

Robert J. Paek

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
JUNE 3, 2014

2014 MAY 29 P 12: 51

TOWN CLERK
EAST HARTFORD

7:00 P.M. Public Hearing

=====

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 15, 2014 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. East Hartford Police Department: Introduction of Newly Promoted Police Officers
 - B. Blum Shapiro: The Auditor's Communication with Those Charged with Governance
 - C. Responses to Questions asked of the Administration:
 1. Mosquito Control Program
 2. Savings from use of Solar Panels
 - D. 2014 Proposed Bond Referendum – Road Improvement Program:
 1. Presentation by VHB
 2. Financial Impact
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Recommendation from Ordinance Committee re:
 1. Article 7, Section 13-30: Panhandling
 2. Section 2-3b: Registrar of Voters Salary
 3. Section 2-113b: Veterans Commission
 - B. State of Connecticut Neighborhood Assistance Act
 - C. Edward Byrne Memorial Justice Assistance Grant (JAG) Program
 - D. "Click it or Ticket" Program: State Reimbursement
 - E. Police Contract Settlement: Contingency Transfer
 - F. Suspense List: 2010 Grand List – Personal Property and Motor Vehicle; Various Grand Lists – Mobile Home
 - G. Referral to Personnel and Pensions Subcommittee re: Revisions to Information Systems Specialist and Programmer/Systems Analyst Job Descriptions

- H. Recommendation from Real Estate Acquisition & Disposition Committee re: Setting a Public Hearing Date of July 15, 2014 @ 7PM for the Sale of 26 Bissell Street
- I. Waiver of Permitting and Municipal Fees re: Riverfront Recapture's Outdoor Amusement Permit Applications
- J. Outdoor Amusement Permit Applications:
 - 1. Pappy's Customer Appreciation Days
 - 2. Riverfest – 2014
 - 3. Riverfront Swing Night
 - 4. Head of the Riverfront Regatta
 - 5. Riverside Farmers Market: application and waiver of all related fees

- 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 17th)

Robert J. Rossi

EAST HARTFORD TOWN COUNCIL

2014 MAY 19 A 10:45

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

MAY 15, 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, Patricia Harmon and Anita D. Morrison

ABSENT Councillor Ram Aberasturia

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:34 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. He also explained that Councillor Aberasturia was absent because his wife went into labor.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Irene Cone, 52 Barbonsel Road, suggested that the consultants hired to work on the town's Plan of Conservation and Development (POCD) get input from the people who live in the neighborhoods that might be affected by the revisions.

Susan Kniep, 44-46 and 50 Olde Roberts Street, (1) spoke to the importance of the town's Plan of Conservation and Development (POCD); and (2) inquired on which draft of the POCD the Town Council will act on this evening. *Chair Kehoe replied that the POCD draft dated March 11, 2014 is the revision that the Council will act on at this meeting.*

Don Sugalski, 1736 Main Street, stated that the legends to the maps in the POCD should accurately reflect road designation, i.e., public or private.

APPROVAL OF MINUTES

May 6, 2014 Regular Meeting

MOTION By Barbara Rossi
seconded by Anita Morrison
to **approve** the minutes of the May 6, 2014 Regular Meeting.
Motion carried 8/0.

NEW BUSINESS

Town of East Hartford Plan of Conservation and Development

MOTION By Barbara Rossi
seconded by Esther Clarke

to adopt the following resolution:

Whereas, pursuant to state law, the town of East Hartford – through its Planning and Zoning Commission – must adopt a Plan of Conservation and Development every ten years; and

Whereas, pursuant to section 8-23(g)(2), the Town Council as East Hartford's legislative body has been provided with a copy of the proposed 2014 Plan of Conservation and Development and on May 6, 2014 received a presentation of such Plan and discussed various aspects of the proposal; and

Whereas, pursuant to section 8-3(g)(2), the Town Council shall "endorse or reject such entire plan or part thereof or amendment and may submit comments and recommended changes to the commission".

Now therefore be it resolved that the Town Council hereby endorses the proposed 2014 Proposed Plan of Conservation and Development with the following recommended changes and comments:

1. The Town Council supports the Plan's recommendations for additional market rate housing. East Hartford has significant affordable housing especially subsidized rate rental units. The community needs additional owner occupied housing which may include townhouses and condominiums as appropriate to bring residents to areas such as Rentschler Field and the Riverfront.
2. The Town Council supports the Plan's goal of keeping intact existing residential neighborhoods. East Hartford has many solid, stable neighborhoods and must ensure their continued character.
3. The Town Council supports the Plan's goal of making the South Meadows area more residential with a 24-7 character rather than its current office park character. The South Meadows is an excellent opportunity to take advantages of the growing investment along the Hartford side of the Connecticut River and create upscale, attractive housing and neighborhood qualities in the South Meadows.
4. The Town Council supports the Plan's emphasis on facilitating development along the Silver Lane commercial zone while maintaining the residential character of Silver Lane both east and west of the central business zone. Silver Lane is the face of East Hartford for thousands of Pratt and Whitney commuters and Rentschler Field visitors. Our image, through Silver Lane, must be improved.
5. The Town Council supports the installation of a median along Route 5 on Main Street. This is a longstanding road softening goal of East Hartford which should be consistent with the state's Department of Transportation's goal of making state routes more user friendly.
6. The Town Council strongly urges the Planning and Zoning Commission to amend the Plan of Conservation and Development to specifically list in the Future Land Use section every recommendation for change in land use and the reasoning for such change. The current use of a map is confusing and vague. At the presentation, there were very logical reasons for some of the changes. Those reasons offer an understanding of the goal for those parcels.
7. The Town Council urges the Planning and Zoning Commission to clarify that the state's goal of providing bikeways along town streets may have an impact on parking along those streets. Such trade-off should be acknowledged but not necessarily stand in the way of such changes.
8. The Town Council recommends that the Plan of Conservation and Development recommend that the senior citizen population should have a senior center at one central location to facilitate the provision of services and activities for the senior population that the Plan acknowledges.
9. The Town Council supports the establishment of a campus zone along south Main Street to accommodate the development of retail and other development associated with the growth of Goodwin College. The Town Council urges that the Plan adopt a principle of requiring retail development along Main Street with incentives to address the economic disincentives for such development, including but not limited to, the fact that office space and other uses may yield more revenue to the property owner than retail use.
10. The Town Council supports a review of the parking requirements as recommended in section 3.4.5 in order to reduce broad swaths of unused parking. The Plan should acknowledge that the 'best practices' ratios may not be applicable in every multi-family housing situation and any adjustment in the ratio should be enacted only after careful review of the demographics in the zone and type of housing in which it would apply. In many areas of the town, tenants are parking on the streets - often in violation of our overnight parking ordinance - because the landlord does not provide adequate parking. For example, a one bedroom apartment may be shared by a married couple both of whom have jobs. It is not uncommon for each person to have their own vehicle in order to travel to work. A ratio of 1.25 spaces may be inadequate for an apartment building with such demographics.

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

State Historic Preservation Office: Local Government Grant

MOTION By Linda Russo
 seconded by Marc Weinberg
 to **adopt** the following 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.

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

Community Development Block Grant 40th Year

MOTION By Linda Russo
 seconded by Barbara Rossi
 to **adopt** the following 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, estimated 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 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.

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

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

ADMINISTRATION

Program Administration **\$109,508**
Oversight, management, monitoring and coordination of the Community Development
Block Grant Program. Eligible activity under 24 CFR 570.206.

PUBLIC SERVICES

<i>CRT - East Hartford Community Shelter</i>	\$35,000
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>	\$50,000
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>	\$44,650
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>	\$150,000
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>	\$113,631
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).

TOTAL

\$547,539

State of Connecticut DOT Agreement: Reconstruction of Brewer Street

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

RESOLVED, that the Honorable Marcia A. Leclerc, Mayor, be, and hereby is, authorized to sign the agreement entitled:

"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".

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

Outdoor Amusement Permit Applications:

27th Annual Memorial Mile Road Race

MOTION By Marc Weinberg
seconded by Barbara Rossi
to **approve** the outdoor amusement permit application submitted by Ted Fravel, Director of the East Hartford Parks and Recreation Department and the East Hartford Board of Education Physical Education Department to conduct the 27th Annual Memorial Mile Road Race on Monday May 26, 2014, from approximately 10:20AM to completion, with race registration at Martin Park, 307 Burnside Avenue; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 8/0.

Riverfront Summer Pops

MOTION By Barbara Rossi
seconded by Linda Russo
to **approve** the outdoor amusement permit application, entitled "Riverfront Summer Pops", submitted by Joshua Urrutia, Public Events Manager for Riverfront Recapture to conduct three Pop concerts in Great River Park, with music and beer and wine to be sold in a designated area in Great River Park on the following dates and times in 2014:

Saturday, May 24th 7PM to 9PM (rain date: Sunday, May 25th)

Saturday, June 28th 7PM to 9PM (rain date: Sunday, June 29th)
Saturday, July 26th 7PM to 9PM (rain date: Sunday, July 27th)

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; additionally, the applicant seeks authorization to sell or dispense alcoholic beverages in connection with this event under the provisions of §14-7(b) and §14-10(13) of the Town of East Hartford Code of Ordinances, provided a current and updated concession permit must be provided to the town prior to the May 24th event date and a current liquor permit is submitted to the Town prior to the June 28th event date.

Motion carried 8/0.

30th Annual Riverfest 5K Road Race

MOTION By Linda Russo
seconded by Barbara Rossi
to **approve** the outdoor amusement permit application entitled "30th Annual Riverfest 5K Road Race", submitted by Ted Fravel, Director of the East Hartford Parks & Recreation Department and the East Hartford Board of Education Physical Education Department to hold a 5K road race, in conjunction with the July 4th Riverfest events on Saturday, July 12, 2014 from approximately 6AM to 11AM, beginning and ending at Goodwin School/Park, 1235 Forbes Street, and to hold the 1K Kid's Run entirely on School and Park grounds beginning at 8AM; subject to subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 8/0.

25th Annual Fall Fest

MOTION By Marc Weinberg
seconded by Barbara Rossi
to **approve** the outdoor amusement permit application submitted by Ted Fravel, Director of the East Hartford Parks & Recreation Department and the East Hartford Board of Education Physical Education Department, to conduct the 25th Annual Fall Fest– which will include children's activities such as arts and crafts, pumpkin painting, games, commercial and food vendors, pony rides and a petting zoo – on the Town Green, Saturday, October 11, 2014 from 10AM to 4PM with music on the same date and time; in the event of inclement weather, the activities will be held inside the East Hartford Community Cultural Center; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
Motion carried 8/0.

23rd Annual Aseilton Memorial Snow Dash

MOTION By Bill Horan
seconded by Barbara Rossi
to **approve** the outdoor amusement permit application entitled
"Brian Aseilton Memorial 5K Snow Dash", submitted by Ted Fravel,
Director of the East Hartford Parks and Recreation Department and
the East Hartford Board of Education Physical Education Department to
conduct a 5K road race (Snow Dash), to be held in the vicinity of the
Langford School area – 61 Alps Drive – and surrounding streets on
Sunday, January 4, 2015 between the hours of 11:00AM and 4:00PM, with
the use of public streets occurring between the hours of 1:30PM and
approximately 2:15PM, subject to compliance with adopted codes and
regulations of the State of Connecticut, the Town of East Hartford, and any
other stipulations required by the Town of East Hartford or its agencies.
Motion carried 8/0.

Setting a Public Hearing Date re: Ordinance Revisions

MOTION By Bill Horan
seconded by Linda Russo
to **set** a public hearing date of Tuesday, June 3, 2014 at 7PM in
Council Chambers to hear public comment on the following proposed
changes to the East Hartford Code of Ordinances:

1. add Article 7, Section 13-30, entitled "Panhandling"
2. revise Section 2-3b, entitled "Registrars of Voters Salary"
3. revise Section 2-113b, entitled "Veterans Commission"

Motion carried 8/0.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Anita Morrison
to **refund** taxes in the amount of \$2,651.89
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 8/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2011-04-0088737	HYUNDAI LEASE TITLING TR	2013//KNDPBCA2XD7355409	0	-569.11
2012-01-0013298	AMEEN LLC	10 BELL CT A-1	0	-11.84
	AMERICAN RAILWAY TECHNOLOGIES			
2012-02-0042346	INC	61 ALNA LN	0	-30
2012-03-0053819	BOUDREAU ROSALEE J	2005//1N4AL11E95C343624	0	-65.45
2012-03-0057335	CONNECTICUT NATURAL GAS	2011//2CNFLCEC8B6450832	0	-337.7
2012-03-0059795	DIPAOLA JESSICA M	2001//1B7HC16X61S228238	0	-33.01
2012-03-0065072	HAGEARTY R F ASSC	2009//1HGCP26859A000490	0	-18
2012-03-0065375	HARRIS JOHN V OR	2007//2FMDK46C07BA61535	0	-10
2012-03-0066738	HOWARD DEBBIE E	2008//5NPET46C68H371586	0	-47.66

2012-03-0067037	HYUNDAI LEASE TITLING TR	2013//KNDPBCA2XD7355409	0	-537.34
2012-03-0075929	OLMOS MIKE B	1996//1MELM50U8TA604877	2.12	-70.68
2012-03-0082720	SHAIKH AYAZ	2000//WDBHA24G0YA849519	0	-100.84
2012-03-0084359	SUAREZ EDWIN	2000//5N1ED28Y9YC593783	17.93	-170.77
2012-03-0085877	TREAT CLIFFORD A	2006//WVWAK73C56P195199	0	-64.32
2012-04-0080468	AVDIAJ DHIOLAND	2001//WDBJF82J31X050244	0	-151.37
2012-04-0080970	BROWN LATOYA M	2000//WAUDH68D2YA145094	0	-13.38
2012-04-0081723	COYLE CHAZ R	1992//1G3WH54T3ND384389	2	-49.45
2012-04-0083529	HAYTHORN MARK W	1997//19UYA1149VL003820	0	-48.68
2012-04-0083823	HUDAK MARK E	2006//1G6KD57Y46U257348	0	-35.34
2012-04-0083893	HYUNDAI LEASE TITLING TR	2011//5NPEB4AC5BH133701	0	-134.12
2012-04-0086296	PIERCE LEON M	2000//2C3HD36J0YH265022	0	-52.72
2012-04-0086788	RIVERA-BEAUCHAMP THAIMI	1995//1HGCE1891SA008727	0	-28.4
			71.71	-2,580.18
		<u>TOTAL</u>		\$2,651.89

Recommendation from the Personnel & Pensions Subcommittee re: Library Positions

MOTION By Marc Weinberg
 seconded by Linda Russo
 to recommend that the Town Council approve the three new job descriptions, entitled Library Assistant, Library Specialist and Librarian I and the three job description title changes entitled Librarian II – Reference Librarian/Cultural Assets Manager, Librarian II – Children’s Librarian and Librarian III – Assistant Library Director, as unanimously approved by the Personnel and Pensions Subcommittee and as attached to a memorandum from Marcia Leclerc, Mayor to Richard Kehoe, East Hartford Town Council Chair, which job descriptions contain the revision recommended by the Personnel and Pensions Subcommittee.
 Motion carried 8/0.

TITLE: Library Assistant

GRADE: 1

DEPARTMENT: Library

DATE: 5/15/14

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 electro-magnetic 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.

TITLE: Library Specialist

GRADE: 2

DEPARTMENT: Library

DATE: 5/15/14

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

TITLE: Librarian I

GRADE: 6

DEPARTMENT: Library

DATE: 5/15/14

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 electro-magnetic 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.

TITLE: Librarian II - Reference Librarian/Cultural Assets Manager

GRADE: 7

DEPARTMENT: Library

DATE: 5/15/14

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.

TITLE: Librarian II – Children's Librarian

GRADE: 7

DEPARTMENT: Library

DATE: 5/15/14

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

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

TITLE: Librarian III - Assistant Library Director

GRADE: 108

DEPARTMENT: Library

DATE: 5/15/14

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.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Anita Morrison (1) would like to know how the savings that occur through the installation of solar panels at East Hartford Public School buildings factor into the town's and Board of Education's budget; and (2) suggested that there be a police presence at the Farmers' Market that will be held at the Towne Green on Main Street.

Esther Clarke inquired on the progress of the East Hartford Golf Course's application for a liquor license.

Pat Harmon asked when the town will start spraying for mosquito control.

Barbara Rossi reminded all of the Memorial Day celebrations starting on Sunday, May 25th at Bicentennial Park and Monday, May 26th with the Memorial Day Parade.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Bill Horan
 to adjourn (9:10 p.m.).
 Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be on June 3rd.

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

MEMO - COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To: Town Council, Town of East Hartford, Connecticut
From: Vanessa E. Rossitto, CPA, Audit Partner
Blum Shapiro & Company, P.C.
Date: May 20, 2014
Re: Auditing Standard No 114, The Auditor's Communication with
Those Charged with Governance

The American Institute of Certified Public Accountants (AICPA) issued Statement on Auditing Standard (SAS) No. 114 entitled "The Auditor's Communication with Those Charged with Governance." This statement defines who is charged with governance as well as the information that should be communicated to them. For purposes of our audits we have concluded that the members of the Town Council are charged with the governance of the Town.

This standard stresses the importance of two-way communication and requires certain communications to be discussed prior to the audit. Summarized below is the information that we are required to communicate to those charged with governance.

Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with Single Audit Act Amendments of 1996; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and the Connecticut State Single Audit Act.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996 and the provisions of OMB Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*; and the Connecticut State Single Audit Act and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133 and the Connecticut State Single Audit Act and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified (unmodified), we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report.

In connection with our audit of the Town's financial statements, we will also communicate any recommendations to improve the Town's internal controls.

Our Responsibility

Our responsibility under the aforementioned standards is to express opinions on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

An audit is designed to provide reasonable, but not absolute assurance. Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform an examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that we discover. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Audit Scope and Materiality

The scope of our audit of the financial statements is designed to provide reasonable assurance that the Town's financial statements are free of material misstatements, whether caused by errors or fraud. Our consideration of materiality is a matter of professional judgment and is influenced by our perception of the needs of users of financial statements.

Audit Approach

The nature, timing and extent of our contemplated procedures for significant accounts are based on a risk assessment of the likelihood of material misstatements occurring in those accounts. We contemplate an audit strategy based on reliable effective controls. We plan to execute audit procedures to substantiate account balances primarily as of or near year-end.

In conducting our audit, we maintain an awareness of the possibility that errors, fraud or illegal acts (as defined in authoritative professional literature) may have occurred that could have a material and direct effect on the financial statements. Effective internal controls are designed to prevent or detect errors, fraud or illegal acts; however, it is possible that they may nevertheless occur.

We will report to those charged with governance and management any such situations which come to our attention even though they might not be material in relation to the financial statements taken as a whole.

Independence

There are no relationships between any of our representatives and the Town that in our professional judgment impair our independence.

Responsibilities under Auditing Standards Generally Accepted in the United States of America

Management's responsibilities include:

- Management is responsible for the financial statements and all accompanying information, as well as representations contained therein.
- Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards and for the preparation of the schedule of expenditures of state assistance.
- Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance.
- Management is also responsible for the selection and application of accounting principles
- Management is responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud or illegal acts affecting the government.

Auditor's responsibilities include:

- Understanding the internal control structure to evaluate risk
- Performing tests, analysis and reviews of financial statements and underlying support
- Planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatement, whether caused by error or fraud

- Evaluating fairness of presentation of financial statements in conformity with the Accounting Principles Generally Accepted in the United States of America (GAAP) in all material respects

Audit Areas of Focus

- Cash
- Investments
- Receivables and revenues
- Capital Assets
- Payables, accruals, budget and expenditures
- Payroll expenditures
- Debt
- Insurance and Self Insurance
- Grants – Federal and State Single Audit

Engagement Timing

- Our initial planning for the year-end audit will be performed during May 2014. Our focus will be on documentation of the internal controls as required by auditing standards, fraud inquiry interviews with management and key personnel, preparation of certain confirmations some overall analytical procedures and audit fieldwork as applicable to the federal and state single audits and procedures performed relevant to the tax collector's and tax assessor's offices.

- Audit Timing:

Commencement of Fieldwork	10/13/14
End of Fieldwork	11/7/14
Issuance of Draft Financial Statements	11/15/14
Client Approval of Draft Statements	11/24/14
Issuance of Financial Statements	12/10/14
Issuance of Management Letter, if applicable	12/10/14
Post Audit Meeting with Management	TBD

Engagement Team

An engagement team consisting of the following individuals will be responsible for audit, and other services, including contact information to reach us:

- Vanessa E. Rossitto, Audit Partner
Direct Line: 860-561-6824
Email: vrossitto@blumshapiro.com
- Joe Kask, Concurring Audit Partner
Direct Line: 860-570-6372
Email: jkask@blumshapiro.com

- Frank Ocskasy, Audit & Accounting Manager
Direct Line: 860-570-6383
Email: focskasy@blumshapiro.com

Other Communications

At the completion of our audit we will communicate in writing the following information related to our audit:

- Management judgments and significant sensitive accounting estimates
- Significant accounting policies
- The adoption of new accounting principles or changes in accounting principles
- Significant audit adjustments (recorded and unrecorded)
- Disagreements with management about auditing, accounting or disclosure matters
- Difficulties encountered in performing the audit
- Irregularities and illegal acts
- Consultation by management with other auditors
- Matters affecting independence of auditors
- Material weaknesses, significant deficiencies and control deficiencies

Knowledge of Fraud

- If management or those charged with governance has any knowledge of fraud or potential fraud, this information needs to be communicated to us. As part of the audit process, we will be meeting with management to discuss fraud risks and any further issues.
- It is estimated that U.S. businesses, including municipalities, lose up to 7% of annual revenue to fraud. Municipalities are especially vulnerable due to the large amounts of cash collected in the tax collector's office, in addition to decentralized cash collection points such as transfer stations, golf courses, recreation programs, etc.
- The Forensic Accounting group of BlumShapiro provides Fraud Risk Assessment services. The objectives of a Fraud Risk Assessment are to gather perceptions of fraud risk and to promote fraud awareness and prevention across the entity. The Fraud Risk Assessment process starts with the gathering of information on the population of fraud risks that may apply to the entity. This includes consideration of various types of possible fraud schemes, scenarios and opportunities to commit fraud. This information is then used to assess the relative likelihood and potential significance of identified fraud risk based on historical information, known fraud schemes and interviews with staff and management. A report is prepared documenting fraud risk within the entity and setting forth suggested policies and procedures to help prevent and detect fraud. If you are interested a Fraud Risk Assessment or would like additional information, we would be happy to discuss the details of this service with you.

Industry Developments – Current Year Accounting Standards

- **GASB Statement No. 65 – Items Previously Reported as Assets and Liabilities.** This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities.

Concepts Statement No. 4, *Elements of Financial Statements*, introduced and defined the elements included in financial statements, including deferred outflows of resources and deferred inflows of resources. In addition, Concepts Statement 4 provides that reporting a deferred outflow of resources or a deferred inflow of resources should be limited to those instances identified by the Board in authoritative pronouncements that are established after applicable due process. Prior to the issuance of this Statement, only two such pronouncements have been issued. Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, requires the reporting of a deferred outflow of resources or a deferred inflow of resources for the changes in fair value of hedging derivative instruments, and Statement No. 60, *Accounting and Financial Reporting for Service Concession Arrangements*, requires a deferred inflow of resources to be reported by a transferor government in a qualifying service concession arrangement. This Statement amends the financial statement element classification of certain items previously reported as assets and liabilities to be consistent with the definitions in Concepts Statement 4.

This Statement also provides other financial reporting guidance related to the impact of the financial statement elements deferred outflows of resources and deferred inflows of resources, such as changes in the determination of the major fund calculations and limiting the use of the term *deferred* in financial statement presentations.

The provisions of this Statement are effective for financial statements for periods beginning after December 15, 2012. Earlier application is encouraged.

- **GASB Statement No. 67 - Financial Reporting for Pension Plans—an amendment of GASB Statement No. 25.** The objective of this Statement is to improve financial reporting by state and local governmental pension plans. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This Statement replaces the requirements of Statements No. 25, *Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans*, and No. 50, *Pension Disclosures*, as they relate to pension plans that are administered through trusts or equivalent arrangements (hereafter jointly referred to as trusts) that meet certain criteria. The requirements of Statements 25 and 50 remain applicable to pension plans that are not administered through trusts covered by the scope of this Statement and to defined contribution plans that provide postemployment benefits other than pensions.

This Statement is effective for financial statements for fiscal years beginning after June 15, 2013. Earlier application is encouraged.

Industry Developments – Future Accounting Standards

- **GASB Statement No. 68 Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27.** The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement replaces the requirements of Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers*, as well as the requirements of Statement No. 50, *Pension Disclosures*, as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements (hereafter jointly referred to as trusts) that meet certain criteria. The requirements of Statements 27 and 50 remain applicable for pensions that are not covered by the scope of this Statement.

This Statement is effective for fiscal years beginning after June 15, 2014. Earlier application is encouraged.

Industry Developments – Federal Single Audit

- **Uniform Grant Guidance** – The U.S. Office of Management and Budget (OMB) has recently issued *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Grant Guidance or Guidance). This Guidance will supersede what we know today as Circular A-133. The new Guidance is an effort to streamline the existing guidance on administrative requirements, cost principles and audit requirements for federal awards. This guidance provides a government-wide framework for grants management which will be complemented by additional efforts to strengthen program outcomes through innovative and effective use of grant-making models, performance metrics, and evaluation. This reform of OMB guidance will reduce administrative burden on non-Federal entities receiving Federal awards.

The Guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, A-122, A-89, A-102 and A-133 and the guidance in Circular A-50 on Single Audit Act follow up.

Some of the more significant changes for award recipients relate to time and effort reporting and indirect costs.

As the effective date of the Circular is December 26, 2014, compliance with the new requirements will start on this date. Award recipients will have to ensure that their

internal control system over their grants is in compliance with the new requirements by this date. This also presents a challenge in that many grants will be subject to both the old cost principles and the new Guidance. Suffice it to say that the education process will need to start immediately. Award recipients should read the Guidance and its new requirements now to ensure full compliance.

Areas of Concerns

- If you have any concerns that you would like to discuss with Blum Shapiro, we will make ourselves available either by phone or in person to discuss such concerns.

Attenello, Angela

From: Leclerc, Marcia
Sent: Thursday, May 22, 2014 12:36 PM
To: Attenello, Angela
Cc: Rossi, Barbara
Subject: RE: Mosquito Control

Ang:

Our Mosquito Control Program is underway, we are Larviciding through the use of BTI in open water, and flooded areas. As the waters recede they will begin spraying (dependent on weather predictions). The department will continue checking water levels and breeding activity. Problem areas (Hot Spots) which is your area, will be dealt with on a regular maintenance.

Should a resident feels that there is a problem area they are instructed to call the health department with their name, address and phone number. Our Health Department remains in contact with the contracted mosquito exterminating company and will share with them the reported areas so that they can investigate.

Marcia

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

From: Attenello, Angela
Sent: Wednesday, May 21, 2014 11:58
To: Leclerc, Marcia
Cc: Rossi, Barbara
Subject: Mosquito Control

From Barbara Rossi:

Several of my neighbors have asked when the town is going to spray for mosquitos. Do you have a schedule? Thanks.

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

Attenello, Angela

From: Richard Kehoe <richardf.kehoe@gmail.com>
Sent: Thursday, May 22, 2014 9:43 PM
To: Leclerc, Marcia
Cc: Attenello, Angela; Carrero, Jessica
Subject: Re: Questions from May 15th Meeting

Thanks. And just to be clear, the savings associated with the school buildings flow to the BOE side of the budget, correct?

On Thu, May 22, 2014 at 2:51 PM, <MLEclerc@easthartfordct.gov> wrote:

Here is a snapshot of the savings by project. Know that currently we pay TransCanada for generation and CL&P for distribution.

Under this contract, we will no longer pay TransCanada and instead pay True Green. CL&P will still be paid but only for the transmission of what we use, or around 30%.

The annual savings is estimated to be \$106,000, or about \$9,000 a month in total spread across 9 accounts.

Phase 1: savings based on already executed contract and already awarded ZERECS

Phase 1	Capacity	Kwh / year	First year Savings	20 year savings	20 year savings
	DC rating			No Escalation 20 yrs.	High escalation 20 yrs.
Norris	130	142,220	12,262	211,054	347,716
O'Brien	130	147,810	12,744	219,350	360,822
O'Connell	137	155,966	13,447	231,453	380,732
CIBA	305	369,965	14,614	217,873	573,372
Total	702	815,961	53,067	879,730	1,662,642

Phase 2 : very preliminary savings, contract yet to be finalized, ZEREC price yet to be established

Phase 2 Projects	Capacity	Kwh / year	First year Savings	20 year savings	20 year savings
	DC			No Escalation 20 yrs.	High escalation 20 yrs.
Cultural Ctr	118	144,550	5,000	71,000	198,000
Goodwin School	116	145,000	12,000	183,000	325,000
Mayberry School	97	121,250	10,000	156,000	272,000
Silverlane School	98	120,050	10,000	154,000	269,000
Stevens School	64	78,400	6,000	101,000	176,000
Woodland School	50	60,000	5,000	77,000	135,000
Public Safety Complex	118	144,500	5,000	47,000	192,000
Total	661	813,750	53,000	789,000	1,567,000

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

From: Attenello, Angela

Sent: Monday, May 19, 2014 10:31

To: Leclerc, Marcia

Cc: Carrero, Jessica

Subject: Questions from May 15th Meeting

Mayor: below is the revised question from Councillor Morrison re: solar panels:

Anita Morrison (1) would like to know how the savings that occur through the installation of solar panels at East Hartford Public School buildings factor into the town's and Board of Education's budget.

Angela Attenello

Town Council Clerk

740 Main Street

East Hartford CT 06108

Office: (860)291-7208

Fax: (860)291-7389



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 28, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc
RE: 2014 Proposed Bond Referendum - Road Improvement Program

I am forwarding a memo from our Finance Director that provides information on the Financial Impact of the 2014 Proposed Bond Referendum Question.

Also included, is a memo from our Public Works Director that has the Road Improvement Program plans for the next two (2) years should the referendum pass.

A consultant from VHB and Tim Bockus, Finance Director, will be attending the meeting to do a presentation on the upcoming plans and to address any questions or concerns the Town Council may have.


Please place this information on the June 3, 2014 agenda.

Thank you.

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

MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Timothy Bockus, Public Works Director 

DATE: May 22, 2014

RE: Referral to Council
2014 Bond Initiative for the
Road Improvement Program and Drainage Repairs

Attached is a project description for presentation to the Town Council describing the construction proposed during the next phase of the Road Improvement Program and Drainage Repair project.

The Road Program component will be the sixth bond initiative of the program that was commenced in 2003. Approximately 33% of the roadway network has been resurfaced under the previous bond approvals. The proposed Program will be a continuation of the previous phases of the program with additional emphasis on resurfacing residential roadways.

The Drainage Repair component of the road improvement program is intended to complement the efforts put forth into repairing the Town's roadway infrastructure. The Town's drainage system is integral to the Town's roadways in that it conveys stormwater from the traveled way to the streams and rivers throughout town. It also permits the Town's roads to pass over the same watercourses with an assortment of culverts and bridges. The major initiative of drainage repairs will be the design of the replacement of two distressed culvert crossings on Forbes Street. It is anticipated that construction of these culvert replacements will be funded by a future phase of the Program once the design and permitting of the repairs are completed.

East Hartford Road Improvement Program

Program assumptions:

1. Funding - 15 million dollars over a two year period.
2. The program will include a preventive maintenance component including crack sealing and patching projects.
3. The bond funds will be utilized as a local match for State and Federal grants for Road Reconstruction / Rehabilitation projects (if available).
4. The program will include the design of the replacement of two distressed culverts located on Forbes Street. Construction will be funding in future phases of the program.

The Town's Pavement Management study was utilized as a starting point to determine the approximate costs for the proposed road improvement program. A list outlining the pavement condition of all of the Town maintained roadways was utilized by the Town's Engineering Division to develop a list of candidates for the program. The current funding level is not sufficient to address the network deficiencies and should be considered part of a long term program necessary to improve the overall condition of the Town's roadway network. We understand that many Town roads are in need of repair and maximizing the improvements with limited funding is a challenge.

The pavement management software develops a repair strategy and conceptual construction cost based on the roadway's current condition. The software is a network wide planning tool and is based on a visual survey of each roadway. Each of the roadways will be evaluated on an individual basis and recommended repair type will be reviewed to determine the most cost effective repair type to obtain a 20 year design life for the pavement structure.

The entire Town roadway network was evaluated in 2009 and is currently being reevaluated. The current roadway network evaluation is anticipated to be complete in July 2014. The evaluation will include a review of the pavements and rating of all of the roadways which are maintained by the Town. The pavement management software estimates the deterioration of the pavement based on pavement life cycle data since the last evaluation.

The pavement management software attempts to account for the costs associated with the each of the identified repair types on a network level. The existing conditions found on each of the Town's roadways vary. The costs associated with unique or differing conditions can be significant. Changes in constructions costs (oil prices); unanticipated conditions can result in the need to modify the list of roads to be completed under the program.

The structural improvement projects under the program include but are not limited to the following:

1. Roadway resurfacing / rehabilitation – overlay, mill & overlay or pavement reclamation.

2. Replacement of drainage inlet tops
3. Spot repairs to the storm drainage system (repairing damaged structures and segments of pipes)
4. New curbing
5. New ADA compliant sidewalk ramps for the public sidewalk network
6. Replacement of existing driveway aprons
7. Regrading of the snow shelf area (area = front of public sidewalk to back of curb)
8. Replacement of existing street signs
9. Trimming of trees and vegetation which extends into the road right of ways.
10. Installation of pavement markings as required
11. The storm drainage system (structures and piping) will be cleaned at the completion of the project.

The scope of work for the structural improvement projects does not include:

1. Storm drainage system improvements for capacity. All identified damage is repaired but upgrading piping sizes is not included.
2. The public sidewalk network is not replaced. Segments of the sidewalk network associated with the ADA complaint sidewalk ramps and adjustments to driveway aprons may be replaced to provide a smooth transition between the new roadway grades and the existing feature.
3. No traffic signal upgrades are planned.
4. No roadway widening is proposed. Minor geometric improvements may be incorporated but no real estate acquisition is proposed.

Please contact the Town's Engineering Division with any questions concerning the program.

Nick Casparino
Civil Engineer
Town of East Hartford
740 Main Street
East Hartford, CT 06108

Phone: (860) 291-7382

Fax: (860) 289-0831

Email: ncasparino@easthartfordct.gov

Local Bonds - Approved by voters in 2003, 2006, 2008, 2010 & 2012.

Total Funding¹

Local Bonds –	= \$ 54,942,694
CDBG Funds -	= \$ 14,477 ²
Federal / State Grants -	= \$ 13,100,800 ³
Total Funding	= \$ 68,057,971

Note: The State & Federal grants in the amount of \$2,044,800 dollars for the Reconstruction of Brewer Street – Phase III has received initial approval but is not active project at this time.

Program - Summary of Construction Activities Scheduled to be completed by end of 2014

- 1. Minor Road Maintenance 100.2 miles⁴
 - a) Crack sealing 83.5 miles
 - b) Patching 16.7 miles
- 2. Roadway Rehabilitation / Resurfacing 48.2 miles
- 3. Storm Drainage Improvement
 - a. Burnside Avenue Outfall Repair
 - b. Main Street & Porter Street Culvert cleaning
 - c. Maple Street Culvert Replacement
- 4. Federal / State Road Improvements
 - a) STP Urban Projects
 - 1) Road Reconstruction 0.3 miles
 - 2) Roadway Rehabilitation 0.4 miles
 - b) Economic Stimulus Project (ARRA) 1.7 miles

Roadway Rehabilitation to be complete by the end of 2014 = 50.8 miles⁵

Road Work Completed

Minor Maintenance – Crack seal projects

- 2004 = 14.7 miles
- 2007 = 9.8 miles
- 2008 = 14.7 miles
- 2010 = 15.0 miles
- 2011 = 5.5 miles
- 2012 = 23.8 miles
- Total = +/- 83.5 miles

Patch projects

- 2006 = 9.5 miles
- 2008 = 7.2 miles
- Total = +/- 16.7 miles

¹ Local bond funds have been utilized as a local match to secure Federal and State grants for roadway rehabilitation projects including Economic Stimulus funds (ARRA).

² Funding for the Rector Streetscape Improvements

³ List of the Federal / State grants and approved project are shown in Table #1.

⁴ The mileage identified for the crack seal and patch projects overlap. The actual roadway mileage receiving treatment would be less than sum of the two programs.

⁵ The value does not include minor maintenance work or the pending Federal / State grants for repairs.

Structural Improvements – 10 Pavement Rehabilitation projects (two projects in 2005)

2004	=	4.0 miles (Empire Paving)
2005	=	14.5 miles (Tilcon Connecticut)
2006	=	4.0 miles (Tilcon Connecticut)
2007	=	2.0 miles (American Industries)
2008	=	5.4 miles (Folsom Construction)
2009	=	2.6 miles ⁶ (Laydon Industries)
2010	=	3.0 miles (Tilcon Connecticut)
2011	=	5.2 miles (Empire Paving)
2012	=	1.0 mile (Hugo Keys – still active)
2013	=	3.7 miles (Tilcon Connecticut – still active)
2014	=	2.8 miles (Tilcon Connecticut – still active)

Total Local Pavement Rehabilitation = 48.2 miles (32% of the network over the life of the program)

Overall Pavement Rehabilitation⁷ = 50.6 miles (34% of the network over the life of the program)

Drainage Improvement Work – The 2008 and 2010 bond proposals included funding for various drainage improvements. Miscellaneous storm drainage system point repairs and minor work were completed on the roadways which were rehabilitated prior to the 2008 bond.

The following work was funded by the 2008 and 2010 bonds.

1. Burnside Avenue Outfall Repair – The design, right of way acquisition and construction of the repair were funded. Construction was completed in 2011.
2. Maple Street Culvert Replacement – The design and the construction costs for the replacement of the existing culvert have been funded. Construction was completed in 2013.
3. Main Street & Porter Street Culvert – The work involved removing sediment and debris from the culverts. Work on the Main Street culvert was completed in 2011 and the Porter Street culvert was completed in 2012.
4. Arbutus Street Outfall Repairs – The project is still in the design phase. Construction activities are anticipated in 2015.
5. Orchard Street Drainage Replacement – The drainage system was installed in 2012 as part of the 2012 Road Improvement Project. The project is still active due on-going issues with the Contractor.
6. Howard and John Street Drainage Replacement – The work has been bid as part of the 2014 Road Improvement Project. Construction is scheduled to be completed in 2014.

⁶ Approximately 1 mile of roadway work was delayed until 2010 due to unexpected field conditions. Work was completed in 2010.

⁷ Includes work funded by Federal / States grants plus local bond funds

Program Breakdown by Type of Activity (Based on Local Funding only)

Structural Improvement Costs⁸	= 70.5%
Minor Maintenance Costs	= 2.4%
Drainage Improvements Costs	= 1.8%
Professional Services (est.)⁹	= 18.9%
Local Match for State / Federal Projects	= 4.8%
Miscellaneous Costs (est.)¹⁰	= 1.6%

⁸ Total includes a contingency for current projects.

⁹ Professional service costs include roadway and drainage projects.

¹⁰ Costs typically include the cost of issuing the bonds and minor expenses associated with necessary road repairs and equipment.

Table #1 – Federal / State Grant Breakdown

Project	Local Share	State Share	Federal Share	Total
Hillside street¹¹	\$ 16,764	\$ -	\$ -	\$ 16,764
Arterial Project ¹²	\$ 151,230	\$ -	\$ -	\$ 151,230
Main / School Street¹³				
Right of way	\$ -	\$ -	\$ -	\$ -
Design	\$ 23,850	\$ -	\$ -	\$ 23,850
Construction	\$ -	\$ -	\$ 1,880,000	\$ 1,880,000
Riverside Drive	\$ 800,000	\$ -	\$ 2,100,000	\$ 2,900,000
Brewer Street – Phase I	\$ 833,000	\$ 391,920	\$ 1,608,080	\$ 2,833,000
Brewer Street – Phase II	\$ 248,000	\$ 248,000	\$ 1,984,000	\$ 2,480,000
Brewer Street – Phase III (pending)	\$ 227,200	\$ 227,200	\$ 1,817,600	\$ 2,272,000
Governor Street				
Right of way	\$ 27,000	\$ 27,000	\$ 216,000	\$ 270,000
Design	\$ 108,792	\$ -	\$ -	\$ 108,792
Construction	\$ -	\$ 418,000	\$ 1,672,000	\$ 2,090,000
Roberts Street				
Right of way	\$ -	\$ -	\$ -	\$ -
Design	\$ 32,617	\$ -	\$ -	\$ 32,617
Construction	\$ 128,000	\$ -	\$ 511,000	\$ 639,000
	\$ 2,602,453	\$ 1,312,120	\$ 12,193,680	\$ 15,697,253
		Federal / State Grants	\$ 13,100,800	

¹¹ ARRA project which was not funded.

¹² Initial submission for ARRA funding – Project was broken into three elements due to ARRA funding limitations. The projects include the Main / School Street project, potential Hillside Project and the Roberts Street resurfacing that was included in the 2010 Road Improvement project.

¹³ ARRA Project

Proposed East Harford 2014 Road Improvement Bond

2015 & 2016 Construction Based on \$15 Million Funding

NAME	FROM	TO	LENGTH	WIDTH	AREA	2009	PROJECTED
						PCI	2014 PCI
ANITA DR	FOREST LN	DEAD END	1,772	30	53,160	69	55
BLUEBERRY LN	FOREST ST	CUL DE SAC	532	23	14,927	57	45
BEECH ST	COLUMBUS ST	LAUREL ST	284	26	7,384	73	59
BRENTMOOR RD	SILVER LN	BRENTWOOD RD (LOOP)	3,697	30	110,910	56	45
BURNBROOK RD	OAK ST	OAK ST	1,777	30	53,310	44	37
CAVAN RD	OAK ST	OAK ST	1,304	30	39,120	36	32
CLEMENT RD #1	SILVER LN	812' N OF SILVER LN	812	30	24,360	44	37
CLEMENT RD #1	812' N OF SILVER LN	24' W OF ECHO LN	712	30	21,360	45	37
COLUMBUS CIR	COLUMBUS ST	LAUREL ST	1353	29	39237	61	48
COLUMBUS CIRR EXT	COLUMBUS ST	CUL DE SAC	393	26	12966	68	54
COLUMBUS ST	116' N OF BEECH ST	COLUMBUS CIR	620	30	18600	47	38
COLUMBUS ST	PARK AVE	116' N OF BEECH ST	804	26	20904	61	48
CUMBERLAND DR	SIMMONS RD	GOULD DR	660	30	19800	44	37
DEAN DR	FOREST ST	DE PIETRO DR	505	30	15,150	48	39
DEPIETRO DR	PATRICIA DR	FOREST LN	761	30	22,830	46	38
DONNA LN	BRENTMOOR RD	CUL DE SAC	560	30	21650	79	65
DOROTHY RD	FOREST ST	LYDALL RD	540	30	16200	51	41
EARL ST	MELROSE ST	GARDEN ST	344	25	8600	71	57
ECHO LN	CLEMENT RD	CUL DE SAC	420	30	16835	65	52
ELEANOR RD	LYDALL RD	DOROTHY RD	695	30	20850	63	50
FAIRFIELD ST	LAUREL ST	GARDEN ST	814	25	20350	67	53
FORBES ST	FOREST ST	MARGERY DR	2,962	33	97,746	85	
FORBES ST	MARGERY DR	SILVER LN	3,629	33	119,757	86	69
FOREST LN	FOREST ST	CUL DE SAC	929	30	30,494	50	40
GARDEN ST	FAIRFIELD ST	PARK AVE	1044	26	27144	63	50
GOLD ST	SILVER LN	CLEMENT RD	1002	30	30060	47	38
GOULD CIR	GOULD DR	DEAD END	185	18	3330	55	45
GOULD DR	SIMMONS RD	CUL DE SAC	1050	30	34622	48	39
HILLSIDE ST	ROBERTS ST	2000' N OF ROBERTS ST	2,000	40	80,000	87	72
HILLSIDE ST	2000' N OF ROBERTS ST	BURNSIDE AV	1,218	40	48,720	88	73
LAUREL ST	COLUMBUS CIR	FAIRFIELD ST	311	25	7775	54	43
LAUREL ST	FAIRFIELD ST	PARK AV	913	25	22825	67	53

LYDALL RD	FOREST ST	FOREST ST	2273	30	68190	51	41
MELROSE ST	PARK AVE	FAIRFIELD ST	1047	30	31410	67	53
NORTHFIELD DR	ANITA DR	ANITA DR	1,156	30	34,680	46	38
PATRICIA DR	FOREST ST	DE PIETRO DR	500	29	14,500	60	48
SHANNON RD	OAK ST	SILVER LN	1,441	30	43,230	43	36
TIMROD TR	FOREST ST	ANITA DR	760	30	22,800	70	56
			41,779	8 miles			48



MEMORANDUM

DATE: May 23, 2014

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance *MPW*

TELEPHONE: (860) 291-7246

RE: **2014 Proposed Bond Referendum Question - Financial Impact**

By way of this memo, attached please find the Pro Forma Financing Plan and Debt Service Impact for the 2014 proposed bond referendum question.

This information should accompany the questions being sent to the Town Council for their consideration and approval.

Separately, Tim Bockus is preparing a presentation on the 2014 road bond program which is a continuation of the overall Town Road Program.

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



Debt Impact – Proposed Bond Issues & 2014 Referendum



Independent Bonds & Investment Consultants LLC

Existing Debt Service

- ▶ FY 2013-14 budgeted debt service is \$8,133,175.
- ▶ Debt service will decline in FY 2014-15 to \$7,729,600 and will continue to decline thereafter.
- ▶ Debt service will decline significantly in FY 2015-16 (~\$3M) and again in FY 2018-19 (~\$1M).
- ▶ The Town can take advantage of the drop in debt service and issue \$21M in bonds for approved projects while still maintaining declining debt service going forward.

Proposed Bonds 2014 (\$21M)

- ▶ The Town can issue \$21M of authorized but unissued debt in FY 2014-15 while maintaining debt service below current year budget amount.
- ▶ Based on current market rates + 25 basis points (0.25%), debt service in FY 2014-15 is estimated to be \$8,068,079 or ~\$65,000 less than the current year.
- ▶ Debt service would decline thereafter allowing for future debt to be issued without creating a spike in debt service
- ▶ Average tax increase over the term of the new debt would be \$82/year for the average East Hartford residential property

Debt Impact - Proposed Bonds 2014

FISCAL YEAR	BONDS 2014 - Authorized Projects								FISCAL YEAR	
	EXISTING DEBT SERVICE		2010 Roads	2011 Levies	Library Improv.	2012 Roads	TOTAL "NEW" DEBT SERVICE	ANNUAL CHANGE IN DEBT SERVICE		
	Principal	Interest	P & I	P & I	P & I	P & I	P & I	P & I		
				Interest: 2.75%	Interest: 2.75%	Interest: 2.75%	Interest: 2.75%			
2014 ¹	\$ 6,730,000	\$ 1,403,175	\$ 8,133,175	\$ -	\$ -	\$ -	\$ -	\$ 8,133,175		2014
2015	6,670,000	1,059,600	7,729,600	112,292	112,292	33,688	80,208	8,068,079	(65,096)	2015
2016	4,030,000	842,369	4,872,369	882,875	882,875	264,863	630,625	7,533,606	(534,473)	2016
2017	4,030,000	728,300	4,758,300	863,625	863,625	259,088	616,875	7,361,513	(172,094)	2017
2018	4,160,000	622,700	4,782,700	844,375	844,375	253,313	603,125	7,327,888	(33,625)	2018
2019	3,240,000	466,663	3,706,663	825,125	825,125	247,538	589,375	6,193,825	(1,134,063)	2019
2020	3,280,000	332,063	3,612,063	805,875	805,875	241,763	575,625	6,041,200	(152,625)	2020
2021	2,260,000	200,863	2,460,863	786,625	786,625	235,988	561,875	4,831,975	(1,209,225)	2021
2022	2,260,000	123,353	2,383,353	767,375	767,375	230,213	548,125	4,696,441	(135,534)	2022
2023	875,000	73,669	948,669	748,125	748,125	224,438	534,375	3,203,731	(1,492,709)	2023
2024	345,000	44,356	389,356	728,875	728,875	218,663	520,625	2,586,394	(617,338)	2024
2025	340,000	35,731	375,731	709,625	709,625	212,888	506,875	2,514,744	(71,650)	2025
2026	335,000	26,806	361,806	-	-	-	-	361,806	(2,152,938)	2026
2027	330,000	18,013	348,013	-	-	-	-	348,013	(13,794)	2027
2028	325,000	8,938	333,938	-	-	-	-	333,938	(14,075)	2028
2029	-	-	-	-	-	-	-	-	(333,938)	2029
	\$39,210,000	\$ 5,986,597	\$45,196,597	\$ 8,074,792	\$ 8,074,792	\$ 2,422,438	\$ 5,767,708	\$ 69,536,326		

¹ Source - FY 2013-14 Adopted Budget

Mill Rate & Tax Impact - Proposed Bonds 2014

FISCAL YEAR	EXISTING DEBT SERVICE	MILL RATE FOR EXISTING DEBT	BONDS 2014 A/U PROJECTS DEBT SERVICE	PROJECTED MILL RATE BONDS 2014	COMBINED DEBT SERVICE	MILL RATE FOR COMBINED DEBT SERVICE	TAX IMPACT AVERAGE HOUSEHOLD		TAX IMPACT AT 150% AVERAGE HOUSEHOLD		FISCAL YEAR
	P & I	Mills	P & I	Mills	P & I	Mills	MKT VAL = \$142,300 AV = \$99,610 @ 43.9 Mills		MKT VAL = \$213,450 AV = \$149,415 @ 43.9 Mills		
							TOTAL TAXES	TAXES FOR NEW DEBT	TOTAL TAXES	TAXES FOR NEW DEBT	
2014	\$ 8,133,175	3.02	\$ -	0.00	\$ 8,133,175	3.02	\$4,373	\$0	\$6,559	\$0	2014
2015	7,729,600	2.87	338,479	0.13	8,068,079	3.00	\$4,385	\$13	\$6,578	\$19	2015
2016	4,872,369	1.81	2,661,238	0.99	7,533,606	2.80	\$4,471	\$98	\$6,707	\$148	2016
2017	4,758,300	1.77	2,603,213	0.97	7,361,513	2.73	\$4,469	\$96	\$6,704	\$145	2017
2018	4,782,700	1.78	2,545,188	0.95	7,327,888	2.72	\$4,467	\$94	\$6,701	\$141	2018
2019	3,706,663	1.38	2,487,163	0.92	6,193,825	2.30	\$4,465	\$92	\$6,697	\$138	2019
2020	3,612,063	1.34	2,429,138	0.90	6,041,200	2.24	\$4,463	\$90	\$6,694	\$135	2020
2021	2,460,863	0.91	2,371,113	0.88	4,831,975	1.80	\$4,461	\$88	\$6,691	\$132	2021
2022	2,383,353	0.89	2,313,088	0.86	4,696,441	1.74	\$4,458	\$86	\$6,688	\$128	2022
2023	948,669	0.35	2,255,063	0.84	3,203,731	1.19	\$4,456	\$83	\$6,684	\$125	2023
2024	389,356	0.14	2,197,038	0.82	2,586,394	0.96	\$4,454	\$81	\$6,681	\$122	2024
2025	375,731	0.14	2,139,013	0.79	2,514,744	0.93	\$4,452	\$79	\$6,678	\$119	2025
2026	361,806	0.13	-	0.00	361,806	0.13	\$4,373	\$0	\$6,559	\$0	2026
2027	348,013	0.13	-	0.00	348,013	0.13	\$4,373	\$0	\$6,559	\$0	2027
2028	333,938	0.12	-	0.00	333,938	0.12	\$4,373	\$0	\$6,559	\$0	2028
2029	-	0.00	-	0.00	-	0.00	\$4,373	\$0	\$6,559	\$0	2029
	\$ 45,196,597	Avg. 1.12	\$ 24,339,729	Avg. 0.82	\$ 69,536,326	Avg. 1.72	Avg.	\$82	Avg.	\$123	

Proposed Bonds 2015 (\$7M)

- ▶ The Town could issue the remaining balance of its authorized but unissued debt for the 2012 Road Improvements (~\$5M) and East Hartford Middle School Window Wall (~\$2M Net) in FY 2015-16.
- ▶ Assuming current market rates + 100 basis points (1.0%), debt service in FY 2015-16 is estimated to increase by ~\$288,000 to \$8,356,106.
- ▶ Debt service in FY 2016-17 and 2017-18 is estimated to be substantially level at \$8.2M and decline thereafter.
- ▶ Average tax increase over the term of the bonds would be \$30/year for the average East Hartford residential property

Debt Impact – Proposed Bonds 2015

FISCAL YEAR	Bonds 2015 - Authorized Projects				FISCAL YEAR	
		2012 Roads	EHMS Windows			
	NEW DEBT	\$5,000,000	\$2,000,000	ANNUAL		
	SERVICE	Dated: 7/15/15	Dated: 7/15/15	CHANGE IN		
		Due: 1/15/16-25	Due: 1/15/16-25	DEBT SERVICE		
	Interest: 3.50%	Interest: 3.50%				
	P & I	P & I	P & I	P & I	P & I	
2014 ¹	\$ 8,133,175	\$ -	\$ -	\$ 8,133,175		2014
2015	8,068,079	-	-	8,068,079	(65,096)	2015
2016	7,533,606	587,500	235,000	8,356,106	288,027	2016
2017	7,361,513	657,500	263,000	8,282,013	(74,094)	2017
2018	7,327,888	640,000	256,000	8,223,888	(58,125)	2018
2019	6,193,825	622,500	249,000	7,065,325	(1,158,563)	2019
2020	6,041,200	605,000	242,000	6,888,200	(177,125)	2020
2021	4,831,975	587,500	235,000	5,654,475	(1,233,725)	2021
2022	4,696,441	570,000	228,000	5,494,441	(160,034)	2022
2023	3,203,731	552,500	221,000	3,977,231	(1,517,209)	2023
2024	2,586,394	535,000	214,000	3,335,394	(641,838)	2024
2025	2,514,744	517,500	207,000	3,239,244	(96,150)	2025
2026	361,806			361,806	(2,877,438)	2026
2027	348,013			348,013	(13,794)	2027
2028	333,938		-	333,938	(14,075)	2028
2029	-		-	-	(333,938)	2029
	\$ 69,536,326	\$ 5,875,000	\$ 2,350,000	\$ 77,761,326		

¹ Source - FY 2013-14 Adopted Budget

Mill Rate & Tax Impact – Proposed Bonds 2015

FISCAL YEAR	NEW DEBT SERVICE P & I	MILL RATE FOR EXISTING DEBT Mills	BONDS 2015 A/U PROJECTS DEBT SERVICE P & I	PROJECTED MILL RATE BONDS 2015 Mills	COMBINED DEBT SERVICE P & I	MILL RATE FOR COMBINED DEBT SERVICE Mills	TAX IMPACT AVERAGE HOUSEHOLD		TAX IMPACT AT 150% AVERAGE HOUSEHOLD		FISCAL YEAR
							MKT VAL = \$142,300 AV = \$99,610 @ 43.9 Mills		MKT VAL = \$213,450 AV = \$149,415 @ 43.9 Mills		
							TOTAL TAXES	TAXES FOR NEW DEBT	TOTAL TAXES	TAXES FOR NEW DEBT	
2014	\$ 8,133,175	3.02	\$ -	0.00	\$ 8,133,175	3.02	\$4,373	\$0	\$6,559	\$0	2014
2015	8,068,079	3.00	-	0.00	8,068,079	3.00	\$4,373	\$0	\$6,559	\$0	2015
2016	7,533,606	2.80	822,500	0.31	8,356,106	3.10	\$4,403	\$30	\$6,605	\$46	2016
2017	7,361,513	2.73	920,500	0.34	8,282,013	3.08	\$4,407	\$34	\$6,610	\$51	2017
2018	7,327,888	2.72	896,000	0.33	8,223,888	3.06	\$4,406	\$33	\$6,609	\$50	2018
2019	6,193,825	2.30	871,500	0.32	7,065,325	2.62	\$4,405	\$32	\$6,608	\$48	2019
2020	6,041,200	2.24	847,000	0.31	6,888,200	2.56	\$4,404	\$31	\$6,606	\$47	2020
2021	4,831,975	1.80	822,500	0.31	5,654,475	2.10	\$4,403	\$30	\$6,605	\$46	2021
2022	4,696,441	1.74	796,000	0.30	5,494,441	2.04	\$4,402	\$30	\$6,604	\$44	2022
2023	3,203,731	1.19	773,500	0.29	3,977,231	1.48	\$4,402	\$29	\$6,602	\$43	2023
2024	2,586,394	0.96	749,000	0.28	3,335,394	1.24	\$4,401	\$28	\$6,601	\$42	2024
2025	2,514,744	0.93	724,500	0.27	3,239,244	1.20	\$4,400	\$27	\$6,600	\$40	2025
2026	361,806	0.13	-	0.00	361,806	0.13	\$4,373	\$0	\$6,559	\$0	2026
2027	348,013	0.13	-	0.00	348,013	0.13	\$4,373	\$0	\$6,559	\$0	2027
2028	333,938	0.12	-	0.00	333,938	0.12	\$4,373	\$0	\$6,559	\$0	2028
2029	-	0.00	-	0.00	-	0.00	\$4,373	\$0	\$6,559	\$0	2029
	\$ 69,536,326	Avg. 1.72	\$ 8,225,000	Avg. 0.28	\$ 77,761,326	Avg. 1.93	Avg.	\$30	Avg.	\$46	

Proposed 2014 Paving Referendum (\$10M)

- ▶ It is anticipated that the Town will propose a \$10M extension of the Town-wide road improvement program to the voters in November 2014.
- ▶ If successful, the Town could issue \$10M in Bonds in FY 2016-17, targeting the drop off in debt service in FY 2018-19.
- ▶ Assuming current market rates + 200 basis point (2.0%), debt service in FY 2016-17 is estimated to increase by ~\$174,000 to \$8,529,929 from \$8.3M in FY 2015-16.
- ▶ It is estimated that debt service in FY 2017-18 would increase by ~\$119,000 to \$8,648,888 and would decline thereafter.
- ▶ Average tax increase over the term of the bonds would be \$42/year for the average East Hartford residential property

Debt Impact – Proposed Bonds 2016

FISCAL YEAR	Bonds 2016			ANNUAL CHANGE IN DEBT SERVICE	FISCAL YEAR
	NEW DEBT SERVICE	2014 Roads	COMBINED DEBT SERVICE		
		\$10,000,000			
		Dated: 7/1/16			
		Due: 8/1/18-26			
		Interest: 4.25%			
	P & I	P & I	P & I	P & I	
2014 ¹	\$ 8,133,175	\$ -	\$ 8,133,175		2014
2015	8,068,079	-	8,068,079	(65,096)	2015
2016	8,356,106	-	8,356,106	288,027	2016
2017	8,282,013	247,917	8,529,929	173,823	2017
2018	8,223,888	425,000	8,648,888	118,958	2018
2019	7,065,325	1,521,200	8,586,525	(62,363)	2019
2020	6,888,200	1,463,813	8,352,013	(234,513)	2020
2021	5,654,475	1,416,638	7,071,113	(1,280,900)	2021
2022	5,494,441	1,369,463	6,863,903	(207,209)	2022
2023	3,977,231	1,322,288	5,299,519	(1,564,384)	2023
2024	3,335,394	1,275,113	4,610,506	(689,013)	2024
2025	3,239,244	1,227,938	4,467,181	(143,325)	2025
2026	361,806	1,180,763	1,542,569	(2,924,613)	2026
2027	348,013	1,133,588	1,481,600	(60,969)	2027
2028	333,938		333,938	(1,147,663)	2028
2029	-		-	(333,938)	2029
	\$ 77,761,326	\$ 12,583,717	\$ 90,345,043		

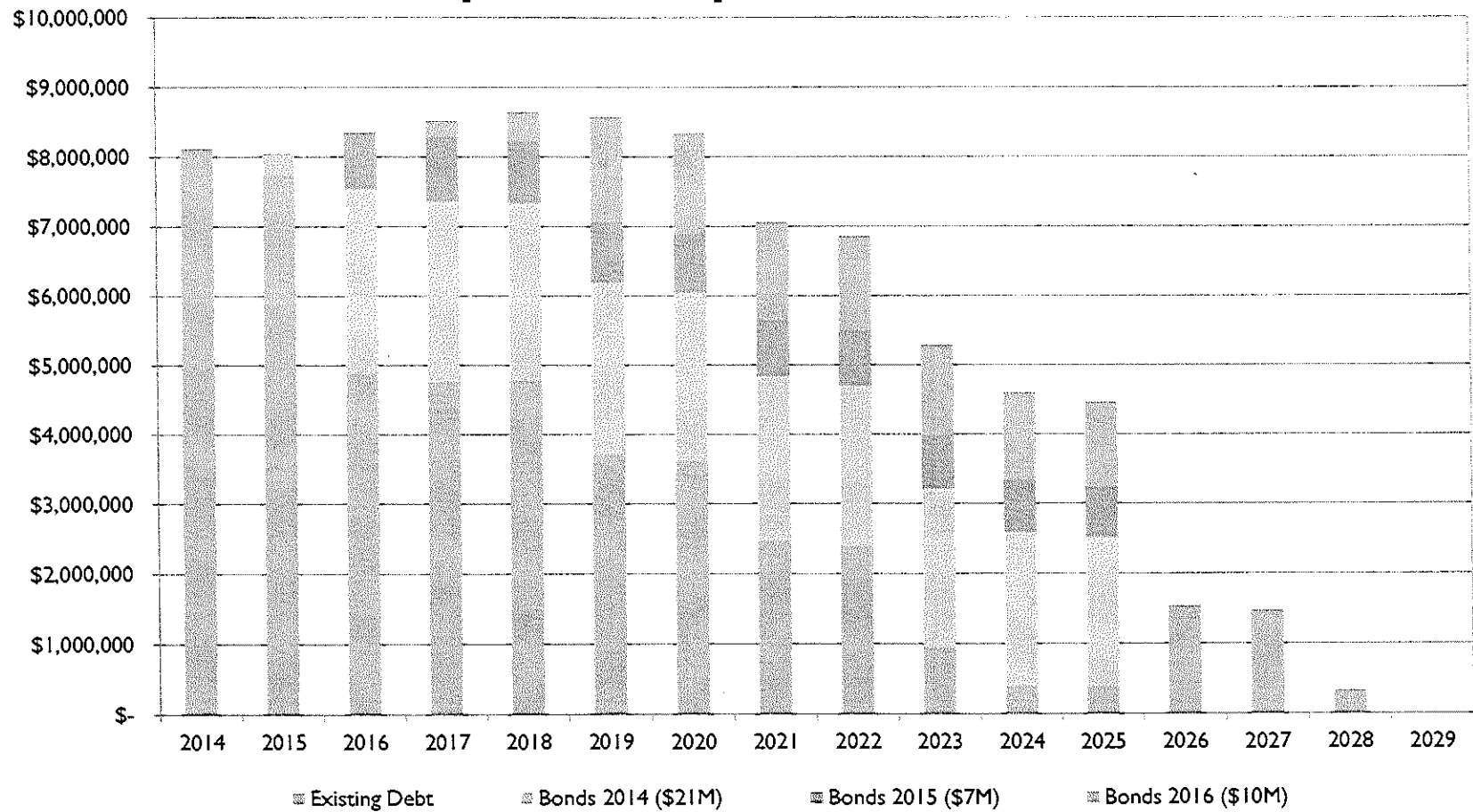
¹ Source - FY 2013-14 Adopted Budget

Mill Rate & Tax Impact – Proposed Bonds 2016

FISCAL YEAR	NEW DEBT SERVICE		MILL RATE FOR EXISTING DEBT		NEW PROJECT BONDS 2016 DEBT SERVICE		PROJECTED MILL RATE BONDS 2016		COMBINED DEBT SERVICE		MILL RATE FOR COMBINED DEBT SERVICE		TAX IMPACT AVERAGE HOUSEHOLD		TAX IMPACT AT 150% AVERAGE HOUSEHOLD		FISCAL YEAR
	P & I		Mills		P & I		Mills		P & I		Mills		MKT VAL = \$142,300		MKT VAL = \$213,450		
													AV = \$99,610 @ 43.9 Mills		AV = \$149,415 @ 43.9 Mills		
	TOTAL TAXES	TAXES FOR NEW DEBT	TOTAL TAXES	TAXES FOR NEW DEBT													
2014	\$ 8,133,175	3.02	\$ -	0.00	\$ 8,133,175	3.02	\$ 8,133,175	3.02	\$ 4,373	\$ 0	\$ 6,559	\$ 0	2014				
2015	8,068,079	3.00	-	0.00	8,068,079	3.00	8,068,079	3.00	\$ 4,373	\$ 0	\$ 6,559	\$ 0	2015				
2016	8,356,106	3.10	-	0.00	8,356,106	3.10	8,356,106	3.10	\$ 4,373	\$ 0	\$ 6,559	\$ 0	2016				
2017	8,282,013	3.08	247,917	0.09	8,529,929	3.17	8,529,929	3.17	\$ 4,382	\$ 9	\$ 6,573	\$ 14	2017				
2018	8,223,888	3.06	425,000	0.16	8,648,888	3.21	8,648,888	3.21	\$ 4,389	\$ 16	\$ 6,583	\$ 24	2018				
2019	7,065,325	2.62	1,521,200	0.57	8,586,525	3.19	8,586,525	3.19	\$ 4,429	\$ 56	\$ 6,644	\$ 84	2019				
2020	6,888,200	2.56	1,463,813	0.54	8,352,013	3.10	8,352,013	3.10	\$ 4,427	\$ 54	\$ 6,641	\$ 81	2020				
2021	5,654,475	2.10	1,416,638	0.53	7,071,113	2.63	7,071,113	2.63	\$ 4,425	\$ 52	\$ 6,638	\$ 79	2021				
2022	5,494,441	2.04	1,369,463	0.51	6,863,903	2.55	6,863,903	2.55	\$ 4,424	\$ 51	\$ 6,635	\$ 76	2022				
2023	3,977,231	1.48	1,322,288	0.49	5,299,519	1.97	5,299,519	1.97	\$ 4,422	\$ 49	\$ 6,633	\$ 73	2023				
2024	3,335,394	1.24	1,275,113	0.47	4,610,506	1.71	4,610,506	1.71	\$ 4,420	\$ 47	\$ 6,630	\$ 71	2024				
2025	3,239,244	1.20	1,227,938	0.46	4,467,181	1.66	4,467,181	1.66	\$ 4,418	\$ 45	\$ 6,627	\$ 68	2025				
2026	361,806	0.13	1,180,763	0.44	1,542,569	0.57	1,542,569	0.57	\$ 4,417	\$ 44	\$ 6,625	\$ 66	2026				
2027	348,013	0.13	1,133,588	0.42	1,481,600	0.55	1,481,600	0.55	\$ 4,415	\$ 42	\$ 6,622	\$ 63	2027				
2028	333,938	0.12	-	0.00	333,938	0.12	333,938	0.12	\$ 4,373	\$ 0	\$ 6,559	\$ 0	2028				
2029	-	0.00	-	0.00	-	0.00	-	0.00	\$ 4,373	\$ 0	\$ 6,559	\$ 0	2029				
	\$ 77,761,326	Avg. 1.93	\$ 12,583,717	Avg. 0.35	\$ 90,345,043	Avg. 2.24	\$ 90,345,043	Avg. 2.24	Avg.	\$ 42	Avg.	\$ 64					

Debt Impact Chart

Debt Impact - Proposed Bond Issues



Proposed 2014 Paving Referendum (\$15M)

- ▶ Alternatively, the Town may propose a \$15M extension of the Town-wide road improvement program to the voters in November 2014.
- ▶ If successful, the Town could issue \$15M in Bonds in FY 2016-17, targeting the drop off in debt service in FY 2018-19.
- ▶ Assuming current market rates + 200 basis point (2.0%), debt service in FY 2016-17 is estimated to increase by ~\$298,000 to \$8,653,888 from \$8.3M in FY 2015-16.
- ▶ Debt service in FY 2017-18 is estimated to increase by ~\$208,000 to \$8,861,388.

Proposed 2014 Paving Referendum (\$15M)

- ▶ Debt service in FY 2018-19 is estimated to increase by ~\$486,000 to \$9,347,125.
- ▶ The average annual tax increase over the term of the bonds for the new referendum project would be \$64/year for the average East Hartford residential property.

Debt Impact – Proposed Bonds 2016 (\$15M)

FISCAL YEAR	Bonds 2016				FISCAL YEAR	
	2014 Roads					
	NEW DEBT	\$15,000,000	COMBINED			ANNUAL
	SERVICE	Dated: 7/1/16	DEBT SERVICE			CHANGE IN
	Due: 8/1/18-26					
	Interest: 4.25%					
	P & I	P & I	P & I	P & I		
2014 ¹	\$ 8,133,175	\$ -	\$ 8,133,175		2014	
2015	8,068,079	-	8,068,079	(65,096)	2015	
2016	8,356,106	-	8,356,106	288,027	2016	
2017	8,282,013	371,875	8,653,888	297,781	2017	
2018	8,223,888	637,500	8,861,388	207,500	2018	
2019	7,065,325	2,281,800	9,347,125	485,738	2019	
2020	6,888,200	2,195,719	9,083,919	(263,206)	2020	
2021	5,654,475	2,124,956	7,779,431	(1,304,488)	2021	
2022	5,494,441	2,054,194	7,548,634	(230,797)	2022	
2023	3,977,231	1,983,431	5,960,663	(1,587,972)	2023	
2024	3,335,394	1,912,669	5,248,063	(712,600)	2024	
2025	3,239,244	1,841,906	5,081,150	(166,913)	2025	
2026	361,806	1,771,144	2,132,950	(2,948,200)	2026	
2027	348,013	1,700,381	2,048,394	(84,556)	2027	
2028	333,938		333,938	(1,714,456)	2028	
2029	-		-	(333,938)	2029	
	\$ 77,761,326	\$ 18,875,575	\$ 96,636,901			

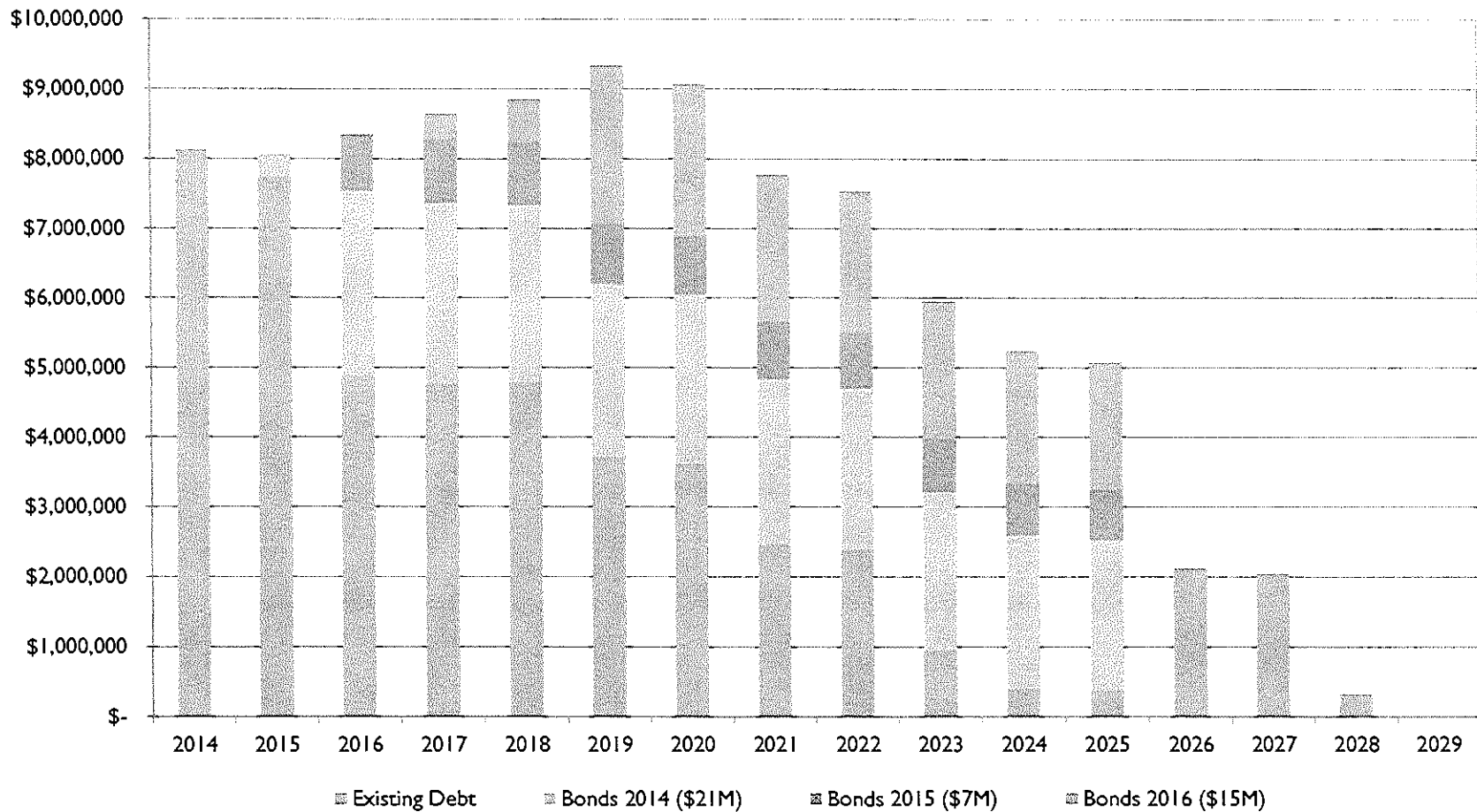
¹ Source - FY 2013-14 Adopted Budget

Mill Rate & Tax Impact – Proposed Bonds 2016 (\$15M)

FISCAL YEAR	NEW DEBT SERVICE P & I	MILL RATE FOR EXISTING DEBT Mills	NEW PROJECT BONDS 2016 DEBT SERVICE P & I	PROJECTED MILL RATE BONDS 2016 Mills	COMBINED DEBT SERVICE P & I	MILL RATE FOR COMBINED DEBT SERVICE Mills	TAX IMPACT AVERAGE HOUSEHOLD		TAX IMPACT AT 150% AVERAGE HOUSEHOLD		FISCAL YEAR
							MKT VAL = \$142,300 AV = \$99,610 @ 43.9 Mills		MKT VAL = \$213,450 AV = \$149,415 @ 43.9 Mills		
							TOTAL TAXES	TAXES FOR NEW DEBT	TOTAL TAXES	TAXES FOR NEW DEBT	
2014	\$ 8,133,175	3.02	\$ -	0.00	\$ 8,133,175	3.02	\$4,373	\$0	\$6,559	\$0	2014
2015	8,068,079	3.00	-	0.00	8,068,079	3.00	\$4,373	\$0	\$6,559	\$0	2015
2016	8,356,106	3.10	-	0.00	8,356,106	3.10	\$4,373	\$0	\$6,559	\$0	2016
2017	8,282,013	3.08	371,875	0.14	8,653,888	3.22	\$4,387	\$14	\$6,580	\$21	2017
2018	8,223,888	3.06	637,500	0.24	8,861,388	3.29	\$4,396	\$24	\$6,595	\$35	2018
2019	7,065,325	2.62	2,281,800	0.85	9,347,125	3.47	\$4,457	\$84	\$6,686	\$127	2019
2020	6,888,200	2.56	2,195,719	0.82	9,083,919	3.37	\$4,454	\$81	\$6,681	\$122	2020
2021	5,654,475	2.10	2,124,956	0.79	7,779,431	2.89	\$4,452	\$79	\$6,677	\$118	2021
2022	5,494,441	2.04	2,054,194	0.76	7,548,634	2.80	\$4,449	\$76	\$6,673	\$114	2022
2023	3,977,231	1.48	1,983,431	0.74	5,960,663	2.21	\$4,446	\$73	\$6,669	\$110	2023
2024	3,335,394	1.24	1,912,669	0.71	5,248,063	1.95	\$4,444	\$71	\$6,665	\$106	2024
2025	3,239,244	1.20	1,841,906	0.68	5,081,150	1.89	\$4,441	\$68	\$6,662	\$102	2025
2026	361,806	0.13	1,771,144	0.66	2,132,950	0.79	\$4,438	\$66	\$6,658	\$98	2026
2027	348,013	0.13	1,700,381	0.63	2,048,394	0.76	\$4,436	\$63	\$6,654	\$94	2027
2028	333,938	0.12	-	0.00	333,938	0.12	\$4,373	\$0	\$6,559	\$0	2028
2029	-	0.00	-	0.00	-	0.00	\$4,373	\$0	\$6,559	\$0	2029
	\$ 77,761,326	Avg. 1.93	\$ 18,875,575	Avg. 0.52	\$ 96,636,901	Avg. 2.39	Avg.	\$64	Avg.	\$95	

Debt Impact Chart

Debt Impact - Proposed Bond Issues



Robert J. Paek

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

2014 MAY 29 P 12:51
(860) 291-7208
TOWN CLERK
EAST HARTFORD FAX (860) 291-7389

DATE: May 29, 2014
TO: Town Council
FROM: Rich Kehoe
Town Council Chair
RE: Tuesday, June 3, 2014 7:00 P.M. Town Council Chambers

In accordance with Section 3.3(a) of the Town Charter, a Special Meeting of the Town Council will be held as follows:

Tuesday, June 3, 2014

7:00 p.m.

Town Council Chamber

The purpose of the meeting is to hear public comment regarding the proposed revisions to the Town of East Hartford Code of Ordinances as follows:

1. Article 7, Section 13-30: Panhandling
2. Section 2-3b: Registrar of Voters Salary
3. Section 2-113b: Veterans Commission

cc: Mayor Leclerc

Robert J. Paek

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

2014 MAY 19 P 2:11
(860) 291-7389

TOWN CLERK
EAST HARTFORD

May 19, 2014

Please publish the following legal notice in **Zone 4** of the Hartford Courant on **Tuesday, May 27, 2014**. Mail bill to the East Hartford Town Council Office, 740 Main Street, East Hartford, CT 06108.

=====

LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a public hearing on **Tuesday, June 3, 2014 at 7:00 p.m.** in the Town Council Chambers, 740 Main Street, East Hartford, Connecticut, regarding proposed revisions to the Town of East Hartford Code of Ordinances as follows:

1. Article 7, Section 13-30: Panhandling
2. Section 2-3b: Registrar of Voters Salary
3. Section 2-113b: Veterans Commission

Any person(s) wishing to express an opinion on this matter may do so at this meeting. Drafts of these revisions are on file in the Town Clerk's office.

Angela Attenello
Town Council Clerk

see attachments

LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a public hearing on **Tuesday, June 3, 2014 at 7:00 p.m.** in the Town Council Chambers, 740 Main Street, East Hartford, Connecticut, regarding proposed revisions to the Town of East Hartford Code of Ordinances as follows:

1. Article 7, Section 13-30: Panhandling
2. Section 2-3b: Registrar of Voters Salary
3. Section 2-113b: Veterans Commission

Any person(s) wishing to express an opinion on this matter may do so at this meeting. Drafts of these revisions are on file in the Town Clerk's office.

5-27-14

Angela Attenello
Town Council Clerk

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:

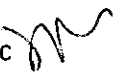
(a) There is established a commission on veterans' affairs. The commission shall consist of nine members. At least six members shall be residents of East Hartford. Such members shall be appointed for a two year term. In addition, the agent for veterans' affairs designated pursuant to Section 2-113a, 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 27-102l 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 28, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Neighborhood Assistance Act

Our Grants Manager has submitted the attached fifteen (15) community programs for participation in the Neighborhood Assistance Act. Also included is the informational publication from the State of Connecticut that explains this tax credit program and a brief description of each program.

This information has been presented at a Public Hearing held on May 15, 2014 and a request to have representatives at the meeting has been sent to the organizations.

Please place this Resolution on the Town Council Agenda for June 3, 2014.

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 3rd of June, 2014.

RESOLUTION

WHEREAS, the Connecticut Neighborhood Assistance Act Tax Credit Program provides State of Connecticut tax credits to businesses who contribute to community programs benefiting low income or handicapped individuals in such areas as: job training, job education, community services, and energy conservation, and;

WHEREAS, fourteen proposals have been received from area agencies, listed on the 2014 State of Connecticut Neighborhood Assistance Act Proposal Summaries sheet as attached, and have requested to be included in the 2014 State of Connecticut tax credit program through the Town of East Hartford, and;

WHEREAS, a Public Hearing to present these applications was held on May 15, 2014, as required by the State of Connecticut.

NOW, THEREFORE, LET IT BE RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to forward these applications to the State of Connecticut Department of Revenue Services for their review and inclusion into the 2014 Neighborhood Assistance Act Tax Credit Program.

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


IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford this ____ day of June, 2014.

Angela M. Attenello, Town Council Clerk

seal

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution for Neighborhood Assistance Act Applications

DATE: May 23, 2014

Fifteen (15) community programs have asked to be included in the Town of East Hartford's annual participation in the State of Connecticut "Neighborhood Assistance Act Program". The Neighborhood Assistance Act provides State tax credits to businesses who contribute to community programs benefiting low income or handicapped individuals in such areas as: job training, job education, community services, and energy conservation. It is important to note that these are State, not municipal, tax credits. The "Tax Credit Program" was authorized under Connecticut General Statute SS 12-630aa, as amended. Energy conservation programs are awarded a 100% credit; all others receive a 60% credit.

Those programs wishing to participate are listed on the attached summary. Complete proposal forms as required by the State's Department of Revenue Services will be placed on file in the Town Clerk's Office and another set will be forwarded directly to the Town Council Office for their review. All 15 proposals were presented at a Public Hearing held May 15, 2014.

Representatives from these organizations have been asked to attend the Council meeting to answer questions regarding their programs.

I respectfully request that the attached Resolution be placed on the June 3, 2014 agenda of the Town Council for their approval. If approved, these proposals will be forwarded to the State of Connecticut Department of Revenue Services by July 1, 2014.

Attachments (3)

Cc: Eileen Buckheit, Development Director



25 Sigourney Street
Hartford CT 06106-5032

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES

IP 2013(9)

INFORMATIONAL PUBLICATION

The Connecticut Neighborhood Assistance Act Tax Credit Program

Purpose: This Informational Publication explains the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program

Effective Date: upon issuance.

Statutory Authority: Conn. Gen. Stat. §12-630aa et. seq.

Definitions: For purposes of the NAA tax credit program:

Business firm means any business entity authorized to do business in the state and subject to the tax due under the provisions of Chapter 207, 208, 209, 210, 211, 212 or 213a. For purposes of a business entity subject to the provisions of Chapter 213a, the tax credit earned by such entity may be used by the members or partners of such entity that are subject to the Corporation Business tax under Chapter 208.

Donation of money to an open space acquisition fund means money contributed to an open space acquisition fund of any political subdivision of the state or any nonprofit land conservation organization.

The money must be used for the purchase of land, interest in land, or permanent conservation restriction on land to be permanently preserved as protected open space.

Energy conservation projects means programs to promote energy conservation that are directed toward properties where at least 75% of occupants are at an income level not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted or at properties owned or occupied by charitable corporations, foundations, trusts, or other entities. Such projects include, but are not limited to:

- Energy conserving modification or replacement of windows and doors;
- Caulking and weather-stripping;
- Insulation;
- Automatic energy control systems;

- Hot water systems;
 - Equipment required to operate variable steam, hydraulic, and ventilating systems;
 - Replacement of burners, furnaces, or boilers;
 - Electrical or mechanical furnace ignition systems; or
 - Replacement or modification of lighting fixtures.
-

The Connecticut Neighborhood Assistance Act Tax Credit Program: The NAA Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. Such tax credit may be applied against the taxes due under the provisions of chapter 207, 208, 209, 210, 211, or 212. The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS).

Community Programs That Qualify for the NAA Tax Credit Program: Listed below are examples of the types of programs that qualify for the NAA tax credit and the amount of the available credit.

A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects.

A tax credit equal to 60% of the cash invested is available to business firms that invest in programs that provide:

- Neighborhood assistance;
- Job training;
- Education;
- Community services;
- Crime prevention;
- Construction or rehabilitation of dwelling units for families of low and moderate income in the state;
- Donation of money to an open space acquisition fund;
- Child day care facilities;
- Child care services;

- Employment and training programs directed at handicapped persons;
- Employment and training programs for unemployed workers who are 50 years of age or older;
- Education and employment training programs for recipients in the temporary family assistance program;
- Community-based alcoholism prevention or treatment; or
- Any other program which serves a group of individuals where at least 75% of the individuals are at an income not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted.

Obtaining Approval for the NAA Tax Credit Program:

Tax-exempt entities and municipal agencies desiring to obtain benefits under the NAA must complete **Form NAA-01, Connecticut Neighborhood Assistance Act Program Proposal**, Parts I, II, and III and submit the form to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes Part IV of Form NAA-01 and submits the form to DRS on or before July 1 of each year. Prior to submitting Form NAA-01 to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality to DRS with the approved program proposals.

Limits on the Amount of Contributions That May Be Made or on the Amount of Tax Credit Available: The NAA Tax Credit Program has several statutory limits which must be observed, including the following:

- A business firm is limited to receiving \$150,000 in tax credits annually; however, the amount of tax credit allowed any business firm for investments in child day care facilities for any income year may not exceed \$50,000.
- The minimum contribution on which a tax credit can be granted is \$250.
- Any organization conducting a program or programs eligible for funding under the NAA is limited to receiving an aggregate of \$150,000 of funding for any program or programs for any fiscal year.

- The total amount of all tax credits allowed in any fiscal year is \$5 million, which, if exceeded, results in prorating the approved tax credits among the approved organizations.
- Effective with the 2011 NAA program, the total charitable contributions of the contributing business firm does not need to equal or exceed its prior year's charitable contributions in order to be eligible for the tax credit.

Business Applications Deadlines: Each business firm requesting a tax credit under the NAA Tax Credit Program must complete a separate **Form NAA-02, Connecticut Neighborhood Assistance Act (NAA) Business Application**, for each program it wishes to sponsor. Form NAA-02 must have an original signature and be mailed or hand-delivered to DRS on or after September 15 but not later than October 1 of each year.

Claiming the Tax Credit: DRS issues an NAA program approval letter to business firms that make cash investments in qualified community programs. The letter indicates the tax credit amount that may be claimed on the applicable business tax return. The tax credit amount must also be entered on **Form CT-1120K, Business Tax Credit Summary**; and/or **Form CT-207K, Insurance/Health Care Tax Credit Schedule**.

Carry Back Provisions: The amount of tax credit that is not taken on the tax return of a business firm for the income year beginning during the calendar year in which the program proposal was approved may be carried back to the two immediately preceding income years (beginning with the earlier of the years). No carry forward is allowed.

Obtaining Additional Information: Direct inquiries to:

Department of Revenue Services
 State of Connecticut
 Research Unit
 25 Sigourney St Ste 2
 Hartford CT 06106

Call: **860-297-5687**

Email: DRS.TaxResearch@po.state.ct.us

**TOWN OF EAST HARTFORD: PROPOSAL SUMMARIES (15 TOTAL)
2014 STATE OF CONNECTICUT NEIGHBORHOOD ASSISTANCE ACT PROGRAM***

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Boy Scouts of America, Connecticut Rivers Council, Inc.	Prepared for Life	Provide student scholarship funds to local residents for completion of education at either Goodwin College or Stone Academy	\$150,000 (60%)	100	Bryan Hall 60 Darlin Street East Hartford, CT 06108 (860) 289-6669 bryan.hall@scouting.org
Connecticut Center for Advanced Technology, Inc.	Work Force Technology Program	Provide pre-vocational and conventional education programs for local residents.	\$150,000 (60%)	100	Elliot Ginsberg 222 Pitkin St. East Hartford, CT 06108 (860) 282-4202 eginsberg@ccat.us
Connecticut Center for Advanced Technology, Inc.	Young Manufacturers Academy	YMA will grow and develop the early STEM workforce pipeline, with an emphasis on addressing traditionally under-represented and under-served students	\$30,000 (60%)	65	Susan Palisano 222 Pitkin St. East Hartford, CT 06108 (860) 282-4224 spalisano@ccat.us
Connecticut Training Center, Inc.	Building Upgrades for Energy Efficiency	Retrofit organization's main offices and training rooms with new insulation in accessible areas, new energy-efficient lighting and controls, new high R-factor windows, high efficiency boiler and energy efficient HVAC systems.	\$150,000 (100%)	200	Mark Scheinberg 1137 Main St. East Hartford, CT 06108 (860) 727-6900 mscheinberg@goodwin.edu

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
East Hartford Chamber of Commerce	Community Jobs Program	Skill assessment and referrals to Goodwin College or Stone Academy	\$150,000 (60%)	100	Timothy Coppage 1137 Main St. East Hartford, CT 06108 (860) 289-0239 tcoppage@easthartfordchamber.com
East Hartford Chamber of Commerce	Energy Conservation Project	Replace HVAC and other energy savings enhancements	\$150,000 (100%)	1,000	Timothy Coppage 1137 Main St. East Hartford, CT 06108 (860) 289-0239 tcoppage@easthartfordchamber.com
Goodwin College, Inc.	Job Connection	Education and training leading to employment for low income students	\$150,000 (60%)	100	Brooke Penders One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Goodwin College, Inc.	Redesign of Campus to Add Energy Effectiveness	Purchase and install new energy efficient building systems at Riverside Drive campus	\$150,000 (100%)	3,300	Brooke Penders One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Goodwin College Foundation, Inc.	Retrofit Building with Energy Efficient Replacement Windows	Purchase and install energy efficient windows, insulation and HVAC equipment at the Foundation buildings in East Hartford.	\$150,000 (100%)	3,300	Brooke Penders One Riverside Drive East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu


Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Goodwin College Foundation, Inc.	Support for Low Income Students	Secure financial aid for low income students attending Goodwin College	\$150,000 (60%)	100	Brooke Penders One Riverside Dr. East Hartford, CT 06118 (860) 528-4111 bpenders@goodwin.edu
Great River Land Trust, Inc.	Expansion of Outdoor Programming	Provide support for a range of conservation education programs, including ecological tours, experiments and school field trips for groups to understand and support the land environment and to take an active part in energy and environmental conservation projects within their own municipalities.	\$150,000 (60%)	100	Todd Andrews One Riverside Dr. East Hartford, CT 06118 (860) 727-6937 tandrews@goodwin.edu
Integrated Health Services	Client Health Services	Personnel coverage, administrative support and supplies for the East Hartford School Based Health Centers	\$150,000 (60%)	100	Deborah Poerio 763 Burnside Avenue East Hartford, CT 06108 (860) 291-9787 debaprn@aol.com
Integrated Health Services	Energy Efficiency Project	Energy efficiency upgrades to historic building containing Integrated Health Services	\$150,000 (100%)	1,000	Deborah Poerio 763 Burnside Avenue East Hartford, CT 06108 (860) 291-9787 debaprn@aol.com

Organization	Program Title	Program Description	NAA Funding (Tax Credit)	Number of Recipients	Contact
Riverfront Recapture	Riverfront Park Lighting -- Energy Efficiency Improvement Project	Upgrading decorative park light poles from metal halide lighting to reduce both electrical and maintenance costs for the Town of East Hartford	\$105,000 (100%)	800,000 visitors to Riverfront in 2013	Marc Nicol 50 Columbus Boulevard Hartford, CT 06106 (860) 713-3131 MNicol@Riverfront.org
United Connecticut Action for Neighborhoods, Inc.	Main Street Improvement	Improvement of the Main Street area creating a hospitable environment so that small businesses thrive and create jobs; projects may include windows, facades and street enhancements	\$150,000 (60%)	50-75	Alta Lash 20-28 Sargeant Street Hartford, CT 06105 (860) 524-0502 alta.lash@ucanct.org

***Please note: full proposals are available for review at the Grants Administration Office in East Hartford Town Hall, 740 Main Street, East Hartford, CT 06108.**



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 22, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: 2014 Justice Assistance Grant (JAG) Program

Once again, the Town has been notified that we are eligible to apply for a no matching grant under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

Attached are the guidelines for the use of funding and a Resolution that is necessary to make application and execute documents for the town.

Please place this information on the Town Council Agenda for the June 3, 2014 meeting.

Thank you.

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

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 3rd day of June, 2014.

RESOLUTION

WHEREAS, the U.S. Department of Justice, Bureau of Justice Assistance, has funding available to the Town of East Hartford under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program through the State of Connecticut JAG Grant Program; and

WHEREAS, these funds may be used to improve or enhance Law Enforcement Programs with no cash match by the Town of East Hartford; and

WHEREAS, the East Hartford Police Department desires to use these funds to purchase traffic enforcement equipment including a Police Motorcycle, together with required installation of lighting and radio equipment, to replace an existing motorcycle.

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 U.S. Department of Justice as they pertain to this Justice Assistance Grant.


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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford this ____ day of June 2014.

seal

Angela M. Attenello, Town Council Clerk

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – 2014 Justice Assistance Grant (JAG) Program
DATE: May 21, 2014

Attached is a draft resolution authorizing your signature of documents related to the Town's application for funding under the 2014 Justice Assistance Grant (JAG) Program.

The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG provides states and units of local government with critical funding necessary to support program areas such as law enforcement, prosecution and court programs, corrections, planning, evaluation, equipment and technology improvement programs.

No matching funds are required for this grant opportunity. Funding will be used to purchase a police motorcycle, including installation of lighting and radio equipment, to replace an existing motorcycle.

The attached Resolution will authorize you as Mayor to make application and execute all documents associated with this grant.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held June 3, 2014. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director
Lt. Ricardo Soto

U.S. Department of Justice

OMB No. 1121-0329
Approval Expires 07/31/2016

Office of Justice Programs
Bureau of Justice Assistance



The U.S. Department of Justice (DOJ), Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA) is seeking applications for funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2014 Local Solicitation

Eligibility

Applicants are limited to units of local government appearing on the FY 2014 JAG Allocations List. To view this list, go to www.bja.gov/programs/jag/14jagallocations.html. For JAG Program purposes, a unit of local government is: a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may also be a federally recognized Indian tribe that performs law enforcement functions (as determined by the Secretary of the Interior). Otherwise a unit of local government may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes. In Louisiana, a unit of local government means a district attorney or parish sheriff. In the District of Columbia or any U.S. Trust Territory, a unit of local government is any agency of the District of Columbia or federal government performing law enforcement functions for the District of Columbia or U.S. Trust Territory.

Deadline

Applicants must register in OJP's Grants Management System (GMS) prior to submitting an application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. See the "How to Apply" section on page 20 for more details. All registrations and applications are due by 8:00 p.m. eastern time on June 10, 2014. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMS.HelpDesk@usdoj.gov. The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays.

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified

below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time, on the solicitation close date. You may also contact your [State Policy Advisor](#).

Release date: April 24, 2014

Edward Byrne Memorial Justice Assistance Grant (JAG) Program: FY 2014 Local Solicitation (CFDA #16.738)

Overview

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. The JAG Program provides states and units of local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and court programs including indigent defense, prevention and education programs, corrections and community corrections, drug treatment and enforcement, crime victim and witness initiatives, and planning, evaluation, and technology improvement programs.

Deadlines: Registration and Application

Applicants must register in GMS prior to submitting an application for this funding opportunity. The deadline to register in GMS and the deadline to apply for funding under this announcement is 8:00 p.m. eastern time on June 10, 2014. See "How To Apply" on page 20 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

Program Areas

JAG funds may be used for state and local initiatives, technical assistance, strategic planning, research and evaluation (including forensics), data collection, training, personnel, equipment, forensic laboratories, supplies, contractual support, and criminal justice information systems that will improve or enhance such areas as:

- Law enforcement programs.
- Prosecution and court programs, including indigent defense.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

***Please note that JAG funding may be utilized in support of:**

- Systems upgrades (hardware/software), including potential upgrades necessary for state, territories, units of local government and/or tribes to come into compliance with the FBI's UCR Redevelopment Project (UCRRP).
- Developing or sustaining state compatible incident based reporting systems.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 22, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc
RE: RESOLUTION: "Click it or Ticket" Reimbursement

Attached is a Resolution that needs to be accepted at the Town Council meeting dated June 3, 2014 to authorize my signature on a Certification and Assurances form that needs to be submitted to the Department of Transportation of the State of Connecticut. This will allow for reimbursement to the Town through the Click it or Ticket Program that we have been provided \$9,000.00 for the period May 23 through June 5, 2014.

Please place this Resolution on the Town Council Agenda for review and acceptance. Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
M. Walsh, Finance Director
T. McConville, Deputy Chief of Police

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 3rd day of June, 2014.

RESOLUTION

WHEREAS, the Highway Safety Office of the state Department of Transportation (DOT) has made available funds for the 2014 "Click-It or Ticket" program and;

WHEREAS, in order to process reimbursements for this program, the DOT requires a Certifications and Assurances to be on file with the Highway Safety;

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 Department of Transportation as they pertain to this "Click-It or Ticket" program.


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 4th day of June, 2014.

Angela M. Attenello, Town Council Clerk

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution for "Click-It or Ticket" Reimbursement

DATE: May 21, 2014

Attached is a draft resolution authorizing your signature of documents related to the Town's receipt of "Click-It or Ticket" grant funds from the state Department of Transportation (DOT).

DOT has provided the East Hartford Police Department with \$9,000 to participate in the statewide mobilization of the "Click-It or Ticket" program, which runs from May 23rd through June 5th. I have attached a DOT press release that explains the program in more detail.

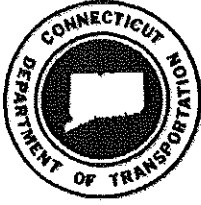
Funding for the "Click-It or Ticket" program works on a reimbursement format. The Police Department is required to submit a Certifications and Assurances form to the state DOT in order to receive reimbursement. The resolution will authorize you to sign this form.

I respectfully request that the attached Resolution be placed on the June 3, 2014 agenda of the Town Council for their consideration. Deputy Chief of Police Timothy S. McConville will be in attendance to answer any questions regarding the program

Please contact me if you have any questions.

Cc: Eileen Buckheit, Development Director
Timothy S. McConville, Deputy Chief of Police

Attachment (2)



CONNECTICUT DEPARTMENT OF
TRANSPORTATION
NEWS RELEASE

2800 BERLIN TURNPIKE P.O. BOX 317546 NEWINGTON CONNECTICUT 06131-7546

FOR RELEASE: 5/23/2011

FOR FURTHER INFORMATION:
OFFICE OF COMMUNICATIONS
TELEPHONE: (860) 594-3061
Fax: (860) 594-3065
WEB: www.ct.gov/dot

**Connecticut Department of Transportation Launches Statewide Effort
to Increase Seat Belt Use**

*State and Local Police Participate in National 'Click It or Ticket'
Mobilization from May 23 through June 5*

New Haven -- New Haven law enforcement officials today kicked off a statewide effort to save lives and reduce injuries by increasing seat belt use, ticketing unbuckled motorists as part of the national 'Click It or Ticket' campaign being conducted from May 25th to June 5th. Federal and State Department of Transportation officials, Connecticut State Police, and emergency room Physician Dr. Federico Vaca from Yale New Haven Hospital helped kick off the campaign today at a roadside safety belt checkpoint, located at the corner of Whalley Avenue and Fitch Street. Similar scenes will be replicated across the State in the coming days as scores of law enforcement agencies conduct around the clock saturation patrols and checkpoints looking for unbuckled motorists.

"Our goal is simple -- to reduce the number of people needlessly killed and injured each year because they didn't wear a seat belt," said Robbin Cabelus, Governor's Highway Safety Representative, Connecticut Department of Transportation. "This is a year-round priority for state and local police, and 'Click It or Ticket' helps us shine a spotlight on the law and the importance of buckling up."

Since 2005, 389 people have been killed in crashes on Connecticut's roadways because they did not use a seat belt. An estimated 12,000 people a year in CT sustain moderate to severe injuries as occupants in car crashes.

According to the most recent observational survey, Connecticut's seat belt use rate is 88.2 percent. Fatal Accident Reporting Systems (FARS) data suggests that young people from 16 to 24 years old are most at risk because of their failure to buckle up. For every

percentage point increase in seat belt use in Connecticut, an additional 27,000 people across the State would be buckling up.

“If CT’s belt use rate reached 90 percent an additional seven lives would be saved and 300 injuries prevented each year, and the state would save \$49 million,” said Philip Weiser, Regional Administrator of the National Highway Traffic Safety Administration. “This intensive enforcement campaign will help Connecticut save precious lives and valuable resources,” said Weiser.

“We see far too many preventable car crash injuries in the emergency room on a daily basis,” emergency room Physician Dr. Federico Vaca said. “Our work is that much harder and chances of survival much lower whenever we are treating life threatening injuries sustained by an unbuckled victim.”


Nighttime enforcement will be an important component of the ‘Click It or Ticket’ campaign. Nighttime passenger vehicle occupants are the least likely to buckle up and the most likely to die in crashes. Nearly two-thirds of those who died in nighttime crashes in Connecticut were not wearing a seat belt.

“We’ll be cracking down on violators day and night,” Lt. Paul Vance of the Connecticut State Police said. “If we find you anytime or anywhere not wearing a seat belt, you can expect a ticket.”

High-visibility enforcement such as the “Click It or Ticket” mobilization is credited with increasing national seat belt usage from 58 percent in 1994 to 85 percent today. In 2009 alone, seat belts saved 12,713 lives nationwide.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 19, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: CONTINGENCY TRANSFER – Police Contract Settlement

Please place the attached memo and Contingency Transfer from our Finance Director on the Town Council Agenda for the June 3, 2014 meeting.

This transfer is necessary to cover contract settlement costs and Michael Walsh, Finance Director, will be at the meeting to address any concerns or questions you may have.


C: M. Walsh, Finance Director



MEMORANDUM

DATE: March 27, 2014

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: **Police Contract Settlement - Contingency Transfer**
(This transfer relates to the 2014-2015 Fiscal Year)

By way of this memo, attached please find the Budgetary Transfer of Funds form for the settlement of the Police contract.

To cover the costs related to the settlement, \$1,216,000 will need to be transferred into account G5203-60110 - Police Administration, Permanent Services from Contingency.

Based on the agreed upon timelines for settlement, please have this item placed on the June 3, 2014 Town Council agenda. I will be on hand to discuss the item and handle any questions.

Please contact me if you have any questions or problems on any of the aforementioned information. Thank you.

Town Of East Hartford
Request for Budgetary Transfer of Funds

Department Name CONTINGENCY
Fund Name General

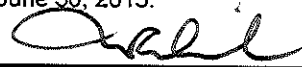
Fiscal Year 2014-2015

Date June 3, 2014
Fund Number GO1

To: Account No.	Account Name	Amount	From: Account No.	Account Name	Amount
Police Admin – Permanent Services	G5203-60110	\$ 1,216,000	Contingency Reserve – Contract Neg	G9600-60201	\$ 1,216,000
	Total	\$ 1,216,000		Total	\$ 1,216,000

JUSTIFICATION: Provide detail and specific reasons for this transfer.
This should include future budget impact on both the "to" and the "from" accounts. Attach additional information if necessary.

To provide a source of funds to settle the Police Contract for the years ending June 30, 2013, June 30, 2014, and June 30, 2015.

Signature- Director/Department Head 

Approvals 
Finance Director

3/28/14
Date Approved

Mayor

Date Approved

Town Council/Clerk

Date Approved

FINANCE DEPARTMENT USE ONLY

Transfer _____

Date Entered _____

Entered By _____

EHPOA summary of changes to CBA

- Four year contract: July 2012 – June 2016
- Employees receive 2% wage increase each year of the contract
- Employees hired after the signing of the agreement will pay \$1700 annually to OPEB
- Current vision rider will change to BlueView Vision Plan effective July 2014
- Upon signing of agreement, medical insurance premium share of 15% will increase to 16%
- Effective July 2014 all employees will be enrolled in a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA)
- The annual deductible for “employee only” coverage is \$1500, employee and dependent coverage will have a deductible of \$3000
- The Town will deposit 50% of the employee’s deductible in the employee’s HSA each July of the contract
- Wellness Plan: employees who provide a completed ‘attestation’ from their healthcare provider will receive an additional \$250 in their HSA each year of the contract
- Employees who are ineligible to have an HSA will stay in the Century Preferred plan
- Life insurance increase – from \$20,000 to \$40,000 for active employees, from \$3,000 to \$15,000 for retirees

The Town of East Hartford
 Analysis of the Police Contract
 Prepared as of March 27, 2014

Actual	Wages	Prem. Share
2%, 2%, 2%, 2%	2%, 2%, 2%, 2%	Conversion to HDHP

Employees Covered

124

	Base @6/30/12	Precon. GWI 0.00%	Year 1		Year 2		Year 3		Year 4		
			6/30/12 Base Total	@7/12 2.00%	6/30/13 Base Total	@7/13 2.00%	6/30/14 Base Total	@7/14 2.00%	6/30/15 Base Total	@7/15 2.00%	6/30/16 Base Total
Reg. Wages	9,100,000	-	9,100,000	182,000	9,282,000	185,640	9,467,640	189,353	9,656,993	193,140	9,850,133
OT Wages	1,100,000	-	1,100,000	22,000	1,122,000	22,440	1,144,440	22,889	1,167,329	23,347	1,190,675
Total	10,200,000	-	10,200,000	204,000	10,404,000	208,080	10,612,080	212,242	10,824,322	216,486	11,040,808

Year	Wage Inc. Per Year	Wage Inc. Total	Year 1		Year 2		Year 3		Year 4	
			Year 1	Year 2	Year 3	Year 4				
Pre	-	-								
1	204,000	204,000	204,000	204,000	204,000	204,000	204,000	204,000	204,000	204,000
2	208,080	412,080	208,080	208,080	208,080	208,080	208,080	208,080	208,080	208,080
3	212,242	624,322	212,242	212,242	212,242	212,242	212,242	212,242	212,242	212,242
4	216,486	840,808	216,486	216,486	216,486	216,486	216,486	216,486	216,486	216,486
Total	2,081,210	2,081,210	204,000	412,080	624,322	840,808	840,808	840,808	840,808	840,808

Total Per Year	Total Per Contract	Net Med, Savings	Ann. Net Increase	Net Increase	% Inc. Ann.
-	-	-	-	-	0.0%
204,000	204,000	-	204,000	204,000	2.0%
208,080	412,080	-	208,080	412,080	2.0%
212,242	624,322	80,012	132,229	544,309	1.2%
216,486	840,808	80,012	136,474	760,796	1.3%
840,808	2,081,210	160,024	680,784	1,921,185	6.5%

HDHP @16%	PPO @15%	Savings
Single	Single	1,275
Single plus 1	Single plus 1	2,549
Family	Family	4,109
Blended rate	Blended rate	2,644
@16%		2,610
		249

Gross Town Medical Savings	2,395
Seed (50%)	1,500
Wellness \$250	250
Net Town Savings	645

OPEB Contribution: 3% of New Hire Wages - \$1,700

2018	85,000
2023	127,500
2028	170,000
2032	195,500

Annualized 1.6%

The additional cost of life insurance provided under this contract is \$5k annually

**Town of East Hartford
 Labor Contract Dates
 Prepared as of February 4, 2014**

Bargaining Unit	BU #	Contract Start	Contract End	Base	Employees Covered	Avg. Pay	Funding Needed FY 14/15	
Fire	1548	7/1/2011	6/30/2015	9,500,000	127	74,803	-	
Police	EHPOA	7/1/2007	6/30/2012	10,208,861	123	82,999	1,216,000 A	
Laborers	1174	7/1/2007	6/30/2012	2,860,368	60	47,673	-	
Supervisors	818	7/1/2012	6/30/2016	2,170,000	30	72,333	-	
Municipal Employees	CSEAU	7/1/2010	6/30/2013	4,347,318	90	48,304	262,578 B	
Dispatchers	Teamsters	7/1/2013	6/30/2016	1,009,144	19	53,113	-	
Total								<u><u>1,478,578</u></u>

Notes:

- A. Contract under negotiation - assumes 2% in FY 12-13, 13-14, 14-15
- B. Contract under negotiation - assumes 2% in FY 13-14, 14-15



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 28, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *M*
RE: Suspense List


Attached is a memo from the Tax Collector detailing dates and reasons for requesting a transfer of delinquent taxes into the Suspense Rate Book. Included is the actual list and amounts.

Please place this memo on and list on the Town Council agenda for the June 3, 2014 meeting to be reviewed and acted on.

Thank you.

C: I. Laurenza, Tax Collector
M. Walsh, Finance Director

MEMORANDUM

DATE: May 27, 2014
TO: Mayor, Marcia A. Leclerc ✓
FROM: Iris K. Laurenza, Collector of Revenue 
SUBJECT: Suspense List

The attached is a list of accounts I am requesting be transferred into the Suspense Rate Book. I have also attached a Collector's Certificate giving reference to this amount. It is anticipated that this list will be acted upon on the **June 3, 2014 Town Council meeting**.

I am requesting that all outstanding taxes for Personal Property, Motor Vehicle and Motor Vehicle Supplemental taxes on the 10-1-2010 Grand List be transferred into suspense.

This year also includes a request to suspend a number of real estate accounts. These parcels are mobile homes that were either removed, getting ready to be removed or replaced with a new one. Numerous Court Orders, abandonment, public auctions, and lien assignments have occurred on the attached list of properties (mobile homes) which makes it near impossible to collect on any balances due. On future grand lists a new owner and mobile will be in place.

1. These taxes will remain collectible for fifteen years from the due date, but at this time we feel that it is unlikely that we will be collecting these taxes and therefore they should be removed from the books as a receivable for the Town of East Hartford. All taxes transferred into suspense will show as due and payable during any inquiry for unpaid taxes or parking tickets on our system.
2. If these taxes are transferred into suspense, the prior year taxes will then present a more realistic figure as to what is actually collectible and will be useful in any future budget considerations and bonding issues.
3. By carrying only the current year taxes plus two prior years motor vehicle taxes as open items, we are working in concert with the blockage of motor vehicle registrations and the motor vehicle department. Registrations are renewed every two years. The Department of Motor Vehicle will carry a blockage on their records for 24 months. If we are unable to collect delinquent motor vehicle taxes within that time, our chances of collecting them later are very slim.
4. We have done our very best to collect personal property taxes. In most cases, those accounts not paid are either out of business, in bankruptcy, foreclosure, moved or continue to struggle with the poor economy.
5. The act of placing these accounts in suspense in no way diminishes our efforts or impedes our ability to pursue these delinquent tax amounts.

If I can be of further assistance or if additional information is needed, please feel free to contact me.
Thank you for your attention to this matter.

CC: Michael P. Walsh, Director of Finance

COLLECTORS' CERTIFICATE TO THE TOWN COUNCIL RECOMMENDING TRANSFER OF UNCOLLECTIBLE UNCOLLECTED PROPERTY TAXES TO THE SUSPENSE RATE BOOK.

TO THE TOWN COUNCIL:

Members:

Attached is a list of uncollected taxes for transfer to the suspense rate book which is respectfully submitted for your examination and approval.

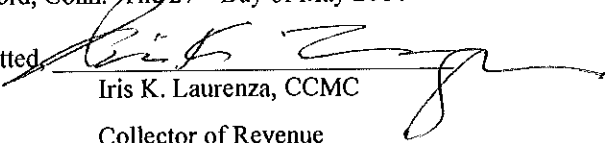
LIST YEAR	PERSONAL PROPERTY	MOTOR VEHICLE	MOBILE HOMES
2010	\$46,926.61	\$298,791.65	
Various			\$31,553.12

Total amount to be transferred to Suspense: \$ 377,271.38

I hereby certify that to the best of my knowledge and belief, each tax in the above statement has not been paid, is uncollectible and should be transferred to the suspense tax book.

Dated at East Hartford, Conn. The 27th Day of May 2014

Respectfully Submitted,


Iris K. Laurenza, CCMC

Collector of Revenue

ACTION TAKEN BY THE TOWN COUNCIL

TO: Iris K. Laurenza, Tax Collector of the Town of East Hartford

(Name of Collector)

(Name of Taxing District)

A detailed examination has been made of the above statement, dated _____ day of _____, 2014 recommending the transfer of uncollected taxes to the suspense tax book. The taxes listed in such statement and numbered _____ are believed to be uncollectible and pursuant to section 12-165 of the Connecticut General Statutes, authority is hereby given you to transfer such taxes, in accordance with law, to the suspense book.

Dated at EAST HARTFORD, Conn., the _____ day of _____ 2014.

By: _____



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 19, 2014
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *M*
RE: REFERRAL: Personnel and Pensions Subcommittee

The Director of Finance has submitted information to my office requesting changes to two job descriptions located in the Information Technology Division.

Attached is the memo from Michael Walsh detailing the proposed amendments to the job descriptions that are in existence now and the changes that would update them. Also, included is an Organizational Chart reflecting where these positions are located within the department.

Please place this information on the Town Council Agenda for June 3, 2014 for Referral to the Personnel and Pensions Subcommittee.

Thank you.

C: M. Walsh, Director of Finance
K. Sayers, IT Supervisor
S. Malave, Director of Human Resources



MEMORANDUM

DATE: May 9, 2014

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance *MPW*

TELEPHONE: (860) 291-7246

RE: Referral to Personnel and Pensions Subcommittee - Two Amended Job Descriptions - Information Technology

By way of this memo, attached please find two amended job descriptions that once approved by you and processed/negotiated by Human Resources, should be forwarded to the Town Council for referral to the Personnel and Pensions Subcommittee for their review and approval. An IT infrastructure chart and an IT Organization Chart are also included for your reference.

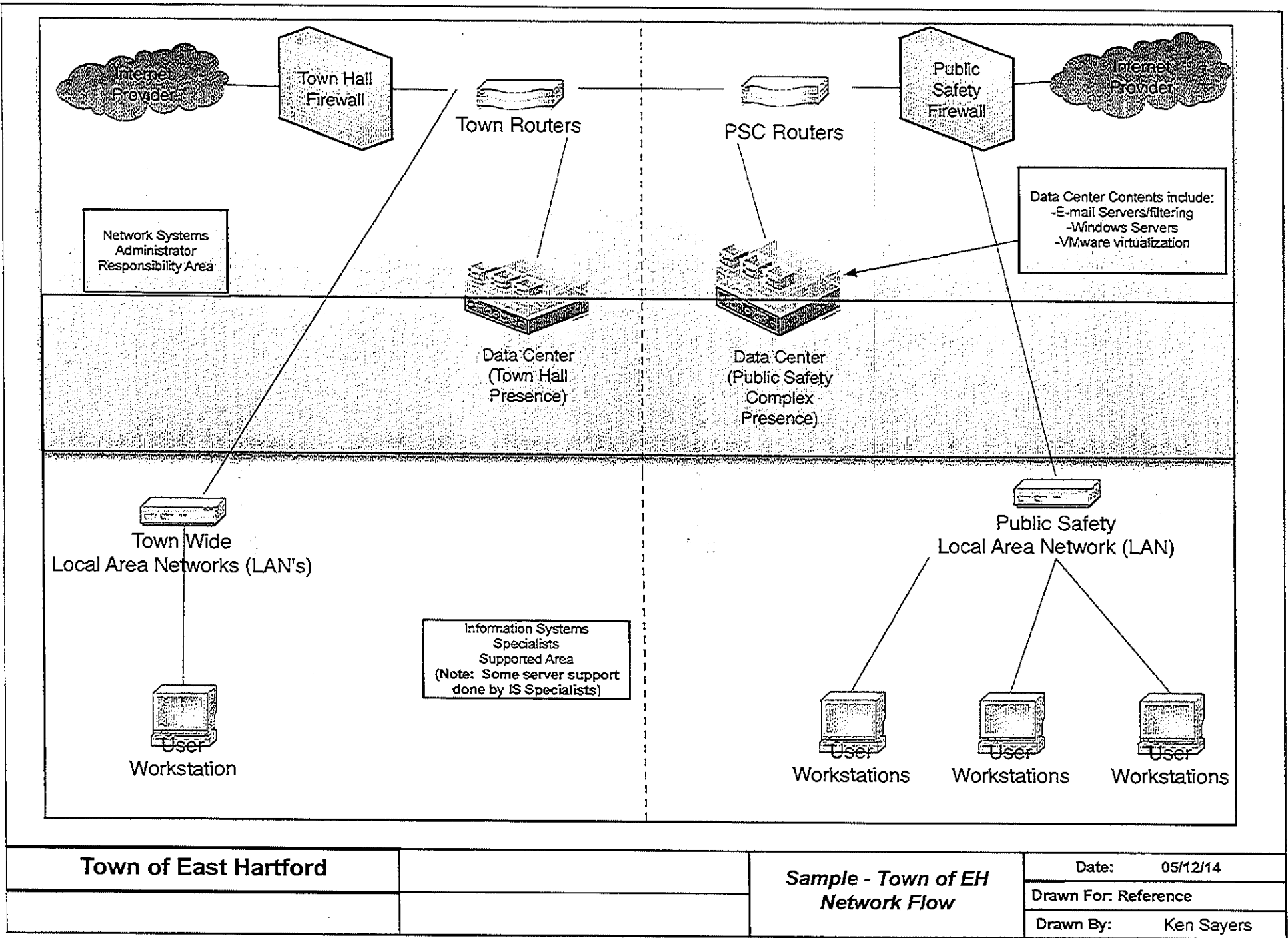
The first amended job description is for a Programmer/Systems Analyst currently located at the Police Department. The incumbent employee has retired so the position is vacant and the town is taking the opportunity to realign the job description to better reflect the actual duties of the position. The old job description had the position primarily being responsible for the AS400 Mainframe System used by the Police Department. The revised job description better recognizes that this technology is being phased out so the description adds more department utility with respect to the creation, upkeep, and maintenance of databases used by the town.

The second amended job description converts an existing Information Systems Specialist job description to a Network Services Manager. Two very distinct changes are being inserted into this job description with the first being aligning the job description to better match the actual work the existing employee completes. The second significant change is to add supervisory responsibilities to the job description in the event the IT Supervisor position is vacant or the incumbent is out of the office. Essentially this position would become the second in command of the IT Department. Currently, there is no backup to the IT Supervisor in an emergency situation. Adding this responsibility to the position is consistent with the overarching goal of the Finance Department to create redundancy in key positions and long-term bench strength so that the organization can continue and thrive in the face of the loss of key employees.

Finally, this position is being graded recognizing a key knowledge component of the job would be secured by the employee receiving a Microsoft Certified Network Engineer designation.

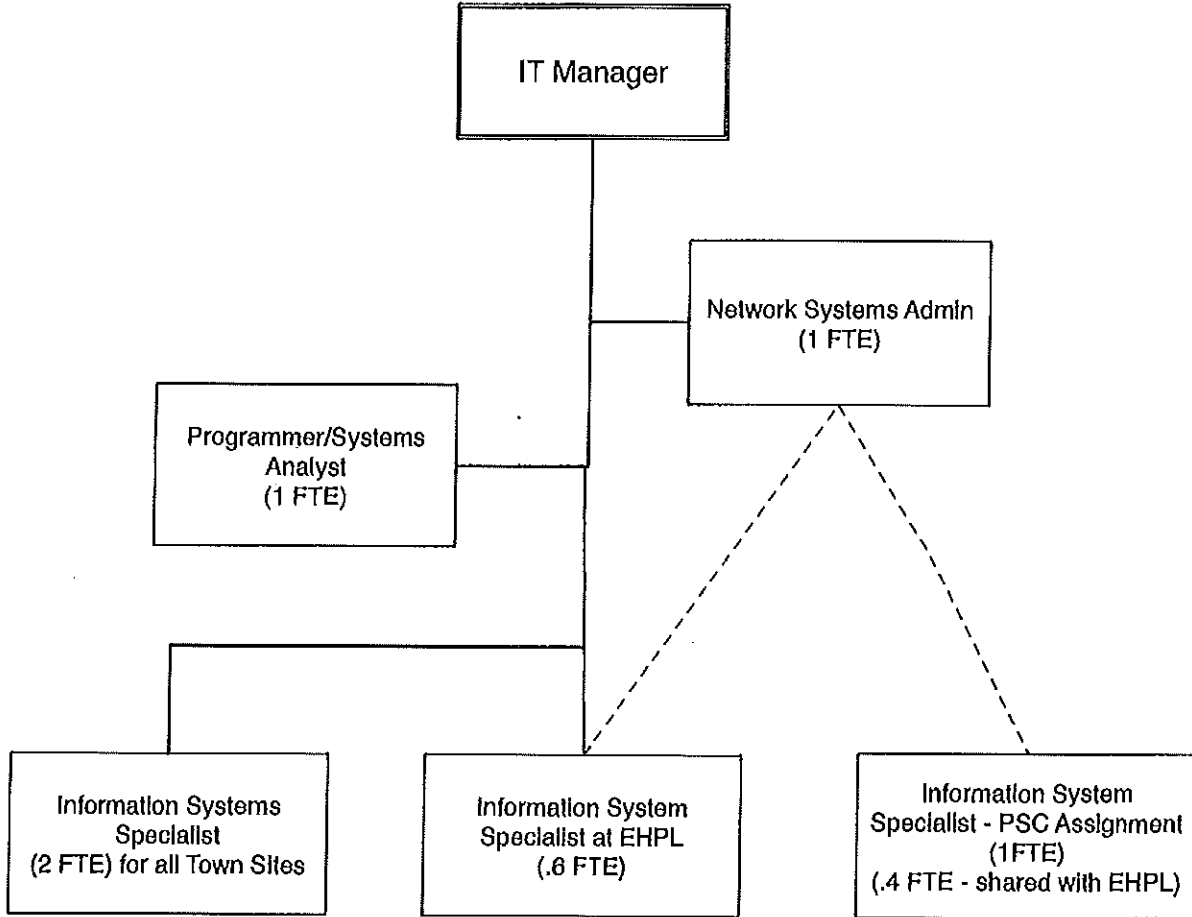
Should you have any questions or problems on the aforementioned, please feel free to contact me.

Cc: Ken Sayers, IT Supervisor



Town Of East Hartford

Proposed Departmental Structure
Information Technology
FY '14 Staffing Levels



TOWN OF EAST HARTFORD

TITLE: Information Systems Specialist/Network Services Manager
GRADE: 1410

Comment [K51]: Proposed based on 2010-13 rates of CSBA Local 2001

DEPARTMENT: Data Processing/Information Technology
DATE: 6/4/06-7/1/2014

GENERAL DESCRIPTION

Responsible information systems technical work involving the provision of technical support and troubleshooting services to municipal departments, design of complex information technology systems, and secondary oversight of department operations.

Work involves responsibility for providing technical support, assistance, and training to employees of municipal departments with regard to personal computer hardware and software utilization. Duties include troubleshooting and diagnosing computer related problems, end user and IT staff training, and Local Area Network (LAN) administration. This position also has the responsibility for making difficult hardware and software technical decisions. This position serves as a key design contact in municipal operations. The work requires that the employee have considerable knowledge, skill, and ability in personal computer technology, printers, modems, security devices, virtualization technologies, and networks.

SUPERVISION RECEIVED

Works under the general supervision of the Information Technology Manager.

SUPERVISION EXERCISED

None. Serves as a second-in-command for IT Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides technical support to municipal departments with regard to personal computer and network issues including diagnosis of problems, repairs, new installations and configuration of equipment and software.
- Maintains existing workstations and applications and inventory of personal computer network hardware and software. Aids in PC maintenance as time permits
- Firewall and security appliance maintenance, configuration, and troubleshooting.
- Virtual Server/Virtual Desktop development/deployment/troubleshooting knowledge and proven ability
- Manages enterprise Storage Area Network and works with IT Manager for long term proactive refresh strategy.
- Works with IT Manager in long-term strategic planning of IT resources to support initiatives from municipal departments
- Documents work and change logs
- Documents procedures and policies
- Must be proficient in Active Directory and to perform LAN administrative duties including the addition of users and creation of shared resources. Monitors Network

traffic. Develops Group Policy for central management of all Personal Computer software across municipality and works to streamline efficiency and user experience

- Provides Engineering level security services for municipal servers, firewalls, and security appliances and recommends Develops and maintains security system utilizing firewall server, ISA server, etc. Recommend and implement new security measures as needed. Regulate level of access to maintain the authorized use of data, networks, and communications transiting the system or network.
- Assists users in deciding what software may be needed for new work tasks as well as design and code applications for automation of repetitive manual tasks.
- Install and configure software applications and troubleshoot various corresponding hardware related issues including upgrades of the equipment. Assists various offices in maintaining third party software and provide cost saving recommendations to upper level management.
- Performs backups on servers and maintains network systems by troubleshooting problems Develops, supports, and tests enterprise-wide backup strategy and trains technicians in operations/recover.
- Develops and conducts software and hardware training for technicians and end users where appropriate. Train clients (individually and through classroom instruction) in the use of numerous Microsoft and proprietary software products.
- Performs, as directed, various data processing functions such as payroll check processing.
- Proficient operation of Windows domain servers, web hosting servers, email servers, Unix application servers, IBM midrange servers, internet changes/upgrades as needed, hardware/software troubleshooting, end user support, and involvement in web functions.
- Maintains technical knowledge by routinely attending IT Certification courses and seminars, as well as other classes where appropriate, thereby reducing the Town's need to hire external consultants/services.
- Advise in the development and updating of the Town of East Hartford system use policy. Cooperate with appropriate Town departments in the course of investigation of alleged violations of policy.
- Maintain communications infrastructure (local offices, field offices, police, fire, dispatch). Various technologies include but are not limited to email and wireless mobile technology.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of a variety of office software products.
- Good technical knowledge of network hardware and operating systems.
- Good understanding of basic programming (batch, Access, Excel).
- Good knowledge, skill, and ability with regard to the operation and maintenance of personal computers and printers.
- Considerable problem-solving abilities as related to information technology.
- Considerable ability to establish and maintain effective working relationships with department heads, coworkers, and vendor representatives.
- Must have the ability to service different operating system platforms and perform regular updates to those operating systems.
- Must have exceptional organizational skills and the ability to work independently with a constantly changing set of priorities.

- Ability to assess and evaluate information technology issues during the absence of an Information Technology Manager.
- Extensive experience in automated PC deployment through workstation imaging
- Demonstrated ability in network switching, routing, and security
- Experience with VPN technologies (IPSEC, SSL, and/or PPTP)
- Windows Server (2003-2008+) demonstrated knowledge in design and maintenance

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QUALIFICATIONS

Associate's degree in computer technology or related field, plus two to three years of progressively responsible Help Desk support, proven network troubleshooting and design experience including creation of user documents, spreadsheets, basic applications, as well as networking involvement.

Current certification such as MCSE, CCNA, or CISP a plus.

Appropriate level of experience can replace an associates degree (1 semester of college = 6 months of experience).

TOOLS AND EQUIPMENT USED

Personal computers, hardware and software, digital cameras, scanners, multifunction devices, band and laser printers, Burster envelope inserting and folding machine, PBX and IP phone sets.

PHYSICAL AND MENTAL DEMANDS

The physical 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 regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hand to finger, handle, feel or operate equipment, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, talk, and listen. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to read and interpret technical computer material and to present training to employees. Must be able to write reports and keep records. This position requires the ability to apply complex principles to work problems and deal with several concrete variables. Must be available for 24-hour problem resolution, which includes after-hours on-call IT services.

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. Work is generally performed in typical computer room surroundings and Town offices with virtually no disagreeable features. The noise level in the work environment is moderate to noisy.

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.

NOTE: 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.

TOWN OF EAST HARTFORD

TITLE: Programmer/Systems Analyst GRADE: 9-108

DEPARTMENT: Police--Information Technology DATE:
-02/05/19945/1/2014

POSITION DEFINITION:

This position is primarily accountable-responsible for performing responsible-ongoing technical systems support services for Town Databases and applications, including Public Safety applications, the town's Public Safety agencies.

GENERAL DUTIES:

- ~~Maintains, modifies and monitors operational environment of the town's Public Safety computer systems to maximize operational Integrity (includes performance monitoring, configuration management, capacity planning and selective maintenance).~~
- ~~Identifies data processing needs of users and staff~~
- ~~Conducts technical training programs~~
- ~~Develops programs and systems applications including user instructions~~
- ~~Thorough documentation and printer layouts~~
- ~~Writes and tests programs~~
- ~~Provides training and technical consultation for staff and users~~
- ~~Evaluates performance of hardware and software systems~~
- ~~Researches and evaluates new systems and equipment~~
- ~~Performs routine testing~~
- ~~Evaluation and/or modification of hardware and software operating equipment.~~

SUPERVISION RECEIVED:

Works under the general direction of the Chief of Police Information Technology Manager; independently performs complex tasks, maintains documentation and support metrics, and provides regular feedback.

Supervision Exercised:

None

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains, modifies, and monitors operations of Town and Public Safety (Fire and Police) Database and application servers to ensure optimal performance and integrity; in-

cluding configuration, management, documentation, capacity planning, performance tuning, systems automation, and routine maintenance.

- Works with key staff across all divisions to identify needs of users and staff around Information Technology systems
- Develops programs and system applications with user input at all Town locations
- Provides training and technical assistance with end users and staff
- Researches, Evaluates, and provides critical input into new software and hardware
- Performs routine and non-routine testing of primary and redundant system
- Aids in hardware and software upgrades thought enterpriso as required
- Has primary responsibility in operation of Public Safety systems design, operation, and maintenance and works closely with Technology Specialists to ensure maximum cross training
- Other tasks as assigned by IT Manager

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge and experience in Database administration of DB/2 and MS SQL and familiarity with Oracle.
- Considerable knowledge and experience in Desktop and Server Operating systems such as Windows (Server and desktop levels), AIX, and Unix.
- Considerable knowledge and experience with IBM AS/400 hardware and software
- Knowledge of at least one programming language (such as RPM) and demonstrated ability to write and debug applications in such.
- Knowledge and understanding of logic and analysis
- Knowledge and understanding of methods and procedures in Server and PC support
- Experience debugging and writing applications written in MS Access
- Strong oral and written communication skills
- Strong interpersonal skills

QUALIFICATIONS PROFILE:

- Considerable knowledge of computer programming and high level computer programming languages
- Considerable knowledge of logic and analysis
- Considerable knowledge of IBM AS/400 hardware and software
- Knowledge of the methods and procedures used in conducting detailed analysis of computer systems.
- Knowledge of the principles required for computer operating systems and programming systems.
- Considerable oral and written communication skills.
- Interpersonal ability.
- Ability to write sophisticated program instructions in one or more programming languages.

TRAINING AND EXPERIENCE:

The skills and knowledge required would generally be acquired with a Bachelor's Degree in Computer Science and three (3) years of increasingly responsible experience in computer operations database administration and/or programming, or an equivalent combination of education and experience.

Prior experience with Public Safety (Police and Fire) applications support strongly desired.

LICENSE OR CERTIFICATE:

- Must May be required to pass Police Department background investigation

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.

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

OLD BUSINESS

Two Parcels on Park Avenue/Main Street (Route 5 North)

Public Works Director Tim Bockus reported on the history of demolition of structure and removal of underground tanks on the property. The removal of the tanks was done within DEEP guidelines. No further action taken at this time.

26 Bissell Street

Development Director Eileen Buckheit received letters from Carlos Costa, owner of Main Street Properties and Marcel Bizier, owner of the property on which Gold's Gym and Discount Trophy is located, indicating that they were not interested in purchasing 26 Bissell Street. (see attached) TAB Computers agreed to purchase 26 Bissell Street for \$50,000 to be paid over a ten year period, the balance of which could be paid off without incurring any penalty charges.

- MOTION By Linda Russo
 seconded by Anita Morrison
 to recommend that the Town Council vote to convey 26 Bissell Street to
 TAB COMPUTER SYSTEMS, INC., on the following terms:
1. A public hearing is held, pursuant to C.G.S. §7-163(e), prior to the Town Council's vote on the sale.
 2. The Planning and Zoning Commission approves the sale pursuant to C.G.S. §8-24.
 3. The purchase price for the property shall be \$50,000.
 4. The purchase price shall be paid as follows: a payment of \$5,000 on the closing date. An additional payment of \$5,000 plus interest shall be paid by TAB COMPUTER SYSTEMS, INC., to the Town on each anniversary date of the closing, up to and including the 9th anniversary. To secure the repayment, the purchaser shall sign a promissory note in the Town's favor, with interest accruing at 4% per annum, and shall execute a mortgage in the Town's favor. The note may be paid off, at any time, without penalty.

Motion carried 2/0.

ADJOURNMENT

- MOTION By Linda Russo
 seconded by Anita Morrison
 to adjourn (8:00 p.m.)
 Motion carried 2/0.

cc: Town Council
 Marcia Leclerc, Mayor
 Rich Gentile, Assistant Corporation Counsel
 Tim Bockus, Public Works Director
 Eileen Buckheit, Development Director

Whereas, the town of East Hartford has a close working relationship with Riverfront Recapture, the non-profit organization dedicated to revitalization efforts along the Connecticut River; and

Whereas, the mayor of the town of East Hartford sits on the Riverfront Recapture board of directors; and

Whereas, Riverfront Recapture has used federal and state grants and private donations to assist the town of East Hartford in establishing and maintaining Great River Park and the riverwalk in East Hartford; and

Whereas, Riverfront Recapture has organized and sponsored many annual events along the Connecticut River that bring hundreds of thousands of dollars in economic activity to the town of East Hartford;

Now therefore be it resolved that the town of East Hartford hereby waives any Riverfront Recapture amusement permit application fee and any town expenses associated with such amusement. The Finance Director shall include in the quarterly financial statements the town costs that were waived pursuant to this resolution during the preceding fiscal quarter.

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

May 20, 2014

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

**Re: Outdoor Amusement Permit Application -
"Pappy's Customer Appreciation Days"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Rancourt Enterprises, Inc., DBA: Pappy's Café by Patricia Rancourt, its Permittee**. The applicant seeks to conduct two (2) Customer Appreciation Days cookouts on **Saturday, June 14 & 21, 2014 from 12 PM – 8 PM**. The cookouts, with food and liquor to be served, will be held at **Pappy's Café on 37 Burnside Avenue**.

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

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

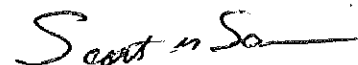
The **Parks & Recreation, Health, Fire and Public Works Departments** approve the application as submitted and state there are **no anticipated costs to their Departments for these events**.

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom
Chief of Police

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event: *Pappy's Customer Appreciation Day*
2. Date(s) of Event: *JUNE 14-2014 + JUNE 21-2014*
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): *PAPPY'S CAFE
PATRICIA RANCOURT - 860-289-2869 - 860-282-1149
42 BATES TR. E.H.T.F.*
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.
*PATRICIA RANCOURT - 37 BURNSIDE AVE. E.H.
LARRY BARILE - 37 BURNSIDE AVE. E.H.*
5. List the location of the proposed amusement: (Name of facility and address)
PAPPY'S CAFE - 37 BURNSIDE AVE. E.H.
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
*JUNE 14-2014 - 12 - 8 pm
JUNE 21-2014 12 - 8 pm*
7. Provide a detailed description of the proposed amusement:
RADIO

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

Yes

No

JUNE 14 & 21 12-8 PM

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?

21+

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

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

COOKOUT - 75 MAYBE

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:

NONE

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

SOME

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

NONE

d. Noise impact on neighborhood:

NONE

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

TRUMPETER

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

NONE

g. Other expected influence on surrounding neighborhood:

NONE

12. Provide a detailed plan for the following:

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

BURNSIDE AVE & ELM ST

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

PHONE

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

NO

d. Crowd control plan:

OWNER ON SITE

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

f. Provision of sanitary facilities:

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

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

Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision, *SOLD IN BAR & ADJACENT TO DRING OUTSIDE WITH FOOD*

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons. *BARTENDER & OWNERS TO ID.*

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:

Patricia Panowet

(Legal Name of Applicant)

Patricia Panowet

(Applicant Signature)

PATRICIA PANOWET 5-5-14

(Printed Name) (Date Signed)

OWNER - PRES.

(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Liquor Permit Included:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Certificate of Alcohol Liability Included:	<input checked="" type="checkbox"/> YES	<input 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: Cary Frank
Employee Number: 9019
Date & Time Signed: May 6, 2014 10:50 AM ~~PM~~
Time remaining before event: 30th 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.

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)
5/2/2014

PRODUCER (860)561-4713 FAX: (860)561-3269
 Caplan & Co. LLC, Insurance
 1001 Farmington Avenue
 West Hartford CT 06107

INSURED
 Rancourt Enterprises Inc., DBA: Pappy's Cafe
 37 Burnside Avenue
 East Hartford CT 06108

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Music Ins. Co.	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

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

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ-JECT <input type="checkbox"/> LOC	TBDM51014	05/10/2014	05/10/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000 Deductible: \$500
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> NO STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A		OTHER Liquor Liability	TBDM51014	5/10/2014	5/10/2015	Limit: \$1,000,000 Deductible: \$500

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS
 RE: SPECIAL EVENT. A two day cookout being held on 6/14/2014 & 6/21/2014 at the above referenced location. Certificate holder is named as additional insured with regard to this special event. Certificate is subject to all terms, conditions, warranties and exclusions per policy forms.

CERTIFICATE HOLDER	CANCELLATION
Town of East Hartford 740 Main Street East Hartford, CT 06108	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>[Signature]</i>

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

PATRICIA S RANCOURT
37 BURNSIDE AVENUE
EAST HARTFORD, CT 06108


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

CAFE LIQUOR
Permit # LCA.0005708

Trade Name: PAPPYS

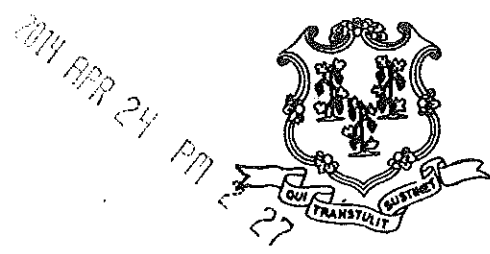
Backer: RANCOURT ENTERPRISES INC

Effective: 11/13/2013
Expiration: 11/12/2014


William M. Rubenstein, Commissioner

TOWN CLERK
EAST HARTFORD

2013 NOV -5 A 10:10
TOWN CLERK
EAST HARTFORD



STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION

Liquor Control Division
Telephone: (860) 713-6210
Fax: (860) 713-7235
Website: http://www.ct.gov/dcp

ok
AN 4/24/14

PATIO REQUEST FORM

PERMITTEE: PATRICIA RANCOURT PERMIT # LCA 0005708
BACKER: RANCOURT ENT. INC.
ADDRESS: 37 BURNSIDE AVE. TOWN EAST HARTFORD
TRADE NAME: Pappys Cafe
BUSINESS PHONE: 860-2892869 FAX # _____ HOME PHONE: 860-282-1149
WILL PATIO BE PERMANENT: YES _____ NO

If Patio is going to only be used Temporarily, List exact dates needed: JUNE 14 2014 TO JUNE 21 2014

DIRECTIONS: ON THE BACK OF THIS SHEET MAKE A SKETCH OF THE EXISTING PERMIT PREMISES AND INCLUDE THE FOLLOWING

1. The Patio in relation to the permit premises. List all dimensions of Patio in feet.
2. All entrances & exits leading to and from the patio.
3. Portion of sketch that shows Permit Premises must be labeled with all the Dining Rooms, Barrooms, Kitchen, etc
4. Indicate all fences, railings, etc. surrounding patio area
5. Indicate how alcoholic beverages are going to be served on Patio. Show all consumer bars & Service Bars

NOTE: If a Consumer Bar is going to be used on the Patio, an application for Additional Consumer Bar permit together with a \$190.00 fee must be Submitted with this application.

IF THIS SHEET IS NOT LARGE ENOUGH, CONTINUE SKETCH ON ONE ADDITIONAL SHEET.

1. If access to Patio is through the Barroom, the Patio is considered an extension of the Barroom (NO MINORS ALLOWED) Unless accompanied by Parent or Guardian.
2. If access to Patio is through a Dining Room, the Patio is considered an extension of the Dining Room.
 - a. If Alcoholic Beverages are to be made from a Service Bar located on Patio-NO additional fee if required. (Service must be made by Waitstaff only).
3. If Alcoholic Beverages are to be made from an Additional Consumer Bar Located on the Patio-Patio is considered Barroom-(NO MINORS ALLOWED)
4. No alcoholic beverages are to leave the patio area (away from premises.)
5. NO DEVIATIONS FROM THE PLAN SHOWN ON THIS FORM ARE ALLOWED WITHOUT WRITTEN APPROVAL FROM THIS DEPARTMENT.

SIGNATURE: Patricia Rancourt DATE: 4-8-14
PERMITTEE

MUNICIPAL APPROVALS

ZONING: SIGNATURE: Milton Gregory Crews DATE: 04/15/2014

FIRE DEPT. SIGNATURE: Thomas Sill DATE: 4-15-14

HEALTH DEPT. SIGNATURE: Michael J. O'Connell DATE: 4/8/14

DEPARTMENT OF CONSUMER PROTECTION PATIO APPROVAL

THIS MUST BE DISPLAYED NEXT TO YOUR PERMIT OR PERMIT MUST BE ENDORSED. LIMITATIONS OR CONDITIONS:

DEPARTMENT OF CONSUMER PROTECTION
LIQUOR DIVISION

APPROVED BY: _____ DATE: _____

APPROVED 4/29/2014

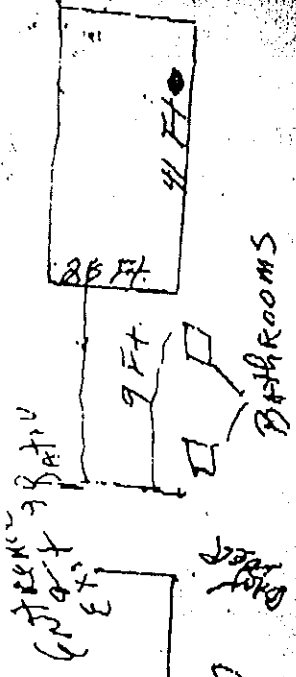
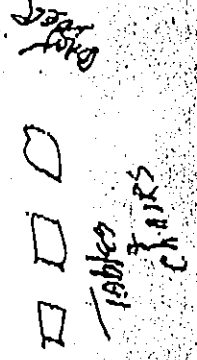
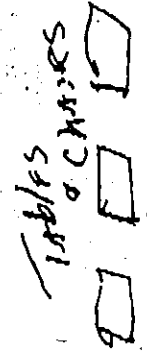


Photo will be for
 Photo
 Photo

Also will be for
 will be for
 will be for
 will be for



Pool table



Bar Area

Front Door

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: **June 14 & 21, 2014**

Event: **Pappy's Customer Appreciation Days**

Applicant: **Rancourt Enterprises, Inc., DBA: Pappy's Café by Patricia Rancourt, its Permittee**

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

May 13, 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

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

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

Michael J. Connell _____ *5/12/14*
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



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-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0

Ted Frauel

Signature

5/20/2014

Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Tuesday, May 06, 2014 1:27 PM
To: Frank, Carol
Subject: RE: Pappy's Customer Appreciation Days

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: Tuesday, May 06, 2014 11:16 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; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Pappy's Customer Appreciation Days

Good morning all.

Attached please find the Outdoor Amusement Permit Application, COI, Liquor Permit, Patio Permit 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, May 20, 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: Gentile, Richard
Sent: Tuesday, May 06, 2014 1:52 PM
To: Frank, Carol
Subject: RE: Pappy's Customer Appreciation Days

Applicant name should match name on insurance certificate. Rich Gentile

From: Frank, Carol
Sent: Tuesday, May 06, 2014 11:16
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John
Cc: Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
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Regards,

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

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

Frank, Carol

From: Bennett, Cindy
Sent: Tuesday, May 06, 2014 12:56 PM
To: Frank, Carol
Subject: RE: Pappy's Customer Appreciation Days

Certificate of ins. has been reviewed and is acceptable.

From: Frank, Carol
Sent: Tuesday, May 06, 2014 11:16 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; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Pappy's Customer Appreciation Days

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Regards,

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

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

Frank, Carol

From: DeMaine, Michael
Sent: Monday, May 12, 2014 7:55 AM
To: Frank, Carol
Subject: RE: Pappy's Customer Appreciation Days

Carol,

I see no issue with this permit. Extra attention only at this time.

Sergeant Michael DeMaine
Public Information Officer
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, May 06, 2014 11:16 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; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
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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: Tuesday, May 06, 2014 5:05 PM
To: Frank, Carol
Subject: RE: Pappy's Customer Appreciation Days

Carol:
Per ordinance 5-3 my review and approval is not required. Permits may be required for temporary installations.
Thanks,
Greg Grew

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

From: Frank, Carol
Sent: Tuesday, May 06, 2014 11:16 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; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
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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

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

May 14, 2014

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

**Re: Outdoor Amusement Permit Application -
"Riverfest - 2014"**

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 outdoor entertainment with music, food, vendors, roaming entertainment, activities, and a fireworks show at **Great River Park and Founders Plaza on Saturday, July 12, 2014 (Rain date: Sunday, July 13, 2014) from 4 PM – 10 PM**, with music running during the hours of **4 PM – 9:30 PM**. (The rain date timeline is the same as that of July 6.) **Set up dates and times for the event is reflected on the Programming Outline which is included with the attached application.**

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. ****CURRENT AND UPDATED LIQUOR AND CONCESSION PERMITS MUST BE PROVIDED TO THE TOWN PRIOR TO THE JULY 12TH 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 fees including those for municipal services such as Police, Fire, Ambulance services and Public Works be waived.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, 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 that the anticipated cost to the Department for their services is \$13,450.00.

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 **the anticipated cost to the Department is unknown.**

The **Parks & Recreation Department** approves the application as submitted and states **there are no anticipated costs to the Department.**

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

- Road Closures will require approval from the appropriate jurisdiction.
- **The anticipated cost to the Department is \$2,750.00.**

The **Inspections and Permits Department** states that permits may be required for temporary installations such as tents or electrical.

The **Police Department** can provide adequate police protection for this proposed event, which is a part of a larger activity known as Riverfest. The Police Department will be developing an operations plan to address the full scope of the Riverfest activity, to include traffic control, vehicle parking, crowd control, and emergency services. The amusement, proposed in this application, shall be included in the Department's overall response to Riverfest.

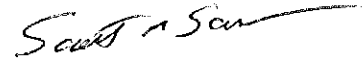
- The predominant concerns generated by Riverfest are vehicle parking, crowd and traffic control.
- Crowds are expected to be heavy in the areas of the proposed amusements, as these are also the prime viewing areas for the fireworks display. Access to these spectator areas will be addressed in the Riverfest operations plan, and maintained by members of this Department. The proposed amusement would likely occupy the time and interest of crowds awaiting the fireworks display. Such a diversion is helpful to police in maintaining order.
- Traffic control, particularly in the immediate area of the Riverfest is always a concern. This shall be addressed by the closing of streets leading to, and surrounding the Riverfest area. These closings will occur several hours prior to the start of Riverfest activities, to prevent the advance gathering of vehicles in the area. This will be a coordinated effort of this Department and the Connecticut State Police, who shall be closing highway off ramps leading into the area.

In conjunction with the closing of streets, motorists will be directed to park on adjacent streets or utilize available parking lots in the City of Hartford.

- The police manpower necessary for this event far exceeds the normal patrol complement on that date. Consequently, the required personnel will be provided through overtime hiring. In past years, some area towns have provided officers to augment East Hartford's police contingent. It is probable that assistance from outside agencies will not be required this year.
- **The anticipated cost to the Department for the provision of support services related to the event is \$24,000.00.**

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event: Riverfest 2014
2. Date(s) of Event: Saturday July 12th, 2014 – Rain Date Sunday July 13th, 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) :
Riverfront Recapture – Josh Urrutia Events Manager
50 Columbus Blvd, First Floor
Hartford, CT 06106
860.713.3131 ext. 329
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.
SEE ATTACHED
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):
4:00pm – 10:00pm on Saturday, July 12th 2014
7. Provide a detailed description of the proposed amusement:
A variety of entertainment and musical performances will be provided. There will also be children's activities, and food and merchandise vendors. Please see detailed event programming outline beginning on page 4.

RIVERFRONT RECAPTURE, INC. 2013-2014 BOARD OF DIRECTORS

Paul Alfonso, Manchester; 5 years
Robert M. Annon, Jr., Essex, Senior Vice President, Hartford Business Banking, Webster Bank; 11 years
Harold Blinderman, West Hartford, Partner, Day Pitney, LLP; 1 year
Jodi Brennan, Glastonbury, Vice President, Gilbane Building Company; 8 years
Christopher Byrd, West Hartford, President and Chief Operating Officer, Evolution1; 3 years
Patrick Caulfield, Trumbull, Vice President, Lincoln Financial Distributors, Inc; 1 year
Ranjana Chawla, West Hartford; 7 years
Peter Christian, Stamford, Director of Development and Acquisitions, HB Nitkin Group; Elected April 2013
Susan B. Clemow, West Hartford, Managing Partner, Clemow Consulting Group; 1 year
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Thomas Deller*, Hartford, Director of Development Services, City of Hartford; Appointed April 2013
William DiBella*, Hartford, Chairman MDC; 10 years
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Margaret Gregg, Haddam Neck, Marketing Administrator, CTTRANSIT; 3 years
Astrid T. Hanzalek, Suffield, Consultant - Public Policy; 21 years
Mary Hohart, Wethersfield, Director of Development, American Radio Relay League, Inc.; 12 years
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Barry N. Lastra, Bloomfield, A & B Enterprises; 4 years
Robert G. Lautensack, Jr., Simsbury, Retired; 29 years
Marcia Leclerc*, East Hartford, Mayor; 3 years
Kathy Lilley, Wallingford, Senior Event Manager, Travelers; 3 years
Marjorie Morrissey, Hartford, Retired; 8 years
Thomas F. Mullaney, Jr., West Hartford, President, Mullaney, Keating & Wright, Inc.; 26 years
Rita Ortiz, West Hartford, Community Relations Director, Travelers; 8 years
Agnes Peelle, West Hartford, Retired; 1 year
Leslie Perry, Bloomfield, Retired; 3 years
Marilyn Pet, East Hartford, Attorney at Law; 4 years
Kenneth A. Pouch, Jr., West Hartford, Mng. Dir. Taft-Hartley Relations, Mass Mutual Financial Services; 22 years
Kenneth Provencher, West Hartford, Senior Vice President, Hartford Steam Boiler Inspection & Insurance Co.; 1 year
Michael J. Puckly, South Windsor, Financial Advisor, Lifeline Financial, LLC; 5 years
Sheila Reese, Hartford, Cushman & Wakefield; Elected April 2013
John H. Riege, Bloomfield, Retired; 31 years
Christina B. Ripple, West Hartford; 13 years
David R. Robb, Avon, Retired; 12 years
Camilo Serna, West Hartford, Director Strategy and Business Development, Northeast Utilities; 3 years
Chuck Sheehan*, Suffield, CEO, Metropolitan District Commission; 7 years
Robert R. Simpson, Farmington, Partner, Shipman & Goodwin, LLP; 13 years
Joyce Smith, Windsor, Assistant Director for Employment Services and Compensation, UConn Health Center; 6 years
Tobin Treichel, Farmington, Vice President, Tax, UTC; 3 years
Donald Trinks*, Windsor, Mayor; 12 years
Andrew Wallace, Suffield, Senior Counsel, Investments, Cigna; 3 years
Marc Weinberg*, East Hartford, Councilman – Court of Common Council; 4 years
Donald K. Wilson, Jr., Glastonbury, Consultant, DK Wilson Associates; 11 years
Lyle Wray*, West Hartford, Executive Director, CRCOG; 8 years

*= Ex-officio Member

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,

See attached exhibit A

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons. Please see attached proposed "Beer Garden"

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

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here): As part of Riverfront Recapture's agreement with the Town of East Hartford, Riverfront respectfully requests that this event is considered a Town of East Hartford sponsored event and all fees including those for municipal services such as police, fire, ambulance services and public works are waived.

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

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

a. False Statement is a Class A Misdemeanor.

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

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

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:

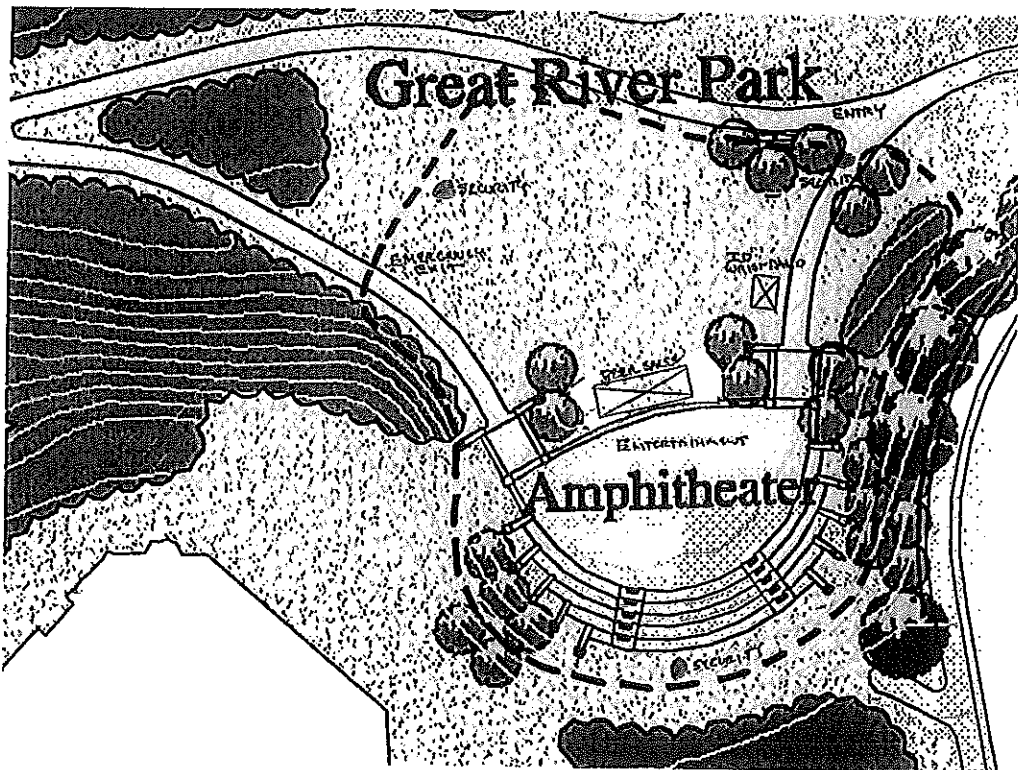
YES	NO
<u>YES</u>	NO
YES	<u>NO</u>
YES	<u>NO</u>
<u>YES</u>	NO

RIVERFEST 2013 PROPOSED BEER GARDEN IN GREAT RIVER PARK

Riverfront Recapture is planning to enhance Riverfest programming in East Hartford's Great River Park in 2014. The theme of this programming will be a "country fair". The additional programming will require more financial resources so in the absence of new funding sources, Riverfront is looking to generate additional revenue through the sale of beer at a "Connecticut Beer Garden."

Riverfront Recapture has been serving alcohol since 2002 without incident. As a programming amenity, we have served more than a quarter million people at events including Mark Twain Days, Pipes in the Valley, Taste of the Caribbean, US Title Series Powerboat Race, Hartford Pops, Ray Gonzalez Latin Jazz Festival, and Guitar Under the Stars to name a few. We have the proven experience to serve alcohol in a safe and controlled manner and we take great care to not serve alcohol to minors. At significant expense to Riverfront Recapture, we hold the necessary liquor liability insurance and we assume the risk associated with this service. We believe that having beer and wine at Riverfront events is an amenity that can be responsibly provided and enjoyed. Not only does this service enhance the park user's experience, it creates an important source of additional revenue that enables us to provide quality programming and entertainment.

The proposed beer garden would be located in the grassy area behind the Great River Park amphitheater. Live entertainment and food would also be programmed in this space. The entire area would be fenced in using snow fencing provided by the East Hartford Department of Public Works. Riverfront Recapture would employ private security, at its own expense, to monitor perimeters, entrances, and patron conduct. TIPS trained servers would check ID's and issue wrist bands to patrons of legal drinking age. Similar to most large venues that sell alcohol, the beer service would conclude at 8:00 pm – one hour before the fireworks and one and a half hours before the conclusion of the event.



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

CATERER
Permit # **LCT-0000042**

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 liquors as is provided by law under permit number

CONCESSION

Permit # LCS 0000741

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 Date: **July 12, 2014 (Raindate: July 13, 2014)**

Event: **Riverfest 2014**

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 \$ 13,450

William Perez, Assistant Fire Chief
Signature

March 31, 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: July 12, 2014 (Raindate: July 13, 2014)
Event: Riverfest 2014
Applicant: Riverfront Recapture by Joshua M. Urrutia, Public Events Manager

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

Ted Frauel

Signature

5/13/14

Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Thursday, May 01, 2014 9:45 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Riverfront Recapture

Carol,

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

1. Road Closures will require approval from the appropriate jurisdiction

The anticipated cost to the department is \$2,750.

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, May 01, 2014 9:36 AM
To: Fravel, Theodore; Milkove, Tess
Cc: Gentile, Richard; Sansom, Scott
Subject: FW: Riverfront Recapture

Good morning all.

Pursuant to an email from Riverfront Recapture earlier this week regarding the status of their requests for Outdoor Amusement Permits, I contacted Rich Gentile for guidance. As per his below listed instructions, **ALL Riverfront Recapture approvals/comments will be held until Chief Sansom and I receive authorization to proceed with the process.** With this in mind, can you please provide your comments/reviews at your earliest convenience as indicated: Parks & Recreation Department reviews due for : Riverfest 2014 , Riverfront Summer Pops, Riverfront Swing Night and Head of the Riverfront Regatta and the Public Works Department for Riverfest 2014 only.

Thank you for your anticipated cooperation.

Carol

From: Gentile, Richard
Sent: Tuesday, April 29, 2014 10:02 AM
To: Frank, Carol
Cc: Sansom, Scott
Subject: RE: Riverfront Recapture

Corp Council Review

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
Riverfest 2014

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

Invy + Permits

Frank, Carol

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

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: 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.

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

Regards

Frank, Carol

From: DeMaine, Michael
Sent: Thursday, March 27, 2014 9:25 AM
To: Frank, Carol
Subject: RE: Riverfest 2014

Carol,

I would like to see some documentation on how USA Security will staff this event. A brief plan would be great, including number of security personnel, wrist bands, and access etc.

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: 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

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

May 14, 2014

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

**Re: Outdoor Amusement Permit Application -
"Riverfest Swing Night"**

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 a concert with music provided by "Simply Swing Music". Along with music, beer and wine are to be sold in a designated area in **Great River Park**. The concert is scheduled for **Saturday, August 23rd** from 6 PM to 9 PM with a rain date of **Sunday, August 24, 2014** during the same hours.

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. ****CURRENT AND UPDATED LIQUOR AND CONCESSION PERMITS MUST BE PROVIDED TO THE TOWN PRIOR TO THE AUGUST 23RD 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 be waived.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, 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 Parks & Recreation, Public Works and Fire Departments approve the application as submitted and further state there are no anticipated costs to their Departments.

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

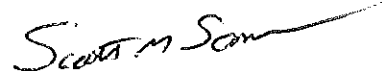
The **Inspections & Permits Department** states that permits may be required for temporary installations of tents or electrical.

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusement. The crowd is expected to be small to moderate in size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on the streets adjacent to the site.
- **The anticipated cost for the hiring of one (1) officer for this event is \$242.78.**

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom
Chief of Police

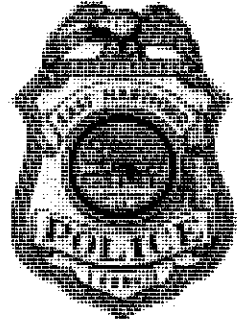
Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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



Scott M. Sansom
Chief of Police

OUTDOOR AMUSEMENT PERMIT APPLICATION

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

1. Name of Event: Riverfront Swing Night
2. Date(s) of Event: 8/23/14 with a rain date of 8/24/14
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) :

Josh Urrutia Events Manager Riverfront Recapture
50 Columbus Blvd. 1st Floor Hartford, CT 06106
860 713 3131 x 329
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.

SEE ATTACHED

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):
8/23/14 7:00pm-8:30pm rain date of 8/24/14 6:00pm-9:00pm

7. Provide a detailed description of the proposed amusement:
There will be a concert by Simply Swing Music with possibility of a food truck.

RIVERFRONT RECAPTURE, INC. 2013-2014 BOARD OF DIRECTORS

Paul Alfonso, Manchester; 5 years
Robert M. Annon, Jr., Essex, Senior Vice President, Hartford Business Banking, Webster Bank; 11 years
Harold Blinderman, West Hartford, Partner, Day Pitney, LLP; 1 year
Jodi Brennan, Glastonbury, Vice President, Gilbane Building Company; 8 years
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Patrick Caulfield, Trumbull, Vice President, Lincoln Financial Distributors, Inc; 1 year
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James F. Gleason, Simsbury, Retired; 12 years
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Mary Hobart, Wethersfield, Director of Development, American Radio Relay League, Inc.; 12 years
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David R. Robb, Avon, Retired; 12 years
Camilo Serna, West Hartford, Director Strategy and Business Development, Northeast Utilities; 3 years
Chuck Sheehan*, Suffield, CEO, Metropolitan District Commission; 7 years
Robert R. Simpson, Farmington, Partner, Shipman & Goodwin, LLP; 13 years
Joyce Smith, Windsor, Assistant Director for Employment Services and Compensation, UConn Health Center; 6 years
Tobin Treichel, Farmington, Vice President, Tax, UTC; 3 years
Donald Trinks*, Windsor, Mayor; 12 years
Andrew Wallace, Suffield, Senior Counsel, Investments, Cigna; 3 years
Marc Weinberg*, East Hartford, Councilman – Court of Common Council; 4 years
Donald K. Wilson, Jr., Glastonbury, Consultant, DK Wilson Associates; 11 years
Lyle Wray*, West Hartford, Executive Director, CRCOG; 8 years

*= Ex-officio Member

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 designated areas

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.
ID check and bracelets

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

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

Joshua M Urutia
(Applicant Signature)

Joshua M. Urutia 2/27/14
(Printed Name) (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	<u>NO</u>
YES	NO
<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

CATERER
Permit # **LCT 0000042**

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 liquors as is provided by law under permit number

CONCESSION
Permit # LCS 0000741

Trade Name: **RIVERFRONT RECAPTURE INC**

Backer: **RIVERFRONT RECAPTURE INC**

Effective: 05/01/2013

Expiration: 11/30/2013

William M. Rubenstein
William M. Rubenstein, Commissioner

Health Dept



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Dates: **Saturday, August 23, 2014 (Rain date: Sunday, August 24)**

Event: **Riverfront Swing Night**

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 \$ _____ unknown _____

Michael O'Connell
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**
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

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Event: **Riverfront Swing Night**

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-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0

Ted Fravel
Signature

5/13/14
Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Monday, March 31, 2014 10:11 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Riverfront Swing Night

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: 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 Swing Night

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

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 Swing Night

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

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Subject: Riverfest 2014

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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

P.D.

Frank, Carol

From: DeMaine, Michael
Sent: Tuesday, March 18, 2014 1:36 PM
To: Frank, Carol
Subject: Re: Riverfront Swing Night

Carol, I see no issue with this permit.

Sent from my iPhone

> On Mar 18, 2014, at 10:09 AM, "Frank, Carol" <CFrank@easthartfordct.gov> wrote:

>
> 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

Frank, Carol

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

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
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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.

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

Regards

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

May 14, 2014

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

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

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 a rowing regatta on the Connecticut River on **Sunday, October 5, 2014 from 6AM - 5PM**. The **Flood and Rain Date** for this event is **Sunday, November 2, 2014**.

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

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 fees including those for municipal services such as Police, Fire, Ambulance services and Public Works be waived.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, 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 the **anticipated cost to the Department for their services is \$1,950.00**.

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

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusements. The crowd is expected to be small to moderate in size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on the streets adjacent to the site.
- **The anticipated cost to the Department for the hiring of two (2) Marine officers for the event is \$776.88.**

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event: Head of the Riverfront Regatta
2. Date(s) of Event: Sunday, October 5th, 2014 / Flood and Rain Date: Sunday, November 2nd, 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) :
Riverfront Recapture – Josh Urrutia Events Manager
50 Columbus Blvd, First Floor
Hartford, CT 06106
860.713.3131 ext. 329
jurrutia@riverfront.org
On Site Contact – Chris Hayes, Riverfront Recapture's Assistant Director of Rowing – 860.966.1504
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.
SEE ATTACHED
5. List the location of the proposed amusement: (Name of facility and address)
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):
Sunday, October 5th 6:00am to 5:00pm
7. Provide a detailed description of the proposed amusement:
Rowing Regatta on the CT River and utilizing Riverside Park, Hartford, Mortensen Riverfront Plaza, Hartford, and Great River Park, East Hartford
 - In Great River Park:
 - Boat Launch will be closed to public access on day of event
 - 1 10x10 registration tent will be located at the top (east end) of the boat ramp
 - 20-30 cars with one or two person rowing shells on top will be parking in the park
 - These boats will launch from the boat launch
 - Need for discretionary on-water support

RIVERFRONT RECAPTURE, INC. 2013-2014 BOARD OF DIRECTORS

Paul Alfonso, Manchester; 5 years
Robert M. Annon, Jr., Essex, Senior Vice President, Hartford Business Banking, Webster Bank; 11 years
Harold Blinderman, West Hartford, Partner, Day Pitney, LLP; 1 year
Jodi Brennan, Glastonbury, Vice President, Gilbane Building Company; 8 years
Christopher Byrd, West Hartford, President and Chief Operating Officer, Evolution1; 3 years
Patrick Caulfield, Trumbull, Vice President, Lincoln Financial Distributors, Inc; 1 year
Ranjana Chawla, West Hartford; 7 years
Peter Christian, Stamford, Director of Development and Acquisitions, HB Nitkin Group; Elected April 2013
Susan B. Clemow, West Hartford, Managing Partner, Cleinow Consulting Group; 1 year
Thomas P. Cody, Glastonbury, Partner, Robinson & Cole; 8 years
Frank C. Collins, Jr., East Hartford, Retired; 27 years
Julio Concepcion, Hartford, Vice President, Hartford Partnerships, MetroHartford Alliance; Elected April 2013
Thomas Deller*, Hartford, Director of Development Services, City of Hartford; Appointed April 2013
William DiBella*, Hartford, Chairman MDC; 10 years
Donald S. Gershman, West Hartford, Principal, Development Resonrces, LLC; 13 years
James F. Gleason, Simsbury, Retired; 12 years
Margaret Gregg, Haddam Neck, Marketing Administrator, CTTRANSIT; 3 years
Astrid T. Hanzalek, Suffield, Consultant - Public Policy; 21 years
Mary Hobart, Wethersfield, Director of Development, American Radio Relay League, Inc.; 12 years
Peter Holland, West Hartford, Vice President, State Government Affairs, United Technologies Corporation; Elected April 2013
Dave Jenkins, Berlin, Partner, PricewaterhouseCoopers; 3 years
Evan Johnson, West Hartford, Assistant to the COO, City of Hartford; Elected April 2013
Raquel Kennedy, New Britain, President, RN Kennedy Consulting; 5 years
David Klein, Hartford, Retired; 5 years
Barry N. Lastra, Bloomfield, A & B Enterprises; 4 years
Robert G. Lautensack, Jr., Simsbury, Retired; 29 years
Marcia Leclerc*, East Hartford, Mayor; 3 years
Kathy Lilley, Wallingford, Senior Event Manager, Travelers; 3 years
Marjorie Morrissey, Hartford, Retired; 8 years
Thomas P. Mullaney, Jr., West Hartford, President, Mullaney, Keating & Wright, Inc.; 26 years
Rita Ortiz, West Hartford, Community Relations Director, Travelers; 8 years
Agnes Peelle, West Hartford, Retired; 1 year
Leslie Perry, Bloomfield, Retired; 3 years
Marilyn Pet, East Hartford, Attorney at Law; 4 years
Kenneth A. Pouch, Jr., West Hartford, Mng. Dir. Taft-Hartley Relations, Mass Mutual Financial Services; 22 years
Kenneth Provencher, West Hartford, Senior Vice President, Hartford Steam Boiler Inspection & Insurance Co.; 1 year
Michael J. Puckly, South Windsor, Financial Advisor, Lifeline Financial, LLC; 5 years
Sheila Reese, Hartford, Cushman & Wakefield; Elected April 2013
John H. Riege, Bloomfield, Retired; 31 years
Christina B. Ripple, West Hartford; 13 years
David R. Robb, Avon, Retired; 12 years
Camilo Serna, West Hartford, Director Strategy and Business Development, Northeast Utilities; 3 years
Chuck Sheehan*, Suffield, CEO, Metropolitan District Commission; 7 years
Robert R. Simpson, Farmington, Partner, Shipman & Goodwin, LLP; 13 years
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Donald Trinks*, Windsor, Mayor; 12 years
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Donald K. Wilson, Jr., Glastonbury, Consultant, DK Wilson Associates; 11 years
Lyle Wray*, West Hartford, Executive Director, CRCOG; 8 years

*= Ex-officio Member

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

Yes No Alcoholic beverages will be served / provided.

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

- a. For such sale or provision,
- b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

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

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here): As part of Riverfront Recapture's agreement with the Town of East Hartford, Riverfront respectfully requests that this event is considered a Town of East Hartford sponsored event and all fees including those for municipal services such as police, fire, ambulance services and public works are waived.

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- 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 Urutia
(Legal Name of Applicant)

Joshua M Urutia
(Applicant Signature)

Joshua M. Urutia
(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
YES
YES
YES
YES

NO
NO
NO
NO
NO

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 Date: **October 5, 2014**
Flood and Rain Date: **Sunday, November 2, 2014.**

Event: **Head of the Riverfront Regatta**

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

Michael J. O'Connell 3/21/14
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**



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 - Corporation Counsel
-
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Ted Fravel
Signature

5/13/14
Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Monday, March 31, 2014 10:12 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Head of the Riverfront Regatta

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: Tuesday, March 18, 2014 10:17 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: FW: Head of the Riverfront Regatta

I forgot the attachments! Here they are and my apologies for the oversight.

Carol

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
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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

Head of the Riverfront Regatta

Frank, Carol

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

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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

PD

Frank, Carol

From: DeMaine, Michael
Sent: Thursday, March 27, 2014 10:15 AM
To: Frank, Carol
Subject: RE: Head of the Riverfront Regatta

Carol,
I see no issues 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 10:17 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: FW: Head of the Riverfront Regatta

I forgot the attachments! Here they are and my apologies for the oversight.

Carol

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: Head of the Riverfront Regatta

Good morning all.

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

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

Insp. + Permits

Frank, Carol

From: Grew, Greg
Sent: Tuesday, March 18, 2014 3:19 PM
To: Frank, Carol
Subject: RE: Head of the Riverfront Regatta

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 10:17 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
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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: Head of the Riverfront Regatta

Good morning all.

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

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

SCOTT M. SANSOM
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

May 20, 2014

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

**Re: Outdoor Amusement Permit Application -
"Riverside Farmers Market"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Goodwin College, Inc.** by **Sandy Pearce, Event Coordinator**. The applicant seeks to conduct a series of Farmers Markets at which time fruits and vegetables will be sold. The market will take place on the grounds of **Goodwin College, 167 Riverside Drive** from **3:00 PM to 6:00 PM**, on the following fifteen (15) **Tuesdays** in **2014**:

July 8, 15, 22, 29
August 5, 12, 19, 26
September 2, 9, 16, 23, 30
October 7, 14

The applicant, which is a not-for-profit organization, under the provisions of (TO) 5-6(a), respectfully **requests the following waiver of fees** due the Town of East Hartford:

- **One Hundred Fifty Dollar (\$150.00) associated permit fee**
- **All other potential related fees due the Town from various departments**

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 the Certificate of Insurance expires on July 1, 2014 and a current and up to date Certificate will be required prior to the first event of July 8.

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

The **Public Works Department** approves the application as submitted subject to the following:

- The applicant should advise its vendors and patrons that they will encounter a construction zone as Riverside Drive will be under construction.
- **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.
- **There are no anticipated costs to the Department.**

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom
Chief of Police

Cc: Applicant

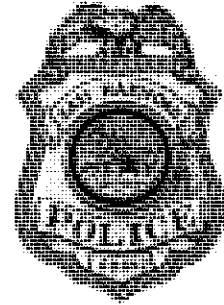
TOWN OF EAST HARTFORD POLICE DEPARTMENT



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

- Name of Event:
Riverside Farmers Market
- Date(s) of Event:
Tuesday, July 8th, 2014 - Tuesday, October 14th, 2014
- Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant): *Goodwin College, Inc*
Sandra Pearce 290 Bidwell Street, Manchester, CT 06040
Work Num: 860-727-6754
Home Num: 860-649-5947
Email: spearce@goodwin.edu
- 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.
Board of Trustees (attached)
- List the location of the proposed amusement: (Name of facility and address)
167 Riverside Drive, East Hartford, CT 06118
- List the dates and hours of operation for each day (if location changes on a particular day, please list):
July 8th, 15th, 22nd, 29th August 5th, 12th, 19th, 26th Sept., 2nd, 9th, 16th, 23,30 Oct. **7**, 14 *3pm-6pm*
- Provide a detailed description of the proposed amusement:
Farmers Market

Goodwin College Board of Trustees

Maria Ellis

Se-Min Sohn

A. Raymond Madorin

Mark Scheinberg

Kevin Armata

Patti Arpaia

Ed Casares

Karen Chadderton

Martin D'Eramo

Anthony DiFatta, Jr.

Merilee DeJohn

Ethan Foxman

Donna Galluzzo

Jacqueline Jacoby

Julio C. Maturana

Megan Mehr

Raymond F. Solomson

John Walters

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)? **3:00 p.m. - 6:00 p.m.**

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

All ages

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

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

Under 100 spread out over 3 hours

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:

None

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

No impact, Parking lot has entrance and exit

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

No impact, ample onsite parking

d. Noise impact on neighborhood:

No noise impact.

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

Will have trash cans on sight. Vendors cleanup each of their areas.

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

None

g. Other expected influence on surrounding neighborhood:

None

12. Provide a detailed plan for the following:

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

Yes, from Ensign and Riverside Drive

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

Yes, we will notify police

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

No

d. Crowd control plan:

Strolling onsite security - Allied Barton

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

f. Provision of sanitary facilities:

Building Adjacent to the parking lot

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

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

Department Yes No. Vendors are licensed with Health Department

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

I respectfully request a waiver for the fee. *because the college is non profit **

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:

Sandra Pearce
(Legal Name of Applicant)

Sandra Pearce
(Applicant Signature)

Sandra Pearce 05/06/2014
(Printed Name) (Date Signed)

Event coordinator for Gordon College
(Capacity in which signing)

(Send application electronically to cfrank@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO N/A

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO N/A

Fee Waiver Request Included:

YES

NO

Received By: Cathy Frank
Employee Number: 9019
Date & Time Signed: May 6 2014 10:00 AM ~~PM~~
Time remaining before event: 302 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.

**And further all fees be waived.*



CERTIFICATE OF LIABILITY INSURANCE

GOODW-3

OP ID: JA

DATE (MM/DD/YYYY)

04/25/14

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

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

PRODUCER Sinclair Risk & Financial 4 Tower Drive Wallingford, CT 06492 Martin Shea	Phone: 203-265-0996	CONTACT NAME:	
	Fax: 203-265-5863	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Utica National Ins Group	NAIC # 25976
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
Goodwin College, Inc.
Campus Realty, LLC.
One Riverside Drive
East Hartford, CT 06118

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CPP4078753	07/01/13	07/01/14	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CPP4078753	07/01/13	07/01/14	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CULP4081882	07/01/13	07/01/14	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N		N/A	4071009	07/01/13	07/01/14	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

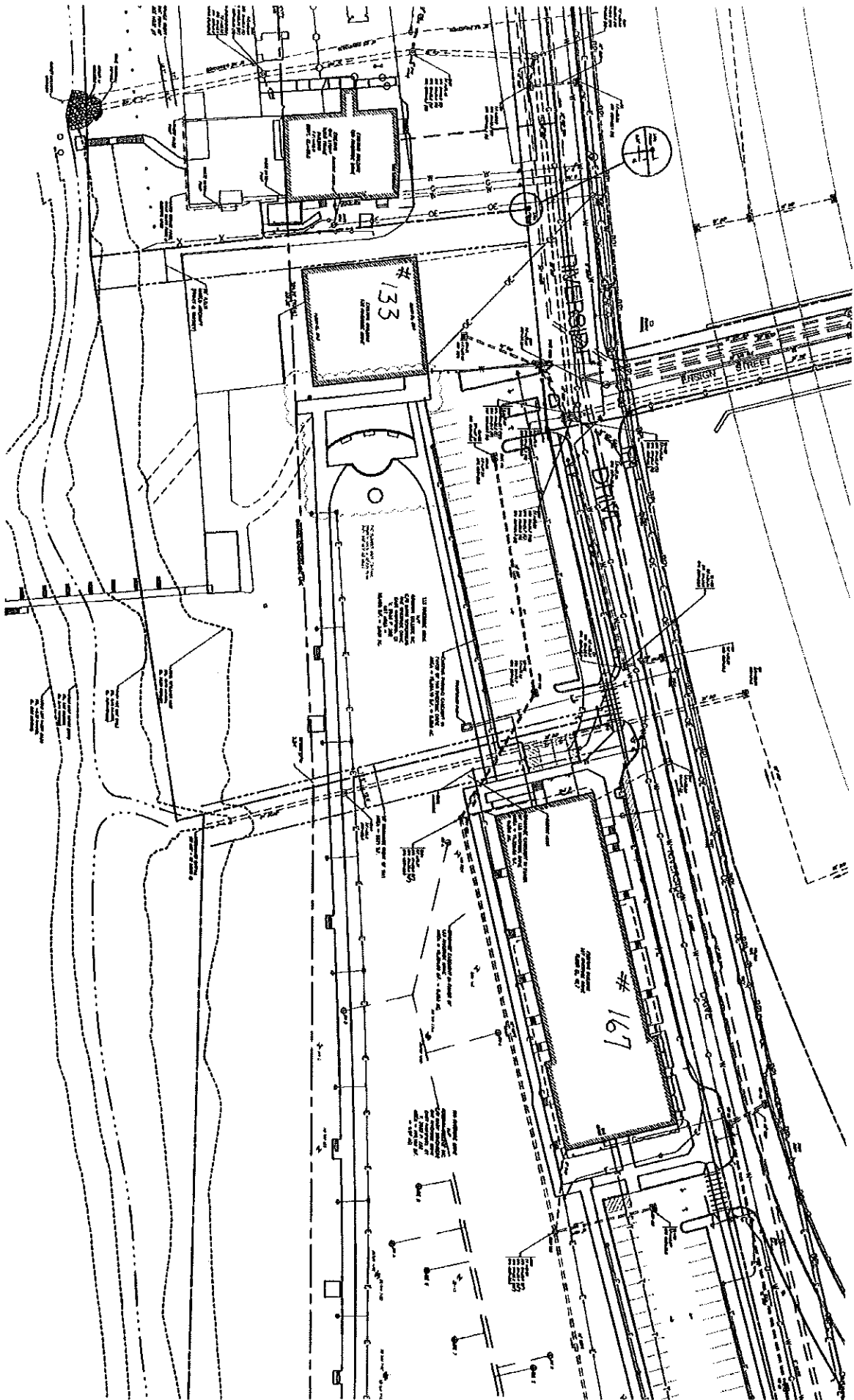
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Farmers Market every Tuesday from 3PM to 6PM July 8, 2014 - October 31, 2014 @ corner of Main & Ensign Street, East Hartford, CT. The Town of East Hartford, its employees, officials, employees & volunteers are listed as Additional Insureds as required by written contract. Certificate will be UPDATED as the renewal date approaches.

CERTIFICATE HOLDER**CANCELLATION**

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

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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**



Melody A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **July 8, 15, 22, 29 - August 5, 12, 19, 26 - September 2, 9, 16, 23, 30
and October 7, 14**

Event: **Riverside Farmers Market**

Applicant: **Goodwin College, Inc. by Sandy Pearce, Event Coordinator.**

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

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

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

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

William Perez, Assistant Fire Chief

May 13, 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



Melody A. Leclerc
Mayor

Administrative Review of Amusement Permit

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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

Michael Chernick
Signature

5/12/14
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**



Melody A. Leclerc
Mayor

Administrative Review of Amusement Permit

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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

Ted Frawel

Signature

5/20/14

Date

Comments:

Frank, Carol

From: Milkove, Tess
Sent: Thursday, May 08, 2014 10:59 AM
To: Frank, Carol
Cc: Bockus, Tim
Subject: RE: Riverside Farmers Market

Carol,

The Farmers Market application shall be subject to the following condition:

1. The applicant should advise its vendors and patrons that they will encounter a construction zone as Riverside Drive will be under construction.

Thanks,

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, May 06, 2014 11:16 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Riverside Farmers Market

Good morning all.

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

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

Frank, Carol

From: Milkove, Tess
Sent: Tuesday, May 06, 2014 1:26 PM
To: Frank, Carol
Subject: RE: Riverside Farmers Market

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: Tuesday, May 06, 2014 11:16 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Riverside Farmers Market

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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

Corp Counsel

Frank, Carol

From: Gentile, Richard
Sent: Tuesday, May 20, 2014 11:39 AM
To: Frank, Carol
Subject: RE: Outdoor Amusement Permit reviews

No comments

From: Frank, Carol
Sent: Tuesday, May 20, 2014 11:23
To: Gentile, Richard
Subject: RE: Outdoor Amusement Permit reviews

Absolutely. It's attached here for you.

From: Gentile, Richard
Sent: Tuesday, May 20, 2014 11:22 AM
To: Frank, Carol
Subject: RE: Outdoor Amusement Permit reviews

Sorry- Can you re-send/ thanks

From: Frank, Carol
Sent: Tuesday, May 20, 2014 11:21
To: Gentile, Richard
Subject: RE: Outdoor Amusement Permit reviews

Rich,

I only need your review on the Farmers Market. I did research my emails and don't see this one. Sorry.

From: Gentile, Richard
Sent: Tuesday, May 20, 2014 11:17 AM
To: Frank, Carol
Subject: RE: Outdoor Amusement Permit reviews

I thought I had approved these or made comments?

From: Frank, Carol
Sent: Tuesday, May 20, 2014 10:25
To: Fravel, Theodore; O'Connell, Michael; Milkove, Tess; Gentile, Richard
Cc: Collins, Courtney
Subject: Outdoor Amusement Permit reviews

Good morning all.

Just a quick note to remind you that reviews for the following are due today:

Pappy's Customer Appreciation – Parks & Rec

Frank, Carol

From: Bennett, Cindy
Sent: Tuesday, May 06, 2014 12:55 PM
To: Frank, Carol
Subject: RE: Riverside Farmers Market

Carol-this certificate of insurance expires July 1, 2014 so we will need an up to date one as soon as they renew as the events start 7/8/14 through Oct. 2014. Thanks

From: Frank, Carol
Sent: Tuesday, May 06, 2014 11:16 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Riverside Farmers Market

Good morning all.

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

Regards,

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

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

Frank, Carol

From: DeMaine, Michael
Sent: Monday, May 12, 2014 7:53 AM
To: Frank, Carol
Subject: RE: Riverside Farmers Market

I see no issue with the farmers market.

Sergeant Michael DeMaine
Public Information Officer
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, May 06, 2014 11:16 AM
To: Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John; Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim
Subject: Riverside Farmers Market

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, May 20, 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: Grew, Greg
Sent: Tuesday, May 06, 2014 5:04 PM
To: Frank, Carol
Subject: RE: Riverside Farmers Market

Carol:
Per ordinance 5-3 my review and approval is not required. Permit may be requires for temporary installations.
Thanks
Greg Grew

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

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