIFICATIONS:

- Master's Degree in Library Science, and two years' of progressively responsible public library experience, including one year as supervisor of a library division, or any equivalent combination of education and experience.

LICENSING REQUIREMENTS:

None.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Cataloger Librarian

LEVEL: 6

DEPARTMENT: Library

DATE: 2/6/01

POSITION DEFINITION: Works under the general supervision of the Library Director. Performs professional library duties in the cataloging, classification and circulation of books, documents, reports, reference materials, and related collection items. Assists library patrons in the selection and use of library materials. Recommends selection of materials for purchase by the library.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written instructions from the Library Director
- Plans work according to library schedule or established routine.
- Establishes priorities in performance of assigned work tasks.
- Receives new collection materials, i.e. books, documents, periodicals, etc.
- Catalogs author and title cards, and subject cards using the Dewey Decimal Classification System.
- Searches LC subject headings for exact subject division match.
- Determines subject division when exact match not clear.
- Performs original cataloging as required.
- Instructs library patrons in the use of the library and in search strategies.
- Assists in near-term and long-range planning of library services.
- Develops reading, reference and research materials through recommendation of purchase of books, materials, and equipment.
- Prepares reading lists for special interest groups.
- Plans and organizes special programs involving the use of library resources.
- Prepares materials to promote library services.
- Provides supervision and training to library assistants, clerks, and part-time employees.
- Performs routine library duties, including circulation and reference tasks.
- Recommends removal of outdated or worn materials.
- Prepares statistical and narrative reports of some complexity for Director.
- Opens and closes library building according to security procedures.
- Reports work accomplished to Director.

ADDITIONAL JOB FUNCTIONS:

- Examines professional publications and other sources for selection of books, periodicals, and other materials.
- Performs duties in all library divisions as needed.
- Assumes responsibility for a library division in the temporary absence of a unit supervisor.
- Speaks to community groups about library services.
- Participates in professional library organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.
- A professional knowledge of Dewey Decimal Classification System and Library of Congress subject headings.
- A working knowledge of basic reference materials.
- Ability to acquire skills to operate data and word processing equipment desirable.
- Ability to maintain accurate files and records.
- Ability to deal cooperatively with others.
- Ability to prepare concise and clear oral or written reports.
- Ability to supervise.
- Ability to work effectively with library staff and library patrons.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, PC applications, and OCLC on-line cataloging practices including Catme-plus and Prism.
- Must have understanding of MARC tagging and the ability to develop original MARC records.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS:

- Master's Degree in Library Science, and three years of cataloging experience.

LICENSING REQUIREMENTS:

None.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Librarian II – Children’s Librarian

GRADE: 7

DEPARTMENT: Library

DATE: 9/7/10

GENERAL DESCRIPTION:

Works under the general supervision of the Library Director. Plans, organizes, and supervises library program for pre-school, elementary, and young adult library users. Performs professional library services in assisting library patrons in the selection and use of library materials.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written directions from the Library Director.
- Plans and organizes work according to season of year, special events, and regular library schedule.
- Assigns work to library technical assistants, clerks and support staff.
- Develops and conducts programs for children and young adults to encourage reading, viewing and listening skills, and to use library facilities and materials.
- Examines professional publications and other sources for selection of books, periodicals, and related materials.
- Helps build collection of books, periodicals, and communication materials through consultation with Director, staff members, and independent selection.
- Assembles and arranges displays of books and other materials.
- Oversees the transfer of information in processing circulation, registrations, overdues and billings.
- Develops brochures, booklets, and newsletters to publicize the services and resources of the library.
- Prepares reading lists for school and community distribution
- Provides training and supervision to library assistants, clerks, and volunteers.
- Participates in the selections and evaluation of library support staff.
- Opens and closes library building according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Reports goals achieved to the Director.

ADDITIONAL JOB FUNCTIONS:

- Organizes programs and activities with school librarians, teachers, parent's groups, and community organizations.
- Conducts story-telling programs for pre-school children.
- Arranges programs using volunteers, artists, and others.
- Assumes responsibility for library in absence of Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Artistic skills used in creating posters, displays, etc. highly desirable.
- Ability to relate and interact with school and cultural organizations needed.

- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
- Ability to work effectively with library staff and patrons.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, PC applications, Kids Cat, and Macintosh computer.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS

- Master's Degree in Library Science from an accredited college, including course work in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.

LICENSING REQUIREMENTS:

None

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

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TITLE: Librarian II – Children's Librarian

GRADE: 7

DEPARTMENT: Library

DATE: 9/7/10

GENERAL DESCRIPTION:

Works under the general supervision of the Library Director. Plans, organizes, and supervises library program for pre-school, elementary, and young adult library users. Performs professional library services in assisting library patrons in the selection and use of library materials.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written directions from the Library Director.
- Plans and organizes work according to season of year, special events, and regular library schedule.
- Assigns work to library technical assistants, clerks and support staff.
- Develops and conducts programs for children and young adults to encourage reading, viewing and listening skills, and to use library facilities and materials.
- Examines professional publications and other sources for selection of books, periodicals, and related materials.
- Helps build collection of books, periodicals, and communication materials through consultation with Director, staff members, and independent selection.
- Assembles and arranges displays of books and other materials.
- Oversees the transfer of information in processing circulation, registrations, overdues and billings.
- Develops brochures, booklets, and newsletters to publicize the services and resources of the library.
- Prepares reading lists for school and community distribution
- Provides training and supervision to library assistants, clerks, and volunteers.
- Participates in the selections and evaluation of library support staff.
- Opens and closes library building according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Reports goals achieved to the Director.

ADDITIONAL JOB FUNCTIONS:

- Organizes programs and activities with school librarians, teachers, parent's groups, and community organizations.
- Conducts story-telling programs for pre-school children.
- Arranges programs using volunteers, artists, and others.
- Assumes responsibility for library in absence of Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Artistic skills used in creating posters, displays, etc. highly desirable.
- Ability to relate and interact with school and cultural organizations needed.
- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
- Ability to work effectively with library staff and patrons.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, PC applications, Kids Cat, and Macintosh computer.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS

- Master's Degree in Library Science, including course work in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.

Inserted: from an accredited college

LICENSING REQUIREMENTS:

None

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Librarian II - Reference Librarian/Cultural Assets Manager **GRADE:** 7

DEPARTMENT: Library

DATE: 03/13/2013

GENERAL DESCRIPTION:

Works under the general supervision of the Library Director. Plans, organizes, and supervises the services and activities of the reference services division, including reference, community outreach programs and interlibrary loans and overseeing the management of East Hartford's cultural assets.

Independently performs a full range of duties involving the interpretation, conservation and exhibition of small and major historical museum collections. Performs professional library services in assisting library patrons in the selection and use of library materials.

ESSENTIAL JOB FUNCTIONS:

- Receives oral or written directions from the Library Director.
- Plans work according to established library schedule or standard procedures.
- Establishes tasks priorities within working unit.
- Assigns regular and daily tasks to library assistants and clerks.
- Assists in near term and long range planning of library services.
- Develops reading, reference, and research materials through selection and purchase of books, materials and equipment.
- Maintains reference collections, periodicals, and coordinates activities with branch librarians to assure currency of materials.
- Coordinates interlibrary loan program.
- Promotes interest in library as a community resource by visiting and speaking to school, civic, cultural and social organizations.
- Oversees and prepares materials to promote library services.
- Plans and organizes special programs involving the use of library resources.
- Prepares brochures, new releases, bulletins, posters and other public relations materials to promote library services
- Recommends the employment, promotion and retention of employees within division.
- Regularly evaluates performance of staff members.
- Provides supervision and training to professional staff, library assistants, clerks, and part-time employees.
- Prepares statistical and narrative reports of some complexity for the Director.
- Recommends policy changes to the Director.
- Opens and closes library building according to security procedures.
- Reports achievement of goals to Director
- Performs research required for exhibition of cultural assets such as preparation of bibliographies or compilation of biographical information;

- Abstracts or summarizes historical sources materials relating to museum collections or exhibits; determines need for restoration work and prioritizes work, monitoring progress of contractors or preservation specialists engaged in repair or restoration of historic structures and museum artifacts;
- Accessions, registers and catalogs collection items and new acquisitions; organizes public educational programs such as school trips, tours, lectures and workshops to facilitate the public understanding of the collections;
- Prepares correspondence to interested groups and individuals concerning collections or exhibits; speaks before groups concerning museum and its collection;
- Identifies private and public sector grants and prepare grant applications for funding; seeks out individual sponsorships;
- Completes and maintains inventory of historical property and equipment; maintains master log and other computer record systems;
- Plans, designs and oversees collection exhibits;
- Assists in the development of brochures, newsletter, guides and publications; leads fundraising efforts by writing articles and publicity materials or attending civic meetings; oversees the creation and maintenance of the Cultural Assets Website;
- Establishes working relationships with funding sources, community groups, business community, government officials, and donors; networks throughout the local region to build up contacts to share information and resources and possible cost sharing partnerships and multi site exhibitions and events;
- Performs related work as required.

ADDITIONAL JOB FUNCTIONS:

- Assumes responsibility for direction of the library in the absence of the Assistant Director and Director.
- Examines professional publications and other sources for selection of books, periodicals, and other materials.
- Attends meetings and participates in professional library organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.
- Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.
- A working knowledge of computer applications for library services desirable.
- Ability to work effectively with library staff and library patrons.
- Ability to relate to students.
- Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, and PC applications.
- Considerable knowledge of American history with particular reference to social, cultural and technological trends as reflected in museum collections and themes;
- Considerable knowledge of methods used in cataloging, preservation, restoration and storage of historic collections;

- Knowledge of basic research materials; substantial interpersonal skills; considerable oral and written communications skills;
- Considerable ability to perform historic research;
- Considerable ability to prepare exhibits of museum collections; ability to utilize computer software;

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS

- Master's Degree in Library Science from an accredited college, and three years of progressively responsible public Library experience.

LICENSING REQUIREMENTS:

None

****The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.****

TOWN OF EAST HARTFORD

TITLE: Librarian III - Assistant Library Director

GRADE: 108

DEPARTMENT: Library

DATE: 11/12/02

GENERAL DESCRIPTION:

This is very responsible administrative work involving assisting in the direction of the library and supervising all major divisions of library services, including adult/young adult services, technical services and children's services.

Work involves the responsibility for assisting the Library Director in the day-to-day management of the library. Duties include policy recommendations and assisting in all aspects of library systems management. This position also has the responsibility for making difficult library technical and administrative decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of the public library field.

SUPERVISION RECEIVED:

Works under the direction of the Library Director.

SUPERVISION EXERCISED:

Supervises all library personnel in the absence of the Library Director and provides day-to-day direction and guidance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists in planning and directing the goals, objectives and operations of the Town's library.
- Gathers and analyzes information on the effectiveness and efficiency of the library and recommends operating policies and procedures.
- Assists in the supervision of subordinate professional and clerical employees. Supplements employee training and the administration of personnel policies. Reviews and conducts employee performance evaluations. Schedules staff. Processes the payroll.
- Supervises the entire book processing operation. Coordinates the acquisition of new material. Organizes book sales. Develops Grant proposals. Inspects books set aside for discard by other Librarians.
- Maintains daily contact with staff regarding systems operations problems. Troubleshoots system equipment problems and provides guidance to system users. Conducts classes on library procedures for both staff and the public.
- Develops adult and children's programs. Responsible for public relations, promoting library activities, including displays and media releases. Participates in library programs, such as reading stories to children.
- Serves as the Library Director in the Director's absence.
- Assists director in preparation of annual budget.

- Maintains branch collections. Investigates ways to improve library services to the physically challenged and visually or hearing impaired patrons.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles and practices of public library administration.
- Considerable knowledge of computer technology as it relates to public library functions.
- Considerable ability in oral and written communications.
- Considerable ability to administer the activities of a public library system and to supervise the work of others.
- Considerable ability to establish and maintain effective working relationships with superiors, coworkers, associates, officials of other agencies and the general public.

QUALIFICATIONS:

A master's degree in library science from an American Library Association accredited college or university, plus four years of progressively responsible library administration experience including at least one year in a supervisory capacity.

SPECIAL REQUIREMENTS:

Must have a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED:

Library computer system; personal computer, including word processing and database management software; calculator; copy and fax machine; phone; automobile.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must be able to read, analyze and interpret technical material and to effectively communicate with individuals and groups. This position requires the ability to solve practical problems and to apply technical principles and to deal with a variety of concrete variables.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job duties are generally performed in an office environment with few, if any, disagreeable conditions. The noise level in the work environment is generally quiet.

GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.