

*Robert J. Pasak*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
JUNE 17, 2014

2014 JUN 16 P 1:50

TOWN CLERK  
EAST HARTFORD

7:00 P.M. Executive Session

REVISED 06-16-14

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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. June 3, 2014 Public Hearing
  - B. June 3, 2014 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. Resignation of Charles Clarke from the Patriotic Commission
7. OLD BUSINESS
8. NEW BUSINESS
  - A. End of Fiscal Year 2013-2014:
    1. Preliminary Year-end Financial Results
    2. Interdepartmental Budget Transfers
    3. Supplemental Budget Appropriation & Fund Balance Transfer
  - B. CT Brownfields Grant Application
  - C. Library Services and Technology Act Grant
  - D. Historic Document Preservation Grant
  - E. NCAAA Grocery Delivery Grant
  - F. Youth Services Bureau Grant
  - G. Your Services Prevention Grant
  - H. Public Health Emergency Preparedness Grant
  - I. Outdoor Amusement Permit Applications:
    1. KB Memorial Criterium Bicycle Race:
      - a. Approval of Application
      - b. Waiver of Associated Permit Fee
      - c. Waiver of Administrative Fees due the East Hartford Police Department
    2. Concert of Praise:
      - a. Approval of Application
      - b. Waiver of Associated Permit Fee

- 3. Sounds of Summer Concert Series
- J. Waiver of Inspections and Permit Fee: U.S. Fish & Wildlife
- K. Board of Education/Town Shared Services:
  - 1. Presentation by Blum, Shapiro
  - 2. Referral for Study and Action on Shared Services to the Joint Board of Education/Town Council Shared Services Committee
- 9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
- 10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. Debbie Ahern vs Town of East Hartford
- 11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
- 12. ADJOURNMENT (next meeting: July 15<sup>th</sup>)

*Robert J. Posak*

TOWN COUNCIL CHAMBERS

2014 JUN -9 A 9:58

740 MAIN STREET

TOWN CLERK  
EAST HARTFORD

EAST HARTFORD, CONNECTICUT

JUNE 3, 2014

PUBLIC HEARING/ORDINANCE REVISIONS

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

Chair Kehoe called the public hearing to order at 7:14 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

The following is a copy of a legal notice published in the Tuesday, May 27, 2014 edition of the Hartford Courant.

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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

Chair Kehoe summarized the history for each of the three revisions of the Code of Ordinances that are the basis for this public hearing.

The following citizens spoke:

Don Currey, 14 Martin Circle, believes there is a safety issue for both the panhandler and the motorist who donates to the panhandler. Mr. Currey spoke in favor of the Registrars of Voters salary increase.

Richard Soranno, 80 Phillips Farm Road, thanked the Council for their work on the Panhandling ordinance, but thinks the penalty fee should be greater than \$100 per incident.

Fran Wishart, 5 Phillips Farm Road, thanked the Ordinance Committee and the Town Council for instituting the Panhandling Ordinance.

MOTION      By Esther Clarke  
                  seconded by Bill Horan  
                  to **adjourn** (7:35 p.m.).  
                  Motion carried 9/0.

Attest Angela M. Attenello  
          Angela M. Attenello  
          Town Council Clerk

*Robert J. Clark*

EAST HARTFORD TOWN COUNCIL 2014 JUN -9 A 9:58

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

JUNE 3, 2014

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

### CALL TO ORDER

Chair Kehoe called the meeting to order at 7:35 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.

### AMENDMENTS TO AGENDA

MOTION By Barbara Rossi  
seconded by Anita Morrison  
to amend the agenda as follows:

- Under Communications, add item 6.A.1. entitled "CRCOG/KTI Agreement with the East Hartford Police Department"; and
- Under New Business, delete item 8.G. entitled "Referral to Personnel & Pensions Committee re: Revisions to Information Systems Specialist & Programmer/Systems Analyst Job Descriptions".

Motion carried 9/0.

### OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 50 Olde Roberts Street, (1) spoke to the communication from Blum Shapiro regarding "Those Charged with Governance"; (2) believes the road bond would have a negative financial impact on the majority of taxpayers in East Hartford; and (3) is against the contingency transfer for the settlement of the East Hartford Police Officers Association collective bargaining agreement.

Mayor Leclerc (1) thanked the Council for establishing an ordinance that deals with panhandlers; (2) thanked the Council for agreeing to add on the resolution for the East Hartford Police Department; (3) stated that, beside the regulations set forth by the town's auditors – Blum Shapiro, there are procedures in place for all departments that handle cash transactions – specifically instituted by the Finance Director; (4) tonight's PowerPoint presentation on the road improvement program will show that a third of the town's roads

have been repaired/repaved; (5) thanked the Council for the resolution on the fee waivers for Riverfront Recapture; and (6) reminded all that June is Dog License Month.

## APPROVAL OF MINUTES

### May 15, 2014 Regular Meeting

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

*The Town Council acknowledged that Councillor Aberasturia's absence at the May 15<sup>th</sup> meeting was due to the birth of his daughter, Averie.*

## COMMUNICATIONS AND PETITIONS

### East Hartford Police Department: Introduction of Newly Promoted Police Officers

Police Chief Scott Sansom introduced the following officers and their positions: Deputy Chief Tim McConville, Support Services Bureau; Deputy Chief Robert Davis, Professional Standards Bureau; Deputy Chief Beau Thurnauer, Criminal Investigations Bureau; and Deputy Chief Mack Hawkins, Field Operations Bureau. Additionally, Chief Sansom introduced Sergeant Michael DeMaine, who is the Chief of Staff/Public Information Officer.

### CRCOG/KTI Agreement with the East Hartford Police Department

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

**Whereas**, the Connecticut General Assembly provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

**Whereas**, the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

**Whereas**, CRCOG did conduct a competitive procurement process for custom software applications "CRCOG PRODUCTS:

- A computer aided dispatch Program (Heartbeat CAD)
- A Records Management System (CT: CHIEF) FOR Police Departments
- An Automated Scheduling Software (ASAP) for Fire, Police and Communications Departments

**Whereas**, CRCOG awarded these projects to KT International (KTI) in June 2007 (CAD), August 2008 (ASAP), and September 2010 (CT: CHIEF), for the development, licensing, maintenance and support of software related to these projects for business use by CRCOG and participating municipalities and

**Whereas**, the initial funding for these systems came primarily from the cities of Hartford, New Britain and Bridgeport supplemented with grant dollars and the intellectual property is owned by Hartford, New Britain and CROG; and

**Whereas**, all communities that are participating members of CRCOG are to have access to these applications; and any system administrator and user training, local customization and integration and annual

maintenance and support charges, are to be the responsibility of East Hartford and managed by CRCOG for third party vendors such as KTI.

Whereas, East Hartford desires to be a participating municipality by implementing one or more CRCOG products as specified with any support and maintenance to be performed by KTI, the CRCOG designated contactor, and desires to execute the required Participating agreement with CRCOG and KTI.

Whereas, the Town of East Hartford has expressed an interest in taking part in the project proposal entitled KTI Custom Software Products, Heartbeat CAD, CT: Chief, RMS and e-CITATION

Now, Therefore Be It Resolved that the East Hartford Town Council does hereby endorse the above referenced CRCOG project proposal and authorizes Mayor Marcia A. Leclerc to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program.

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

### Blum Shapiro: The Auditor's Communication with Those Charged with Governance

Chair Kehoe explained that the town's auditors, Blum Shapiro, send a summary of what they are charged to complete for the town's auditing procedures. Since the Town Council is the governing body, the communication is addressed to the Council.

### Responses to Questions Asked of Administration

Mosquito Control: Chair Kehoe read from an email sent by Mayor Leclerc which stated that the larviciding has begun and spraying will start once the weather is better.

Savings from use of Solar Panels: Chair Kehoe stated that the Mayor's email suggested a savings of approximately \$106,000 annually, mostly to the Board of Education's budget.

### 2014 Proposed Bond Referendum – Road Improvement Program

Tim Bockus, Public Works Director, stated that, even with the last four bond referenda, the PCI (pavement condition index) average remains low for many of the roads in town. The amount of roads that can be repaired for each \$10M bond has been reduced over the years because of the increase in the cost of asphalt and paving roads.

Representatives from Vanasse Hangen Brustlin, Inc. (VHB) Gordon Daring, VHB Connecticut Regional Office Manager and Bill Anderson, VHB Project Manager gave the Council a PowerPoint presentation on the current conditions of the town's roads and the proposed repaving/repairing that would occur if the 2014 bond initiative is passed by the voters.

Mike Walsh, Finance Director, presented the financial impact to the taxpayers if the proposed 2014 bond referendum for the road improvement program is passed by the voters in November.

## NEW BUSINESS

### Recommendation from the Ordinance Committee

MOTION By Bill Horan  
seconded by Linda Russo  
to amend the East Hartford Code of Ordinances by adding  
a new Article 7, Section 13-30, entitled "Panhandling" consistent  
with the May 8, 2014 draft.  
Motion carried 9/0.

#### 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.

MOTION By Bill Horan  
seconded by Barbara Rossi  
to amend the East Hartford Code of Ordinances by repealing  
Section 2-3b and substitute in lieu thereof the May 7, 2014 draft entitled  
"Registrar of Voters Salary".  
Motion carried 8/0. Abstain: Clarke

#### 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.



MOTION By Bill Horan  
seconded by Linda Russo  
to amend the East Hartford Code of Ordinances by repealing  
Section 2-113b and substitute in lieu thereof the May 7, 2014  
draft entitled "Veterans Commission Ordinance".  
Motion carried 9/0.

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 27-102f of the Connecticut General Statutes and shall comply with such other requirements for a veterans' service contact person as set forth in state law.

State of Connecticut Neighborhood Assistance

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

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

Town of East Hartford  
2014 State of Connecticut Neighborhood Assistance Act Program  
Proposal Summaries (15 total)

<u>Organization</u>	<u>Program Title</u>
Boy Scouts of America, CT Rivers Council	Prepared for Life
Connecticut Center for Advanced Technology	Work Force Technology Program Young Manufacturers Summer Academy
Connecticut Training Center, Inc.	Building Upgrades for Energy Efficiency
EH Chamber of Commerce	Community Jobs Program Energy Conservation Project
Goodwin College, Inc.	Job Connection Redesign Campus to Add Energy Effectiveness
Goodwin College Foundation, Inc.	Retrofit Building with Energy Efficient Replacement Windows Support for Low Income Students
Great River Land Trust, Inc.	Expansion of Outdoor Programming
Integrated Health Services	Client Health Services Energy Efficiency Project
Riverfront Recapture	Riverfront Park Lighting – Energy Efficiency Improvement Project
United Connecticut Action for Neighborhoods, Inc.	Main Street Improvement

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

MOTION      By Bill Horan  
                  seconded by Barbara Rossi  
                  to adopt the following 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.

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

"Click it or Ticket" Program: State Reimbursement

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

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

Police Contract Settlement: Contingency Transfer

MOTION By Barbara Rossi  
seconded by Anita Morrison  
to **transfer** funds in the amount of \$1,216,000 from account #G9600-60201 Contingency Reserve-Contract Negotiations to account #G5203-60110 Police Administration - Permanent Services to cover the settlement costs associated with the East Hartford Police Officers Association contract for years ending June 30, 2013, June 30, 2014 and June 30, 2015.  
Motion carried 9/0

Suspense List: Grand List Year 2010 – Personal Property and Motor Vehicle; Various Grand List Years – Mobile Homes

MOTION By Barbara Rossi  
seconded by Anita Morrison  
to **transfer** the uncollected personal property, motor vehicle and Mobile home taxes as referenced in a memo dated May 27, 2014 from Iris Laurenza, Collector of Revenue, to Marcia Leclerc, Mayor to the suspense rate book in the total amount of \$377,271.38 as follows:

Personal Property	Grand List Year 2010	\$ 46,926.61
Motor Vehicle	Grand List Year 2010	\$298,791.65
Mobile Homes	Various Grand List Years	\$ 31,553.12

Motion carried 9/0.

Recommendation from Real Estate Acquisition & Disposition Committee re: Setting a Public Hearing Date of July 15m 2014 @ 7PM for the Sale of 26 Bissell Street

MOTION By Linda Russo  
seconded by Anita Morrison  
move that, pursuant to C.G.S. §7-163(e), a public hearing date of Tuesday, July 15, 2014 at 7PM in the Town Council Chambers is set to hear public comment on the possible sale of 26 Bissell Street, subject to the Planning and Zoning Commission's approval of the sale pursuant to C.G.S. §8-24 and to the terms stated in the May 22, 2014 Real Estate Acquisition & Disposition meeting minutes, and with the condition that, prior to the public hearing, the Administration must notify the adjoining property owners that a bid has been received in the amount of \$50,000 to purchase the parcel, and offer such property owners the opportunity to submit a bid prior to the public hearing date.  
Motion carried 9/0.

Waiver of Permitting and Municipal Fees re: Riverfront Recapture's Outdoor Amusement Permit Applications

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

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.

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

Outdoor Amusement Permit Applications:

Pappy's Customer Appreciation Day

MOTION By Marc Weinberg  
seconded by Barbara Rossi  
to approve the outdoor amusement permit application entitled "Pappy's Customer Appreciation Days", submitted by Patricia Rancourt, Permittee, for Rancourt Enterprises, Inc. DBA: Pappy's Café, to conduct two Customer Appreciation Day cookouts on Saturday, June 14<sup>th</sup> and 21<sup>st</sup>, 2014 at Pappy's Café, 37 Burnside Avenue,

from approximately 12PM to 8PM with food and liquor during those same hours on both days, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
Motion carried 9/0.

#### Riverfest 2014

MOTION By Barbara Rossi  
seconded by Linda Russo  
to **approve** the outdoor amusement permit application, Riverfest 2014, submitted by Joshua Urrutia, Public Events Manager, for Riverfront Recapture, 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 between the hours of 4PM and 10PM, with music occurring between the hours of 4PM and 9:30PM with a rain date of Sunday, July 13, 2014 using the same hours as that of the July 12<sup>th</sup> event – providing the town receives current and updated liquor and concession permits prior to the July 12<sup>th</sup> event date; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
Motion carried 9/0.

#### Riverfront Swing Night

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **approve** the outdoor amusement permit application entitled "Riverfront Swing Night" submitted by Joshua Urrutia, Public Events Manager for Riverfront Recapture to conduct a music concert, along with beer and wine to be sold in designated areas of Great River Park on Saturday, August 23, 2014 from 6PM to 9PM with a rain date of Sunday, August 24<sup>th</sup> during the same hours – provided that the town receives current and updated liquor and concession permits prior to the August 23<sup>rd</sup> event date; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
Motion carried 9/0.

#### Head of the Riverfront Regatta

MOTION By Marc Weinberg  
seconded by Linda Russo  
to **approve** the outdoor amusement permit application, entitled "Head of the Riverfront Regatta" submitted by Joshua Urrutia, Public Events Manger for Riverfront Recapture to conduct a rowing regatta on the Connecticut River beginning at the Charter Oak Landing in Hartford on Sunday, October 5, 2014 from 6AM to 5PM, with a flood and rain date of Sunday,

November 2, 2014; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
Motion carried 9/0.

Riverside Farmer's Market

MOTION By Ram Aberasturia  
seconded by Anita Morrison  
to **approve** the outdoor amusement permit application entitled Riverside Farmers Market, submitted by Sandy Pearce, Event Coordinator, for Goodwin College, Inc. to conduct a series of Farmer's Markets at which fruits and vegetables will be sold to the public to take place on the grounds of Goodwin College, 167 Riverside Drive from 3PM to 6PM on the following fifteen Tuesdays in 2014:

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

subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the \$150 associated permit fee, pursuant to §5-6(a) of the East Hartford Code of Ordinances, as this is a not-for-profit organization.

MOTION By Ram Aberasturia  
seconded by Anita Morrison  
to **amend** the motion as follows:

"...and to **waive** the ~~\$150 associated permit~~ \$10 application fee **for each of the 15 events**, pursuant to §5-6(a) of the East Hartford Code of Ordinances, as this is a not-for-profit organization."  
Motion carried 9/0.

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

Assistance to Firefighters Grant: Breathing Apparatus

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

WHEREAS, the Federal Fire Protection and Control Act of 1974 established a competitive financial assistance program through the Federal Emergency Management Agency (FEMA) entitled the "Assistance to Firefighters Grant Program"; and

WHEREAS, the East Hartford Fire Department has made application to this Program to support the replacement of firefighter self contained breathing apparatus and has received notice of a grant award; and

WHEREAS, the total of this award does not exceed \$ 331, 590.00.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of East Hartford recognizes the need for funding these items under the Assistance to Firefighters Grant Program

AND FURTHER, BE IT RESOLVED that the Town Council does support and authorize the acceptance of this grant award from FEMA and authorizes its Mayor, Marcia A. Leclerc, to act as representative of the Town and to enter into contract and make any amendments thereto to receive funding from FEMA.

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

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

Ram Aberasturia reported that an 18-wheeler has been parked on Godar Terrace for several days in May and June.

Barbara Rossi reported that there are two construction trailers on Naubuc Avenue that have not been removed. Additionally, it appears that there is an auto repair business at 89 Naubuc Avenue and also at 184 Maple Street. Councillor Rossi thanked the Administration for the start of the mosquito control program

Anita Morrison reported that the street lights on Long Hill from Burnside Avenue to Terrace Avenue are not working and that a retaining wall has washed out. Additionally, Councillor Morrison attended the recent Board of Education meeting and was concerned about the possibility of pool closings as suggested by the Board and how that would affect the town's pool programs. *Mayor Leclerc was just notified today of the pool closings and is working with the Parks and Recreation Department to adjust for this situation.* Also, Councillor Morrison wished all Dads a Happy Father's Day – especially her own Dad and Ram, who is celebrating his first Father's Day.

Esther Clarke announced the passing of Edwin Carlson, a member of the Commission on Aging.

### OPPORTUNITY FOR RESIDENTS TO SPEAK

David Whitesell, 101 Clayton Road, and Julia Harris, 658 Hills Street, implored the Council to keep the Middle School pool opened.

Phil Ferlazzo, 42 Godar Terrace, reported that there is an 18-wheeler parked at Godar Terrace which is a residential area. Mr. Ferlazzo also stated that Godar Terrace needs to be on the list of roads to be repaired/repaved on the 2014 road improvement program.

Mayor Leclerc (1) passed out to the Councillors a list of the town's in-kind services to the Board of Education; (2) announced that Robert Rohner, an SRO Officer, was honored as Officer of the Year by the Exchange Club; (3) stated that Parks and Recreation Department programs, which have increased attendance from the residents, are in flux due to the possibility of pool closure; (4) the Library has started computer classes at the Senior Center in the Don Pitkin Computer Room; (5) there will be a Senior Dance, June 18<sup>th</sup>, at the south end Senior Center; (6) Library secured a \$3000 Every Child Ready to Read grant; (7) Senator LeBeau and East Hartford's State Representatives will host the Step Up Program at Goodwin College on June 11<sup>th</sup>; (8) CT Trails Maintenance Day is June 18<sup>th</sup> at Martin Park; (9) East Hartford Golf Club ribbon cutting will be

on Tuesday, June 10<sup>th</sup> at 2:30PM; (10) Habitat for Humanity ribbon cutting for 48 Branch Drive will be Friday, June 13<sup>th</sup> @ 1PM; and (11) the Bakery on Main groundbreaking will be held on June 5<sup>th</sup> @ 11AM.

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Bill Horan  
to adjourn (11:40 p.m.).  
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be June 17<sup>th</sup>.

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





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 9, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc  
RE: RESIGNATION: Charles H. Clarke, Patriotic Commission

---

Attached is a letter of resignation from the Patriotic Commission that my office received from Charles H. Clarke.

Please place this letter on the Town Council agenda of the meeting to be held June 17, 2014.

Thank you.

Charles H. Clarke  
197 Langford Lane  
East Hartford, Ct 06118

June 1, 2014

Mayor Marcia Leclerc,  
Mr. Robert Pasek, Town Clerk  
Ms. Margaret Byrnes,  
Chairman Patriotic Commission

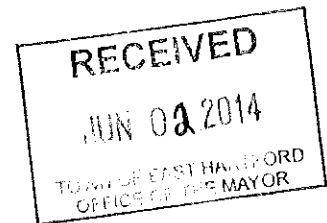
Please accept my resignation as a member of the Patriotic Commission. I have had the pleasure of serving the citizens of the Town, to the best of my ability, since July 2000. It is my sincere hope that my vacancy will make room for a new member who will bring new fresh ideas to this prestigious body.

Please accept my sincere heartfelt thanks for allowing me the opportunity and the honor to have served in this capacity for 14 years.

Yours very truly,



Charles H. Clarke



CC: Jack Jacobs, RTC Chairman



## MEMORANDUM

DATE: June 6, 2014  
TO: Marcia A. Leclerc, Mayor  
FROM: Michael P. Walsh, Director of Finance *MPW*  
TELEPHONE: (860) 291-7246  
RE: Preliminary Fiscal Year 2013-2014 Year-End Financial Results

---

By way of this memo, let me summarize the preliminary year-end financial results of the town.

### The Budget:

Original Fiscal Year 2013-2014 Budget \$ 170.2M

#### Fund Balance and Other Revenue Transfers:

Additional State Revenues (post-budget adoption)	\$1,070k
Firefighter's contract settlement	299k
Golf Course loss subsidy	160k
Supervisor's contract settlement	130k
Year-end transfers	<u>680k</u>
Total Fund Balance and Other Revenue transfers	<u>2,339k</u>

Revised Fiscal Year 2013-2014 Budget \$ 172.6M

---

### Revenues: Favorable and (Unfavorable) to Budget

Tax Collections (supplemental, good collections, lien sale)	\$ 750k+
Building Fees (Magnet school audit, increased economic activity)	600k
BOE Spec. Ed. Reimbursement (lower reimbursement)	<u>(289k)</u>

Net Favorable (Unfavorable) Adjustments to Budget \$ 1.1M

---

### Fund Balance: (000's Omitted)

Assigned and Unassigned Fund Balance at June 30, 2013	\$ 14.6
Less: Supplemental Fund Balance transfers (excludes additional State revenues)	1.3
Add: Favorable projected revenue variance	1.1
Add: Expenditure surplus	<u>.2</u>
Projected Assigned and Unassigned Fund Balance at June 30, 2014	<u>\$ 14.6</u>

---

As a percentage of budget, Fund Balance is at 8.4%. I would like to stress that these numbers are very preliminary and are subject to review and adjustment by our auditors.

Please feel free to let me know if you have any questions or problems on any of the information presented above.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 9, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION: Interdepartmental Budget Transfer/Fiscal Year 2013-2014

---

The attached interdepartmental budget transfers need to be approved by the Town Council by the end of the fiscal year, June 30, 2014.

Michael Walsh, Finance Director, has provided a list of the departments and amounts of money that are needed to end the year in the black.

Please place this information on the agenda for the June 17, 2014 meeting.

Thank you.

C: M. Walsh, Finance Director

The Town of East Hartford  
 For the Fiscal Year Ending June 30, 2014  
 Year-End Budget Transfers

6-Jun-14

General Fund To		
Account Number	Name	Amount
G2200-60110	Corp. Counsel - Permanent Services	50,000
G2300-60110	Human Resources - Permanent Services	32,000
G5203-60141	Police Operations - Overtime	165,000
G5317-60141	Fire Suppression - Overtime	550,000
G7300-60141	Public Works - Highway - Overtime	45,000
G9700-63244	Capital Improvement - EPC Lease	15,000
G9842-63129	Planning and Zoning - Consultant	30,000
	TOTAL	<u>887,000</u>
General Fund From		
Account Number	Name	Amount
G1100-63134	Town Council - Internal Audit	11,000
G2100-60110	Mayor's Office - Permanent Services	32,000
G2400-60110	Library - Permanent Services	165,000
G3300-62349	Information Technology - Software	110,000
G4100-60110	Development - Permanent Services	15,000
G6100-60110	Inspections - Permanent Services	37,000
G8100-60110	Park and Rec. - Permanent Services	85,000
G9430-60110	Senior Services - Permanent Services	28,000
G9510-66411	Debt - Bond Interest	134,000
G9510-66416	Debt - Bond Princ. - Town	204,000
G9520-66416	Debt - Bond Princ. - BOE	16,000
G9600-63492	Contingency	50,000
	TOTAL	<u>887,000</u>

The funds being transferred are certified as available and unobligated.



Michael P. Walsh, Director of Finance

Marcia A. Leclerc, Mayor

Angela Attenello, Town Council Clerk


Dated this 17th day of June, 2014



## MEMORANDUM

DATE: June 6, 2014

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Fiscal Year 2013-2014 Interdepartmental Budget Transfers

---

Attached please find a list of interdepartmental budget transfers to be approved by the Town Council by June 30, 2014 to allow the Town to end the fiscal year "in the black" by department.

### General Fund - Transfers To:

Corporation Counsel - \$50k: This transfer will provide funding for costs associated with negotiations and arbitrations of open labor contracts and other grievances/MPPs that the Town regularly defends.

HR - \$32k: This transfer will provide funding for costs associated with the testing and hiring for a variety of vacancies. In particular, higher costs related to the Police Chief search including polygraphs and back ground checks of both the Chief and his new command staff were experienced in this fiscal year.

Police - \$165k: This transfer will provide funding for higher overtime paid than budgeted due to minimum staffing requirements imbedded in the Police Contract as well as the impact of vacancies due to open positions, Worker's Compensation injuries, or military leave. Current Overtime spending will exceed \$1.1 million compared to an original budget of \$750,000.

Fire - \$550k: This transfer will provide funding for higher overtime due to minimum staffing requirements imbedded in the Fire Contract as well as the impact of vacancies due to open positions and Worker's Compensation injuries. Current Overtime spending will exceed \$1.6M compared to an original budget of \$1 million.

Public Works - \$725k: (\$680,000 of this amount is imbedded in the Supplemental Budget Appropriation) This transfer will provide funding for higher expenses predominately related to the effects of the severe winter. Budget lines where expenses exceeded the original budget include: Highway Services Overtime - \$309k, Waste Services Overtime - \$8k, Fleet Services Overtime - \$40k, Fleet Gasoline - \$140k, MDC Water (golf course - MDM related) - \$62k, MDC Sewer Use (EHHA related) - \$90k, and \$66k related to golf course improvements required to turn the course over to Billy Casper Golf.

Capital Improvements - \$15k: This transfer will provide funding for a QECB interest subsidy that is longer funded by the Federal government due to sequestration.

Planning and Zoning - \$30k: This transfer will provide funding for the remainder of the funds due the vendor of the 10-Year Plan of Conservation and Development. The 2012-2013 purchase order was liquidated prior to the last payment being processed.

**General Fund - Transfers Out:**

**Town Council - \$11k:** This transfer is available as a result of an Internal Audit surplus.

**Mayor's Office - \$32k:** This transfer is available as a result of an open administrative position.

**Library - \$165k:** This transfer is available as a result of open positions and the move to the Cultural Center.

**Finance - \$110k:** This transfer is available due to lower costs paid than budgeted as a result of the budget freeze.

**Development - \$15k:** This transfer is available as a result of one open position for part of the year.

**Inspections - \$37k:** This transfer is available due to two open positions for part of the year.

**Parks and Recreation - \$85k:** This transfer is available due to lower costs incurred than budgeted and open positions as a result of the budget freeze.

**Senior Services - \$28k:** This transfer is available due to lower costs as a result of an open position.

**Debt - \$354k:** This transfer is available due to a bond refinancing which lowered the interest rate on existing debt.

**Contingency - \$50k:** This transfer is available due to unused Contingency funds.

One final item to note related to the various Insurance Reserves and Trusts the town operates. Because budgeted contributions to these funds were substantially increased in prior budgets, projections suggest that all reserves/trusts will end the year in the black, albeit with very small Fund Balances. Substantial pressure continues to exist on all funds, but in particular to the Medical Reserve where medical inflation and utilization is difficult to project.

Should you have any questions on the aforementioned, please let me know.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 9, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION: Supplemental Budget Appropriation and Fund Balance Transfer

---

Please find attached a Supplemental Budget Appropriation and Fund Balance Transfer Resolution in the amount of \$680,000. This is necessary to fund the Public Works Highway Services overtime account through the end of the fiscal year due to the severe weather of this past winter.

I would like to request the placement of this information and resolution on the Town Council agenda for the June 17, 2014 meeting to be reviewed and approved to allow this transfer of monies.

Thank you.

C: M. Walsh, Finance Director



**RESOLUTION CONCERNING A SUPPLEMENTAL BUDGET APPROPRIATION AND  
FUND BALANCE TRANSFER TO FUND A YEAR-END DEFICIT IN THE PUBLIC  
WORKS GENERAL FUND ACCOUNTS FOR THE FISCAL YEAR ENDING JUNE 30, 2014**

**WHEREAS**, Town of East Hartford Public Works overtime and facility related expenses are paid from the Town's General Fund, and

**WHEREAS**, higher overtime and fuel for equipment, predominately related to the severe winter, and water utilities were paid from the Public Works budget, and

**WHEREAS**, although the Town instituted a department wide budget freeze to offset higher operating costs, it is necessary for the Town of East Hartford to set aside additional budget contributions to fund a projected General Fund deficit in fiscal year 2013-2014.

**NOW THEREFORE BE IT RESOLVED**, that the East Hartford Town Council does hereby approve this Supplemental Budget Appropriation of funds in the amount of \$680,000 from the Town's Undesignated Fund Balance for the purpose of funding a fiscal year 2013-2014 deficit as listed below and does hereby amend the current 2013-2014 fiscal year Operating Budget to reflect the addition of the attached Supplemental Revenue Appropriation and Expenditure Appropriation.

G0320-55900	Fund Balance Appropriation	680,000
G7300-60141	Public Works Highway - Overtime	680,000

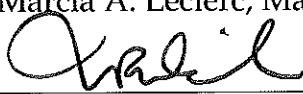
I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on June 17, 2014.

\_\_\_\_\_  
Angela Attenello, Clerk of the Town Council

Funds certified as unobligated and available.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Marcia A. Leclerc, Mayor

Signed:  \_\_\_\_\_ Dated: 6/6/14 \_\_\_\_\_

Michael P. Walsh, Director of Finance



## MEMORANDUM

**DATE:** June 6, 2014

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

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

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

**RE:** **Supplemental Budget Appropriation and Fund Balance Transfer Resolution**

---

By way of this memo, attached please find a Supplemental Budget Appropriation and Fund Balance Transfer Resolution in the amount of \$680,000 to provide a funding source to retire a projected year-end deficit predominately related to Public Works overtime as a result of the severe winter.

I would respectfully request that you forward this resolution and information on to the Town Council for action at their June 17<sup>th</sup> meeting so the transfers can be in place for the June 30<sup>th</sup> year-end.

Should you have any questions or problems, please feel free to let me know. Thank you.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 10<sup>th</sup> 2014  
TO: Richard F. Kehoe  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION- CT Brownfields Grant Application

---

I am submitting for your review and consideration the attached memo from Grants Manager, Paul O'Sullivan requesting inclusion of a resolution on the Town Council Agenda for June 17<sup>th</sup>, 2014 to allow authorization to apply for a grant from the Connecticut Development's (DECD) Brownfields Assessment Program.

Funding from this program may be used for various brownfield remediation and redevelopment activities.

I recommend that the Town Council approve this request as submitted by adopting the attached resolution.

Thank you.

C: E. Buckheit, Development 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 17th day of June, 2014.

#### **RESOLUTION**

**WHEREAS**, the Connecticut Department of Economic and Community Development has made funds available for the assessment and remediation of environmentally compromised properties, known as Brownfields; and

**WHEREAS**, assessment and remediation of these properties protects the environment, reduces blight, and takes development pressures off greenspaces and working lands;

**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 Department of Economic and Community Development as they pertain to this Brownfields Grant 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 \_\_\_\_ day of June, 2014.

Seal

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

GRANTS ADMINISTRATION  
MEMORANDUM

---

TO: Mayor Marcia A. Leclerc  
FROM: Paul O'Sullivan, Grants Manager   
SUBJECT: Draft Council Resolution for CT Brownfields Grant Application  
DATE: June 9, 2014

---

Attached is a draft Town Council resolution requesting authorization to apply for a grant from the Connecticut Department of Economic and Community Development's (DECD) Brownfields Assessment Program.

Awards made under this program may be used for a range of brownfield remediation and redevelopment activities, including abatement, demolition, site investigation and assessment, groundwater monitoring, installation of institutional controls, and professional services fees associated with redevelopment including attorney's fees, and planning, design and consulting fees.

I have attached a copy of a press release from Governor Dannel P. Malloy's office that provides more information on this grant program.

I respectfully request that this resolution be included on the Town Council agenda for the June 17th, 2014 meeting. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director



MEET GOVERNOR MALLOY INVITE GOVERNOR MALLOY PRESS ROOM PRIORITIES FOR RESIDENTS LIEUTENANT GOVERNOR WYMAN

Press Releases  
In The News  
Speeches  
Proclamations  
Executive Orders  
Official Portraits



STATE OF CONNECTICUT  
GOVERNOR DANNEL P. MALLOY

May 15, 2014

## GOV. MALLOY: RECLAIMING BROWNFIELDS IS KEY TO IMPROVING THE ENVIRONMENT AND CREATING JOBS

*Connecticut Brownfield Remediation Program Application Deadline is June 30*

(HARTFORD, CT) – Governor Dannel P. Malloy today announced the Connecticut Department of Economic and Community Development (DECD) is accepting applications for a new round of funding of up to \$20 million that will be awarded to help remediate and redevelop brownfield sites throughout the state.

"Connecticut has a proud history of industrial and economic innovation that continues up to this day, with major companies and innovators making long-term commitments to our state. In order to continue that economic transformation, we need to address the legacy sites left behind from previous eras," said Governor Malloy. "Redeveloping Connecticut's brownfields is a win-win for our economy and our communities."

Funding will be made available under this program in the form of both grants and loans. Eligible applicants for grant funding include municipalities and economic development agencies; municipalities, agencies and both for-profit and nonprofit developers are eligible to apply for low-interest loan funding. Grants applicants can request funding of up to \$4 million; loan applicants can request funding of up to \$2 million.

Governor Malloy continued, "By alleviating blight, removing environmental contamination, returning properties to the tax rolls and creating jobs, brownfield redevelopment is a critical component of our economic development strategy. Redeveloping our brownfields will also help alleviate pressure to develop our precious open space and agricultural land and ensure that Connecticut grows in a way that is smart, sustainable and sensible."

Awards made under this round of funding may be used for a range of brownfield remediation and redevelopment activities, including abatement, demolition, site investigation and assessment, groundwater monitoring, installation of institutional controls, and professional services fees associated with redevelopment including attorney's fees, and planning, design and consulting fees.

"Under Governor Malloy's leadership, Connecticut is making major investments in redeveloping brownfields to spur growth, attract private investment and create jobs," said Catherine Smith, commissioner of DECD. "By making these investments, Connecticut can ensure that we grow our economy in a smart, sustainable way that revitalizes our urban centers and helps us create dynamic and livable spaces in our communities."

"Brownfield redevelopment is critical for Connecticut's economic and environmental future. Investing in brownfield properties reduces risks to public health and the environment," said Robert J. Klee, Commissioner of Energy and Environmental Protection. "Brownfield locations are also the wise choice for development and growth, as these properties and the surrounding areas have had significant infrastructure investments in water, sewer, transportation, and energy."

All projects will be rated and ranked by an inter-agency committee on the following criteria:

- Applicant/municipal financial need;
- Remediation/cleanup project feasibility;
- Redevelopment project feasibility;
- Redevelopment project economic and community impact;
- Responsible growth and livability initiatives;
- Applicant capacity and experience.

The rating and ranking sheet for this funding round, which provides further details on application criteria, as well as the program application, are available at [ctbrownfields.gov](http://ctbrownfields.gov). Applications must be submitted to DECD, 505 Hudson Street, Hartford, CT 06106-7106 no later than Monday, June 30, 2014. Questions related to the application must be submitted to [brownfields@ct.gov](mailto:brownfields@ct.gov) by June 9, 2014; responses will be posted at [ctbrownfields.gov](http://ctbrownfields.gov) by June 16, 2014.

DECD will also be participating in a series of regional information sessions for potential applicants interested in learning more about this round of funding. Below is the schedule and location of these sessions. E-mail [brownfields@ct.gov](mailto:brownfields@ct.gov) with any questions related to these information sessions.

- **Naugatuck Valley / Northwest CT:** May 20, 2014, 2:30pm – Waterbury Chamber of Commerce, 83

Bank St #2. Hosted by the Valley Council of Governments.

- **Capitol Region:** May 21, 2014, 12pm – CRRA Trash Museum, 211 Murphy Road, Hartford. Hosted by the Capital Region Council of Governments.
- **Northeast CT:** May 22, 9am – 125 Putnam Pike, Dayville. Hosted by the Northeastern Connecticut Council of Governments.
- **Southeast CT:** May 22, 1pm – 5 Connecticut Avenue, Norwich. Hosted by the Southeastern Connecticut Council of Governments.
- **Greater New Haven:** May 23, 2014, 12pm – South Central Regional Council of Governments, 127 Washington Ave., 4th Fl. W, North Haven. Hosted by Regional Economic Xcelleration (REX) and the South Central Regional Council of Governments.
- **Southwest CT / Fairfield County:** May 28, 2014, 11am – 999 Broad Street, Bridgeport. Hosted by the Greater Bridgeport Regional Council and the South Western Regional Planning Agency.

For more information about the application process or other brownfield redevelopment programs please visit [www.ctbrownfields.gov](http://www.ctbrownfields.gov).

###

For Immediate Release: May 15, 2014

Contact: Peter Yazbak

[Peter.Yazbak@ct.gov](mailto:Peter.Yazbak@ct.gov)

860-524-7362 (office)

860-985-5528 (cell)

Twitter: [@GovMalloyOffice](https://twitter.com/GovMalloyOffice)

Facebook: [Office of Governor Dannel P. Malloy](https://www.facebook.com/OfficeofGovernorDannelP.Malloy)

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## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 9, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION: Library Services and Technology Act (LDTA) Grant

---

The Connecticut State Library Board has notified our Library Director that we have been approved for a grant in the amount of \$3,000 for the grant period July 1, 2014 through June 30, 2015. The grant falls under the category Every Child Ready to Read and will be valuable in our children's services area.

Please place the attached resolution on the agenda for the June 17, 2014 meeting for review and approval to execute documents associated with these monies.

Thank you.

C: P. O'Sullivan, Grants Manager  
E. Buckheit, Development Director  
S. Hansen, Youth Services 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 and correct copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 17<sup>th</sup> day of June, 2014.

## R E S O L U T I O N

**WHEREAS** the Connecticut State Library has awarded the East Hartford Public Library a Library Services and Technology Act (LSTA) Grant and;

**WHEREAS** the LSTA promotes access to information resources provided by all types of libraries throughout Connecticut

**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 Connecticut State Library as they pertain to this Library Services and Technology Act grant.

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


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

Seal

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

GRANTS ADMINISTRATION  
MEMORANDUM

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TO: Mayor Marcia A. Leclerc  
FROM: Paul O'Sullivan, Grants Manager   
SUBJECT: Library Services and Technology Act (LSTA) Grant  
DATE: June 6, 2014

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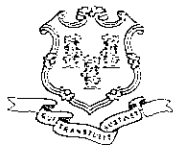
Attached is a draft Town Council Resolution authorizing you as Mayor to execute all documents associated with the Library Services and Technology Act (LSTA) Grant recently awarded to the East Hartford Public Library.

This grant will provide the Library with \$3,000 in the LSTA's *Every Child Ready to Read* category. These funds will be used to perform activities designed to encourage and support effective children's services. Funding will enable libraries to secure training and materials designated as 'best practice' by the American Library Association's Association for Library Service to Children (ALSC)

I respectfully request that this resolution be included on the Town Council agenda for the June 17, 2014 meeting. Please contact me at ext. 7206 if you have any questions.

Attachments; (2)

Cc: Susan M. Hansen, Director of Libraries  
Eileen Buckheit, Development Director



# STATE OF CONNECTICUT

## CONNECTICUT STATE LIBRARY

231 Capitol Avenue • Hartford, Connecticut 06106-1537



Dawn La Valle  
Director, Division of Library Development  
860-757-6507  
[Dawn.Lavalle@ct.gov](mailto:Dawn.Lavalle@ct.gov)

May 20, 2014

Susan Hansen  
East Hartford Public Library  
50 Chapman Place  
East Hartford, CT 06108

Dear Ms. Hansen:

SUBJECT: FY15 LSTA Competitive Grant Program

I am pleased to inform you that the Connecticut State Library Board voted approval of your application for a grant in the category *Every Child Ready to Read* in the amount of \$3,000 at their May 19, 2014 meeting. Your grant period will begin July 1, 2014 and end on June 30, 2015.

You will be receiving your grant contract and other material under separate cover. In the meantime, let me congratulate you on your award. If you have any questions, please feel free to contact me at 860-704-2204.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dawn La Valle'.

Dawn La Valle

# CONNECTICUT STATE LIBRARY



Published on *Connecticut State Library* (<http://www.ctstatelibrary.org>)

[Home](#) > Every Child Ready to Read

---

## Every Child Ready to Read

Submitted by Susan Cormier on Tue, 05/28/2013 - 12:32

Directed Every Child Ready to Read (ECRR) grants will provide up to \$3,000 to **public libraries only** to perform activities designed to encourage and support effective children's services. Funding will enable libraries to secure training and materials designated as 'best practice' by the American Library Association's Association for Library Service to Children (ALSC). In order to be eligible to submit an application, a library must send representatives to one session of the Every Child Ready to Read grant writing workshop. Dates and registration are available on the [statewide continuing education calendar](#) [1]; the grant application is available [here](#) [2].

The major components of the grant are that libraries will:

- Purchase [Every Child Ready to Read, 2nd edition](#) [3] if they do not already own a copy;
- Offer four ECRR Parent or Parent/Child workshops during the grant period;
- Offer at least one of three ECRR Staff Training/Community Partner) workshops;
- Complete the prescribed OBE activities for each workshop;
- Share experiences about ECRR grants on goodnightmoon listserv/WebJunction/at meetings, roundtables, or other events.

The grant application has 4 sections with a total of 50 points (Need, Method, Partners, Budget); staff from the Division of Library Development will review applications to determine funding decisions. Five (5) priority points will be assigned to libraries not receiving LSTA grants in the past 5 years and five (5) to libraries with distressed community status.

Though not scored, the applicant's track record with LSTA grants will be taken into account. That is, the quality and effectiveness of any prior applicant management of LSTA grants, and the number, type, and total dollar value of grants that the applicant has received over the past five years of LSTA funding. This will help ensure that more libraries have the opportunity to benefit from LSTA grant funds and may also help prevent providing funding to libraries who have displayed poor management track records.

Awardees will be required to submit expenditure reports, midpoint and final reports, and outcome based evaluation results to the Division on a set schedule. Awardees must also be prepared to share results with the library community. These grants have a standardized outcome-based evaluation (OBE) component; each recipient will obtain OBE data.

**Allowable expenditures** include but are not limited to: cost for ECCR 2nd; supplies and postage; handouts, promotional materials (ads, flyers, mailings, etc.); library materials that support the best


practices of the workshops (children's materials); professional materials; and travel / mileage expenses. All proposed expenditures must be set out in the application budget.


**Disallowed expenditures** include but are not limited to: temporary staff, staff time not related to the activities of the grant, food, and giveaways of any kind.

Grant applications must be submitted by 4:00PM on March 28, 2014. Grant awards will be made at the May, 2014 State Library Board meeting. The grant period is twelve months: from July 1, 2014 to June 30, 2015. A local match of 25% (cash or in-kind) is required.

Library Services and Technology Act (LSTA) funds are provided through the Institute of Museum and Library Services [4] (<http://www.imls.gov> [5]), the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas.

For further information, please do not hesitate to contact Douglas Lord, LSTA Coordinator, at 860-704-2204 or [Douglas.Lord@ct.gov](mailto:Douglas.Lord@ct.gov) [6] or Susan Cormier, Children's Consultant, at 860-456-1717 Ext.301 or [Susan.Cormier@ct.gov](mailto:Susan.Cormier@ct.gov) [7].

 [Application, Every Child Ready to Read grant 2014-2015](#) [8]

 [Detailed results for 21 valid outcome-based evaluation indicators for H.C. Hull Library's ECRR grant, 2012-2013](#) [9]

[Children & Youth Services](#) [10]

**Source URL (retrieved on 06/06/2014 - 14:26):** <http://www.ctstatelibrary.org/dld/pages/every-child-ready-read>

#### Links:

[1] <http://evanced.info/cslib/evanced/eventcalendar.asp>

[2] [http://www.ctstatelibrary.org/sites/default/files/dld\\_file/ECRR%20grant%20application%202014-15.docx](http://www.ctstatelibrary.org/sites/default/files/dld_file/ECRR%20grant%20application%202014-15.docx)

[3] [http://www.amazon.com/Every-Child-Ready-Read-ebook/dp/B001M5JVNY/ref=sr\\_1\\_2?ie=UTF8&qid=1326206572&sr=8-2](http://www.amazon.com/Every-Child-Ready-Read-ebook/dp/B001M5JVNY/ref=sr_1_2?ie=UTF8&qid=1326206572&sr=8-2)

[4] <http://www.imls.gov/>

[5] <http://www.imls.gov>

[6] <mailto:douglas.lord@ct.gov>

[7] <mailto:susan.cormier@ct.gov>


[8] [http://www.ctstatelibrary.org/sites/default/files/dld\\_file/ECRR grant application 2014-15.docx](http://www.ctstatelibrary.org/sites/default/files/dld_file/ECRR grant application 2014-15.docx)

[9] [http://www.ctstatelibrary.org/sites/default/files/dld\\_file/Clinton individual results.docx](http://www.ctstatelibrary.org/sites/default/files/dld_file/Clinton individual results.docx)

[10] <http://www.ctstatelibrary.org/taxonomy/term/3877>



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 9, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Historic Document Preservation Grant

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The town has been notified that, once again, we are eligible to receive grant monies in the amount of \$7,500 through the Public Records Administration of the Connecticut State Library.

This is a non-competitive grant that is used to convert microfilmed pages to digital images. This process saves time and provides a convenient way for the public to view and copy a document from their home computers for a minimal fee.

Please place this Resolution on the agenda for the June 17, 2014 meeting for review and approval.

Thank you.

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

**CERTIFIED RESOLUTION**

I, Robert J. Pasek, Town Clerk of the Municipality of East Hartford, do hereby certify the following is a true and correct copy of a resolution duly adopted at a meeting of the Town Council duly held and convened on the 17<sup>th</sup> day of June, 2014, at which a constituted quorum of the Town Council was present and acting throughout, and further certify that such resolution has not been modified, rescinded, or revoked, and is, at present, in full force and effect.

**RESOLVED: That Marcia A. Leclerc, Mayor, is empowered to execute and deliver in the name of and on behalf of this municipality, a contract with the Connecticut State Library for a Historic Preservation Grant.**

IN WITNESS THEREOF, the undersigned has affixed his signature and the Town Seal this 18<sup>th</sup> day of June, 2014.

---

Robert J. Pasek  
Town Clerk  
Town of East Hartford

seal

**TOWN OF EAST HARTFORD  
TOWN CLERK'S OFFICE  
MEMORANDUM**

**DATE:** May 29, 2013

**TO:** Mayor Marcia A. Leclerc

**CC:** Paul O'Sullivan, Grants Administrator

**FROM:** Robert J. Pasek – Town Clerk

**RE:** Referral to Council – Historic Document Preservation Grant

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Public Act 00-146 “An Act Concerning Real Estate Filings and the Preservation of Historic Documents”, established an account to support the costs of preservation and management of historic documents. This Public Act allows an extra Three dollar charge per land record document recorded by the Town Clerk. Two dollars is returned to the State. The Town receives One dollar for each recording.

For the eleventh year, East Hartford is eligible to receive a non-competitive grant in the amount of \$7,500 through the Public Records Administration of the Connecticut State Library.

I am recommending that East Hartford use these grant funds to convert 46,875 microfilmed pages to digital images. Currently the images available on our computer system date back to December 17, 2001, volume 2042. This grant will allow the image availability to go back to August 2000, volume 1912. These digital images will then be linked to our land record index; allowing title searchers, the public, and staff the ability to view and print the document from the internet or from the office without having to remove the volume from the vault. This will save the volumes from the wear and tear of being copied, save the staff the time and energy of having to stop what they are doing to help make copies, and give the public the convenience of viewing and copying a document from their home computer for a fee.

**No matching funds are required under this program.** A final report on the work performed is the only requirement for receiving these funds.

I am requesting that the attached Certified Resolution be placed on the June 17, 2014 Agenda of the Town Council. The Certified Resolution authorizes you, as Mayor, to make application and contract with the Connecticut State Library to receive this funding for the Town.





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 9, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION: NCAAA Grocery Delivery Program

A handwritten signature in black ink, appearing to be "M. Leclerc", is written over the "FROM:" line of the header.

---

In March of this year, the North Central Area Agency on Aging (NCAAA) gave the town matching grant funds for the Grocery Delivery Program. We have been notified that the town is eligible to receive additional non-matching funds to continue to provide this service to our residents with limited mobility or who can no longer use the transportation programs due to physical limitations.

In order for the town to receive the additional funding, it is necessary to have an updated Town Council Resolution approved at the June 17, 2014 meeting.

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 17<sup>th</sup> day of June, 2014.

### RESOLUTION

**WHEREAS** the North Central Area Agency on Aging (NCAAA) has offered the Town of East Hartford supplemental funding for the grocery delivery to elderly residents program and;

**WHEREAS** these additional funds will increase the number of grocery deliveries available to elderly residents of East Hartford

**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 NCAAA as they pertain to securing supplemental funding for a grocery delivery to elderly residents program for the current NCAAA program year.

**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 \_\_\_ day of June, 2014.

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

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

GRANTS ADMINISTRATION  
MEMORANDUM

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TO: Mayor Marcia A. Leclerc  
FROM: Paul O'Sullivan, Grants Manager   
SUBJECT: Updated Council Resolution for NCAAA Grocery Delivery Program  
DATE: 6/5/2014

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In March of this year, the North Central Area Agency on Aging (NCAAA) provided the Town with a matching grant for the operation of a grocery delivery program for senior citizens. Recently, the NCAAA offered the Town supplemental funding to extend the operation of this program. These additional funds do not require a match.

This supplemental funding will cause the total grant to exceed the dollar amount authorized in the original Council Resolution of March 4, 2014. After consulting with the Corporation Counsel's office, it was decided that a new resolution would be required to allow the Town to accept these funds.

The attached Resolution will authorize you as Mayor to make application and execute all documents associated with this supplemental funding. I respectfully request that this resolution be included on the Town Council agenda for the June 17, 2014 meeting.

Please contact me at ext. 7206 if you have any questions.

Attachment (1)

Cc: Eileen Buckheit, Development Director

## PROJECT SUMMARY

**Identify the need and give a brief summary of the proposed project. List all services to be provided and project objectives. Where applicable, include the results of any recently conducted needs assessments (e.g. surveys) that support the need for the proposed project.**

### Need/Brief Summary

The goal of the Town of East Hartford Senior Services is to promote successful aging through a holistic approach and healthy communities model. Senior Services offers comprehensive programs and support services with an emphasis on autonomy and individual empowerment. Numerous programs and services are in place to assist adults age 60 and older.

Research tells us that people who can select their own groceries are more apt to eat what they have selected rather than skip meals or not finish their food. We all like to have a choice, whether it's deciding what to wear, where to go, or what to eat. Choice is good, and we appreciate it when we can make decisions for ourselves. Food choice is highly personal. Each of us selects food based on our own unique background, likes, dislikes, health concerns, and other considerations.<sup>1</sup>

Through this grant opportunity, Senior Services is applying for funds to continue its effort at providing grocery delivery services. With funding from NCAAA, past funding from the Community Development Block Grant (CDBG) and current funding from the Town of East Hartford funding set aside for senior services programs, and in partnership with Geissler's Supermarkets, this program has been successfully operating since 2005. Senior Services considers this valuable program to be part of its continuum of services for people who can no longer use Dial-a-Ride to go grocery shopping, or for whatever reason (limited mobility, low vision, restricted lifting/carrying) can no longer shop without assistance. This grocery delivery service allows people to maintain their independence; older adults can call the grocery store and place their own orders. East Hartford older adults can receive a grocery delivery up to one time per week.

Some people who can still go grocery shopping use the grocery delivery program for heavy items that are difficult to carry such as milk and laundry detergent. Or people use the service when the weather could make going to the grocery store unsafe, thereby possibly preventing falls. Sidewalks, parking lots, and store floors can be hazardous during inclement weather.

The Grocery Delivery Program is not meant to compete with, or replace, Meals-on-Wheels programs. MOW's is a vital program, but people still need to purchase additional groceries and non-food items like toilet paper, paper towels, soap, cleaning products, and pet food.

As an added bonus, this Grocery Delivery Program helps decrease family or friend caregiver burden by reducing caregiver labor. If an older adult, however, becomes incapable of calling and placing a grocery order for themselves, someone can make the call for them which is still less burdensome than physically going to the grocery store to do the shopping.

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<sup>1</sup> Department of Foods and Nutrition, Purdue University, 2004.

## PROJECT SUMMARY

### Service to be Provided

1. Grocery Delivery Service

### Project Objectives

1. Provide a grocery delivery program to East Hartford older adults whereby the cost of delivery is not impacting their use of the service.
2. Empower older adults to maintain their independence by placing their own grocery orders.
3. Improve nutrition among older adults who might otherwise skip meals or not consume proper amounts of food.

## **OUTREACH METHODS & SERVICE STRATEGIES**

**Describe the outreach methods and service strategies that will be employed in order to provide services and achieve the project's objectives.**

For the purpose of identifying individuals with unmet needs and encouraging their use of existing services for the benefit of maintaining independence, the outreach staff will disseminate brochures and flyers among the twelve local senior housing complexes, the churches in town, at the two senior centers, the libraries and the two rehabilitation and long-term care facilities. The programs will also be advertised in the monthly senior newsletter and with local print media.

## TARGET POPULATION

**Describe the target population(s). Indicate how the target group(s) will be identified and encouraged to participate in the project.**

The target population is East Hartford residents age 60 and older who are unable to do their own grocery shopping or find certain aspects of grocery shopping difficult such as carrying heavy detergent bottles or multiple canned items.

As mentioned previously in the Outreach Methods section, extensive outreach to underserved older adults will be done through a variety of resources including the Golden Ager newsletter, the local newspapers, and through collaborative referral efforts with local service providers.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 9, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION: Youth Services Bureau Grant

---

Attached is a memo from our Grants Manager with information regarding the State Department of Education grant funds available to our town. This is for the second year of a two year program that supports many Youth Services activities that are valuable to the youth of the community. The amount of the grant is \$43,652.

Please place this information and resolution on the June 17, 2014 agenda for approval to allow the town to accept these grant monies.

Thank you.

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



I, Angela M. Attenello, do hereby certify that I am the Council Clerk of the Town of East Hartford, a municipal corporation organized and existing under the laws of the State of Connecticut having its principal place of business at 740 Main Street, East Hartford. The following is a true and correct copy of resolutions, duly adopted and ratified by the Town of East Hartford Town Council on June 17, 2014, in accordance with the constituent charter of the Town of East Hartford; and the same have not in any way been modified, repealed or rescinded, but are in full force and effect.

## R E S O L U T I O N

**WHEREAS**, the Connecticut Department of Education has made available funding through the Youth Service Bureau Grant Program, and;

**WHEREAS**, the purpose of this program is to assist municipalities (or private agencies serving youth which are designated to act as agents for such municipalities), in establishing, maintaining or expanding such Youth Service Bureaus, and;

**NOW, THEREFORE, LET IT BE RESOLVED:** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is hereby authorized to execute on behalf of this municipality a grant application to the State of Connecticut Department of Education for a "Youth Service Bureau Grant" and to file any amendments or reports as may be required to successfully complete the terms of the grant contract.

**BE IT FURTHER RESOLVED** that That Marcia A. Leclerc is currently serving as Mayor of the Town of East Hartford. Her term of office began on January 10, 2013 and will continue until November 9, 2015. As the Mayor, Marcia A. Leclerc serves as the Chief Executive Officer for the Town of East Hartford, and is duly authorized to enter into agreements and contracts on behalf of the Town of East Hartford.

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

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TO: Marcia A. Leclerc, Mayor

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Referral to Council-Resolution to Re-Authorize State Department of Education Youth Service Bureau Grant

DATE: June 6, 2014

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The State Department of Education (SDE) makes grant funds available to local Youth Service Bureaus to support a number of Youth Services Activities. The Town of East Hartford is applying for the second year of funding from this two-year Grant Program.

The Town will receive the same amount as last year (\$43,652) and these funds will support:

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

I am requesting that the attached resolution be placed on the Town Council agenda for the June 17, 2014 meeting. This Resolution will allow you to make application and execute documents related to the SDE grant.

Attachments (2)

Cc: Eileen Buckheit, Development Director  
Cephus Nolen, Youth Services Director

### *Overview*

Local communities began to develop Youth Service Bureaus (YSBs) in the 1960's as a response to a growing number of issues affecting youth. The role of the YSBs has been broadened to include both advocacy and coordination of a comprehensive service delivery system for youth. YSBs are organized to provide:

- administrative services, including an assessment of youth needs and the coordination of services for youth;
- direct services for youth; and
- administrative core unit functions.

The administrative core unit functions are:

1. General Administration
2. Research
3. Resource Development
4. Community Involvement
5. Youth Advocacy

Additionally, each YSB is required to have an advisory board responsible for making recommendations on overall policy and program direction of the Bureau.

### *Purposes and General Information*

The purpose of the YSB Grant Program is to assist municipalities and private youth-serving organizations designated to act as agents for municipalities in establishing, maintaining or expanding such YSBs. See Connecticut General Statutes, Section 10-19n. Services that may be provided include:

- recreational activities;
- individual and group counseling;
- parent training and family therapy;
- work placement and employment counseling;
- alternative and special educational opportunities;
- outreach programs;
- teen pregnancy services;
- suspension/expulsion services;
- diversion from juvenile justice services;
- preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and
- programs that develop positive youth involvement.

The number of YSBs participating in the grant program has increased from 56 YSBs serving 71 towns in 1979-80 to 99 bureaus serving 134 towns in 2010-11. State funding for the grant program has increased from \$900,000 in 1979-80 to a high of \$3.3 million in 1994-95. The program was funded at \$2,989,268 in 2012-13.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 9, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION: Youth Services Prevention Grant

---

The Youth Services Department is requesting that the attached Resolution be approved by the Town Council to allow the town to be a recipient of \$85,200 non-matching grant to be used for prevention and intervention programs.

Please place this Resolution on the Town Council Agenda for June 17, 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 17<sup>th</sup> day of June, 2014.

## R E S O L U T I O N

**WHEREAS** the Town of East Hartford (Youth Task Force) has been identified In Public Act 14-47, Sec. 1 to be a recipient of a \$85,200 grant from the State of Connecticut for the provision of preventive youth services; and

**WHEREAS** as a condition of the grant, the Town is required to provide documentation that details a plan for spending, monitoring, and reporting on these funds in a manner that is consistent with the intent of the Public Act

**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 Office of Policy and Management as they pertain to this Youth Services Prevention grant.

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

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


Seal

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

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

GRANTS ADMINISTRATION  
MEMORANDUM

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**TO:** Mayor Marcia A. Leclerc  
**FROM:** Paul O'Sullivan, Grants Manager   
**SUBJECT:** Referral to Council – Youth Services Prevention Grant  
**DATE:** 6/6/2014

---

Attached is a proposed Town Council Resolution authorizing you to execute an application and other documents as may be required for a State of Connecticut Youth Services Prevention Grant

The East Hartford Youth Task Force has been identified in Public Act 14-47, Sec. 1 to be a recipient of an \$85,200 grant from the State of Connecticut for preventive youth services. This funding is for prevention and intervention programs to reduce youth violence and divert individuals from the Juvenile Justice System. No matching funds are required for this program.

Because this grant is funded via a direct appropriation and not a Request for Proposals, there is little to no programmatic information from the state to describe the requirements of this program. For this reason, I have attached some information from last year's application to provide some detail as to how these funds are expended.

I respectfully request that the attached Resolution be placed on the Town Council agenda for their meeting to be held June 17, 2014. Please contact me at ext. 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Cephus Nolen, Jr., Director of Youth Services

**GRANT APPLICATION INFORMATION**

**DATE:** 6/6/14

**TITLE:** Youth Services Prevention Grant  
East Hartford Youth Task Force

**AMOUNT:** \$85,200

**SOURCE:** State of Connecticut Office of Policy and Management

**PURPOSE:** The East Hartford Youth Task Force has been identified in Public Act 14-47, Sec. 1 to be a recipient of an \$85,200 grant from the State of Connecticut for the purpose of Youth Services Prevention. This funding is for prevention and intervention programs to reduce youth violence and diverting them from the Juvenile Justice system.

**DEPARTMENT**

**RESPONSIBLE:** East Hartford Youth Services

**MATCHING FUNDS:** Not required

**GRANT PERIOD:** July 1, 2014- June 30, 2015

**PROPOSED BUDGET:** See attached

East Hartford Youth Services  
Youth At-Risk Task Force

YOUTH PREVENTION GRANT  
2013-14

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**Total Grant Funds: \$85,240.75**

Application & Spending Plan due on August 15, 2013

PROPOSAL:

- Police-Youth Adventure Plus Program
  - EHMS Program – 7 one day sessions / one per month
  - Synergy Program – 7 one day sessions / one per month
  - EHHS Program – 7 one day sessions / one per month
    - 2 police officers, 8 students, 2 staff leaders per session
    - **Proposed Budget: \$30,000.00**
  
- Community Service / Court Ordered
  - Service learning opportunities to support court referred youth
  - One Outreach Worker, 6 hrs per wk (44 weeks)
    - **Proposed Budget: \$5,000.00**
  
- Synergy Adventure Leadership
  - Teambuilding Field Trips (3 – full day events)
  - 3 Outreach Workers
    - **Proposed Budget: \$5,000.00**
  
- Community Adventure & Challenge Course Training
  - Northeast Adventure
  - Training for EHYS, EHPS, EHP&R, YMCA, local towns
    - **Proposed Budget: \$5,000.00**



- Girl's Circle
  - Current OJJDP model and evidence-based program
  - Addressing Aggression Among Girls (St. Joseph University, West Hartford, CT)
  - 1 - Outreach Worker, 1 Counseling Intern
    - **Proposed Budget: \$2,500.00**
  
- Boy's Circle
  - Companion model based on the "rites of passage" for males only
  - 1 – Outreach Worker, 1 Counseling Intern
    - **Proposed Budget: \$2,500.00**
  
- Charter Oak Club (One Act of Kindness)
  - Community-wide program to encourage and honor those youth doing good deeds
  - T-shirts & certificates issued monthly by Mayor & Police Chief at Town Council meeting, posted on EHYS Facebook page and local newspapers
    - **Proposed Budget: \$2,500.00**
  
- Community Mediation (OSS Alternative)
  - Mediated intervention by trained youths and adults
  - Referral by EHHS and EHMS administrations of OSS students
    - **Proposed Budget: \$15,000.00**
  
- Truancy Intervention / Prevention Survey (TIPS)
  - Truancy evaluation surveys, parental skills assessment
  - Two Outreach Workers – home & office visits to complete survey
  - Clients referred by schools, JRB, DCF
    - **Proposed Budget: \$7,500.00**
  
- Youth Outreach Workers
  - Various work assignments for current Outreach Worker staff
  - Staff assistance to other youth & family service agencies
    - **Proposed Budget: \$10,240.75**



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 10<sup>th</sup> 2014  
TO: Richard F. Kehoe  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION- Public Health Preparedness Resolution

---

I am submitting for your review and consideration the attached memo from Grants Manager, Paul O'Sullivan requesting inclusion of a resolution on the Town Council Agenda for June 17<sup>th</sup>, 2014 to enter into an agreement with the Connecticut Department of Public Health to extend the Town's Public Health Emergency Preparedness (PHEP) Grant for an additional year to June, 2015.

Funding from this program will go to support planning, training, exercise operations, and intervention activity expenses related to the prevention and/or mitigation of disease outbreaks and injuries resulting from epidemics, disasters, and bioterrorism.

I recommend that the Town Council approve this request as submitted by adopting the attached resolution.

Thank you.

C: E. Buckheit, Development Director

I, Angela M. Attenello, 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 at a meeting of East Hartford Town Council of said corporation, duly held on the 17th day of June, 2014 in East Hartford, Connecticut.

### RESOLUTION

**WHEREAS**, The Connecticut Department of Public Health has offered supplemental funding to extend the Public Health Preparedness Grant an additional year,

**NOW THEREFORE LET IT BE RESOLVED** that Mayor Marcia A. Leclerc has been empowered to make, execute and approve on behalf of this corporation any and all contracts or amendments thereof with the State of Connecticut Department of Public Health to fund a \$54,652 "Public Health Preparedness" grant for the period July 1<sup>st</sup> 2014 through June 30<sup>th</sup> 2015.

AND I DO FURTHER 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 have hereunto set my hand and affixed the corporate seal of the Town of East Hartford, Connecticut this \_\_\_\_ day of June, 2014.


Seal

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

GRANTS ADMINISTRATION  
MEMORANDUM

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TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Referral to Council – Public Health Emergency Preparedness Resolution

DATE: June 9, 2014

---

Attached is a draft Town Council resolution authorizing you to enter into an agreement with the Connecticut Department of Public Health to extend the Town's Public Health Emergency Preparedness (PHEP) Grant for an additional year to June, 2015.

This money will go toward supporting planning, training, exercise, operations and intervention activity expenses relative to the prevention and/or mitigation of disease outbreaks and injuries resulting from epidemics, disasters and bioterrorism. I have attached two emergency preparedness brochures that were produced through this grant funding.

I respectfully request that this resolution be included on the Town Council agenda for the June 17<sup>th</sup>, 2014 meeting. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

## CREATING YOUR "DISASTER KIT"

It's important that each family or individual have a "disaster kit" made up before an emergency arises, especially since you may not have electricity, water, heat, telephone service, or public transportation. Items to include are:

- bottled water in plastic containers (estimate one gallon, or 64 ounces of water per person/per day; you may need more if you are caring for pets)
- canned and packaged foods that don't require refrigeration or cooking like dried fruit or meats, boxed juices, peanut butter, crackers, protein bars, trail mix, ready to eat soups, canned beans, powdered milk
- first-aid supplies (bandages, tweezers, thermometer, safety pins, soap, rubber gloves, waterless soap, over-the-counter medicines, e.g., aspirin, cough syrups, antacids; at least a week's supply of prescription medications)
- household supplies (non-electric can opener, bedding and blankets, toilet paper, eating utensils, books, magazines, aluminum foil, extra set of car keys, garbage bags, battery-operated radio)
- tools (batteries, hammer, scissors, flashlights, smoke detectors, fire extinguisher, pliers, compass, water-proof matches, plastic storage containers, flares, pens, pencils, plastic sheeting, candles, whistle, duct tape, signal flares, local map)
- one or two complete changes of clothing per person (comfortable and sturdy shoes or boots, socks, pants, rain gear, hats and gloves, thermal underwear and sunglasses)
- important papers - wills, insurance policies, passports, immunization records, phone numbers, credit cards, social security cards - should be kept in the "disaster kit" in a water-tight container
- if you have an infant, store formula, diapers, plastic bottles, powdered milk, water and medication
- if you have a pet, store dry or canned foods, water, an airline pet carrier for each animal with ID (if appropriate), photo, vaccination record, special needs list and a muzzle/leash. **The Connecticut Humane Society at: 860-594-4502 has more information on emergency plans for pets.**

5

## EAST HARTFORD, Connecticut COMMUNITY EMERGENCY PREPAREDNESS GUIDE

There is no issue more important to a community as the health and safety of its residents. **Therefore, it's important to remember that in a personal or family emergency, always call 9-1-1.** Additionally, we know that as a town, planning and preparing for unexpected emergencies is vital to helping all East Hartford residents cope with power outages, heavy rains and floods, hazardous material incidents, disease epidemics and even terrorist attacks. The Guide presents what East Hartford officials and you, as town residents, will do in the event of a town-wide emergency.

- Mayor Timothy D. Larson



Non-Emergency East Hartford Public Safety Calls:  
Police: 528-4401  
Fire: 528-4171

A PUBLICATION of East Hartford  
Health & Social Services  
(1 of 4 in the Emergency Preparedness Series)

## PERSONAL PLANNING FOR AN EMERGENCY

Your ability to react to a town-wide emergency, and to care for yourself and your family during such an event or disaster, will depend upon advance planning and preparation that includes time for practice. It's important that the plan includes everyone you might be responsible for in the event of an emergency.

Once you have created your Disaster Kit, you should select a room in your home in which the entire family can live for an extended period of time, perhaps several days. Your Disaster Kit contents should be in one easy-to-carry container like a trash can, backpack or other carrying piece and stored in an easy-to-get-to place in your home or apartment. If you own a car, keep a smaller version of the kit there as well. Date food, water, and medication. Change these supplies every six months.

Ask your pharmacist or doctor about storing medicine for family members who are ill or elderly. **CONTACT THE EAST HARTFORD FIRE DEPARTMENT at: 528-4171, Ext. 0 IF SOMEONE IN YOUR FAMILY REQUIRES LIFE SUPPORT EQUIPMENT - ventilator, respirator, oxygen equipment, etc. that must be stored. In the event of an emergency always call: 9-1-1**

## WHAT TO EXPECT IF THE POWER IS OUT

It's important to avoid downed power lines outside and shut off all appliances - stoves, refrigerators, air conditioners, etc.

Depending upon how much and the type of food you have in your refrigerator, most of it will stay cold for a day or two if you keep freezer and refrigerator doors closed. Please keep in mind that you should not refreeze food that has thawed out once the power returns.

If you have an electric pump for water, it will not work and gas appliances may not operate if they use any electricity. Be sure to contact a licensed electrician in advance if you plan to use a portable generator during an emergency. Do not use kerosene heaters except in well-ventilated rooms and NEVER USE GAS OVENS AS HEAT SOURCES. **Contact Northeast Utilities for information on using emergency generators and other facts about power outages: 1-800-286-2000.**

*This Guide is available in Spanish and English. Additional copies are located at Town Hall, area libraries, and local fire and police stations. Please retain this Guide in your home in a secure and easy-to-reach place. The Guide is also available on the Town website: <http://www.ci.easthartford.ct.us> (PDF file)*

6

## EAST HARTFORD'S EMERGENCY

### OPERATIONS PLAN

In the event of a town-wide emergency, police, fire and other staff will be called to duty to help ensure public safety. Local public health, medical, hospital, transportation, school, and volunteer organizations will also be called upon to assist. East Hartford Health and Social Services also expects to recruit and train more than 200 community volunteers to help out in the event of an emergency like smallpox.

Area radio and TV stations will broadcast up to date information and instructions to residents on WTIC (1080 AM); WDRG (1360 AM) and Channel 5, East Hartford Community TV. If the emergency requires you to evacuate, or leave your home or apartment, these stations will have instructions on where to go and what to bring. For certain emergencies you may be told to go to an emergency shelter. East Hartford High School is the town's primary emergency shelter, with East Hartford Middle School and Langford Elementary School as secondary shelter locations. In certain situations, however, staying in your home, at your job site, or with a neighbor will be the best thing to do. Town leaders will provide information to help you make the right decision.

### YOUR PERSONAL EMERGENCY PLAN

Like the town, individuals and families need an "emergency plan." Use this checklist to help organize your plan.

- An emergency communication plan - select an out-of-town contact each family member will check in with either by phone or email; practice your plan and update it every six months
- A meeting place to come together that is away from your home, in case you can't go to your home during the emergency



Being prepared can help when the unexpected happens.

- A full tank of gas in the family's car(s) and/or an updated bus schedule
- A current list of pharmacy phone numbers and medications taken by family members
- A family "disaster kit" with sufficient food, clothing, and safety items for each person for up to five days (please see page 5 for a detailed list of items to include)

## A MESSAGE FROM THE DIRECTOR OF HEALTH & SOCIAL SERVICES

Regrettably, communities now need to be prepared for emerging, rapidly spreading diseases, including threats of bioterrorism. Emergency Preparedness is also an individual responsibility. This Guide, the first in a planned series by the Department of Health and Social Services, highlights East Hartford's response to these newer concerns, including anthrax, SARS, harmful chemical and biological agents, and smallpox. It is being published to help you prepare for these emergency conditions. Please retain this Guide in your home in a secure and easy-to-reach-place.  
- Baker Salisbury, MPH, MSW, MHSA

## A SPECIFIC CASE: A SMALLPOX EMERGENCY

Smallpox is an infectious disease caused by a virus. It is spread from one person to another by exposure to the infected person's body fluids, from coughing, for instance. It can also be spread by touching clothing, bedding, or personal items used by someone who has smallpox. While the last reported case of smallpox occurred in 1977, East Hartford has developed a response plan in case of a new outbreak of the disease. Included here is an outline of the steps East Hartford will take to protect you and your family if a smallpox emergency occurs.

## A NATIONAL, STATE, OR TOWNWIDE EMERGENCY

If a single case of smallpox occurs anywhere in the United States, the President will likely declare a National Emergency. Connecticut's Governor will then declare a State of Emergency. If this occurs, the town will carry out its voluntary "mass vaccination" plan for East Hartford residents.

A person with smallpox can transmit the disease to others after a rash appears. Getting the vaccination before exposure will protect most people from smallpox. In the unlikely event that a person is exposed to smallpox, vaccination within the first few days of exposure will completely prevent or significantly reduce smallpox in most people; getting vaccinated within a week of exposure will provide some protection from the disease.

## TEN-DAY VACCINATION PLAN

Once a State of Emergency is declared, the Mayor of East Hartford will announce the location of the town's "vaccination clinic" where residents who choose to receive the vaccination will be instructed to go. A vaccination is like a shot; it is given to protect you from an illness or disease. **ONLY THOSE WHO LIVE IN EAST HARTFORD CAN RECEIVE A VACCINATION IN EAST HARTFORD.**

## GETTING VACCINATED

The Director of Health has put together a Leadership Team responsible for operating the town-wide vaccination clinic. Transportation and security measures are in place. Medical staff and volunteers will be trained to administer vaccinations; the clinic will operate 16 hours a day during this time.

Residents will be instructed where to go and in what order by radio, television and newspaper announcements. People will be vaccinated over the ten-day period based on the first letter of the last name of the Head of Household. Daily announcements will be made about which letters should report. People are expected to go to the vaccination clinic on their assigned day, which may mean taking children out of school and time off of work for adults. Those bringing family members who live in East Hartford to the clinic, should bring them on the same day they are to receive a vaccination. Arrangements will be made for those few non-mobile individuals who are unable to make the trip to the vaccination clinic.

Everyone getting a shot must have identification; best is a photo ID - driver's license, passport/visa, student or employee ID. You can also use birth certificates, social security cards, or a copy of a lease with your name and address. Expect to stay at the clinic approximately ninety minutes. A medical history will be taken for each person getting vaccinated, and adults will sign a Consent Form. There will be a video to watch. Staff will check the forms and answer your questions. No shots will be given to children under the age of one; parents and/or caregivers of infant children should make childcare arrangements for when they are at the clinic.

## WHAT TO EXPECT AFTER YOUR VACCINATION

Clinic staff will give you instructions that the usual stages you will go through will help you know what to expect in the after a vaccination include: days ahead, including how to keep your WEEK 1: vaccination clean and covered. Typically within 3 or 4 days you will get a red and the vaccination will protect a person from itchy bump on your arm where you got the shot; this will turn into a blister, full of fluid, which will eventually drain; your arm will have a bandage on it

In most cases, people who receive a vaccination do not experience any negative side effects. If you do become ill after receiving a smallpox vaccination, however, medical staff at the vaccination clinic will provide care and refer you to a medical provider.

## CREATING YOUR "DISASTER KIT" FOR A FLU PANDEMIC

It's important that each family or individual have a "disaster kit" made up before an emergency arises, especially since you may not have electricity, water, heat, phone service, or public transportation. Items to include are:

- bottled water in plastic containers (estimate one gallon, or 128 ounces of water per person/day; you may need more if you are caring for pets)
- non-perishable foods that don't require refrigeration or cooking like dried or canned fruit, meats and vegetables, boxed or canned juices, peanut butter, crackers, protein bars, trail mix, ready to eat soups with rice or noodles, powdered milk. Estimate a 14-day supply for each person or pet.
- first-aid supplies (bandages, tweezers, disposable thermometers, safety pins, rubber gloves, waterless soap, moist towelettes, over-the-counter items like aspirin, cough syrups, antacids; at least a two-week supply of prescription medications)
- household supplies (non-electric can opener, bedding and blankets, toilet paper, plastic eating utensils, books, magazines, aluminum foil, extra car keys, garbage bags, batteries, battery-operated radio, pens, pencils, paper, candies)
- tools (hammer, scissors, non-electric saw, wrench, shovel, smoke detectors, fire extinguisher, pliers, extra cell-phone batteries, compass, water-proof matches, plastic storage containers, flares, plastic sheeting, whistle, duct tape, signal flares, local map)
- clean clothing for each person for up to two weeks
- important papers - wills, advanced directives, insurance policies, passports, home-ownership records, immunization records, phone numbers, credit cards, social security cards - should be kept in the "disaster kit" in a water-tight container
- store infant formula, diapers, plastic bottles, powdered milk, and medication
- if you have a pet, store dry or canned foods, water, an airline pet carrier for each animal with ID (if appropriate), photo, vaccination record, special needs list and a muzzle/leash. **The Connecticut Humane Society at 860-594-4502 has more information on emergency plans for pets.**
- if you use a motorized wheelchair or other battery-operated equipment, or require oxygen or equipment to assist with mobility or breathing, be sure to have additional batteries and medical supplies on hand or a manual wheelchair.
- personal data—health information, pictures, phone numbers, scanned copies of prescriptions and records, etc., can be saved on a "flash" drive that can be transported easily and plugged into a computer at any location (available at office or computer supply stores).*

## MORE . . . PERSONAL PLANNING FOR AN EMERGENCY

Events like those in New Orleans in 2005 showed how vital it is that individuals and families have an "emergency plan." This is very important if you, or someone you care for, is sick, elderly or requires special care due to a physical or mental disability. Also, you need to plan how you will care for your pets during an emergency. **This checklist can help you develop your plan.**

- an emergency communication plan; select an out-of-town contact; each family member will check in with either by phone or email;
  - a meeting place to come together away from your home, in case you can't go to your home during the emergency; preferably identify one in town and one out of town
  - a full tank of gas in family car(s), a current bus and train schedule, and a charged cell phone;
  - a current list of pharmacy phone numbers and medications taken by family members;
  - ask your pharmacist or doctor about storing medicine for family members who are ill or elderly;
  - a "disaster kit" for each person and pet in your family. (see page 5 for a detailed list of necessary supplies);
  - cash or travelers checks and change;
  - date food, water and medication; change the supplies every six to nine months
- Your ability to react to a town-wide emergency like a flu pandemic, and to care for yourself and your family, will depend upon advance planning and preparation that includes time for practice. It's important that the plan include everyone you might be responsible for in the event of an emergency. Equally important is that all those involved practice the plan at least once a year.

**CONTACT THE EAST HARTFORD FIRE DEPARTMENT at 528-4401 IF SOMEONE IN YOUR FAMILY REQUIRES LIFE SUPPORT EQUIPMENT - ventilator, respirator, oxygen equipment, that must be stored. *In the event of an emergency, always call: 9-1-1***



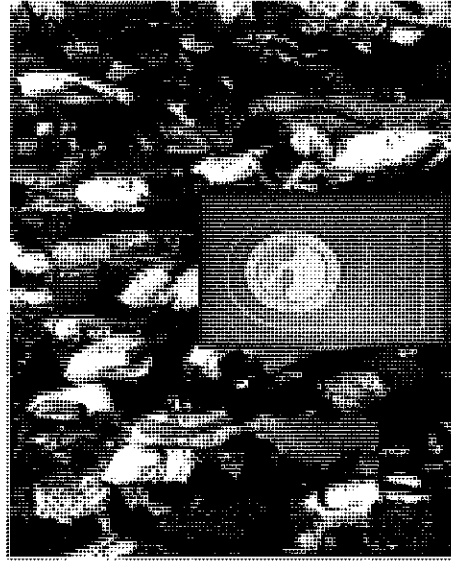
Being prepared can help when the unexpected happens . . .

This Guide is available in Spanish and English. Additional copies are located at Town Hall, area libraries, and local fire and police stations. Please keep it in your home in a secure and easy-to-reach place. The Guide is available on the Town website: <http://www.ci.east-hartford.ct.us> (PDF file)

## EAST HARTFORD Connecticut COMMUNITY Pandemic EMERGENCY

Communities need to prepare for emerging, rapidly spreading diseases, including the threat of pandemic flu. Local governments and health agencies are preparing daily. Emergency Preparedness though, is also an individual responsibility. Each person and family should know what to expect during a pandemic and what actions to take in order to lessen the spread of disease. This Guide, the second in a planned series by the Department of Health and Social Services, highlights the common sense and best practice actions that you can take to prepare for a flu pandemic. Please retain this Guide in your home in a secure and easy to reach place.

- Baker Salsbury, MPH, MHSA, MSW  
Director of East Hartford Health and Social Services



Non-Emergency East Hartford Public Safety Call:  
Police: 528-4401  
Fire: 528-4401

## East Hartford's Emergency Operations Plan

In the event of a town-wide emergency, police, fire and other staff will be called to duty to help ensure public safety. Local public health, medical, hospital, transportation, school, and volunteer organizations will also be called upon to help. East Hartford Health and Social Services has also recruited and trained over 200 community volunteers to help out in the event of an emergency like pandemic flu, anthrax exposure, or a smallpox outbreak.

Area radio and TV stations will broadcast up to date information and instructions to residents on WTIC (1080 AM); WDRC (1360 AM) and Channel 5, East Hartford Community TV. The town's website will also have information, if you are asked to evacuate, these stations will have instructions on where to go and what to bring. In some cases you may be told to go to an emergency shelter, or to stay in your home or at your job site to limit your exposure. Town leaders will give you information so you can make the right decision.

East Hartford High School is the town's primary emergency shelter, with the Middle School and Langford Elementary School as secondary shelter locations.

### A SPECIFIC CASE: PANDEMIC FLU

**PANDEMIC FLU** is a widespread outbreak of disease that occurs when a new flu virus appears that people have not been exposed to before. In a pandemic, the flu virus would spread across ("pan") continents, affecting a large part of the world. Typically, many more people than usual would be at risk of becoming ill. We have had three pandemics in the last century—including the 1918 Spanish Flu that killed up to 40 million people worldwide and more than 500,000 Americans. Two more recent outbreaks—1957 and 1968—were far less severe than the 1918 pandemic.

*It's important to understand that "bird flu" primarily infects birds, not people.* Currently, there are very few cases of people getting this form of flu as it requires that someone have direct contact with infected birds. What could trigger a pandemic would be if a new flu virus, perhaps a bird flu virus, mutates and begins to be transmitted easily from one person to another. This situation could result in a rapid spread of disease among humans in one part of the world who then infect other humans in various parts of the world.

## A WORLDWIDE EMERGENCY

Pandemics are not the same as seasonal flu, the kind that comes every year and for which many people get vaccinations. This helps provide immunity to the virus and reduce the impact it can have on the community. If a new virus appears (a novel virus), however, **no vaccine will be available at the start of the pandemic** and it may take up to 6 months for it to be developed. That's why it's so important to be prepared in case such a public health emergency does occur.

A number of agencies are watching the situation to tell international and national health agencies about what is going on. Our federal government is working with drug makers to increase resources for research and to make new vaccines for U.S. residents. There is also a **Strategic National Stockpile** of anti-viral drugs which, while not as effective as a vaccine, could help people in the early stages of pandemic flu.

### IMPACT OF PANDEMIC FLU ON EAST HARTFORD

WHILE a pandemic would effect our nation, local preparedness will be key to saving lives. A pandemic may come and go in waves, each of which could last for months and lead to high levels of illness and death. Daily activities would be disrupted, especially if workers and residents in towns and states across the country fall ill at the same time. Locally, disruptions could include:

- Business closings or reduced work hours
- Store inventory reductions, including food, clothing and supplies
- School and childcare center closings
- Public transportation interruptions, including buses and trains
- Limited access to banks, stores and restaurants
- Cancellations of civic meetings, worship services and social events
- Reduced government services (post office, public utilities, electricity, phone) and some town services, including Dial-a-Ride
- Closing of area hospitals, including emergency rooms
- Inability to provide services to special needs populations

### TAKE ACTION

- **At Home:** Plan for service disruptions; think about those in your care who have special needs. If you require life-support equipment, contact the East Hartford Fire Department at: 528-4401. Prepare a plan for loved ones who are far away and keep adequate supplies of medicines, non-perishable food and drinking water.
- **At Work:** Find out if you can work from home. Plan for a possible reduction or loss of income if your employer closes or you are unable to work from home.
- **At School:** Plan home learning activities in case the schools are closed for an extended time. Keep computer batteries on hand. Plan recreational activities that can be done at home.
- **Travel:** Consider what you will do if you are unable to travel long distances or to go out at all.

## PUBLIC HEALTH RESPONSE TO A PANDEMIC FLU OUTBREAK

Once a vaccine is developed, the first people who would receive it would be "first responders", health care workers, police, fire, military personnel, and others who provide critical services. Until a vaccine becomes widely available, East Hartford's Director of Health will put in place community measures that are meant to slow or stop the spread of a disease. The two key public health measures are:



- **Isolation/Quarantine;** and
- **Community Shielding**

**Isolation/Quarantine:** In the event of an outbreak of Pandemic Flu, the Health Director has the authority to ask or order individuals or families showing symptoms of flu, or thought to be exposed to the virus, to stay in their homes or be cared for in a location in which will be set up for that purpose. Isolation and Quarantine were used very successfully in 2003 during the SARS outbreak in Toronto, Canada. Locally, residents ordered to stay in their homes will be supported by area and state health officials with medicines if necessary, as well as food and household items.

**Community Shielding:** In order to protect healthy people and reduce the risk of disease, the Health Director may ask healthy people to stay home or take "snow days" from work or school. This community shielding or "social distancing" is likely to go on for several weeks. Because the flu will spread quickly during a pandemic outbreak, it is best not to have people coming together at work sites, schools, or other public places or gatherings. While "doing nothing" might seem odd, it too has been shown to be a very effective way to slow the spread of disease, along with proper hygiene practices, especially handwashing.

Residents need to anticipate that community shielding will occur and make sure they have adequate supplies of food, water, medicines and other necessities. Healthy people can survive on half their usual food intake for an extended time, except children and pregnant women. Pets too could get by on less food than usual.

**Summary:** A severe pandemic could change the patterns of daily life for some time. While unpleasant to think about, it's important to know what to expect if a pandemic outbreak occurs. People may choose to stay home to keep away from others who might be sick. Some may need to stay home to care for ill family members. And, people may be asked or required to stay home if community shielding goes into effect. Things would not return to normal for a long time, at least several months. There would likely be a high number of people who fall ill. People who recover would have some immunity from the disease and they could be vital to a recovery effort. Adults need to plan to protect themselves, their children and pets as well as parents and older relatives who rely on them.



MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

June 4, 2014

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

**Re: Outdoor Amusement Permit Application**  
**"KB Memorial Criterium Bicycle Race – CT Championships"**

Dear Mr. Kehoe:

Attached please find an Outdoor Amusement Permit Application submitted by the **TWZ Masters Racing Team by Massimiliano Accaputo, Race Director**. The applicant seeks to conduct a series of bicycle races on **Sunday, June 22, 2014** from **8:30 AM – 3:30 PM** from Founders Plaza and the following Streets: East River Drive, Pitkin Street, Meadow Street, and Hartland Street. Food will also be provided.

The applicant respectfully **requests a waiver of the associated permit fee (\$10.00)**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a fund raiser to support the Leukemia & Lymphoma Society's Team and youth cycling in Connecticut.

The applicant respectfully **requests a waiver of the administrative portion (\$1,387.00) of the fees due the East Hartford Police Department**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a fund raiser to support the Leukemia & Lymphoma Society's Team and youth cycling in Connecticut.

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 applicant will need to submit a Certificate of One (1) million dollars of liability insurance naming and endorsing the policy to add the Town of East Hartford as an additional insured.

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

The **Health Department** approves the application as submitted provided any food vendors contact the Health Department at least two (2) weeks prior to the event. **There are no anticipated costs to the Department**.

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

- The applicant shall obtain a road closure permit from the Public Works Engineering Division.

- The applicant shall be responsible for coordination with the MDC regarding work on Pitkin Street and surface conditions of the roadway.
- The applicant shall coordinate with the Public Works Highway Division regarding traffic control devices for the road closures.
- **The anticipated cost to the department for this event is \$450.00.**

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- Police manpower required for this event exceeds the Department's normal patrol complement and some overtime hiring will become necessary. As an event that is not Town sponsored, this expense will have to be borne by the applicant.
- The anticipated costs to the Department for the hiring of one (1) Officer in Charge and six (6) officers **is approximately \$5,349.00 which includes the 35% surcharge OR \$3,962.00 which excludes the 35% surcharge for this event.**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclere  
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: Keith Berger Memorial Criterium Bicycle Race; CT Criterium Championships

2. Date(s) of Event: June 22, 2014

3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :TWZ Masters Racing Team- 31 Nutmeg Ct  
Middletown CT 06457

Race Director Massimiliano Accaputo, 7 Summersweet Dr. Glastonbury, CT 06033. Home phone 860.818.8108 Cell 860.818.8108 email – [maccaputo@gmail.com](mailto:maccaputo@gmail.com) Horst Engineering Cycling Team

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.  
TWZ Masters Racing Team, Race Director - same as above in Item #3  
TWZ Masters Racing Team, Team Director- Arlen Zane Wenzel, 31 Nutmeg Ct. Middletown CT 06457

5. List the location of the proposed amusement: (Name of facility and address) Founders Plaza  
- East River Rd to Pitkin to Meadow to Hartland. Course runs clockwise / all

right hand turns. See attached map.

6. List the dates and hours of operation for each day (if location changes on a particular day, please list): 6/22/2014 Races from 8:30 am to 3:30 pm

7. Provide a detailed description of the proposed amusement: **Bicycle Races**

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

Yes  No

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

9. What is the expected age group(s) of participants? 15-65

10. What is the expected attendance at the proposed amusement: (If more than one performance, indicate time / day / date and anticipated attendance for each.) 100 spectators maximum per event. 100 participants per event is the maximum allowed by the governing body.

The first race starts at 8:30 am and the last race starts at 2:00 pm

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

Crowd size impact: Small crowds will be on Hartland St to view the finish line.

Traffic control and flow plan at site & impact on surrounding / supporting streets: Course will be closed to traffic. Police will be required for a portion of Pitkin St & East River Rd.

Parking plan on site & impact on surrounding / supporting streets: Parking will be on property of area Business Park.

Noise impact on neighborhood: Little noise - non-residential area.

Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement: Little to no trash, course will be cleaned after the event.

List expected general disruption to neighborhood's normal life and activities: Little disruption, traffic can be routed around the race course.

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:  
Easy access to the course from several directions, see attached map.
- b. Provisions for Notification of Proper Authorities in the Case of an Emergency:  
Same as previous years - EMTs on location with contact to dispatch
- c. Any Provision for On-Site Emergency Medical Services:  
Same as B above
- d. Crowd Control Plan:  
Small crowds, spectators are uncommon & typically family members of participants
- e. If on Town Property, the Plan for the Return of the Amusement Site to Pre-Amusement Condition:  
Course uses town roads which will be returned to condition prior to race
- f. Provision of Sanitary Facilities:  
Port-O-Johns will be used as in previous years

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. Food will be sold to feed volunteers and racers. Contact has not been made, a vendor has not been determined

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): All race intersections & entries will be marshaled & controlled. Our organization has held this race on this course for 8 years previously. This event is the CT Criterium Championships. We also request to have any application fee waived as

well as the administrative portion of associated with the Police Coverage. Event proceeds are used to make a donation to the Leukemia & Lymphoma Society's Team in Training & to support youth cycling in CT.

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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.

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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:

\_\_\_\_Massimiliano Accaputo\_\_\_\_\_  
(Legal Name of Applicant)

\_\_\_\_Massimiliano Accaputo\_\_\_\_\_  
(Applicant Signature)      Massimiliano Accaputo      \_\_\_\_\_ 5/20/2014  
(Printed Name)      (Date Signed)

\_\_\_\_Race Director\_\_\_\_\_  
(Capacity in which signing)

(Send application electronically to [cfrank@easthartfordct.gov](mailto:cfrank@easthartfordct.gov))

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FOR OFFICE USE

Insurance Certificate Included:       YES  NO

Liquor Permit Included:       YES  NO N/A  
Certificate of Alcohol Liability Included:  YES  NO N/A  
Time Waiver Request Included:       YES  NO  
Fee Waiver Request Included:       YES  NO

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Received By: Carol Stearns  
Employee Number: 9019  
Date & Time Signed: May 21, 2014 8:35 AM  
Time remaining before event: 30'+ days.

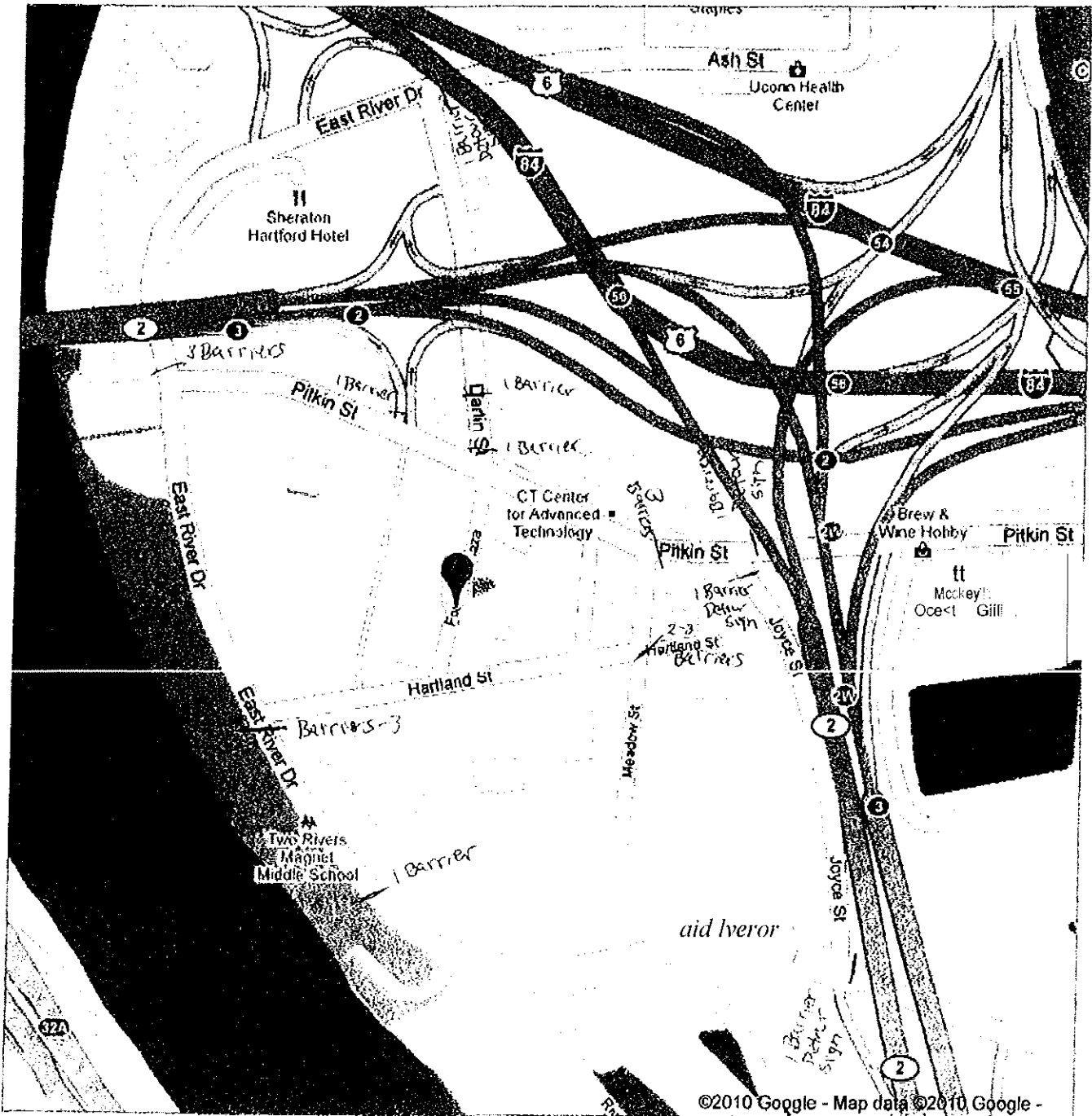
If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.

# Googlemaps Address

To see all the details that are visible on the screen, use the "Print" link next to the map.

[Get Directions](#) [My Maps](#)

[Print](#) [Send](#) [Link](#)







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 22, 2014**

Event: **Keith Berger Memorial Criterium Bicycle Race; CT Criterium Championships**

Applicant: **TWZ Masters Racing Team by Massimiliano Accaputo, Race Director**

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

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

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

Anticipated Cost(s) if known \$                     0                    

William Perez, Assistant Fire Chief  
Signature

May 29, 2014

Date

Comment

Health



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 22, 2014

Event: Keith Berger Memorial Criterium Bicycle Race; CT Criterium Championships

Applicant: TWZ Masters Racing Team by Massimiliano Accaputo, Race Director

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- 1. the application be approved as submitted.
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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 J. Donnell*  
Signature

5/21/14  
Date

Comments: Approval recommended provided that any food vendors contact the Health Dept. at least 2 weeks prior to the event.



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **June 22, 2014**

Event: **Keith Berger Memorial Criterium Bicycle Race; CT Criterium Championships**

Applicant: **TWZ Masters Racing Team by Massimiliano Accaputo, Race Director**

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

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

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

*Ted Frawel*

Signature

*6/3/14*

Date

Comments

**Frank, Carol**

---

**From:** Milkove, Tess  
**Sent:** Wednesday, May 28, 2014 12:28 PM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: KB Memorial Criterium Bicycle Races

Carol,

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

1. The applicant shall obtain a road closure permit from the Public Works Engineering Division.
2. The applicant shall be responsible for coordinating with the MDC regarding work on Pitkin Street and surface conditions of the roadway.
3. The applicant shall coordinate with the Public Works Highway Division regarding traffic control devices for the road closures.

The anticipated cost to the department for this event is \$450.

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:** Wednesday, May 21, 2014 9:11 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** KB Memorial Criterium Bicycle Races

Good morning all.

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

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

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

Carol A. Frank

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Thursday, May 22, 2014 8:47 AM  
**To:** Frank, Carol  
**Subject:** RE: KB Memorial Criterium Bicycle Races

No concerns

**From:** Frank, Carol  
**Sent:** Wednesday, May 21, 2014 09:11  
**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:** KB Memorial Criterium Bicycle Races

Good morning all.

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

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

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

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

Risk Mgmt

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Wednesday, May 21, 2014 9:20 AM  
**To:** Frank, Carol  
**Subject:** RE: KB Memorial Criterium Bicycle Races

Hi Carol, they will need to submit a certificate of 1 million dollars of liability insurance naming and endorsing the policy to add the Town as an additional insured.

**From:** Frank, Carol  
**Sent:** Wednesday, May 21, 2014 9:11 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** KB Memorial Criterium Bicycle Races

Good morning all.

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

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2  
DATE (MM/DD/YYYY)  
05/23/2014

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

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

PRODUCER  Willis of Texas, Inc. c/o 26 Century Blvd. P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME:		
	PHONE (A/C, NO, EXT):	877-945-7378	FAX (A/C, NO): 888-467-2378
	E-MAIL ADDRESS:	certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	INSURER A: Federal Insurance Company	
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		
INSURED  USA Cycling, Inc. 210 USA Cycling Point Colorado Springs, CO 80919	NAIC #	20281-001	

COVERAGES      CERTIFICATE NUMBER: 21631056      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	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>			79960314	12/31/2013	12/31/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED \$      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Endorsement 80-02-2306: Additional Insured : As required by written contract, Certificate Holders are named as Additional Insureds for USA Cycling sanctioned/permitted events.

Endorsement 80-02-9301: Event Organizer and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC event permit application and coverage will be afforded only for the specific event and dates on the permit.

CERTIFICATE HOLDER	CANCELLATION
TWZ Masters Cycling Team 31 Nutmeg Court Middletown, CT 06457	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



## ADDITIONAL REMARKS SCHEDULE

AGENCY Willis of Texas, Inc.		NAMED INSURED USA Cycling, Inc. 210 USA Cycling Point Colorado Springs, CO 80919	
POLICY NUMBER 79960314		EFFECTIVE DATE: 12/31/2013	
CARRIER Federal Insurance Company	NAIC CODE 20281-001		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25      FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Event #2014-2232  
 Event Name: Keith Berger Memorial Crit.  
 Event Location: East Hartford, CT  
 Event Dates: 06/22/2014







## ADDITIONAL REMARKS SCHEDULE

AGENCY Willis of Texas, Inc.		NAMED INSURED USA Cycling, Inc. 210 USA Cycling Point Colorado Springs, CO 80919	
POLICY NUMBER 79960314		EFFECTIVE DATE: 12/31/2013	
CARRIER Federal Insurance Company	NAIC CODE 20281-001		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Event #2014-2232  
 Event Name: Keith Berger Memorial Crit.  
 Event Location: East Hartford, CT  
 Event Dates: 06/22/2014

**Frank, Carol**

---

**From:** DeMaine, Michael  
**Sent:** Wednesday, May 21, 2014 4:15 PM  
**To:** Frank, Carol  
**Subject:** RE: KB Memorial Criterium Bicycle Races

Carol,

I see no issue with this event.

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](mailto:mdemaine@easthartfordct.gov)

**From:** Frank, Carol  
**Sent:** Wednesday, May 21, 2014 9:11 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** KB Memorial Criterium Bicycle Races

Good morning all.

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

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

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

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:** Wednesday, May 21, 2014 2:53 PM  
**To:** Frank, Carol  
**Subject:** RE: KB Memorial Criterium Bicycle Races

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

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

**From:** Frank, Carol  
**Sent:** Wednesday, May 21, 2014 9:11 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** KB Memorial Criterium Bicycle Races

Good morning all.

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

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

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

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

MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

June 4, 2014

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

**Re: Outdoor Amusement Permit Application  
"Concert of Praise"**

Dear Mr. Kehoe:

Attached please find an Outdoor Amusement Permit Application submitted by **The Pentecostals by Shakera S. Brown, Event Coordinator**. The applicant seeks to conduct a free outdoor music for Town residents to be held on the **East Hartford Town Green**, on **Sunday, September 14, 2014** from **10:30 AM to 3 PM** with music from **12PM – 2PM**.

The applicant respectfully **requests a waiver of the associated permit fee (\$10.00)**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as the applicant is a church.

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 and states the applicant will need to sign a License Agreement with the Town.

The **Finance Department** approves the application as submitted.

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

The **Parks & Recreation Department** recommends the application be approved subject to the conditions set forth in the following comments:

- Applicant is responsible for renting tables and chairs. Equipment cannot be removed from the Community Cultural Center.
- Applicant is responsible for the cost of getting the park read for the event
- The Parks & Recreation Department will have a ranger on duty during the event.
- The anticipated cost to the Department is **\$200.00**.

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom  
Chief of Police

Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Concert of Praise
2. Date(s) of Event:  
Sunday, September 14, 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 ) :  
The Pentecostals of Greater Hartford, 110 Ellington Rd, East Hartford CT;  
860-528-9834
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.  
Jon Petoskey, Senior Pastor; John Cadasse, Treasurer; Madeline Nieves, Secretary; Shakera S. Brown, Event Coordinator.
5. List the location of the proposed amusement: (Name of facility and address)  
East Hartford Town Green 740 Main St. East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
September 14, 2014; 10:30am-3pm
7. Provide a detailed description of the proposed amusement:  
Free outdoor music for the town residents.

JK

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)? **Sunday, September 14, 2014; 12-2pm**

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.)

**100-200**

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

a. Crowd size impact:

**100-200**

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

**Public Parking at park, no street closures required for event.**

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

**Available free parking at green; anticipate more walking traffic.**

d. Noise impact on neighborhood:

**Moderate**

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

**We will have staff during and after concert on garbage patrol.**

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

**Moderate.**

g. Other expected influence on surrounding neighborhood:

**Minimal.**

12. Provide a detailed plan for the following:

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

**There will be access from the main street entrance for emergency vehicle and**

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

**There will be multiple cellular lines available as well as landlines in the vicinity.**

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

**We will have minimally two trained and certified CPR personnels.**

d. Crowd control plan:

**We will have usher staff to accommodate up to 250 people.**

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

**We leave the town green better than how we found it.**

f. Provision of sanitary facilities:

**We will utilize the existing port-a-john.**

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

**Food will be provided but from outside vendors. Proceeds will not benefit POGH**

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

Department  Yes  No.



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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

SEE ATTACHED

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

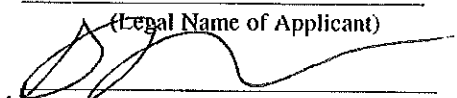
A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead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

a. False Statement is a Class A Misdemeanor.

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

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

Shakera S. Brown

  
(Applicant Signature)

Shakera Brown  
(Printed Name)

5/10/14  
(Date Signed)

Event Coordinator

(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 N/A

Time Waiver Request Included:

YES

NO N/A

Fee Waiver Request Included:

YES

NO

Received By: Curt Frank  
Employee Number: 9019  
Date & Time Signed: May 19, 2014 8:40 AM ~~PM~~  
Time remaining before event: 30+ days.

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

May 10, 2014

To Whom It May Concern:

In connection with our event, Concert of Praise, scheduled for September 14, 2014, I respectfully request the permit fee of \$10.00 associated with the issuing of an Outdoor Amusement permit be waived as we are a church.

If you should have any questions, please feel free to contact me, Shakera Brown, at 860-478-5203.

Respectfully,

A handwritten signature in black ink, appearing to read 'Shakera S. Brown', with a long horizontal flourish extending to the right.

*Shakera S. Brown*

Event Coordinator

The Pentecostals of Greater Hartford



Fire Dept



Mark J. Sirois  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Date: **September 14, 2014**

Event: **Concert of Praise**

Applicant: **The Pentecostals by Shakera S. Brown, Events Coordinator**

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

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

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

Anticipated Cost(s) if known \$           0          

William Perez, Assistant Fire Chief  
Signature

May 29, 2014

Date

Comments:



*Parkes + Rec Dept*



Mark J. Sirois  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Date: **September 14, 2014**

Event: **Concert of Praise**

Applicant: **The Pentecostals by Shakera S. Brown, Events Coordinator**

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

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

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

Anticipated Cost(s) if known \$200.00

*Ted Fravel*

Signature

6/3/2014

Date

Comments:

- Applicant is responsible for renting table and chars. Equipment cannot be removed from Community Cultural Center.
- Applicant is responsible for the cost of getting the park ready for event.
- The Parks and Recreation Department will have a ranger on duty during the event.

**Frank, Carol**

---

**From:** Milkove, Tess  
**Sent:** Thursday, May 22, 2014 9:05 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Concert of Praise

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.

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:** Monday, May 19, 2014 9:15 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:** Concert of Praise

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, June 2, 2014. Thank you.

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

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:** Thursday, May 22, 2014 9:05 AM  
**To:** Frank, Carol  
**Subject:** RE: Concert of Praise

No concerns. They will need to sign a license agreement to use the park. I believe they have done this in the past. Rich Gentile

**From:** Frank, Carol  
**Sent:** Monday, May 19, 2014 09:15  
**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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31 School Street  
East Hartford, CT 06108

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

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Monday, May 19, 2014 9:27 AM  
**To:** Frank, Carol  
**Subject:** RE: Concert of Praise

Certificate of insurance is acceptable-thanks

**From:** Frank, Carol  
**Sent:** Monday, May 19, 2014 9:15 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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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:** Wednesday, May 21, 2014 4:58 PM  
**To:** Frank, Carol  
**Subject:** RE: Concert of Praise

Carol,

I see no issue with this event.

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

**From:** Frank, Carol  
**Sent:** Monday, May 19, 2014 9:15 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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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:** Monday, May 19, 2014 10:39 AM  
**To:** Frank, Carol  
**Subject:** RE: Concert of Praise

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

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

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

**From:** Frank, Carol  
**Sent:** Mon 5/19/2014 9:15 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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MARCIA A. LECLERC  
MAYOR

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

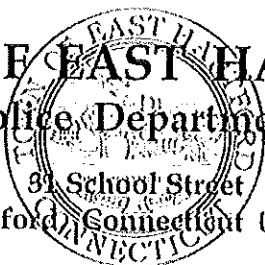
TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638



June 12, 2014

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

Re: Outdoor Amusement Application:  
"18th Annual Sounds of Summer Concert Series"

Dear Chairman Kehoe:

Attached please find the amusement application submitted by The East Hartford Parks & Recreation Department by Kristine Vincent, its Recreation Supervisor. The applicant seeks to conduct a series of four (4) summer evening concerts on the East Hartford Town Green and one (1) concert at the Great River Park Amphitheater from 6:00 PM - 8:00 PM on the following 2014 dates (all Thursdays):

July 10, 17, 24, 31 – East Hartford Town Green  
August 7 - Great River Park Amphitheater

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 the August 7<sup>th</sup> concert at the Great River Park Amphitheater only.

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 Council approves the application as submitted provided each musician/group executes the standard performer agreement.

The Finance Office approves the application as submitted.

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

The Inspections & Permits Department approves the application as submitted and states that any tents or electrical work may require permits.

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

- The Police Department can provide adequate police protection for these events. The sites are suitable for the proposed amusements. The crowds are expected to be moderate in size, and the areas have 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.**
- **A Police Officer may be required to maintain crowd and traffic control. If there are insufficient police personnel on duty for the concert, the overtime hiring of an Officer may be required.**
- **There are no anticipated costs to the Department for these events.**

Respectfully submitted for your information.

Sincerely,

Scott M. Sansom  
Chief of Police

Cc:  
Applicant



TOWN OF EAST HARTFORD

31 School Street  
East Hartford, CT 06108  
(860) 528-4401



**TO:** Distribution  
**FROM:** Carol A. Frank  
**DATE:** 6/6/2014  
**SUBJECT:** Outdoor Amusement Permit Application -

Attached please find a new copy of the amusement permit application submitted by the East Hartford Parks & Recreation Department. The applicant has added an additional date/location for one of the 5 concerts. For your convenience, I have listed the changes below:

- #2 - Added Thursday, August 7, 2014
- #5 - Added the Great River Park Amphitheater address
- #6 - Added the location change for the August 7<sup>th</sup> event to reflect GRP
- #7 - Added the description of the event

There is no need to respond to this application unless any other issues arise. Previous reviews will remain on file for this application UNLESS you find an issue with this.

If you have not yet forwarded your review, please use this amended application.

Please direct your comments, if any, regarding this application to my attention.

Thank you for your cooperation in this matter.

Carol A. Frank

Distribution:

W. Perez - Fire Dept.  
T. Bockus - Public Works Director  
T. Fravel - Parks & Recreation Director  
J. Cordier - Health Director

Mayor Leclerc  
J. Oates - Fire Chief

# 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:  
18th Annual Sounds of Summer Concert Series
2. Date(s) of Event:  
Thursdays, July 10, 17, 24, 31 from 6 - 8 PM August 7, 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 ):

Kristine Vincent, Recreation Supervisor  
cell: 860-324-415, work: 860-291-7160  
kvincent@easthartfordct.gov  
East Hartford Parks & Recreation Department, 50 Chapman Place

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

East Hartford Parks & Recreation Department  
50 Chapman Place  
East Hartford, CT 06108  
c/o Kristine Vincent, Recreation Supervisor

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

East Hartford Town Green, 1047 Main Street, East Hartford, CT 06108

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

Thursdays, July 10, 17, 24, 31,

from 6 - 8 PM

- Town Green

7. Provide a detailed description of the proposed amusement.

Outdoor concert series will be held on the Town Green in July. Each week a different band will play.

OUTDOOR concert to be held in GRP Amphitheater on August 7, 2014



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)? **Thursdays, 6 - 8 PM**

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

**families through seniors**

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

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

**between 200-400 each week**

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:

**200 - 400**

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

**Parking: Town Green Parking Lot, surrounding streets, other lots near Green**

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

**In past we have not experienced any problems. Many walk to the show**

d. Noise impact on neighborhood:

**Music will be played so those in park may enjoy it**

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

**Self-policed with daily routine cleaning done by Park Maintenance**

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:

**Vehicles may enter park from either Main St or Richard Rd entrances**

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

**Cell phone or Park & Rec office phone. Bicycled officer requested to pass thru**

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

**None provided**

d. Crowd control plan:

**Seating on grass area of Green, leaving walkways open**

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

**Will maintain Town Green**

f. Provision of sanitary facilities:

**Port-A-Potties at Town Green and restrooms inside Community Center**

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

**Yes, contact will be made with the Health Department**

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

Department  Yes  No.

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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Kristine Vincent

(Legal Name of Applicant)

Kristine Vincent

(Applicant Signature)

Kristine Vincent

(Printed Name)

5/29/14

(Date Signed)

Recreation Supervisor

(Capacity in which signing)

---

(Send application electronically to [efrank@easthartfordct.gov](mailto:efrank@easthartfordct.gov))

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO N/A

Certificate of Alcohol Liability Included:

YES

NO N/A

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Paul Stant  
Employee Number: 9019  
Date & Time Signed: May 30, 2014 9:48 AM ~~PM~~  
Time remaining before event: 30 days.

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

STATE OF CONNECTICUT \* DEPARTMENT OF CONSUMER PROTECTION

# LIQUOR PERMIT

*Transcends that*  
JOSEPH R. MAREGGI  
50 COLUMBUS BLVD FL 1  
HARTFORD, CT 06106-1910

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

Permit Number: LCT 0000042  
Permit Type: CATERER  
Tradename: RIVERFRONT RECAPTURE INC  
Backer: RIVERFRONT RECAPTURE INC

Effective Date: 06/06/2014  
Expiration Date: 06/05/2015

*John V. Bazzano*  
JOHN V. BAZZANO  
RECORDED 6/10/2014  
TOWN CLERK'S OFFICE  
HARTFORD, CT

*William M. Rubenstein*

William M. Rubenstein, Commissioner

Fire Dept



Scott M. Sanson  
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 10, 17, 24, 31

Event: 18<sup>th</sup> Annual Sounds of Summer Concert Series

Applicant: East Hartford Parks & Recreation Department by Kristine Vincent, Its Recreation Supervisor

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

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

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

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

William Perez, Assistant Fire Chief  
Signature \_\_\_\_\_

June 11, 2014  
Date

Comments:



*Parkes & Lee*



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



Marcin A. Leclerc  
Mayor

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Event: 18<sup>th</sup> Annual Sounds of Summer Concert Series

Applicant: East Hartford Parks & Recreation Department by Kristino Vincent, its Recreation Supervisor

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

*Ted Truvel*  
Signature

6/12/2014  
Date

Comments:

Public works

**Frank, Carol**

---

**From:** Milkove, Tess  
**Sent:** Friday, May 30, 2014 2:12 PM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: 18th Annual Summer Concert Series

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.

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

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**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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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 Council

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Friday, May 30, 2014 1:59 PM  
**To:** Bennett, Cindy; Frank, Carol; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Cohen, Bruce; DeMaine, Michael; Grew, Greg; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** RE: 18th Annual Summer Concert Series

Yes, these are fine provided each musician/group executes the standard performer agreement.

**From:** Bennett, Cindy  
**Sent:** Friday, May 30, 2014 12:06  
**To:** Frank, Carol; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** 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:** RE: 18th Annual Summer Concert Series

No ins. certificate needed as park & rec sponsored activities fall under the Town liability program. However, I believe we may have agreements for each musician to sign-Rich, are we using them??

**From:** Frank, Carol  
**Sent:** Friday, May 30, 2014 10:09 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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Carol A. Frank  
East Hartford Police Department  
Support Services Bureau  
31 School Street  
East Hartford, CT 06108

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

RISK mgmt

**Frank, Carol**

---

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

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

PP Review

**Frank, Carol**

---

**From:** DeMaine, Michael  
**Sent:** Thursday, June 12, 2014 1:49 PM  
**To:** Frank, Carol  
**Subject:** Re: Sounds of Summer Concert Series

This event looks good. Sgt DEMAINE

Sent from my iPhone

> On Jun 12, 2014, at 7:59 AM, "Frank, Carol" <[CFrank@easthartfordct.gov](mailto:CFrank@easthartfordct.gov)> wrote:

>

> Good morning Mike.

>

>

>

> A reminder that your review for the above is due today and please remember to review using the above application revision.

>

>

>

> In this case, it's a real rush as I need to get it before the council meeting of June 17th. Thanks in advance for your cooperation!

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> Carol A. Frank

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> East Hartford Police Department

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> Support Services Bureau

>

> 31 School Street

>

> East Hartford, CT 06108

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>

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> Ph: 860-291-7631

>

> Fax: 860-610-6290

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> <Application Revision Note & Application.pdf>

Insps & Permits

**Frank, Carol**

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**From:** Grew, Greg  
**Sent:** Friday, May 30, 2014 10:10 AM  
**To:** Frank, Carol  
**Subject:** RE: 18th Annual Summer Concert Series

Carol:

Per ordinance 5-3 my review and approval is not required. Permits will be required for temporary installation of electrical, tents or other utilities.

Regards,  
Greg

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

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

**From:** Frank, Carol  
**Sent:** Fri 5/30/2014 10:08 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:** 18th Annual Summer Concert Series

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Friday, June 12, 2014. Thank you.

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

APPLICATION MUST BE TYPED OR PRINTED USING PEN

PERMIT #  
PLAN #

### TOWN OF EAST HARTFORD – DEPT. OF INSPECTIONS & PERMITS APPLICATION FOR ELECTRICAL AND ELECTRICAL HEAT PERMIT

- ELECTRICAL
- ELECTRIC HEAT
- LOW VOLTAGE
- ALARM SYSTEM
- POOL WIRING

**LOCATION OF JOB:**  
Great River Park 301 East River Drive  
Street # Street Name  
(Riverfest) \_\_\_\_\_  
Apt # Floor # Lot/Map #

1. PROPERTY OWNER: Dept. of Interior - US Fish and Wildlife Service
2. ADDRESS: 103 East Plumtree Road
3. PHONE # (413) 548-8002 CELL (413) 658-5403 EMAIL tasha.daniels@fws.gov
4. APPLICANT: Tashanique Daniels
5. COMPANY NAME: U.S Fish and Wildlife Service
6. ADDRESS: 103 East Plumtree Road
7. PHONE # (413) 548-8002 CELL # (413) 658-5403 EMAIL tasha.daniels@fws.gov
8. LICENSE # \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_
9. NAMES OF SUBCONTRACTORS AND THEIR TRADES: \_\_\_\_\_
10. IS THIS A CONTRACT COST?     YES                     NO
11. BUILDING TYPE :                     Residential             Commercial
12. SPECIFY CODE :                     NEC 2011             IRC (1- & 2-family only)
13. CRS #: \_\_\_\_\_

14. VALUE: \$ \_\_\_\_\_ FEE ENCLOSED: \$ \_\_\_\_\_

Fee		Estimated Cost
Residential	Commercial	\$0.00 - \$1,000
\$20.00	\$40.00	each additional \$1,000 or fraction thereof
\$15.00	\$25.00	

(Fees include State Education fee of \$0.26/\$1,000 valuation, higher fee includes Fire Marshall)

15. APPLYING FOR: Generator Permit  
60 HERTZ, HONDA EU3000,  
gasoline powered

To power a mobile exhibit - environmental education

**IMPORTANT!** AFTER COMPLETING FRONT & BACK OF APPLICATION, SIGN BELOW, MAKE CHECK PAID TO THE TOWN OF EAST HARTFORD, COVER PROPER AMOUNT OF FEE. (SEE FEE SCHEDULE) BRING PAYMENT, APPLICATION AND PLANS TO: TOWN OF EAST HARTFORD, DEPARTMENT OF

INSPECTIONS & PERMITS, 740 MAIN STREET, EAST HARTFORD, CONNECTICUT 06108

ALL WORK COVERED BY THIS APPLICATION HAS BEEN AUTHORIZED BY THE OWNER OR AGENT OF THIS PROPERTY AND WILL BE DONE IN STRICT ACCORDANCE WITH THE BUILDING CODE.

\*AS APPLICANT/AGENT I HEREBY CERTIFY, UNDER PENALTY OF LAW FOR FALSE STATEMENT, THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER IN FEE [NOT TENANT] THAT I AM AUTHORIZED TO MAKE THIS APPLICATION.

U.S. Fish & Wildlife Service

*Lashanque Davis* 6/12/2014\* *Lashanque Davis* 6/12/2014

OWNER OF PROPERTY/\* AGENT DATE APPLICANT/CONTRACTOR DATE  
(SIGNATURE) (SIGNATURE)

CONTRACTOR'S WAIVER \_\_\_\_\_ WORKER'S COMP \_\_\_\_\_ HOME OWNER'S WAIVER \_\_\_\_\_

NOTE: HOME OWNER ASSUMES RESPONSIBILITY FOR PERMIT, INSPECTION & WORK PERFORMED.

BUILDING DEPARTMENT WITNESS \_\_\_\_\_

USE SEPARATE PAPER AS NEEDED FOR SKETCH/ROOM LAYOUT: SHOW (A) WINDOWS & SIZES, (B) OUTSIDE DOORS, (C) EXTERIOR WALLS, (D) UNIT LOCATION, (E) CEILING HEIGHT

**DEPARTMENT USE ONLY**

**DEPARTMENT DECISION – APPLICATION IS HEREBY:**

BUILDING DEPARTMENT:  APPROVED  DISAPPROVED

\_\_\_\_\_  
DATE CHIEF INSPECTOR

ZONING DEPARTMENT:  APPROVED  DISAPPROVED

Flood Zone Y/N \_\_\_\_\_

Wetlands Y/N \_\_\_\_\_

Buffer Area Y/N \_\_\_\_\_

Wetlands Commission Approval Date \_\_\_\_\_

Please Fax the permit to this number  
(413) 548-9725

**Whereas**, the East Hartford Town Council adopts a budget consisting of appropriations for both town and Board of Education services; and

**Whereas**, the East Hartford Board of Education adopts its own budget allocating funds from the town, the state and federal government and private grant sources; and

**Whereas**, both town and school budgets have appropriations for funding that affect services and programs by town and school administrations; and

**Whereas**, the citizens of the town of East Hartford do not care whether the services are paid from the Board of Education or town budget since they pay for both budgets through their taxes; and

**Whereas**, the citizens of town of East Hartford further expect that the town and the Board of Education will work collaboratively to ensure that such services are provided in the most cost effective manner.

**Now therefore be it resolved** that the Town Council will work collaboratively with the Board of Education and the Mayor to ensure that vital school and town programs are provided to the citizens of the town in the most cost effective manner and that such collaboration shall include regular joint meetings with the Board of Education and the Mayor especially during budget deliberations and final budget appropriations in order to ensure that all parties fully understand the demands of both the town and school services; and

**It is further resolved** that the Town Council shall refer the specific issue of increasing shared services and efficient town and board services to a Joint Board of Education/Town Council Shared Services Committee which shall consist of the Town Council's Budget Committee, three members appointed by the Board of Education and the Mayor or her designee.

*Robert J. Posak*

OFFICE OF THE  
TOWN COUNCIL

**TOWN OF EAST HARTFORD**

740 Main Street  
East Hartford, Connecticut 06108

2014 JUN 12 A 10: 25

(860) 291-7208

TOWN CLERK  
EAST HARTFORD (860) 291-7389

DATE: June 12, 2014

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: **Tuesday, June 17, 2014 7:00 p.m. Town Council Majority Office**

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

**Tuesday, June 17, 2014**

**7:00 p.m.**

**Town Council Majority Office**

The purpose of the meeting is to meet in executive session to discuss the following pending Superior Court action:

Debbie Ahern vs Town of East Hartford, Docket No. HHD-CV-12-6030791S

cc: Mayor Leclerc  
Scott Chadwick, Corporation Counsel