

*Robert J. Pesek*

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

2016 MAR 11 A 9:00

TOWN CLERK  
EAST HARTFORD

MARCH 15, 2016

=====

**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. February 24, 2016 Budget Workshop/Inspections & Permits, Board of Education
  - B. February 27, 2016 Budget Workshop/Various Town Departments
  - C. February 29, 2016 Budget Workshop/Town Clerk, Public Works, Parks & Rec, Health & Social Services
  - D. March 1, 2016 Executive Session/Khalid
  - E. March 1, 2015 Public Hearing/Personnel Appeals Board Ordinance
  - F. March 1, 2016 Regular Meeting
  - G. March 2, 2016 Public Hearing/Budget
  - H. March 8, 2016 Special Meeting/Budget
6. COMMUNICATIONS AND PETITIONS
  - A. Resignations from Boards and Commissions:
    1. Gloria Visgilio-Lupi from the Library Board
    2. Marylee Hickey from the Public Building Commission and Emergency Medical Services Commission
    3. Ana Gould from Emergency Medical Services Commission
  - B. Presentation by MDC re: Water Quality and Supply
7. OLD BUSINESS
8. NEW BUSINESS
  - A. CT DOT Highway Safety Grant 2016 Distracted Driving
  - B. Refund of Taxes
  - C. Outdoor Amusement Permit Applications and Fee & Cost Waiver Requests from Riverfront Recapture:
    1. Riverfest 2016
    2. Riverfront Swing Nights
    3. Head of the Riverfront Regatta
    4. Riverfront Summer Pops

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: April 5<sup>th</sup>)

*Robert J. Clark*

2016 FEB 29 A 8:34

TOWN COUNCIL CHAMBERS  
EAST HARTFORD, CONNECTICUT

TOWN CLERK  
EAST HARTFORD

FEBRUARY 24, 2016

BUDGET WORKSHOP/ INSPECTIONS & PERMITS, BOARD OF EDUCATION

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader  
Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I.  
Weinberg, Ram Aberasturia, Patricia Harmon and Michael G. Kurker

ALSO Nathan Quesnel, Superintendent of Schools  
PRESENT Paul Mainuli, Director of Business Services  
Christopher Wethje, Human Resources, East Hartford Public Schools  
Al Costa, Director of Facilities  
Bryan R. Hall, Chair, Board of Education  
Members of the Board of Education:  
Tyron Harris, Tom Rupp, Valerie Scheer, Shelby Brown, Dorese  
Roberts, Harry Amadasun, Stephanie Watkins and Marilyn Pet  
Gregg Grew, Director, Inspections & Permits Department

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:41 p.m. He announced the exit locations in accordance with Connecticut General Statutes §29-381, after which he led the Town Council in the Pledge of Allegiance.

Director of Inspections & Permits Gregg Grew (6:43 p.m.) presented his proposed budget for fiscal year 2016-2017 and answered questions from the Council.

Chair of the East Hartford Board of Education Bryan Hall and Superintendent Nathan Quesnel (7:22 p.m.), reviewed the Board's proposed 2016-2017 fiscal year budget and an overview of the operations of the East Hartford Public Schools with the Town Council.

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

Attest   
Richard F. Kehoe  
Town Council Chair

*Robert J. Paek*

2016 MAR -2 A 8:33

TOWN COUNCIL CHAMBERS  
EAST HARTFORD CONNECTICUT

TOWN CLERK  
EAST HARTFORD

FEBRUARY 27, 2016

BUDGET WORKSHOP

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc Weinberg, Ram Aberasturia, Patricia Harmon and Michael G. Kurker

ALSO Mayor Marcia A. Leclerc  
PRESENT Finance Director Michael Walsh

CALL TO ORDER

Chair Kehoe called the meeting to order at 8:36 a.m. He announced the exit locations in accordance with Connecticut General Statutes §29-38, after which he led the Council in the Pledge of Allegiance. The Council reviewed the 2016-2017 budgets for the following departments and Boards and Commissions:

Town Treasurer	Donald Currey
Town Council	Rich Kehoe
Selectmen	
Corporation Counsel	Scott Chadwick
Probate Court	Scott Chadwick
Registrars of Voters	Judi Shanahan, Mary Mourey

Finance

Administration	Mike Walsh
Accounts and Control	
Information Technology	
Purchasing	
Assessor	
Revenue and Collections	
Risk Management	
Debt Services	
Contingency	
Capital Improvements	

Five Year Capital Improvement Plan

Summary	Mike Walsh
Project Narratives	
Finance	
Public Works	
Parks and Recreation	
Fire Department	

Police Department  
Public Library  
Other Departments

**Boards and Commissions**

Beautification Commission	Inland/ Wetlands/Environment Commission
Patriotic Commission	Personnel Board of Appeals
Board of Assessment Appeals	Emergency Medical Commission
Human Rights Commission	Zoning Board of Appeals
Library Commission	Fine Arts Commission
Public Building Commission	Commission on Aging
Pension and Retirees Benefit Board	
Comm. on Services for Persons w/Disabilities	Board of Ethics

*At this point, the Council recessed for lunch at 12:08p.m. and reconvened at 12:48 p.m.*

**Executive**

Office of the Mayor	Marcia Leclerc
Human Resources	Santiago Malave
Public Library	Susan Hansen
Youth Services	Cephus Nolen

**Development**

Administration	Eileen Buckheit
Redevelopment Agency	
Economic Development Commission	
Planning & Zoning Commission	
Grants Administration	

MOTION            By Esther Clarke  
                          seconded by Bill Horan  
                          to **adjourn** (3:14 p.m.).  
                          Motion carried 9/0.

Attest

  
Richard F. Kehoe  
Town Council Chair

*Robert F. Kehoe*

2016 MAR -2 A 8:33

TOWN COUNCIL CHAMBERS  
EAST HARTFORD CONNECTICUT

TOWN CLERK  
EAST HARTFORD

FEBRUARY 29, 2016

BUDGET WORKSHOP

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader  
Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc Weinberg,  
Ram Aberasturia, Patricia Harmon and Michael G. Kurker

ALSO Marcia A. Leclerc, Mayor  
PRESENT Michael P. Walsh, Finance Director  
Robert Pasek, Town Clerk  
Tim Bockus, Director of Public Works  
Tess Milkove, Assistant Public Works Director  
Ted Fravel, Director of Parks & Recreation Department  
Kathy Kane, Elderly Services Coordinator  
Jim Cordier, Director of Health and Social Services  
Joanne Dorn, Program Supervisor, Social Services

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:41p.m. He announced the exit locations in accordance with Connecticut General Statutes §29-381, after which he led the Town Council in the Pledge of Allegiance.

The Council reviewed the following department budgets for fiscal year 2016-2017:

Town Clerk (6:43 p.m.)

Public Works (6:51 p.m.)

Parks and Recreation (8:57 p.m.)

Health and Social Services (9:37 p.m.)

MOTION By Esther Clarke  
seconded by Bill Horan  
to **adjourn** (10:09 p.m.).  
Motion carried 9/0.

Attest *Richard F. Kehoe*  
Richard F. Kehoe.  
Town Council Chair

*Robert F. Kehoe*

2016 MAR -7 A 8:45

TOWN COUNCIL MAJORITY OFFICE

MARCH 1, 2016

TOWN CLERK  
EAST HARTFORD

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader  
Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I.  
Weinberg, Ram Aberasturia, Joseph R. Carlson, Patricia Harmon and  
Michael G. Kurker

ALSO Scott Chadwick, Corporation Counsel  
PRESENT Brian Smith, Assessor

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:48 p.m.

MOTION By Esther Clarke  
seconded by Bill Horan  
to **go into** Executive Session to discuss the tax appeal case of  
Naeem Khalid v Town of East Hartford, Docket #CV-14-6025593-S,  
involving 194 Main Street.  
Motion carried 9/0.

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

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Bill Horan  
to **adjourn** (6:52 p.m.)  
Motion carried 9/0.

Attest

*Richard F. Kehoe*  
Richard F. Kehoe  
Town Council Chair

*Robert J. Czek*

2016 MAR -7 A 8:46

TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT

TOWN CLERK  
EAST HARTFORD

MARCH 1, 2016

PUBLIC HEARING/PERSONNEL APPEALS BOARD MEMBERSHIP

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader  
Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I.  
Weinberg, Ram Aberasturia, Joseph Carlson, Patricia Harmon and Michael  
G. Kurker

Chair Kehoe called the public hearing to order at 7:18 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 Hartford Courant on Tuesday, February 23, 2016.

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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, March 1, 2016 at 7:15 p.m.** in the Town Council Chambers, 740 Main Street, East Hartford, Connecticut, regarding proposed revisions to Section 15-3 of the East Hartford Code of Ordinances "Personnel Appeals Board Membership".

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 Council and Town Clerk offices.

Angela Attenello  
Town Council Clerk

Chair Kehoe summarized the revisions to Section 15-3 of the Code of Ordinances. Currently the ordinance prohibits members of the Personnel Appeals Board from serving on another Board or Commission; the revision will remove this prohibition, but retains the current prohibition on town employees or elected officials serving on the Personnel Appeals Board since there could be a conflict of interest.

No one came forth.

MOTION By Esther Clarke  
seconded by Bill Horan  
to **adjourn** (7:21 p.m.).  
Motion carried 9/0.

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



*Robert J. Cook*

EAST HARTFORD TOWN COUNCIL

2016 MAR -7 A 8:46

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

MARCH 1, 2016

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader  
Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I.  
Weinberg, Ram Aberasturia, Joseph R. Carlson, Patricia Harmon and  
Michael G. Kurker

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30 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 Linda Russo  
seconded by Bill Horan  
to **amend** the agenda as follows:

to **delete** item 6. B.1. – resignation of Kirk Allison from Veterans' Affairs Commission and item 6. B. 4. – resignation of Mary Manns from Historic District Commission and Inland/Wetlands Commission.

Motion carried 9/0.

*The Chair indicated that both resignations were previously on a Council agenda.*

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Rafael Zeligzon, 430 Burnside Avenue, is concerned about the safety of his neighborhood. Mr. Zeligzon requested a more complete police report for the property at 442 Burnside Avenue, which should include activity in the vicinity of that property.

Susan Kniep, 44-46 and 50 Olde Roberts Street, (1) is concerned about the crime rate in the Burnside Avenue corridor and will request – through FOI – a 3-year Police report for that area; (2) suggested that the Council briefly explain the recommendations from the subcommittees on the agenda; (3) believes that the Council agenda should contain docket numbers for tax appeals and that those tax appeals should be presented at a public hearing before being acted on; and (4) suggested the Council review the town's ethics ordinances.

*The Chair noted the recommendations of subcommittees are contained in the agenda packet available on the town's website.*

Mayor Leclerc commented on (1) state budget cuts should not affect the town's budget; (2) she has been asked to testify at the state legislature on CRDA, blight and CTDA; (3)

Parks & Recreation Department is accepting applications for Summer employment; and (4) the property at 442 Burnside Avenue was cited for electrical violations and Consumer Protection issues.

### APPROVAL OF MINUTES

February 16, 2016 Executive Session/Pension Agreements

MOTION By Linda Russo  
seconded by Ram Aberasturia  
to **approve** the minutes of the February 16, 2016 Executive Session.  
Motion carried 9/0.

February 16, 2016 Regular Meeting

MOTION By Linda Russo  
seconded by Esther Clarke  
to **approve** the minutes of the February 16, 2016 Regular Meeting.  
Motion carried 9/0.

February 22, 2016 Budget Workshop/Police and Fire Departments

MOTION By Linda Russo  
seconded by Pat Harmon  
to **approve** the minutes of the February 22, 2016 Budget Workshop.  
Motion carried 9/0.

## COMMUNICATIONS AND PETITIONS

## Riverfront Recapture – Donation Acknowledgement

Michael Zaleski, President and CEO of Riverfront Recapture, sent a letter formally thanking the town for its quarterly donation.

### Resignations from Various Boards/Commissions

Chair Kehoe announced the resignation of Mike Brinius from the Commission on Services for Persons with Disabilities and the resignation of Amy Sawyer from the Planning and Zoning Commission. He thanked Mr. Brinius and Ms. Sawyer for their service to the town.

OLD BUSINESS

Recommendation from Personnel and Pensions Subcommittee re: New Job Description  
Fire Captain/Emergency Management – *tabled at February 2, 2016 meeting*

**MOTION** By Linda Russo  
seconded by Bill Horan

to **approve** the new job description of Fire Captain/Emergency Management as outlined in a memo from Fire Chief John Oates to Mayor Marcia Leclerc dated November 30, 2015 and as attached to an email from Mayor Marcia Leclerc dated February 1, 2016.

On call of the vote to approve the new job description, motion carried 6/3. Nays:  
Clarke, Harmon, Kurker

NEW BUSINESS

MOTION By Bill Horan  
seconded by Linda Russo  
to **amend** the East Hartford Code of Ordinances by repealing section 15-3  
entitled "Personnel Appeals Board Membership" and to substitute in lieu  
thereof a new section 15-3, which is consistent with the draft dated  
February 16, 2016. –see below.  
Motion carried 9/0.

Insofar as possible, the members of the Personnel Appeals Board shall be selected so that there shall be one (1) member associated with labor, one (1) member associated with management, and one (1) member not associated directly with either management or labor. No member of the Board [of] or the alternate panel shall be a Town employee or elected official. [Employee, official or member of any board or commission of the Town]. The alternates shall be appointed from the same categories as the regular members.

MOTION By Linda Russo  
seconded by Ram Aberasturia  
that the East Hartford Town Council, recognizing the stipulations set forth  
by the Real Estate Acquisition & Disposition Committee at their  
August 4, 2015 meeting, authorizes the town to sell the property known as  
9-11 Moore Avenue to Habitat for Humanity for a sales price no less than  
\$8,100.84 – which represents the town's out of pocket expense in  
connection with the foreclosure action.  
Motion carried 9/0.

Refund of Taxes

MOTION By Joe Carlson  
 seconded by Marc Weinberg  
 to **refund** taxes in the amount of \$7,209.03  
 pursuant to Section 12-129 of the Connecticut General Statutes.  
 Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2014-03-0052053	AVILES MIRIAM C	2006/3N1CB51D66L484342	-32.15
2014-04-0081434	CARTER KEYAIR ALISHA OR SMITH CHARLENE	1999/4T1BG22K0XU400802	-76.72
2014-04-0081754	COMPLETE INTERIOR SYSTEMS INC	2006/JALE5B16067903429	-283.65
2014-03-0058145	CREEDEN DEBRA M	2007/JTHBJ46G472104750	-268.75
2014-03-0062936	FRANCOUER CHARLENE B	2012/1G4GC5G35CF169107	-210.59
2012-03-0063520	GEN ELECTRIC CAPITAL CRP	2008/1FCJE39L08DA90128	-601.88
2013-03-0063607	GEN ELECTRIC CAPITAL CRP	2008/1FCJE39L08DA90128	-572.50
2014-03-0063734	GEN ELECTRIC CAPITAL CRP	2008/1FCJE39L08DA90128	-531.98
2014-03-0064372	GONZALEZ MARGARITA	2013/1N4AL3AP6DN541187	-276.08
2014-03-0064752	GRANT KIMBERLY	2004/JA3AJ66F64U027555	-66.82
2014-03-0066045	HERNANDEZ CARLOS A	2013/JH2RC6354DK100886	-20.82
2014-03-0066742	HONDA LEASE TRUST	2012/5J6TF2H57CL004955	-427.22
2014-04-0084081	HONDA LEASE TRUST	2012/1HGCP2F83CA197733	-92.59
2014-03-0067180	HYUNDAI LEASE TITLING	2013/5XXGM4A74DG178021	-541.16
2013-03-0067107	HYUNDAI LEASE TITLING	2011/5NPDH4AE1BH034689	-228.82
2014-03-0088474	LEONARD PATRICIA	2011/3FADP4BJ3BM143914	-9.86
2013-03-0073407	MERCHANTS AUTOMOTIVE GRO	2009/1FTYR10D99PA40857	-274.09
2014-03-0075397	NISSAN INFINITI LT	2014/JN1CV6EL2EM130420	-1,118.98
2014-03-0075527	NISSAN INFINITI LT	2013/JN8AS5MV3DW652815	-344.37
2014-04-0086937	RANA CAB CO LLC	2011/5TDDK3EH2BS068764	-861.25
2014-04-0087322	RODRIGUEZ DAVID	2003/4A3AA46G23E165131	-99.35
2014-01-0000398	SOMAIRA ALTAF	16 BELL CT C-2	-40.00
2014-03-0085634	TORRES MARIO C	2001/WBAFA53521LM82088	-19.13
2014-03-0088457	WILLIAMS DANIELLE L	2008/1HGCS22838A016450	-210.27
	TOTAL		-7,209.03

Appointment of Gladys Rivera to the Economic Development Commission

MOTION      By Ram Aberasturia  
                  seconded by Marc Weinberg  
                  to **approve** the appointment of Gladys Rivera, 31 High Street #5102,  
                  to the Economic Development Commission, whose term shall expire  
                  December 2016.  
                  Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke thanked the Mayor for the recent N.E.A.T. report and inquired if there will be monthly updates. *Mayor Leclerc stated that the NEAT committee meets monthly and there will be updated reports as new information becomes available.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Naeem Khalid v Town of East Hartford, Docket No.CV-14-6025593-S

MOTION      By Linda Russo  
                  seconded by Marc Weinberg  
                  to **accept** Corporation Counsel's recommendation to settle the pending real  
                  property tax appeal known as Naeem Khalid v Town of East Hartford, Docket  
                  No.HHB-CV-14-6025593-S, involving 194 Main Street from the fair market value  
                  of \$238,690.00 to the fair market value of \$215,000.00, which shall generate a  
                  reduction of \$752.44 per year in property taxes, commencing with the Grand List  
                  Year of 2013.  
                  Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION      By Esther Clarke  
                  seconded by Bill Horan  
                  to **adjourn** (8:45 p.m.).  
                  Motion carried 9/0.

The Chair announced that the next *regular* meeting of the Town Council would be March 15<sup>th</sup>.

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

## **TOWN OF EAST HARTFORD**

**TITLE:** Fire Captain, Emergency Management

**GRADE:** 69

**DEPARTMENT:** Fire

**DATE:** August XX, 2015

### **POSITION DEFINITION:**

Under the direct supervision of the Fire Chief and program-level direction of the Mayor, directs, plans and develops the emergency management programs for the Town of East Hartford. Evaluates existing programs and coordinates the scope of efforts to prepare the Town for all natural or human caused disasters. Coordinates and directs the development and maintenance of all hazard plans and training that support mitigation, preparedness, response, and recovery. Represents the Town as the primary spokesperson for the Emergency Management Program.

**SUPERVISION GIVEN:** May direct, plan, and coordinate with department personnel during emergency situations as required by the essential job functions of this position under the direction of the Fire Chief and, as may be necessary, by the Mayor.

### **ESSENTIAL JOB FUNCTIONS:**

- Ensures the Town's Emergency Operations Plan conforms to all state and federal criteria.
- Ensures the Town's emergency notification system is operational and effective.
- Maintains the Emergency Operations Center in a continuous state of readiness
- Maintains coordination with local and state governmental departments and agencies, non-governmental (NGO) entities such as utilities and industry and volunteer organizations active in disaster (VOAD) during any type of emergency. Serves as the Town's representative to the Regional Emergency Planning Team (REPT).
- Enforces department rules, standards operating procedures, and training standards.
- May deliver education programs for the public to ensure individual and community preparedness for all-hazards
- May be required to operate on fire scenes in an IDLH environment. Will assist in salvage actions during fire operations to assist residents and property owners.

### **KNOWLEDGE, SKILL, AND ABILITY**

- Thorough knowledge of the Regional Emergency Support Plan, the State of Connecticut Response Framework, and the Federal Framework(s) as they apply to disaster preparedness, response, recovery, and mitigation.
- Thorough knowledge of the geographical layout of the Town, particularly street locations, water system, target hazards, and flood control structures.
- Knowledge of Emergency Operations Center concepts and operations.

- Thorough knowledge of rules, regulations, and procedures of the department
- Skill in reasoning, planning, and evaluation.
- Ability to establish and maintain effective working relationship with associates, callers, visitors, clients, representatives of other offices, and members of the public.
- Ability to apply technology to tasks
- Ability to speak clearly and distinctly and translate that spoken word into an electronic format.
- Ability to work with the general public, Town employees, and elected and government officials during times of quick decision-making and high stress emergencies.
- Ability to create and foster a collaborative environment among all parties involved in developing the town's emergency management plan.

### **JOB QUALIFICATION and LICENSING REQUIREMENT:**

A high school diploma or its equivalent and service as an Apparatus Operator in the East Hartford Fire Department or 15 years of service as a Firefighter or above in the East Hartford Fire Department. Possession of a valid Motor Vehicle Operator's License.

### **SPECIAL REQUIREMENTS:**

- Ability to obtain certification to the NFPA Fire Officer II standard.
- Documented completion of NIMS training at the 100,200,700,800 levels at time of application.
- Documented completion of NIMS training at the 300 and 400 levels within one year of appointment.
- Ability to become an Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM).
- Completion of FEMA Professional Development Series within 6 months of appointment.
- Complete FEMA National Emergency Management Basic Academy within 3 years of appointment.

### **HOURS OF WORK:**

As described in Article VI, Section 2 of the Collective Bargaining Agreement. Schedule may be modified to meet the needs of the department.

### **TOOLS AND EQUIPMENT USED**

Motor vehicle, personal computer, standard office equipment, portable radio, radiological monitoring equipment, various Haz-mat and bio-terrorism meters, and appropriate personal protective equipment.

### **PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- Tolerate extreme fluctuations in temperature while performing duties in hot, humid atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Perform a variety of task on slippery, hazardous surfaces such as rooftops or from ladders.
- Wear personal protective equipment that weights approximately 50 pounds while performing firefighting tasks.
- Make rapid transitions from rest to near maximal exertion without warm-up periods.

### **GENERAL GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by mutual agreement between the Fire Chief and Local 1548 if the requiements of the position are modified.



*Robert J. Beck*

2016 MAR -7 A 8:46

TOWN COUNCIL CHAMBER  
EAST HARTFORD, CONNECTICUT

TOWN CLERK  
EAST HARTFORD

MARCH 2, 2016

PUBLIC HEARING/BUDGET

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader  
Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I.  
Weinberg, Ram Aberasturia, Joseph R. Carlson, Patricia Harmon and  
Michael G. Kurker

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:02 p.m. He announced the exit locations in accordance with Connecticut General Statutes §29-381 after which the Council joined him in the Pledge of Allegiance.

The Chair gave a brief overview of the Mayor's recommended 2016-2017 budget totaling approximately \$182M with no change in the mill rate. Due to a new state law regarding a state-wide mill rate for vehicles, most residents will see a reduction in their automobile taxes.

That portion of the Mayor's recommended budget which is allocated to the Board of Education is approximately \$89,000,000 – an increase of \$1M from last year.

The following citizen came forth to speak:

Susan Kniep, Olde Roberts Street, raised concerns about the state budget and its impact on the town's budget.

ADJOURNMENT


MOTION By Esther Clarke  
seconded Bill Horan  
to **adjourn** (7:19 p.m.).  
Motion carried 9/0.

Attest

*Richard F. Kehoe*  
Richard F. Kehoe  
TOWN COUNCIL CHAIR



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 9, 2016  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESIGNATIONS- Boards and Commissions

---

Attached are the resignation letters from Gloria Visgilio-Lupi, who is resigning from the Library Board, Marylee Hickey, who is resigning from the Public Building Commission and Emergency Medical Services Commission, and Ana Gould, who is resigning from the Emergency Medical Services Commission.

Please place these resignations on the March 15, 2016 agenda and share our appreciation as a community for the valuable service they have provided by volunteering their time on the Town's Boards and Committees.

Thank you.

C: R. Pasek, Town Clerk

Ana D. Gould  
446 Main St Apt 112  
East Hartford, CT 06118

Tel. 860-895-1530

E-Mail: [gouldsinct@att.net](mailto:gouldsinct@att.net)

February 29, 2016

Hon. Marcia Leclerc, Mayor  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Dear Mayor Marcia:

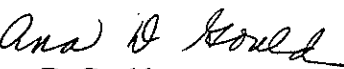
Thank you for your recommendation and my reappointment to the Emergency Medical Services Commission and for your trust and confidence.

Because of personal reasons, please be advised that I will not be able to accept your recommendation and reappointment.

Again, thank you for the high esteem placed on me.

Wishing you and the Emergency Medical Commission well, I am

Sincerely,

  
Ana D. Gould

Cc: Robert Pasek, Town Clerk  
Catherine Condio, Chair EMS Commission  
Donald Currey, Democratic Town Chair  
Margaret Byrnes, 4<sup>th</sup> District Democratic Chair

## **Carrero, Jessica**

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**From:** Mayor Marcia <MayorMarcia@comcast.net>  
**Sent:** Wednesday, March 02, 2016 4:24 PM  
**To:** Carrero, Jessica  
**Subject:** Fwd: Resignation from Library Board

Please print and forward to the council.

Sent from my iPhone

Begin forwarded message:

**From:** Gloria <dudley7@comcast.net>  
**Date:** March 2, 2016 at 12:27:25 PM EST  
**To:** MayorMarcia@comcast.net  
**Subject:** **Resignation from Library Board**

Dear Marcia,  
It is with regret that I feel I must tender my resignation from the Library Board.

Gloria Visgilio-Lupi

Sent from my iPad

## Pasek, Robert

---

**From:** Hickey, Mary Lee  
**Sent:** Friday, March 04, 2016 10:48 AM  
**To:** Pasek, Robert  
**Subject:** [East Hartford CT] Resignation from PBC and EMS Commissions

rpasek,

Someone has sent you a message using your contact form on the East Hartford CT site.

If you don't want to receive such e-mails, you can change your settings at <http://www.easthartfordct.gov/users/rpasek>.

Message:

Please accept my resignation from the Emergency Medical Services Commision and the Public Building Commission as I now reside in Tampa, Florida! My house has recently sold so I will not be returning to East Hartford. It was indeed an honor and privilege to serve my home Town over the past 40 years!

Sincerely,

Marylee A. Hickey  
11734 Lake Aston Court  
Apt. 310  
Tampa, Florida 33626

=====

Message sent by: Marylee A. Hickey ([maryleehickey@aol.com](mailto:maryleehickey@aol.com))

=====

*Robert J. Pasek*  
2016 MAR -4 A 11:11  
TOWN CLERK  
EAST HARTFORD



# **THE METROPOLITAN DISTRICT WATER SUPPLY FACTS**



**RESERVOIR CAPACITY AND DROUGHT INFORMATION**

**WATER CONSUMPTION TRENDS**

**WATERSHED MANAGEMENT AND CONSERVATION**

**MDC RATE COMPARISON**

## **MDC WATER SUPPLY – THE FACTS**

The Metropolitan District (MDC) is a non-profit, specially-chartered municipal corporation dedicated to providing its customers with safe and pure drinking water. Over the last thirty years, drinking water consumption in the MDC's service area has decreased by over twenty seven percent, and as a result the recurring costs associated with the providing drinking water are distributed over a decreasing amount of water sold. In large part, this decrease in water consumption is the result of both public and private sector emphasis on water conservation, efforts which the MDC supports. Over the same period of time, increased government regulation together with an aging water infrastructure, require continued operational and capital investment towards regulatory compliance and maintenance and replacement of water supply and distribution assets. With an aging infrastructure, capital investment is critical to offset and mitigate the burden of rising maintenance and repair costs.

The MDC is aware of the increasing cost of water to its customers. MDC has an obligation to its member and non-member towns to continuously evaluate best management practices to mitigate costs to customers while maintaining the highest standards for water quality and protecting our water resources for the next 50 years to address population growth and future development needs. Simply put, one way to meet this goal is to sell more of our available water, while ensuring that in doing so we maintain our commitment to our existing customer base.

### **WATER SUPPLY**

The MDC and its member towns and customers are blessed with a pure and abundant water supply today because of sound financial investment, engineering and conservative long range planning decisions made more than a century ago. The MDC's drinking water supply comes from two large reservoirs located within the Farmington River Watershed– Barkhamsted Reservoir (commissioned in 1940) and Nepaug Reservoir (commissioned in 1917). Barkhamsted Reservoir is the largest drinking water reservoir in Connecticut, with a capacity of 30.3 billion gallons. Nepaug Reservoir, also one of the largest reservoirs in the state, has a capacity of 9.5 billion gallons.

When full, these two reservoirs store almost 40 billion gallons of water, a volume equivalent to more than two years of typical water use by all of MDC's customers. Because of the depth and large size of these reservoirs relative to the amount of water typically used, the MDC is better able to sustain operations during extended drought conditions than most other water utilities in Connecticut.

## MDC Reservoir Watershed &amp; The Farmington River Watershed

The Barkhamsted Reservoir, built in 1940, has a capacity of 30.3 billion gallons.

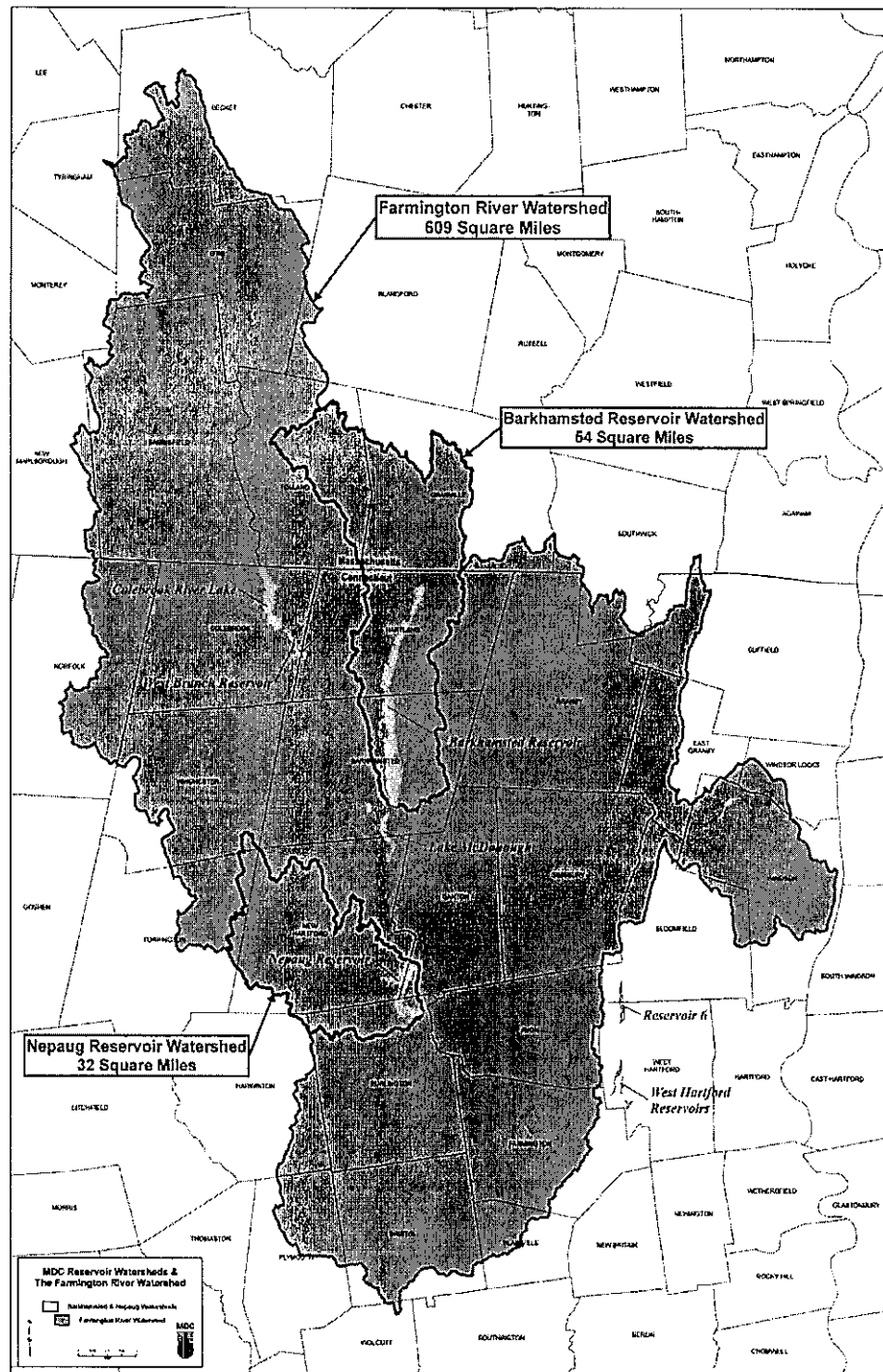
The Nepaug Reservoir, built in 1917, has a capacity of 9.5 billion gallons.

The size of the Farmington River Watershed area is 609 square miles.

The MDC reservoirs consist of 86 square miles, only 14% of the entire watershed.

86% of the Farmington River Watershed area is unrelated to the MDC reservoirs.

The MDC does not make any withdrawals directly from the Farmington River.





Unfortunately, misconceptions about where MDC's water comes from and whether the MDC diverts water from the Farmington River abound. Let's be clear:

- Fact: The MDC's Barkhamsted and Nepaug Reservoirs were impounded several decades ago for the sole purpose of providing drinking water necessary for growth, public health and economic development to the City of Hartford and its subsequent MDC member towns.
- Fact: The Farmington River Watershed lands consist of approximately 609 square miles of drainage area. The watershed of MDC's drinking water reservoir system consists of a very small percentage, approximately 86 square miles. This is only a fraction (14%) of the Farmington River's drainage area. The water collected within this area never was intended to and does not reach the Farmington River; its intended purpose was to be impounded for drinking water and economic development. Therefore, when MDC draws water from the reservoirs, it does not come from the Farmington River. Said differently, 86% of the Farmington River Watershed's drainage area is totally unrelated to MDC drinking water reservoirs.
- Fact: The MDC makes no drinking water withdrawals directly from the Farmington River. There is no existing physical infrastructure in place that would allow diversion of the West Branch or Farmington River mainstem for drinking water use.

### **SAFE YIELD**

MDC's Connecticut Department of Public Health (DPH) approved "safe yield" of its existing reservoir system, including the Barkhamsted and Nepaug reservoirs, is 77.1 mgd (million gallons per day). "Safe yield" means the maximum dependable quantity of water per unit of time which may be continuously withdrawn from a source of supply during a critical dry period, specifically a critical dry period with a 1% chance of occurrence.

To develop its safe yield, MDC actually uses a more conservative method than DPH requires. MDC's safe yield analysis uses data from the actual 1960's drought (correlates to a 115 year drought) which was more severe than the DPH recommended 1 in 100 year drought. If MDC applied the DPH method, MDC's safe yield would increase to 83.9 mgd, an additional 6.8 mgd. This is because the 100 year frequency streamflows would actually be higher than those streamflows experienced from 1964 to 1968. As a result, there is a substantial "cushion" built into the MDC's safe yield value that would not exist under DPH safe yield criteria.

Although the safe yield analysis was approved by DPH in 1996, the 1960s data is actual historic data and does not change with time. MDC currently partners with the United States Geological Survey (USGS) to operate stream gauges installed prior to 1939, which measure the stream flow within the tributaries to the MDC reservoir system. These gauges continue to this day to demonstrate that the 1960s drought condition is still the critical drought period of record for the MDC's watershed, and therefore validate utilizing the 77.1 mgd 1996 Safe Yield calculation as a very relevant yet conservative approach for the protection of our water supply into the next 50 years of population growth and economic development.

#### **DROUGHT ADVISORY CONDITIONS & TRIGGERS**

As part of all water utilities' water supply plan, reviewed and approved by DPH, and the Connecticut Department of Energy and Environmental Protection (DEEP) and its subdivision, the Public Utility Regulatory Agency (PURA, a specific drought contingency plan is included. Certain triggers have been established as part of the MDC's approved Water Supply Plan for drought planning. During any drought condition, the MDC is required to work closely with DPH to plan and implement operational procedures and conservation measures, and with the Connecticut Department of Energy and Environmental Protection (DEEP) to manage water releases from our reservoirs. Much of the response action to drought triggers involves simply raising public awareness about conservation through the media.

There are specific conservation measures the MDC requests of its customers when a drought lowers the MDC reservoir from full capacity levels (40 billion gallons) by certain percentages, which we refer to as "trigger points".

#### ***Examples of restrictions at each of the 5 trigger point levels include the following:***

- 75% - Request municipal officials to cut back water use on non-essential operations (street cleaning, watering, and vehicle washing)
- 53% - Ban lawn sprinkling between 7AM and 8PM
- 40% - Monitor large and unusual user consumption through special meter readings
- 27% - Plan for cutback of industrial operations in conjunction with DPH, Chambers of Commerce, etc.
- 10% - Cut back of designated industrial operations

*Under a severe 40% drought trigger, the MDC would work with DPH and DEEP to prioritize the flows in the best interest of the public's health, not only for high users, but for environmental releases as well.*

MDC Drought Year Comparison						
YEAR	Average Daily Production (MGD)	Total Annual Precipitation Nepaug Reservoir (inches)	Precipitation Deficit (100 YR AVG 47" per year)	Reservoir Levels		
				Percent Capacity End of Year (Barkhamsted + Nepaug)	Volume in Storage End of Year (Billion Gallons)	Days Supply at Average Daily Demand (Days)
1965	49.11	31.34	-15.66*	42.0	16.7	340
2001	58.94	42.99	-4.01	77.8	30.9	525
2015	49.60	41.31	-5.69**	87.9	35.0	705

*\*Safe Yield of 77.1 mgd is based on this 1965 drought deficit of -15.66 inches.*

*\*\*The 2015 deficit of 5.68 inches is well within the 1960s's Safe Yield analysis correlating to a 115 year drought.*

There is no authority of the MDC or DPH to prioritize water usage during the drought triggers based on the type of business or industry. In 1988, the MDC supplied 17 mgd for industrial, yet today less than 2 mgd is supplied for industrial use.

In the 1965 drought, the precipitation deficit was 15.66 inches and MDC reservoirs dropped to 42% capacity. Even under this most extreme of drought condition, the MDC's reservoirs still held almost a full year's supply in storage. In 2015, the rain deficit of 5.69 inches left MDC reservoirs at 87% capacity. Since the 1960's, MDC has not seen our reservoirs drop below 62% capacity.

It should be noted that the MDC has not issued any mandatory water use restrictions due to low water supply levels in the past 50 years.

***There have been concerns expressed regarding the ability of MDC's water supply to safely serve the Niagara bottling plant proposed in Bloomfield without affecting the remaining customers served by the MDC.***

These concerns are unfounded.

Currently, the water levels of the MDC's two reservoirs are at 88% of full capacity, which represents 35 billion gallons of water. As such, the first drought trigger of 75% capacity would be reached at a total water volume of approximately 30 billion gallons. Assuming **no precipitation whatsoever and an average daily consumption of 50 mgd**, the MDC, without providing water to the proposed Niagara plant, would reach capacity of 75% in 105 days.

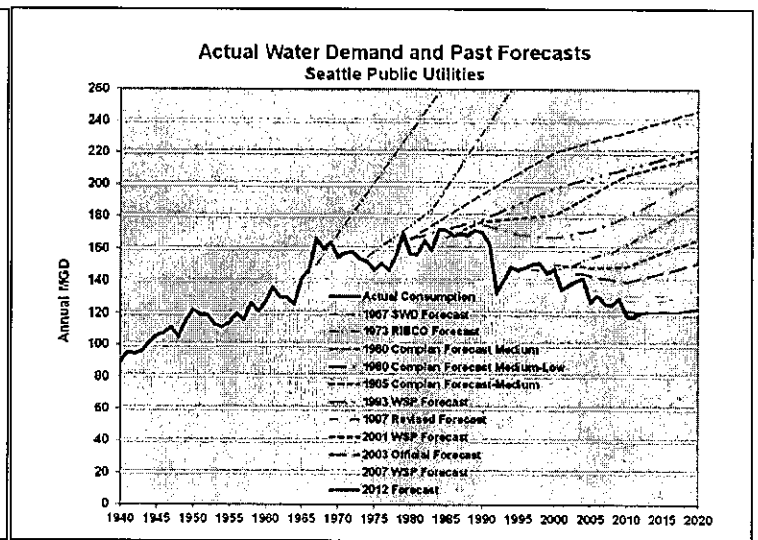
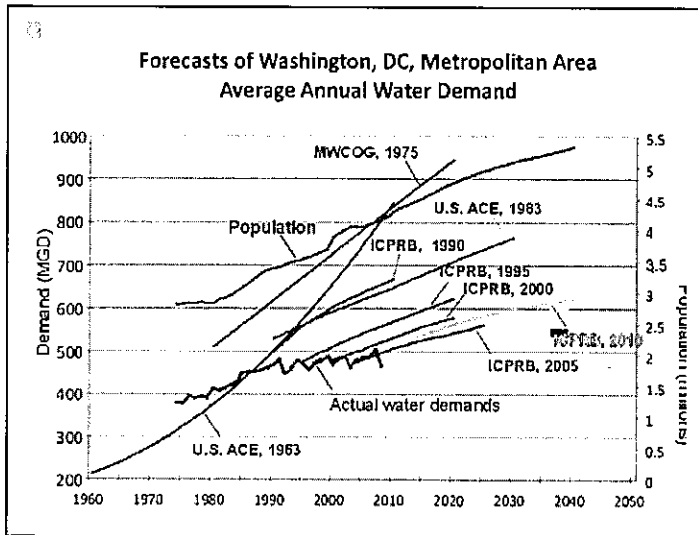
If Niagara was a customer today, our average daily flow would increase to 51.8 mgd, and the 75% drought trigger would be reached in 101 days, **assuming no precipitation over that time**, a negligible difference experienced under an unlikely set of circumstances.

Therefore, Niagara would not make any significant impact on MDC's water supply capacity during a drought condition.

### WATER CONSUMPTION TRENDS

Current MDC water withdrawals from Barkhamsted and Nepaug Reservoirs are approximately 49.6 mgd, nearly 30 mgd less than the approved safe yield.

As an outgrowth of initiatives to promote and develop a state-wide water plan, the Governor convened the Connecticut Strategic Water Resources Planning Conference & Workshop held in February 2014. Dr. Richard Palmer from the University of Massachusetts demonstrated that study after study attempting to estimate future water consumption based on population growth across the country were extremely inaccurate. To the contrary, the actual data demonstrated that even in areas with significantly growing populations, actual water demand has continued to decline, due in large part to conservation measures driven by a general awareness of the need to preserve natural resources such as water. The MDC supports conservation efforts.



*As support for Dr. Palmer's conclusion, the MDC's daily water demand has steadily declined over the last several decades. In 2007 MDC expected to produce over 57 mgd by 2012 to meet demand. In 1988, the average day demand was 66 mgd compared to 2015, where the average day demand was 49.6 mgd.*

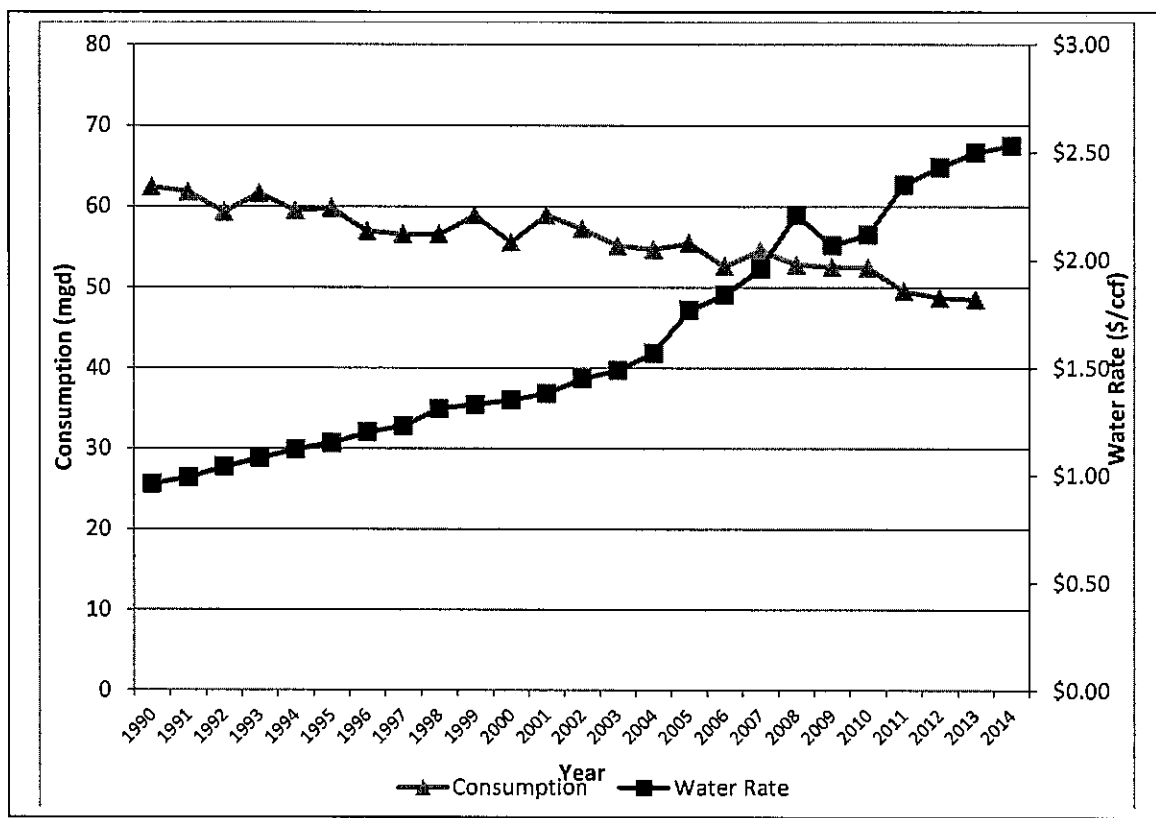
## MDC RATES

MDC water rates have remained stable over the past decade, increasing only 82 cents per CCF (100 cubic feet of water, or 748 gallons) over the last 10 years. The major increases MDC customers see on their bills are a result of the state and federally mandated Clean Water Project (CWP), which requires infrastructure upgrades of the wastewater side of the MDC's operations. Customers have seen their water bills more than double as the Special Sewer Service Charge (SSSC), which began in 2008, that funds the Clean Water Project is calculated through customer water use and applied to customer water bills.

It is important to note that it is not unique for water utilities such as the MDC to have reduced rates for high volume or industrial users. Other public and private water utilities located in Connecticut offer reduced rates for commercial, industrial and public authorities, and many at greater levels than those afforded to MDC customers.

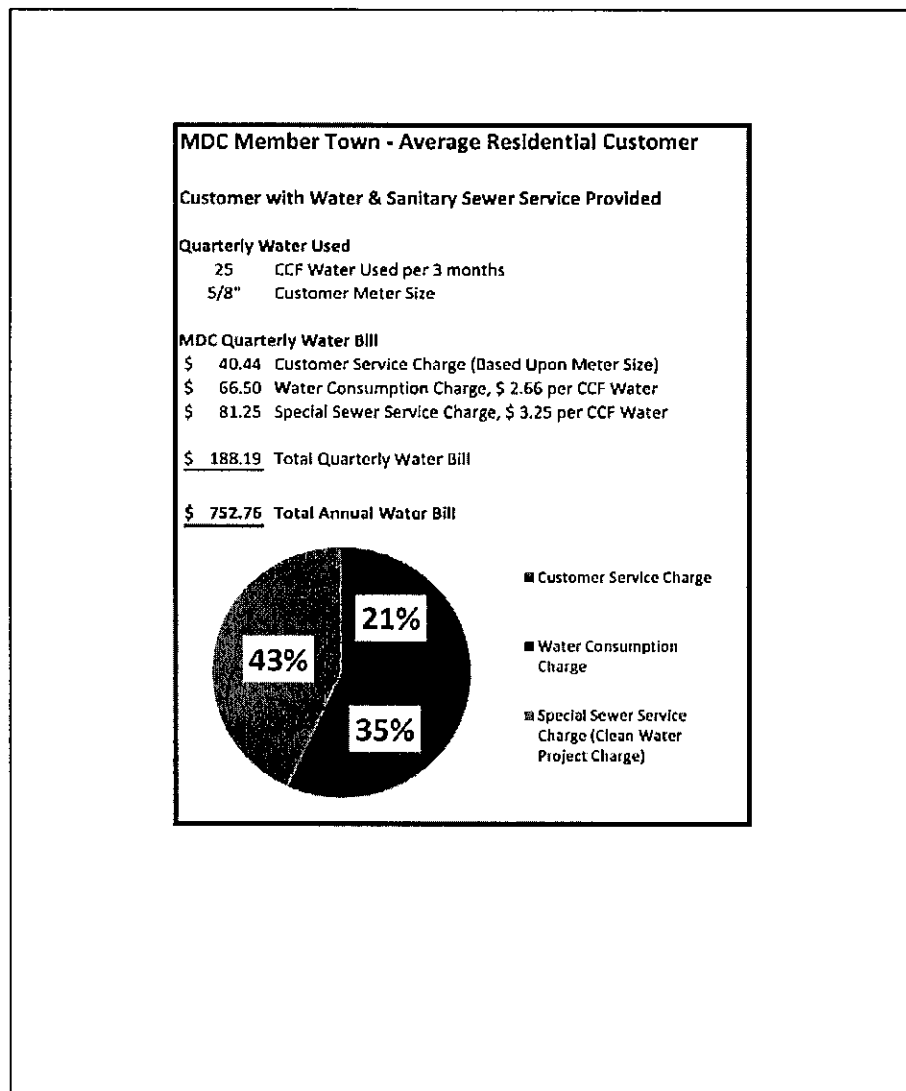
Simply put, selling more water will serve to stabilize, and likely reduce, the MDC's base water rate. Further, keeping water rates down by selling more water will, to a degree, offset the impact of the SSSC. In fact, if MDC included the anticipated sale of an additional 1.8 mgd of water to Niagara in its 2016 budget deliberations, the impact on the rates would have been an approximate \$0.10 decrease in the cost per ccf for all customers.

**MDC Water Consumption and Water Rate History**



*The MDC's consumption demand has decreased over the past 25 years. Consistent with the data from Dr. Palmer, with Connecticut's population growth decreasing in 2015, population growth over the next 50 years will not increase water demand.*

*Therefore, one of the only viable ways to stabilize water rates for all MDC customers is with increased water consumption by industrial customers.*



*The MDC water rate has increased by only \$0.82 per CCF over the last 10 years. The Special Sewer Service Charge, enacted in 2008, funds the Clean Water Project and has more than doubled MDC water bills as it is calculated based on water use. As the MDC is a non-profit water company, any increases to the water rates are to cover the cost of the operations to produce the water. Selling additional available water helps to mitigate increases.*

***The MDC's new high volume industrial user rate does not apply to any customer until they exceed 668 CCF (approximately 500,000 gallons) per day. The industrial rate is reduced to \$2.16 per CCF or a reduction of \$0.50 per CCF, (or 18%) for only the consumption above 668 CCF. There is no rate reduction for the first 668 CCF.***

By comparison, large private and municipal water companies in CT have descending rates for high volume water users follows:

- The Aquarion Water Company charges \$4.24 per CCF up to a threshold of 420 CCF (314,182 gallons) per quarterly billing period, after which the rate drops to \$2.08 per CCF, a reduction of \$2.15 per CCF – over 50%.
- The Connecticut Water Company charges \$5.91 per CCF for residential customers, which is dropped to \$4.40 for industrial customers, a reduction of \$1.41 per CCF – approximately 25%. There is no threshold at which the lower rate is in effect; rather it applies to all consumption for industrial users.

#### **Industrial Rate Structure Comparison**

<b>Water Utility</b>	<b>Rate - \$/CCF</b>	<b>Rate Reduction after Limit/CCF</b>	<b>Rate Reduction difference</b>	<b>Rate difference %</b>
MDC	\$2.66	\$2.16	\$0.50	18%
Aquarion - Eastern Division	\$4.23	\$2.08	\$2.15	50%
CT Water Company*	\$5.91	\$4.40	\$1.51	25%

\*\$5.91 is Residential Rate \$4.40 is the Industrial Rate

***The Niagara Bottling company would be just one of the MDC's many types of diverse processing customers, including companies like United Technologies, Coca-Cola Bottling Company, Kohler Mix Specialties of CT and the Hooker Brewery.***

## **WATERSHED MANAGEMENT AND CONSERVATION**

The MDC owns over 31,000 acres of watershed land in Connecticut and Massachusetts, the majority of which is watershed forest land. A watershed forest is the first line of defense for protecting water from degradation and maintaining high quality drinking water. This land acts as a natural filter and buffer to pollutants and protects the integrity of the District's drinking water supply reservoirs.

Maintaining the health of the watershed lands for water supply is the principal mission of the District's Watershed Management Unit. This is accomplished through its source protection and forest management programs. The drinking water infrastructure extending from the watershed lands and reservoirs to our treatment and delivery system was paid for by the customers of the MDC, as it is the cost of operating and maintaining this infrastructure.

The MDC moves water from Barkhamsted and Nepaug Reservoirs to its water treatment facilities in West Hartford and Bloomfield via gravity pipelines and tunnels. One of the benefits of this transmission system is that there is no pumping involved and therefore no energy costs to deliver the water, both to the plants and the customer.

## **THE WEST BRANCH OF THE FARMINGTON RIVER**

The MDC is just one of many stakeholders in the Farmington River. Although MDC's role on the Farmington is significant, and covers more than a century of the river's history, MDC's role is often misunderstood.

As stated previously, only a small fraction (14%) of the Farmington River's drainage area of 609 square miles is controlled by the MDC for drinking water purposes. The MDC also plays a role in the management of approximately 120 square miles of the West Branch of the Farmington River. The regulation of river flow release primarily takes place at the MDC's Goodwin Dam and the U.S. Army Corps of Engineer's Colebrook River Dam.

Colebrook River Dam, which impounds Colebrook River Lake, is owned by the U.S. Army Corps of Engineers and is a multipurpose water resource impoundment built for flood control, water supply, riverflow augmentation and fisheries enhancement. This dam is operated through an interagency agreement between the U.S. Army Corps of Engineers, CT Department of Energy & Environmental Protection and the MDC.

The MDC owns and operates Goodwin Dam and makes releases to the West Branch of the Farmington River in accordance with the Connecticut General Statutes, a riparian agreement, and an agreement with the Allied Connecticut Towns.



Pursuant to these obligations, required releases from Goodwin Dam occur as follows:

- Minimum release of 50 cubic feet per second (cfs) (or 32 mgd) at all times;
- Additional release of all natural flows up to 150 cfs;
- Additional release of any flows released from Otis Reservoir;
- Additional riparian releases upon request by the Farmington River Power Company, up to 21.7 billion gallons per year; and
- Pass through of fisheries releases from Connecticut DEEP controlled pools in Colebrook River Lake.

Without this water release protocol, the flows within the river would frequently be below 25 cfs during the summer months. Today MDC releases a minimum of 50 cfs daily under this protocol.

- CONNECTICUT DEEP'S ROLE IN MANAGING WEST BRANCH FLOWS

Connecticut DEEP controls 3.3 billion gallons of water stored in Colebrook River Lake for the purpose of maintaining sufficient flows in the river for fisheries. A total of 1.63 billion gallons of storage is set aside within Colebrook River Lake for Connecticut DEEP to enhance anadromous brown trout runs and 1.63 billion gallons is set aside for Connecticut DEEP to enhance American shad runs. Connecticut DEEP is responsible for the control of these fishery management pools and the releases are coordinated through the MDC.

- U.S. ARMY CORPS OF ENGINEERS

USACOE manages storage capacity in Colebrook River Lake to provide flood protection to downstream communities during periods of heavy inflow. The Corps oversees all flood control on the Farmington River.

- UPPER FARMINGTON RIVER MANAGEMENT PLAN

*The Upper Farmington River Management Plan* was prepared under the *Farmington Wild and Scenic River Study* authorized by Congress in 1986. The plan outlines management of a 14 mile section of the West Branch and the Farmington River mainstem in Connecticut extending from immediately below the Goodwin Dam to the downstream end at the New Hartford/Canton town line.

The Study was led by the Farmington River Study Committee which included representatives from the State of Connecticut, the MDC, the Farmington River Watershed Association, the U.S. Department of the Interior and local towns along the Farmington River. The National Park Service serves as the key federal representative in the implementation of the management plan.

One of the key Goals of the Management Plan is to *“Balance the legitimate demands on the river for water supply, waste assimilation, energy production, and commercial and industrial uses, while maintaining stream flow and water quality necessary to sustain fisheries, recreation and scenic qualities at levels sufficient for wild and scenic river designation.”*

The plan established the Farmington River Coordinating Committee (FRCC) to promote the long-term protection of the upper Farmington River by bringing the key stakeholders together on a regular and ongoing basis. The Metropolitan District is an active participant on the FRCC.



# The Metropolitan District Water Quality Report 2013



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## OVERVIEW

The MDC's Water Quality Report, required by federal and state regulations provides a summary of water quality for 2014 and includes information on how the MDC collects, treats and delivers quality drinking water. In 2014, the MDC's state-licensed Water Analysis Laboratory, located at Reservoir 6 in Bloomfield, conducted more than 100,000 physical, chemical and bacteriological tests. These tests determine the levels, if any, of over 130 potential water contaminants at the MDC's reservoirs, treatment plants and the 47 state approved sampling sites throughout the 13 town service area. These tests and others conducted at various consulting laboratories confirmed that the potable water supplied by the MDC met all State of Connecticut Public Health Code and Federal Environmental Protection Agency standards for water quality.

Last year, the MDC distributed an average of 48.67 million gallons of water per day to a population of approximately 400,000. In order to continue to deliver the highest quality water and protect the MDC facilities, the following are some of the major advancements that have been undertaken:

- Restoration of Saville Dam lower gatehouse and channel outlet
- Additional road rehabilitation of Red Loop trail in West Hartford
- Sitework and piping for new 2.5 million gallon storage tank
- Upgraded filters at Reservoir # 6 treatment plant

(Este reporte contiene información importante sobre el agua potable. Si necesita este Reporte en Español por favor llame al 278-7850 ext. 3211)



## WATER SOURCE

The MDC's untreated water comes entirely from surface water sources in watersheds (drainage areas) that cover approximately 89.7 square miles. These sources are: the 30-billion gallon Barkhamsted Reservoir, impounded by the Saville Dam, located about one mile north of New Hartford; and the 9.5-billion gallon Nepaug Reservoir, created by the Phelps Brook and Nepaug Dams, located about one mile northwest of Collinsville. Both reservoirs are part of the East Branch of the Farmington River and are located roughly 20 miles from Hartford in Connecticut's northwest hills.

They feed the MDC's smaller reservoirs which are located in West Hartford and Bloomfield. The majority of the watershed areas are relatively rural, which reduces the chance of pollution. Even so, the MDC conducts an aggressive source water protection program to further ensure the quality of its water supplies.

## SOURCE WATER PROTECTION

Source water is untreated water that is used to supply public drinking water. Natural processes and human activities that occur within a watershed area can greatly impact the quality of that source water. As water travels over the surface of the land or through the ground, it can carry substances such as soil particles, salts, metals, oils, bacteria, fertilizers and pesticides that can contaminate water supplies. The MDC is very fortunate to have heavily forested watersheds, which help safeguard the water supplies by acting as a natural filter and buffer to potential contaminants.

In order to prevent contamination and unsanitary conditions in the watershed areas, the MDC performs watershed inspections on properties draining to the Barkhamsted Reservoir, the Nepaug Reservoir, and Reservoir No. 6 and the West Hartford Reservoirs. These inspections are required to be conducted by the Connecticut Department of Public Health (DPH).

The MDC's Watershed Inspector visits residential, business and farm properties located within the watersheds to identify conditions that may adversely affect drinking water supplies. The inspector checks for signs of septic system failure, leaking fuel oil tanks, soil erosion and sedimentation issues, illegal discharges and dumping, improper storage of chemicals and animal waste, and other conditions that have the potential to affect water quality. In 2014, a total of 2,625 watershed inspections were conducted.

The MDC's Watershed staff also reviews land use development proposals that come before watershed towns and when appropriate, submits comments to encourage practices that protect reservoir water quality.

In addition, routine raw water sampling of reservoirs and tributaries is performed in order to monitor changes in water quality. The MDC's Water Analysis Laboratory conducts the physical, chemical, nutrient and biological analyses to help identify potential drinking water contaminants.

Permanently protecting water supply watershed land is one of the most important measures that can be taken to strengthen source water protection efforts. To this end, the MDC implemented a land acquisition program and has acquired a total of 211.4 acres of additional watershed land since 2006.

## SOURCE WATER ASSESSMENT

The Connecticut Department of Public Health (DPH) Drinking Water Section completed assessments of all public drinking water sources in 2003 to identify and document potential sources of contamination that could adversely impact drinking water quality. The assessments found that reservoirs owned by the MDC have a low susceptibility to potential sources of contamination. The Source Water Assessment Program report can be found on the Connecticut DPH's website: <http://www.ct.gov/dph>. For more information visit the U.S. Environmental Protection Agency's (EPA) website: <http://water.epa.gov/drink>.

## WATER TREATMENT

The MDC has always filtered its water supplies. The slow sand filtration plant located just off Farmington Avenue in West Hartford contains 22 underground filter beds. In the filter beds, water trickles down through more than three feet of sand and stones, where within the first 2-3 inches of sand, solids and microscopic bacteria are trapped. Additional chemical treatment follows to eliminate any remaining bacteria.

The Reservoir #6 plant in Bloomfield is a rapid sand filtration facility, also known as a complete conventional plant. The system combines chemical treatment prior to filtration at six filter beds. Because pre-treatment removes most impurities, those remaining impurities can be removed quickly by the filtration process. While the filtration process is accomplished somewhat differently at each plant, there are five basic components in the treatment process that the plants have in common:

1. Filtration
2. Disinfection through chlorination
3. Fluoridation (mandated by the State of Connecticut Department of Public Health to help prevent tooth decay)
4. pH adjustment of all treated water
5. Corrosion control for distribution system piping and household plumbing

## CROSS CONNECTION

The State of Connecticut and MDC Ordinances require that the MDC conduct periodic inspections of properties for cross connection situations. A cross connection is an actual or potential connection between a public water system and any other source or system through which it is possible to introduce any contamination or polluting agent. The regulations require that commercial, industrial and residential structures maintain one or more cross connection control devices if there is a possibility of a "toxic or objectionable substance" being used at, in or outside the structure. State of Connecticut cross connection regulations require that the homeowner notify the MDC and obtain its approval of the plans prior to the installation of any of the previously mentioned installations. The cross connection requirements have been expanded to include, but are not limited to, fire suppression systems, lawn irrigation systems, marinas, boilers, solar heat, geothermal wells, lawn irrigation wells, ice machines and facilities which utilize chemicals within the premises, which would meet the definition of toxic or objectionable substances.

## WATER CONSERVATION

Water is a limited resource, so it is vital that we all work together to maintain it and use it wisely. Here are a few tips that you can follow to help conserve water:

- Check for leaky fixtures. A leaking faucet or toilet can dribble away thousands of gallons of water per year.
- Store a jug of ice water in the refrigerator for a cold drink.
- Water lawn and plants in the early morning or during the evening to avoid excess evaporation. Don't water on a windy, rainy or very hot day.
- Apply mulch around flowers, shrubs, vegetables and trees to reduce evaporation.



## LEAD

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The MDC is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting in the residential plumbing for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to two minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://water.epa.gov/drink/info/lead>.

Another simple way to reduce the possible exposure to lead is to regularly clean your faucet screens to remove material that may become trapped in the screen. Some of that material may be lead particles from your home's internal plumbing. Finally, do not use hot water from the tap to make infant formula or for cooking. Hot water may have higher mineral content than the cold water supplied by the MDC. Infants and young children who drink water containing lead in excess of the action level could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities.

## LEAD (continued)

Adults who drink water containing lead in excess of the action level over many years can develop kidney problems or high blood pressure. Infants and young children are typically more vulnerable to lead in drinking water than the general population. While the MDC uses no lead pipes in its distribution system, it is possible that lead levels may be elevated in your home, which is a result of materials used in your home's plumbing.

The table on page 6 of this report summarizes the results of lead and copper testing. Federal regulations require that a minimum of 50 homes be periodically sampled by having the homeowner collect a one-liter sample from the cold-water kitchen tap as "first draw" (after water has been standing motionless in household pipes for at least six hours). During the last lead and copper sampling round conducted in 2014, the MDC collected samples from 54 homes. Since less than 10 percent (3 out of the 54 - see table) of the homes sampled were above the action level set by the EPA, the MDC remains in compliance with the Lead and Copper Rule. The MDC will be conducting the next round of lead and copper analysis in 2017.

During this testing, homeowners were also asked to collect an additional sample after having the water run for a few minutes. These samples were also analyzed for lead and copper content. The results consistently showed that little or no lead or copper was present in the water coming from the MDC water mains after the water was allowed to run for a short period of time.

## COPPER

Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some individuals who may drink water containing elevated copper in excess of the action level over many years could suffer liver or kidney damage. People with Wilson's disease should consult their personal health care provider. During the lead and copper monitoring period conducted in 2014, there were no exceedances of the copper action level in any of the first draw samples collected by the homeowners. The lower level of copper found in the flushed sample versus the first draw sample showed that the water within the mains had a very low level of copper.

## SYNTHETIC ORGANIC COMPOUNDS

In 2012, the Metropolitan District utilized two State of Connecticut certified public health environmental laboratories to conduct synthetic organic compound analysis as regulated under the public health code. The collection and analysis of these forty-two synthetic organic compounds (herbicides, pesticides, PCBs, etc) did not detect any of these compounds in the potable water as supplied to the customers of the MDC. Review of the analytical data by the public, related to this monitoring is available at the MDC's Water Analysis Laboratory. The continued monitoring and vigilant ongoing watershed inspection programs help to minimize the possibility of these compounds from being found in our drinking water.

## RADIOLOGICAL & ASBESTOS MONITORING

During 2013, the MDC had samples analyzed for radiological parameters including Uranium, gross alpha, gross beta, radium 226 and radium 226. There was no detection of any of these constituents as a result of the analysis. Asbestos monitoring was also conducted in 2013 with no asbestos fibers detected in the analysis.

## INFORMATION ABOUT DRINKING WATER CONTAMINANTS

The State of Connecticut is one of the few states where only Class A waters (not receiving discharges from sewer treatment plants) may be used for drinking water purposes.

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and in some cases, radioactive material, and can pick up substances from the presence of animal or human activity.

Contaminants that may be present in source water include:

- *Microbial contaminants*, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife;
- *Inorganic contaminants*, such as salts and metals, which can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production and mining or farming;
- *Pesticides and herbicides*, which may come from a variety of sources, such as agriculture, urban storm water runoff and residential uses;
- *Organic chemical contaminants*, including synthetic and volatile organic chemicals, which are byproducts of industrial processes and petroleum production, can come from gas stations, urban storm water runoff or septic systems (some of these compounds, such as trihalomethanes and haloacetic acids, are disinfection byproducts that result from the use of chlorine as a disinfectant in water treatment, which reacts with naturally occurring materials in water);
- *Radioactive contaminants*, which can be naturally occurring or the result of oil and gas production and mining activities; and
- *Radon*, a radioactive gas found commonly in well water. (Radon is not present in MDC water since all its drinking water is initially derived from surface water reservoirs.)

In order to ensure that tap water is safe to drink, the EPA prescribed regulations which limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations establish limits for contaminants in bottled water, which must provide similar protection for public health. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791).

### UNREGULATED CONTAMINANT MONITORING RULE 3

In order to develop new drinking water regulations to protect public health, the EPA does years of research and water quality monitoring. Every five years, the EPA is required to issue a new list of no more than 30 unregulated contaminants to be monitored by public water systems. These contaminants are known or anticipated to occur at public water systems and may warrant future regulation. In 2014, the MDC participated in EPA's Unregulated Contaminant Monitoring Rule 3 (UCMR3).

Beginning in July 2013 and continuing on a quarterly basis until April 2014, samples were collected by the MDC and forwarded to an EPA-certified laboratory for analysis of 28 unregulated chemicals which may be found in the nation's drinking water. The compounds of interest from the 2014 portion of year-long study included hormones, metals, volatile compounds, a synthetic organic compound and a disinfection by-product compound. Samples were collected from locations where water enters the District's distribution system and sample points that are indicative of the maximum residence time.

Analysis of the quarterly samples collected at the District's sample points showed the presence of 4 of the 28 unregulated compounds of interest. (See chart below measured in ppbs.) It is important to note that the EPA has yet to establish regulatory standards for any of the unregulated contaminants. The purpose of monitoring for these contaminants is to help the EPA to decide whether or not to establish such standards for them.

	COMPOUND (ppbs)							
	Strontium		Vanadium		Chromium 6		Chlorate	
	POE	Dist	POE	Dist	POE	Dist	POE	Dist
<b>Average</b>	17.8	21	0.045	0.11	0.016	0.032	68.7	64.3
<b>Minimum</b>	15	19	<0.2	<0.2	<0.03	<0.03	45	52
<b>Maximum</b>	22	22	0.27	0.24	0.034	0.050	85	86

POE = Point of entry sites for water entering into the distribution system from the filtration plants

Dist = select maximum water residence sites in the distribution system

(In one sample collected for Reservoir # 6 distribution on 4/8/2014 a hormone 4-androstene -3, 17-dione was detected at 0.0010 µg/L which has a method reporting level of 0.0003 µg/L. Subsequent re-sampling and analysis failed to detect the compound.)

### HOW TO READ THE TABLE (PAGE 6)

The table on page 6 shows the results of the MDC's water quality analyses on its treated drinking water. The table lists all drinking water analytes that were detected during the 2014 calendar year. Unless otherwise noted, the data presented in this table are from tests performed between January 1 and December 31, 2014. The table contains the name of each substance, the highest level allowed by regulation (Maximum Contaminant Level, or MCL), the ideal goals for public health, the amount detected, the usual sources of each substance and a key to units of measurement.



### DEFINITIONS

**Action Level (AL):** The concentration of a contaminant that, if exceeded, triggers treatment or other requirements that a water system must follow.

**Maximum Contaminant Level (MCL):** The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

**Maximum Contaminant Level Goal (MCLG):** The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

**Maximum Residual Disinfectant Level or MRDL:** The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

**Maximum Residual Disinfectant Level Goal or MRDLG:** The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

NTU: Nephelometric Turbidity Units

ppm: parts per million, or milligrams per liter

ppb: parts per billion, or micrograms per liter

**Treatment Technique:** A required process intended to reduce the level of a contaminant in drinking water.

### HOW TO LEARN MORE ABOUT YOUR WATER

If you have questions about the quality of your tap water or the information contained in this report, please call 860-278-7850, ext. 3211 during normal business hours.

The MDC welcomes public input and participation in decisions affecting your drinking water. All District Board meetings, committee agendas and schedules are posted at the MDC's Headquarters is located at 555 Main Street in Hartford, CT and are also found on the District's website. Meetings are open to the public.

For more information on water quality, water treatment and water conservation visit: [www.themdc.com](http://www.themdc.com). Like us on Facebook at [www.facebook.com/themetropolitandistrict](https://www.facebook.com/themetropolitandistrict).

### OTHER SOURCES OF INFORMATION:

U.S. EPA Safe Drinking Water Hotline: (800) 426-4791

CT Department of Public Health: (860) 509-7333

## 2014 MDC Water Quality Results

Substance (units)	Highest Level Allowed (EPA's MCL)	Goals (EPA's MCLG)	Average	Range	Major Sources
<b>Inorganics</b>					
Fluoride (ppm)	4	4	0.89	0.68 - 1.10	Erosion of natural deposits; water additive that promotes strong teeth
Calcium (ppm)	NA	NA	3.9	2.4 - 4.8	Erosion of natural deposits
Chloride (ppm)	250	NA	10.1	9.0 - 11.6	Byproduct of drinking water disinfection
Nitrate (ppm)	10	10	0.12	<0.05 - 0.243	Runoff from fertilizer use; leaching from septic tanks; sewage; erosion of natural deposits
Nitrite (ppm)	1	1	<0.009	<0.009	Runoff from fertilizer use; leaching from septic tanks; sewage; erosion of natural deposits
Disinfectant residual distribution (ppm)	4.0	4.0	0.51	0.00 - 1.00	Byproduct of drinking water disinfection
Sodium (ppm)	28 (state of CT advisory level)	N/A	8.66	6.19 - 10.4	Erosion of natural deposits and byproduct of water treatment
Sulfate	NA	NA	5.56	4.19 - 7.52	Erosion of natural deposits
Orthophosphate (ppm)	N/A	N/A	0.95	0.51 - 1.34	Corrosion control inhibitor added at the water treatment plants
Alkalinity (ppm)	NA	NA	12.3	7.0 - 20.0	Erosion of natural deposits
pH	N/A	6.4 - 10 (State of CT)	7.5	7.2 - 7.9	Sodium Hydroxide added for corrosion control to bring pH above a neutral pH (7.0)
Copper (ppm)	1.3	1.3	0.007	<0.003 - 0.016	Erosion of natural deposits
Barium (ppm)	2.0	2.0	0.009	0.008 - 0.011	Erosion of natural deposits
<b>Turbidity &amp; Bacteria</b>					
Turbidity (NTU-Max allowable) West Hartford Water Treatment Plant CFE	1.0	0	0.08	0.05 - 0.40	Soil Runoff - Turbidity has no health effects but may interfere with disinfection and provide a medium for microbial growth.
Turbidity (NTU-Max allowable) Reservoir #6 Filter Plant CFE	0.3	0	0.06	0.04 - 0.20	Soil Runoff
Total coliform (Distribution system) (2287 samples - 2160 required) No thermo-tolerant fecal coliform were recovered	Presence of coliform bacteria in 5% of monthly samples	0	0%	0 - 0.5%	Naturally present in the environment
<b>Volatile Organics &amp; Organic Carbon (distribution data)</b>					
Total haloacetic acids (ppb) total distribution average and highest site location running annual average	60	None set	31.6 Highest single site sample average - 40.2	11.0 - 50.1 Range for highest sample location 19.9 - 49.3	Byproduct of drinking water disinfection
Total trihalomethanes (ppb) total distribution average and highest site location running annual average	80	None set	System average - 45.7 Highest single sample site average - 65.4	Range of all locations: 16.8 - 74.6 Range for highest sample location 55.0 - 74.6	Byproduct of drinking water disinfection
Total organic carbon (minimum of 35 percent reduction required at the Reservoir #6 Water Treatment Plant)	N/A	Minimum removal ratio 35%	47 %	41% - 51%	Rapid sand filter plant only treatment technique
<b>Household Lead and Copper (2011 data — most recent required household testing)</b>					
Substance (units)	Action Level	Goals (EPA's MCLG)	90th Percentile	Highest Level Detected	Major Sources
Lead (ppb)	15 ppb	0	0.005 ppb	181 ppb 54 sites tested (number of sites above AL=3)	Corrosion of household plumbing systems; erosion of natural deposits
Copper (ppm)	1.3 ppm	1.3	0.152 ppm	0.663 ppm 54 sites tested (number of sites above AL=0)	Corrosion of household plumbing systems; erosion of natural deposits



# Water Quality Monitoring under and outside of State of CT Regulations

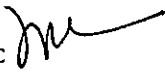
Type of Monitoring	Frequency Required	Frequency Conducted
Lead and Copper Rule		
Lead	Minimum of 50 sites every 3 years	As many samples as we can have collected from pool (54 - 2014)
Copper	Minimum of 50 sites every 3 years	As many samples as we can have collected from pool (54 - 2014)
Water Quality Parameters		
Point of Entry - 3 sites	1 sample at each site biweekly	1 sample at each site weekly
Distribution Sites	20 samples every 6 months	25 last 6 months in 2015 - greater than minimum
Total Coliform Rule		
Physical Samples in Distribution	180 per month	185 or more per month
Total Coliform Samples in Distribution	180 per month	185 or more per month
Physical Samples at Point of Entry	1 per plant per day	Minimum of 1 sample per day
Total Coliform Samples at Point of Entry	None	1 sample per day
Disinfection By Product Rule		
TOC Removal at Bloomfield Plant	1 sample from Filtered Water	2 samples per month
	1 sample from Untreated Water	2 samples per month
	Individual Filters - none	2 samples per filter per month
	None	2 samples per month per Point of Entry
Point of Entry Samples West Hartford		
TTHM/HAA	1 sample at 12 sites per quarter	1 sample at 12 sites per quarter
Volatile Organics	1 sample at Point of Entry	Minimum of 1 sample per year
Inorganic - Nutrients		
	1 sample at Point of Entry Site (3) per year	Minimum of one sample per year
	1 sample at each Reservoir (4)	1 sample at each Reservoir (6)
Herbicides-Pesticides- PCBs		
	1 sample at Each Point of Entry tri-annually	1 sample at Each Point of Entry tri-annually
	1 sample at each Reservoir - yearly (4)	1 sample at each Reservoir - yearly (6)
Radioactivity		
	1 sample at each Point of Entry (3) every 9 years	1 sample at each Point of Entry (3) every 9 years

## Water Quality Monitoring under and outside of State of CT Regulations - continued

Type of Monitoring	Frequency Required	Frequency Conducted
Reservoir Monitoring Total and Fecal Coliform Physical parameters	1 sample per quarter (4) 1 sample per quarter (4)	1 sample daily (6) with min of 4 sites year round 1 sample daily (6) with min of 4 sites year round
Streams Entering Reservoirs Total and Fecal coliform Physical Parameters Metals	None None None	1 per month - weather permitting 1 per month - weather permitting 1 per quarter - weather permitting
Asbestos	1 sample per plant every 9 years	1 sample per plant every 9 years
Nitrate/Nitrite	1 sample per year at Point of Entry Sample sites 1 sample per year at each Reservoir	1 sample per year at Point of Entry Sample sites 1 sample per year at each Reservoir
Cryptosporidium/Giardia (LT2 Rule)	1 sample at each raw water site - entering plant Cryptosporidium only	1 sample at each raw water site - entering plant Giardia and Cryptosporidium
Algae major types Geosmin - MIB (taste and odor)	None None	Every two weeks (March - September) Every two weeks (March - September)



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 9, 2016  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: CT DOT Highway Safety Grant 2016 Distracted Driving

---

The Town of East Hartford is once again eligible to apply to the State Department of Transportation for a Distracted Driving High Visibility Enforcement Grant funded through the National Highway Traffic Safety Administration (NHTSA).

The Grant will allow East Hartford officers to participate in grant-funded mobilizations targeting distracted drivers, and the hand-held mobile phone ban.

The Town will be required to provide matching resources in the amount of 25 percent of the project cost, and can be fulfilled on an in-kind basis.

Attached is a draft resolution authorizing an application to the State Department of Transportation for the grant funding. Please place this information on the agenda for the March 15, 2016 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

Thank you.

Cc: P. O'Sullivan, Grants Manager  
Lt. Ricardo Soto

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 15<sup>th</sup> day of March, 2016.

### **RESOLUTION**

**WHEREAS**, the State of Connecticut Department of Transportation (CT DOT) and the National Highway Traffic Safety Administration (NHTSA) are offering grant funds to municipal police departments to participate in the 2016 Distracted Driving High Visibility Enforcement Campaign; and

**WHEREAS**, this campaign will focus on motorists who choose to ignore Connecticut's hand-held mobile phone ban; and

**WHEREAS**, over 1,300 people are injured every day on our nation's highways as a result of distracted driving crashes

**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 CT DOT and NHTSA as they pertain to the 2016 Distracted Driving High Visibility Enforcement Campaign.

**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 this \_\_\_\_ day of March, 2016.

\_\_\_\_\_  
Angela M. Attenello, Town Council Clerk

seal

**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: 2016 Distracted Driving High Visibility Enforcement Grant

Funder: CT DOT

Amount: To be determined

Frequency: ☐ One time ☒ Annual ☐ Biennial ☐ Other \_\_\_\_\_

First year received:	<u>2015</u>		
Last 3 years received:	<u>2015</u>	_____	_____
Funding level by year:	\$ <u>19,709.27</u>	\$_____	\$_____

Is a local match required? ☒ Yes ☐ No

If yes, how much? 25% Program Match

From which account? Match can be in-kind (officer salaries, etc.)

Grant purpose: Grant will allow qualifying Connecticut police forces to participate in grant-funded overtime enforcement of anti-distracted driving laws.

Results achieved: Decrease traffic accidents involving distracted drivers.

Duration of grant: There are two mobilizations: April 4-30, 2016 and August 3-16, 2016.

Application Status: EHPD has submitted required Statement of Interest (SOI). Awaiting receipt of application

Meeting attendee: Deputy Chief Timothy McConville, ext 7579

Comments: Eligibility was determined by crash data analysis that identified East Hartford as having a high number of crashes thought to be the result of driver distraction

Town will be informed of amount of grant amount when it receives the application from CT DOT

## GRANTS ADMINISTRATION MEMORANDUM

---

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager *POS*

SUBJECT: Council Resolution – CT DOT Highway Safety Grant  
2016 Distracted Driving High Visibility Enforcement

DATE: March 4, 2016

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Attached is a draft resolution authorizing an application to the state Department of Transportation for a Distracted Driving High Visibility Enforcement Grant.

This grant is funded by the National Highway Traffic Safety Administration (NHTSA) and will allow East Hartford officers to participate in grant-funded mobilizations targeting distracted drivers – focusing on motorists who choose to ignore Connecticut's hand-held mobile phone ban.

The grant requires the Town to provide matching resources in the amount of 25 percent of the project cost. This requirement can be fulfilled on an in-kind (non-cash) basis. In-kind match is typically in the form of the value of personnel (officer time), goods, and services provided by the Town to accomplish the goals of the grant.

The amount of the 2016 grant has yet to be determined. In 2015, the Town received \$19,709.27

I have attached a newsletter from NHTSA that explains the program in more detail, as well as the letter informing the Town of its eligibility to participate in this program.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on March 15, 2016. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Lt. Ricardo Soto

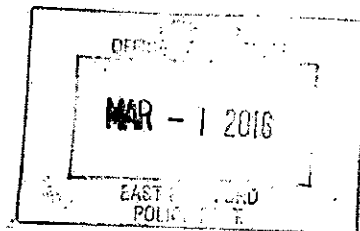
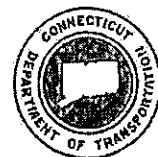


STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION

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

Phone:

February 24, 2016



Chief Scott Sansom  
East Hartford Police Department  
31 School Street  
East Hartford, CT 06108

Dear Chief Sansom:

**Subject: Highway Safety Grant Application**  
**2016 Distracted Driving High Visibility Enforcement**

The purpose of this letter is to inform you that your agency has been selected to participate in High Visibility Enforcement (HVE) of Connecticut's hand-held cell phone ban on motorists. This opportunity will utilize Connecticut's 405(e) Distracted Driving grant monies, funded through the National Highway Traffic Safety Administration's (NHTSA) 402/405 program.

This designated NHTSA funding source will allow Connecticut to participate in grant funded overtime enforcement through the use of dedicated distracted driving overtime enforcement patrols. There will be two HVE mobilizations targeting distracted drivers -- focusing on motorists who choose to ignore Connecticut's hand-held mobile phone ban. The first will take place from April 4-30, 2016 as part of NHTSA's Distracted Driving Awareness month. The second will take place from Monday, August 3-16. Your agency will be awarded a set dollar amount to participate in both mobilizations, and therefore, must participate in both if possible.

This selection process was based on crash data analysis that identified your municipality as having a high number of crashes, thought to be the result of driver distraction. The criteria included the following data, weighted and ranked to determine areas where traffic volumes are highest, and the most crashes occur by town:

- Fatal and injury crashes 2009-2013
- Daily Vehicle Miles Traveled (DVMT) (2012)
- Population (2013)
- Crash rate per DVMT
- Crash Rate per population
- Past High Visibility Enforcement Grant Performance

The Highway Safety Office (HSO) has ranked all municipalities in the state using these criteria. This respective ranking of your municipality has identified your area as one where an impact can be made on decreasing crashes that lead to injuries and fatalities as a result of mobile phone use by drivers through HVE.

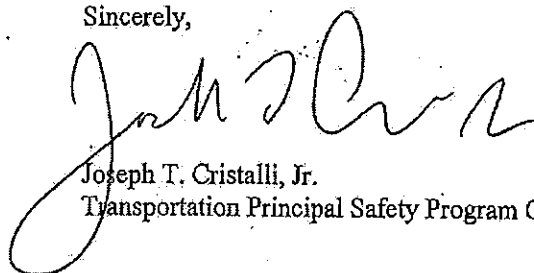
The HSO will kick-off the HVE mobilization (with over fifty participating towns and the Connecticut State Police) beginning April 4, 2016 and run through April 30, 2016. During this timeframe, your municipality/agency will have the opportunity to select dates to participate in overtime enforcement, specifically identifying, stopping and citing motorists who use mobile hand held phones behind the wheel. The second mobilization will be in August and will kick off August 3 and run through August 16.

If you are interested in partnering with the HSO for this grant funding opportunity, the following information is required:

- You must send a Statement of Interest (SOI) within 15 days from the postmarked date on this letter, notifying the HSO of your intention to participate in this program. A formal letter or email to Aaron Swanson (aaron.swanson@ct.gov) will suffice as your municipality or agency's SOI. Failure to send this notification will result in non-approval of grant applications for this program.
- You must designate a point of contact from your agency. This individual will be responsible for completing the HS-I grant application which will be provided to your agency following your SOI. This individual will also be provided with program parameters and instructions for grant application, implementation and reimbursement. Please use the attached form to provide this information.
- Approved funding amounts will be provided upon SOI and grant application process initiation

Please note: All NHTSA 405 funding sources require a 25% program match. This match can be in-kind. Your agency will be reimbursed at 75% of incurred costs. This funding will be eligible to cover fringe benefits for your agency. Please note Connecticut General Statute 14-296aa specifically requires that twenty-five percent of citation fees collected from this violation must be remitted back to municipalities – this may help cover your match cost to your respective municipality.

Sincerely,



Joseph T. Cristalli, Jr.  
Transportation Principal Safety Program Coordinator





National Highway  
Traffic Safety  
Administration

# TRAFFIC TECH

## Technology Transfer Series



DOT HS 811 993

April 2014

## Distracted Driving High-Visibility Enforcement Demonstrations in California and Delaware

The National Highway Traffic Safety Administration estimates 10% of fatal crashes (3,328) and 18% of injury crashes (421,000) were attributable to distracted driving in 2012. Previous research indicates dedicated law enforcement over a specified period coupled with enforcement-based messaging can reduce observed electronic device use rates. A demonstration, consisting of four high-visibility enforcement (HVE) waves, conducted from April 2010 to April 2011 in Syracuse, New York, and Hartford, Connecticut, saw hand-held phone use drop 32% (from 3.7% to 2.5%) in Syracuse and 57% (from 6.8% to 2.9%) in Hartford (Chaudhary et al., 2014; Cosgrove et al., 2011).

Having evidence that high-visibility enforcement is effective in a controlled community setting, the next step was to examine the effectiveness of implementing distracted driving HVE campaigns over a widespread, multi-jurisdictional area. Following a methodology similar to the Connecticut and New York studies, NHTSA initiated two large-scale HVE demonstrations in California and Delaware to examine whether distracted driving-focused HVE can be applied to larger geographic and demographic areas.

In November 2012, NHTSA selected the California Office of Traffic Safety (OTS) and the Delaware Office of Highway Safety (OHS) for the demonstration effort. The States were selected among those that banned the use of hand-held cell phones while driving and made it a violation to write, send, or read text-based communication on an electronic wireless device while driving. Both California and Delaware allow for primary enforcement and their bans apply to all drivers.

NHTSA, California, and Delaware developed and implemented the HVE programs. The enforcement area in California covered nine counties in the Sacramento Valley Region, encompassing nearly 4 million residents (roughly 10% of California's population). Enforcement was conducted statewide in Delaware, covering close to 900,000 residents.

For each program site, comparison (control) areas were selected based on demographic similarity (i.e., population, density, median income). Media isolation was also considered important to avoid program messages from reaching the comparison area. Portland, Oregon, was selected as the comparison site for Sacramento, and Atlantic County, New Jersey, and

New Haven, Connecticut, were selected as Delaware's control areas.<sup>1</sup> The evaluation of the program was conducted by Preusser Research Group.

California and Delaware each coordinated and oversaw enforcement efforts. The Highway Safety Offices recruited participating law enforcement agencies, formed agreements, developed enforcement plans, and put reporting systems in place to gather program-related information. Each of the participating law enforcement agencies agreed to conduct three HVE waves within an 18-month project period. The three waves of distracted driving HVE took place from November 2012 to June 2013.

California and Delaware highway safety officials worked closely with NHTSA's Office of Communication and Consumer Information and its contracted media firm. NHTSA was responsible for the development of television and radio advertisement spots and the placement of all media buys. NHTSA also assisted both States with content development for earned media material. The creative material used in this project was identical to that developed and tested for the Hartford and Syracuse pilot projects. The paid media and earned media in California and Delaware used the tag line, *Phone in One Hand, Ticket in the Other*.

Enforcement in California was conducted by 37 of 40 local police departments in the Sacramento area as well as by the California Highway Patrol. The Delaware campaign represented the State's first HVE effort to reduce distracted driving. Ninety-eight percent of police departments in Delaware participated in the enforcement campaign (41 out of 42 departments).

California law enforcement reported nearly 10,800 tickets for violations involving drivers talking or texting on cell phones and Delaware police reported more than 6,200 tickets, over the course of the three enforcement waves.

### Results

Cell phone use observations were conducted at 15 sites in each intervention and control area. Across all sites and all waves, close to 35,000 drivers were observed in Sacramento (and close to 19,000 in Portland). More than 50,000 drivers were observed

<sup>1</sup> Due to the impact of Hurricane Sandy, two control areas were selected for the Delaware program area.

in Delaware (and over 30,000 in the Connecticut control area and close to 20,000 in the New Jersey control area).

The observed hand-held cell phone use rate in California decreased significantly from 4.1% at baseline (pre-wave 1) to 2.7% at final post (post-wave 3). The comparison area of Portland also showed a significant decrease (from 2.9% to 1.4%) over the same period. Further analysis indicated that the decrease in California was likely related to the program; the decrease in Portland may have been due to a proposed legislative effort to raise the cell phone use fine to \$1,000 that coincided with this demonstration.

Drivers in Delaware showed a significant decrease in observed hand-held phone use from 4.5% at baseline to 3.0% at the end of the third enforcement wave. However, drivers in the combined comparison area of Atlantic County, New Jersey, and New Haven, Connecticut, also showed a decrease during the same period (from 5.4% to 4.3%). Further analyses showed that the decrease in hand-held cell phone use in Delaware was significantly greater than the decreases in the combined control areas in New Jersey and Connecticut.

Due to the particularities of each State, awareness survey data were collected in slightly different ways in the two intervention areas. Surveys in Delaware and its comparison areas were collected from motorists visiting Division of Motor Vehicle (DMV) offices. A different strategy was designed for the California site, since a high percentage of DMV business is conducted online. Instead, survey respondents in California and its comparison site were collected from drivers at pre-selected gas stations.

The percentage of respondents in the Sacramento area who heard about enhanced police enforcement increased significantly from 56% at baseline to 73% at the end of the third and final wave. Small increases in awareness were present in the comparison area as well, but none was statistically significant. Awareness of the campaign slogan, *Phone in One Hand, Ticket in the Other* increased significantly in California, going from 16% at baseline to reach a high of 57% by program end. The equivalent percentages in the Portland control area were 8% at baseline and 7% after the third wave.

The proportion of respondents reporting that they had heard about enforcement in Delaware also increased significantly (28% to 38% over the course of the program) with a smaller and non-significant increase in New Haven County over the same period (30% to 34%). Over the course of the program, recognition increased significantly in Delaware, from 7% at baseline to 19% after the final wave. Recognition in New Haven County remained stable at 19% in both baseline and post-wave 3.

## Conclusion

Both awareness surveys and behavioral observations were conducted in this demonstration program. The awareness surveys indicate that awareness of the enforcement and of the slogan increased significantly in both demonstration sites. The results of the behavioral observations suggest that conducting high visibility enforcement over statewide or large multi-jurisdiction areas is feasible and may be effective in modifying driver behavior by reducing hand-held cell phone use. However, as declines were also observed in the comparison sites, other factors may have contributed to some of the observed declines. The greater declines in observed hand-held phone use in Delaware compared to the comparison sites lend support for the program. The fact that awareness of enforcement and of the slogan increased significantly in California and Delaware, but not in the comparison sites also provides support for the effectiveness of the program.

## References

- Chaudhary, N. K., Casanova-Powell, T. D., Cosgrove, L., Reagan, I., & Williams, A. (2014). Evaluation of NHTSA Distracted Driving Demonstration Projects in Connecticut and New York. (Report No. DOT HS 811 635). Washington, DC: National Highway Traffic Safety Administration. Available at [www.nhtsa.gov/staticfiles/nti/pdf/811635.pdf](http://www.nhtsa.gov/staticfiles/nti/pdf/811635.pdf).
- Cosgrove, L., Chaudhary, N., & Reagan, I. (2011). Four High-Visibility Enforcement Waves in Connecticut and New York Reduce Hand-Held Phone Use. (Traffic Safety Facts Research Note. Report No. DOT HS 811 845). Washington, DC: National Highway Traffic Safety Administration. Available at [www.distracted.gov/download/research-pdf/508-research-note-dot-hs-811-845.pdf](http://www.distracted.gov/download/research-pdf/508-research-note-dot-hs-811-845.pdf).

**Note:** This Traffic Tech was prepared by Amy Schick and Maria Vegega of the National Highway Traffic Safety Administration with input and comment from Neil Chaudhary of Preusser Research Group, which conducted the evaluation of the demonstration program.

### Suggested APA Format Citation for This Document:

- Schick, A., Vegega, M., & Chaudhary, N. (2014, April). Distracted Driving High-Visibility Enforcement Demonstrations in California and Delaware. (Traffic Tech. Report No. DOT HS 811 993). Washington, DC: National Highway Traffic Safety Administration.




U.S. Department of Transportation  
**National Highway Traffic Safety  
Administration**

1200 New Jersey Avenue SE., NTI-132  
Washington, DC 20590

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## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 9, 2016  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: REFUND OF TAXES

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I recommend that the Town Council approve a total refund of taxes in the amount of \$14,533.67 as detailed in the attached listing from our Collector of Revenue.

Please place on the Town Council agenda for the March 15, 2016 Town Council meeting.

Thank you.

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

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**INTEROFFICE MEMORANDUM**

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

**FROM:** KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE



**SUBJECT:** REFUND OF TAXES

**DATE:** 3/4/2016

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Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$14,533.67. Please see attached listing.

Bill	Name	Address	Prop Loc/Vehicle Info.	Over Paid
2014-03-0050751	ALI MALIK KHALID	18 MERCER AVE E HARTFORD	1996/2T18A02E6TC143091	-37.47
2014-03-0053156	BERKWITT RANDY LYNN	91 ELM STREET MANCHESTER	2013/1FADP3F27DL206451	-17.56
2014-03-0054428	BROWN BRIAN A	5 SUNSET LANE BOLTON	2013/JM1BL1TG7D1740885	-98.21
2014-03-0054431	BROWN BRIAN A	5 SUNSET LANE BOLTON	2011/1G1PD5SH987163929	-184.59
2014-03-0056265	CHALWELL DENCIA	64 FENWICK ST HARTFORD	2010/5J6RE4H36AL028314	-7.26
2014-03-0057137	COLLAZO FRANCISCO E	200 NUTMEG LN E HARTFORD	2006/WAUDG74F36N039940	-164.27
2014-01-0013637	CORELOGIC ATTN: REFUNDS	1 CORELOGIC DR. WESTLAKE TX 76262	21 WHITNEY 5T	-35.16
2014-01-0002130	CORELOGIC ATTN: REFUNDS	1 CORELOGIC DR. WESTLAKE TX 76262	98 HEATHER DR	-2588.80
2014-01-0015637	CORELOGIC ATTN: REFUNDS	1 CORELOGIC DR. WESTLAKE TX 76262	31 HOME TER	-1902.96
2014-03-0058557	CYRILLO GISELLE M	136 SISSON ST E HARTFORD	2007/4T1CA30P87U131751	-64.43
2014-01-0003503	DALRYMPLE SUSAN W	34 SHANNON RD EAST HARTFORD	34 SHANNON RD	-476.95
2014-03-0058786	DALRYMPLE SUSAN W	34 SHANNON RD E HARTFORD	2014/JTMDFRE7ED078624	-79.16
2014-04-0082132	DAVIS ABIGAIL PAULINE	199 TUDOR LN APT H MANCHESTER	2001/JN1CA31D61T804092	-23.06
2014-03-0059387	DELACRUZ HELEN M	723 EAST 5T HEBRON CT 06248	2008/5FNRL386288417058	-373.21
2014-03-0060149	DOLAN KATHRYN	570 HILLIARD ST APT E MANCHESTER	2009/2HGFA16529H305011	-5.20
2014-03-0089586	DRUMMOND DANIEL L	324 GOVERNOR ST EAST HARTFORD	2011/WAULFAFR2BA030571	-63.15
2014-03-0061774	FELDER ELIJAH J	235 MAIN ST 882 E HARTFORD	2003/2G4WS52J231129093	-31.87
2014-01-0005112	FLANAGAN CLARE K	211 WOODMONT DR EAST HARTFORD	211 WOODMONT DR	-23.64
2014-01-0013013	IDAHO HOUSING & FINANCE MTG SERVICES	PO BOX 7899 BOISE ID 83707	58 COLLIMORE RD	-2308.82

2014-04-0085211	MANGANELLO MARTIN R JNT	30 PINE ST E HARTFORD	2015/1N4AL3AP0FC190775	-71.68
2014-01-0009145	MARQUEZ CARMEN H	29 JOHN ST EAST HARTFORD	29 JOHN ST	-10.00
2014-03-0072561	MATUSIK EDWARD OR MATUSIK BOZENA	100 COLBY DR E HARTFORD	2007/JHLRE48537C015328	-24.26
2014-01-0010200	MORROW JOSEPH TRUSTEE	12 CRESCENT DR EAST HARTFORD	12 CRESCENT DR	-10.55
2014-01-0010463	NEFCO HOLDING LLC	411 BURNHAM ST EAST HARTFORD	411 BURNHAM ST	-1246.99
2014-01-0010951	OUELLETTE LEO P & JACQUELINE L EST OF	38 SOUTHWEST AVE WINDSOR LOCKS	30 HILLSIDE ST B-24	-8.09
2014-01-0011529	PHENGSONPHONE PHONE & MOUNTHA	72 LELAND DR EAST HARTFORD	72 LELAND DR	-6.00
2014-03-0080325	ROBINSON BRUCE P OR ROBINSON DONNA L	161 ANDOVER RD E HARTFORD	2013/1N4AL3AP7DC246496	-143.82
2014-01-0012819	RYAN JOHN J & JEANNINE TRUSTEES	38 STANLEY ST EAST HARTFORD	229 ELLINGTON RD B	-972.23
2014-01-0012820	RYAN JOHN J & JEANNINE M	38 STANLEY ST EAST HARTFORD	38 STANLEY ST	-36.00
2014-03-0083424	SKIBA DANIEL S & SKIBA CELIA P	39 FRANCIS ST E HARTFORD	2006/1FTRF14556NA72017	-107.31
2014-03-0087584	VOLKSWAGEN CREDIT LEASING LTD	PO BOX 7498 LIBERTYVILLE IL 60048	2014/WA1LFAFP4EA010614	-321.80
2014-01-0015176	WALLACE MARY ELLEN	53 SUNNYREACH DR EAST HARTFORD	53 SUNNYREACH DR	-206.94
2014-01-0015141	WENNINGER STEVEN L & MARIE B	31 EASTWOOD CIR LUDLOW	128-134 CANNON RD	-2882.23
TOTAL				-14,533.67

MARCIA A. LECLERC  
MAYOR

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

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

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

February 29, 2016

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

**Re: Outdoor Amusement Permit Application -  
"Riverfest - 2016"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Riverfront Recapture by Joshua M. Urrutia, Events Manager**. The applicant seeks to conduct outdoor musical entertainment with food, vendors, roaming entertainment, activities, and a fireworks show at **Great River Park and Founders Plaza** on **Saturday, July 9, 2016 (Rain date: Sunday, July 10, 2016)** from **4 PM – 10 PM**, with music running during the hours of **4 PM – 9:30 PM**. (The rain date timeline is the same as that of July 9.)

Pursuant to Town Ordinances (TO) 14-7(b) and (TO) 14-10 (13), the applicant requests authorization to sell or dispense alcoholic beverages in connection with this event. **\*\*A CURRENT AND UPDATED LIQUOR PERMIT MUST BE PROVIDED TO THE TOWN PRIOR TO THE JULY 9TH EVENT DATE.\*\***

**As part of Riverfront Recapture's agreement with the Town of East Hartford, which resolution passed June 10, 2014, the applicant respectfully requests that the application fee and any associated Town expenses be waived.**

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

The **Office of Corporation Counsel** approves the application as submitted.

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

The **Fire Department** approves the application as submitted and states that the anticipated **cost to the Department for their services is \$9,500.00**.

The **Health Department** recommends approval provided appropriate food service permit applications be submitted at least two (2) weeks prior to the first event. It further states **there are no anticipated costs to the Department**.

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

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

- Road closures will require permits from the appropriate jurisdictions. Provide more specific information describing the road segments to be closed. It is anticipated that Pitkin Street from the intersection of the Route 2 Off-Ramp to Darlin Street MUST remain open to accommodate a DOT bridge detour (see below).
- The event is scheduled to take place in July at Great River Park. The Engineering Division has no work scheduled here during this time frame, however traffic in this area may be impacted by the CT DOT's bridge rehabilitation projects in the vicinity of Route 2 and I-84. The four bridge rehabilitation projects require detours of various duration over the course of the year. Local roads in this area may experience increased traffic volumes. The applicant is encouraged to contact the project engineer to ascertain the potential traffic impacts.
- **The anticipated cost to the Department is \$4,100.00.**

The **Inspections and Permits Department** states that permits and inspections may be needed for temporary installations.

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

- The predominant concerns generated by Riverfest are vehicle parking, crowd and traffic control.
- Crowds are expected to be heavy in the areas of the proposed amusements, as these are also the prime viewing areas for the fireworks display. Access to these spectator areas will be addressed in the Riverfest operations plan, and maintained by members of this Department. The proposed amusement would likely occupy the time and interest of crowds awaiting the fireworks display. Such a diversion is helpful to police in maintaining order.
- Traffic control, particularly in the immediate area of the Riverfest is always a concern. This shall be addressed by the closing of streets leading to, and surrounding the Riverfest area. These closings will occur several hours prior to the start of Riverfest activities, to prevent the advance gathering of vehicles in the area. This will be a coordinated effort of this Department and the Connecticut State Police, who shall be closing highway off ramps leading into the area.
- In conjunction with the closing of streets, motorists will be directed to park on adjacent streets or utilize available parking lots in the City of Hartford.
- The police manpower necessary for this event far exceeds the normal patrol complement on that date. Consequently, the required personnel will be provided through overtime hiring. In past years, some area towns have provided officers to augment East Hartford's police contingent. It is probable that assistance from outside agencies will not be required this year.



- The anticipated cost to the Department for this event is \$30,513.81, which includes an estimated 2% contractual raise.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott M. Sansom", with a stylized, cursive script.

Scott M. Sansom  
Chief of Police

Cc: Applicant

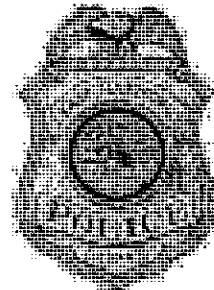
# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Riverfest 2016
2. Date(s) of Event:  
Saturday 7/9/16 Rain Date Sunday 7/10/16
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :  
Josh Urrutia  
Events Manager  
Riverfront Recapture Inc 50 Columbus Blvd 1st Floor Hartford, CT 06106  
860-713-3131  
jurrutia@riverfront.org
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
Same as # 3
5. List the location of the proposed amusement: (Name of facility and address)  
Great River Park 333 East River Drive East Hartford, CT
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
4:00PM-10:00PM on Saturday 7/9/16
7. Provide a detailed description of the proposed amusement:  
A variety of entertainment and musical performances will be provided. There will be children's activities, food and merchandise vendors. Please see the details event programming outline beginning on page 5.

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)? Entertainment from 4pm-9:30pm on 7/9/16

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.)

Approximately 50,000 people in East Hartford

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: Riverfront will work with EHPD and CT State Police on a plan to control crowds and safety

- b. Traffic control and flow plan at site & impact on surrounding / supporting streets: Significant Impact  
Town LTA to provide list of Ramp/Road Closures  
Riverfront will work with EHPD and CT State PD on road closures/traffic control

- c. Parking plan on site & impact on surrounding / supporting streets:  
Riverfront will work with EHPD and local property owners on parking issues

- d. Noise impact on neighborhood:  
Somewhat significant fireworks from 9:00PM-9:30PM

- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement: RRI requests post event clean up support from public works department  
Supported by volunteers/contracted services during event

- f. List expected general disruption to neighborhood's normal life and activities:  
Somewhat significant-We will work with EHPD to be as accommodating

- 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:  
All will have full access to both sites and be on site during event

- b. Provisions for notification of proper authorities in the case of an emergency:  
Emergency command post through EHPD

- c. Any provision for on-site emergency medical services:  
There will be fire, police, and ambulance services on site

- d. Crowd control plan:  
Planning with EHPD, details will be discussed at support services meetings

- e. If on town property, the plan for the return of the amusement site to pre-amusement condition:  
MDC and EH Public works

- f. Provision of sanitary facilities:  
We will arrange port-o-johns and handwashing units from United Site Services

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.

## RIVERFRONT RECAPTURE, INC. 2015-2016 BOARD OF DIRECTORS

Robert M. Annon, Jr., Essex, Retired; 14 years  
Harold Blinderman, West Hartford, Partner, Day Pitney LLP; 3 years  
Jodi Brennan, Glastonbury, VP, Gilbane Building Company; 11 years  
Christopher Byrd, West Hartford, President & Chief Operating Officer, Evolution1; 6 years  
Kathleen Cassidy, West Hartford, Sr. Director Digital Strategy & Product Management, Aetna; elected April 2015  
Patrick Caulfield, Trumbull, VP, Lincoln Financial Distributors, Inc; 3 years  
Ranjana Chawla, West Hartford, 10 years  
Peter Christian, Stamford, Director of Development & Acquisitions, HB Nitkin Group; 2 years  
Susan B. Clemow, West Hartford, Managing Partner, Clemow Consulting Group; 4 years  
Thomas P. Cody, Glastonbury, Partner, Robinson & Cole; 11 years  
Frank C. Collins, Jr., East Hartford, Retired; 30 years  
Roy Collins, Bloomfield, Associate General Counsel, University of Hartford; elected April 2015  
Julio Concepcion, Hartford, VP, Hartford Partnerships, MetroHartford Alliance; 2 years  
John Henry Decker, West Hartford, VP & Branch Director, RBC Wealth Management; 1 year  
William DiBella\*, Hartford, Chairman MDC; 12 years  
Susan Freedman, South Glastonbury, Partner, Shipman & Goodwin; elected April 2015  
Ryan Gardner, South Glastonbury, Principal & Senior Consultant, Fiduciary Investment Advisors LLC; 1 year  
Donald S. Gershman, West Hartford, Principal, Development Resources LLC; 16 years  
Margaret Gregg, Haddam Neck, Marketing Administrator, CTRANSIT; 4 years  
Mark Griffin, Granby, Director, Americas Life Risk Enterprise Management, Towers Watson; elected April 2015  
Astrid T. Hanzalek, Suffield, Consultant - Public Policy; 24 years  
Peter Holland, West Hartford, VP, State Government Affairs, United Technologies Corporation; 2 years  
Don Hunt, West Hartford, VP, Associate General Counsel & Secretary, The Hartford; 1 year  
Scott W. Jellison\*, Pomfret Center, CEO, Metropolitan District Commission; as of 2/1/15  
Dave Jenkins, Middletown, Partner, PricewaterhouseCoopers; 6 years  
Evan Johnson, West Hartford, Director of Grants & Economic Development, Office of Senator Chris Murphy; 2 years  
Jae Junkunc, Hartford, VP, Enterprise Risk Management, MassMutual; 1 year  
David Klein, Hartford, Retired; 8 years  
Barry N. Lastra, Bloomfield, A & B Enterprises; 6 years  
Marcia Leclerc\*, East Hartford, Mayor; 5 years  
Kathy Lilley, Wallingford; Bozzuto's Inc.; 6 years  
Chris Montross, Wethersfield, Managing Director, Corporate Public Involvement, Aetna, Inc.; 1 year  
Marjorie Morrissey, Hartford, Retired; 11 years  
Thomas F. Mullaney, Jr., West Hartford, President, Mullaney, Keating & Wright, Inc.; 29 years  
Rita Ortiz, West Hartford, Community Relations Director, Travelers; 11 years  
Agnes Peelle, West Hartford, Retired; 3 years  
Leslie Perry, Bloomfield, Retired; 6 years  
Marilyn Pet, East Hartford, Attorney at Law; 7 years  
Kenneth A. Pouch, Jr., West Hartford, Retired; 25 years  
Kenneth Provencher, West Hartford, Senior VP, Hartford Steam Boiler Inspection & Insurance Co.; 3 years  
Michael J. Puckly, South Windsor, Financial Advisor, Lifeline Financial LLC; 8 years  
Kyran Quackenbush, West Hartford, Assistant VP, New Business Underwriting, MassMutual; elected April 2015  
John H. Riege, Bloomfield, Retired; 34 years  
Christina B. Ripple, West Hartford; 16 years  
Ken Safft, Simsbury, VP, Human Resources, Insurity, Inc.; 1 year  
Camilo Serna, West Hartford, Vice President Strategic Planning & Policy, Eversource Energy; 5 years  
Robert R. Simpson, Farmington, Partner, Shipman & Goodwin LLP; 16 years  
Joyce Smith, Windsor, Assistant Director for Employment Services & Compensation, UConn Health Center; 9 years  
Donald Trinks\*, Windsor, Mayor; 14 years  
Andrew Wallace, Suffield, Senior Counsel, Investments, Cigna; 6 years  
Marc Weinberg\*, East Hartford, Councilman - Court of Common Council; 6 years  
Lyle Wray\*, West Hartford, Executive Director, CRCOG; 10 years

\*= Ex-officio Member

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

☒ Yes ☐ No Alcoholic beverages will be served / provided.

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

- a. For such sale or provision,

See attached Exhibit A

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

Please see attached proposed Beer Garden, similar to Riverfest 2015.

☒ 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): Pursuant to Town Council resolution passed 6/10/14 Amusement Permit Application fee and any associated Town expenses are waived.

---

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

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

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

---

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

Joshua M Urrutia

(Legal Name of Applicant)

Joshua M Urrutia  
(Applicant Signature)

Joshua M Urrutia

(Printed Name)

2/8/16

(Date Signed)

Events Manager

(Capacity in which signing)

---

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

---

FOR OFFICE USE

Insurance Certificate Included:

☒ YES

☐ NO

Liquor Permit Included:

☒ YES

☐ NO

Certificate of Alcohol Liability Included:

☐ YES

☐ NO

Time Waiver Request Included:

☐ YES

☒ NO

Fee Waiver Request Included:

☒ YES

☐ NO

Received By: L. Amy DeLeon  
Employee Number: 9019  
Date & Time Signed: 2-16-16 11:34 AM ~~PM~~  
Time remaining before event: 30<sup>th</sup> days.

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

Client#: 15492

RIVRE

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/21/2015

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 People's United Ins. Agency CT One Goodwin Square Hartford, CT 06103 860 524-7600	CONTACT NAME: Mary A. Henderson	
	PHONE (A/C, No, Ext): 860 524-7692	FAX (A/C, No):
INSURED Riverfront Recapture, Inc. 50 Columbus Blvd., 1st Floor Hartford, CT 06106-1984	E-MAIL ADDRESS: Mary.Henderson@peoples.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance	NAIC # 18058
	INSURER B: AIG Property Casualty Company	19402
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:25000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			PHPK1433856	01/01/2016	01/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1433856	01/01/2016	01/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			PHUB525062	01/01/2016	01/01/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC005226867	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$1,000,000 Ea. Limit
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$1,000,000 Aggregate
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$25,000 DEDUCTIBLE

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

Certificate Holder is an Additional Insured, per form #CG 00 01 04 13, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

People's United Insurance Agency

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STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
165 Capitol Avenue ♦ Hartford Connecticut 06106

Attached is your Liquor Permit authorizing you to sell such alcoholic liquor as is provided by law under your permit number. You must take this permit to the Town Clerk in the town of address to be filed and stamped as authorized for business. This permit is not in effect until filed with the Town Clerk.

This permit is not transferable.


If you need assistance, contact the Department of Consumer Protection, Liquor Control Division at (860) 713-6200 or email [liquor.control@ct.gov](mailto:liquor.control@ct.gov).

MICHAEL THOMAS ZALESKI  
RIVERFRONT RECAPTURE INC  
50 COLUMBUS BLVD FL 1  
HARTFORD, CT 06106-1910

2015 JUL 6 PM 1 29

TOWN & CITY CLERK  
HARTFORD

*John Bazzano*

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION	
<b>LIQUOR PERMIT</b>	
MICHAEL THOMAS ZALESKI 50 COLUMBUS BLVD FL 1 HARTFORD, CT 06106-1910	
 JOHN BAZZANO TOWN CLERK'S OFFICE HARTFORD, CT	
Permit Number: LCT0000042 Permit Type: CATERER Tradename: RIVERFRONT RECAPTURE INC Backer: RIVERFRONT RECAPTURE INC	
Effective Date: 06/06/2015 Expiration Date: 06/05/2016	
<i>Asad</i>	



FIN Dept



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **July 9, 2016** (Raindate: July 10, 2016)

Event: **Riverfest 2016**

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

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

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

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

☒ Anticipated Cost(s) if known \$ 9,500.00

William Perez, Assistant Fire Chief, February 19, 2016

Signature

Date

Comments:

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

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

*Michael J. Connell*

Signature

*2/17/16*

Date

Comments:

Approval recommended provided that any temporary food service permit applications are submitted to the Health Dept. at least two weeks prior to the event.



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
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- ☐ Fire Department
- ☐ Health Department
- ☒ Parks & Recreation Department
- ☐ Public Works Department
- ☐ Corporation Counsel
- ☐ Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

2/26/16

Date

Comments:



**Frank, Carol**

---

**From:** Schwartz, Tess  
**Sent:** Monday, February 22, 2016 10:58 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Riverfest 2016

Carol,

I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend this application be approved with the following conditions:

1. Road closures will require permits from the appropriate jurisdictions. Provide more specific information describing the road segments to be closed. It is anticipated that Pitkin Street from the intersection of the Route 2 off ramp to Darlin Street MUST remain open to accommodate a DOT bridge detour; see below.
2. This event is scheduled to take place in July at Great River Park. The Engineering Division has no work scheduled here during this time frame, however traffic in this area may be impacted by the CT DOT's bridge rehabilitation projects in the vicinity of Route 2 and I-84. The four bridge rehabilitation projects require detours of various duration over the course of the year. Local roads in this area may experience increased traffic volumes. The applicant is encouraged to contact the project engineer to ascertain the potential traffic impacts.

Point of contact:

Steven Fraysier BL Companies - Liaison Engineer  
[sfraysier@blcompanies.com](mailto:sfraysier@blcompanies.com)  
860-760-1923

The anticipated cost to the department will be \$4,100.

Tess Schwartz, 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  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Riverfest 2016

Good afternoon all.

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Thursday, February 18, 2016 8:52 AM  
**To:** Frank, Carol; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** RE: Riverfest 2016

NO comments or concerns other than we do need a list of all officers with business addresses to attach to #4 of the application. We can use that listing for all their applications. Rich

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Riverfest 2016

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Tuesday, March 1, 2016.** 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

10/31/17

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Tuesday, February 16, 2016 12:23 PM  
**To:** Frank, Carol  
**Subject:** RE: Riverfest 2016

same

Cindy Bennett, Risk Manager  
Town of East Hartford,  
740 Main St.  
East Hartford, CT 06108

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Riverfest 2016

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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 10/21/2016

**Frank, Carol**

---

**From:** Hawkins, Mack  
**Sent:** Monday, February 29, 2016 8:49 AM  
**To:** Frank, Carol  
**Subject:** RE: Riverfest 2016

Carol,

I have reviewed the Outdoor Amusement Permit Application for Riverfest 2016. I approve the application as submitted. The anticipated cost to the Department for this event is \$30,513.81, which includes an estimated 2% contractual raise.

Thanks in advance,

*Deputy Chief Mack S. Hawkins*

Chief of Field Operations  
East Hartford Police Department  
31 School St.  
East Hartford, CT 06108  
**Office 860 291-7597**

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
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Good afternoon all.

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

Carol A. Frank  
East Hartford Police Department  
Support Services Bureau

Insps & Permits

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Wednesday, February 17, 2016 8:46 AM  
**To:** Frank, Carol  
**Subject:** Re: Riverfest 2016

Per ordinance 5-3 my review and approval is not required. Permits and inspections may be required for temporary installations.

Greg  
Milton Gregory Grew, AIA  
Director of Inspections & Permits  
Town of East Hartford  
Mobile (860) 874-8034  
Sent from my iPhone

On Feb 16, 2016, at 12:04 PM, Frank, Carol <[CFrank@easthartfordct.gov](mailto:CFrank@easthartfordct.gov)> wrote:

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, March 1, 2016. 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

<Application-Liquor Permit-COI.pdf>  
<Directors' Review & Notice.doc>



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)

February 29, 2016

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

**Re: Outdoor Amusement Permit Application -  
"Riverfront Swing Nights"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Riverfront Recapture by Joshua M. Urrutia, Events Manager**. The applicant seeks to conduct a series of concerts with music provided by "Simply Swing Music". Along with music, beer and wine are to be sold in a designated area in **Great River Park**. The concert **dates and times in 2016:**

**Saturday, June 4 (Rain date: Sunday, June 5) 6:30 PM – 8:30 PM**  
**Saturday, July 16 (Rain date: Sunday, July 17) 6:30 PM – 8:30 PM**

Pursuant to Town Ordinances (TO) 14-7(b) and (TO) 14-10 (13), the applicant requests authorization to sell or dispense alcoholic beverages in connection with this event. **\*\*A CURRENT AND UPDATED LIQUOR PERMIT MUST BE PROVIDED TO THE TOWN PRIOR TO THE JULY 16<sup>th</sup> EVENT DATE.\*\***

**As part of Riverfront Recapture's agreement with the Town of East Hartford, which resolution passed June 10, 2014, the applicant respectfully requests that the application fee and any associated Town expenses be waived.**

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

The **Office of Corporation Counsel** approves the application as submitted.

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

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

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

- The Town has no work scheduled to take place on the date of the events, however traffic in this area may be impacted by the CT DOT bridge rehabilitation projects in the vicinity of Route 2 and I-84. Four bridge rehabilitation projects will require detours of various duration over the course of the year. The applicant should contact the project engineer.
- **There are no anticipated costs to the Department for these events.**

The **Health Department** recommends approval provided appropriate food service permit applications be submitted two (2) weeks prior to the events. It further states that **there are no anticipated costs to the Department.**

The **Inspections & Permits Department** states that permits and inspections may be needed for temporary installations.

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

- The Police Department can provide adequate police protection for these events. The site is suitable for the proposed amusement. The crowds are expected to be small to moderate in size, and the area has sufficient parking available.
- These events can be conducted with a minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on the streets adjacent to the site.
- **The anticipated cost to the Department for the hiring of one (1) officer for each of the two (2) events is \$525.60 (\$262.80 per vent).**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

Cc: Applicant

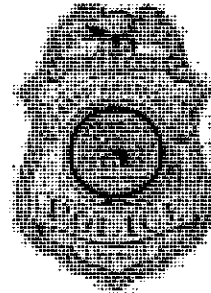
# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Riverfront Swing Nights
2. Date(s) of Event:  
6/4/16 RD 6/5, 7/16/16 RD 7/17
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant ) :  
Riverfront Recapture – Josh Urrutia Events Manager  
50 Columbus Blvd, First Floor Hartford, CT 06106  
860.713.3131 ext. 329  
jurrutia@riverfront.org
4. If Applicant is a partnership, corporation, limited liability company , club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
Same as #3
5. List the location of the proposed amusement: (Name of facility and address)  
Great River Park, 333 East River Drive, East Hartford
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
6:30pm-8:30pm each night 6/4/16 RD 6/5, 7/16/16 RD 7/17
7. Provide a detailed description of the proposed amusement:  
Themed concerts by Simply Swing music.

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)? 6:30pm-8:30pm each night 6/4/16 RD 6/5, 7/

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

families and 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.)

500 for each event date 6/4/16 RD 6/5, 7/16/16 RD 7/17

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:

Minimal to none

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

Minimal to none

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

Within park and on East River Drive. Riverfront Rangers will assist with Parking

- d. Noise impact on neighborhood:

Minimal to none

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

Volunteers and Riverfront Recapture

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

Minimal to 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:

Regular Access into park system and entertainment venue

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

Riverfront Rangers and event manager on site.

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

On Call

- d. Crowd control plan:

N/A

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

Riverfront Recapture and MDC

- f. Provision of sanitary facilities:

Riverfront Recapture will arrange port-o-johns and hand washing stations.

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.

## RIVERFRONT RECAPTURE, INC. 2015-2016 BOARD OF DIRECTORS

Robert M. Annon, Jr., Essex, Retired; 14 years  
Harold Blunderman, West Hartford, Partner, Day Pitney LLP; 3 years  
Jodi Brennan, Glastonbury, VP, Gilbane Building Company; 11 years  
Christopher Byrd, West Hartford, President & Chief Operating Officer, Evolution1; 6 years  
Kathleen Cassidy, West Hartford, Sr. Director Digital Strategy & Product Management, Aetna; elected April 2015  
Patrick Caulfield, Trumbull, VP, Lincoln Financial Distributors, Inc; 3 years  
Ranjana Chawla, West Hartford, 10 years  
Peter Christian, Stamford, Director of Development & Acquisitions, HB Nitkin Group; 2 years  
Susan B. Clemow, West Hartford, Managing Partner, Clemow Consulting Group; 4 years  
Thomas P. Cody, Glastonbury, Partner, Robinson & Cole; 11 years  
Frank C. Collins, Jr., East Hartford, Retired; 30 years  
Roy Collins, Bloomfield, Associate General Counsel, University of Hartford; elected April 2015  
Julio Concepcion, Hartford, VP, Hartford Partnerships, MetroHartford Alliance; 2 years  
John Henry Decker, West Hartford, VP & Branch Director, RBC Wealth Management; 1 year  
William DiBella\*, Hartford, Chairman MDC; 12 years  
Susan Freedman, South Glastonbury, Partner, Shipman & Goodwin; elected April 2015  
Ryan Gardner, South Glastonbury, Principal & Senior Consultant, Fiduciary Investment Advisors LLC; 1 year  
Donald S. Gershman, West Hartford, Principal, Development Resources LLC; 16 years  
Margaret Gregg, Haddam Neck, Marketing Administrator, CTTRANSIT; 4 years  
Mark Griffin, Granby, Director, Americas Life Risk Enterprise Management, Towers Watson; elected April 2015  
Astrid T. Hanzalek, Suffield, Consultant - Public Policy; 24 years  
Peter Holland, West Hartford, VP, State Government Affairs, United Technologies Corporation; 2 years  
Don Hunt, West Hartford, VP, Associate General Counsel & Secretary, The Hartford; 1 year  
Scott W. Jellison\*, Pomfret Center, CEO, Metropolitan District Commission; as of 2/1/15  
Dave Jenkins, Middletown, Partner, PricewaterhouseCoopers; 6 years  
Evan Johnson, West Hartford, Director of Grants & Economic Development, Office of Senator Chris Murphy; 2 years  
Jae Junkunc, Hartford, VP, Enterprise Risk Management, MassMutual; 1 year  
David Klein, Hartford, Retired; 8 years  
Barry N. Lastra, Bloomfield, A & B Enterprises; 6 years  
Marcia Leclerc\*, East Hartford, Mayor; 5 years  
Kathy Lilley, Wallingford; Bozzuto's Inc.; 6 years  
Chris Montross, Wethersfield, Managing Director, Corporate Public Involvement, Aetna, Inc.; 1 year  
Marjorie Morrissey, Hartford, Retired; 11 years  
Thomas F. Mullaney, Jr., West Hartford, President, Mullaney, Keating & Wright, Inc.; 29 years  
Rita Ortiz, West Hartford, Community Relations Director, Travelers; 11 years  
Agnes Peelle, West Hartford, Retired; 3 years  
Leslie Perry, Bloomfield, Retired; 6 years  
Marilyn Pet, East Hartford, Attorney at Law; 7 years  
Kenneth A. Pouch, Jr., West Hartford, Retired; 25 years  
Kenneth Provencher, West Hartford, Senior VP, Hartford Steam Boiler Inspection & Insurance Co.; 3 years  
Michael J. Puckly, South Windsor, Financial Advisor, Lifeline Financial LLC; 8 years  
Kyrán Quackenbush, West Hartford, Assistant VP, New Business Underwriting, MassMutual; elected April 2015  
John H. Riege, Bloomfield, Retired; 34 years  
Christina B. Ripple, West Hartford; 16 years  
Ken Safft, Simsbury, VP, Human Resources, Insurity, Inc.; 1 year  
Camilo Serna, West Hartford, Vice President Strategic Planning & Policy, Eversource Energy; 5 years  
Robert R. Simpson, Farmington, Partner, Shipman & Goodwin LLP; 16 years  
Joyce Smith, Windsor, Assistant Director for Employment Services & Compensation, UConn Health Center; 9 years  
Donald Trinks\*, Windsor, Mayor; 14 years  
Andrew Wallace, Suffield, Senior Counsel, Investments, Cigna; 6 years  
Marc Weinberg\*, East Hartford, Councilman - Court of Common Council; 6 years  
Lyle Wray\*, West Hartford, Executive Director, CRCOG; 10 years

\*= Ex-officio Member



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

☒ Yes ☐ No Alcoholic beverages will be served / provided.

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

- a. For such sale or provision,

Beer and wine possibly sold, in a designated area

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

ID Check and wristbands issued.

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

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here): Pursuant to Town Council resolution passed on 6/10/14 Amusement Permit Application fee and any associated town expenses are waived.

---

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

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

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

---

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

Joshua M Urrutia

(Legal Name of Applicant)

Joshua M Urrutia  
(Applicant Signature)

Joshua M Urrutia

(Printed Name)

2/8/16

(Date Signed)

Events Manager

(Capacity in which signing)

---

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

---

FOR OFFICE USE

Insurance Certificate Included:

☒ YES

☐ NO

Liquor Permit Included:

☒ YES

☐ NO

Certificate of Alcohol Liability Included:

☐ YES

☐ NO

Time Waiver Request Included:

☐ YES

☒ NO

Fee Waiver Request Included:

☒ YES

☐ NO

Received By: Carroll Smith  
Employee Number: 9019  
Date & Time Signed: 2-16-16 11:32 AM ~~PM~~  
Time remaining before event: 30<sup>+</sup> days.

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

Client#: 15492

RIVRE

ACORD<sub>TM</sub>

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/21/2015

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

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

<b>PRODUCER</b> People's United Ins. Agency CT One Goodwin Square Hartford, CT 06103 860 524-7600	<b>CONTACT NAME:</b> Mary A. Henderson <b>PHONE (A/C, No, Ext):</b> 860 524-7692 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> Mary.Henderson@peoples.com																					
<b>INSURED</b> Riverfront Recapture, Inc. 50 Columbus Blvd., 1st Floor Hartford, CT 06106-1984	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A:</td><td>Philadelphia Indemnity Insurance</td><td>18058</td></tr> <tr> <td>INSURER B:</td><td>AIG Property Casualty Company</td><td>19402</td></tr> <tr> <td>INSURER C:</td><td></td><td></td></tr> <tr> <td>INSURER D:</td><td></td><td></td></tr> <tr> <td>INSURER E:</td><td></td><td></td></tr> <tr> <td>INSURER F:</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Philadelphia Indemnity Insurance	18058	INSURER B:	AIG Property Casualty Company	19402	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER F:																						

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:25000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1433856	01/01/2016	01/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1433856	01/01/2016	01/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			PHUB525062	01/01/2016	01/01/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC005226867	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$1,000,000 Ea. Limit
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$1,000,000 Aggregate
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$25,000 DEDUCTIBLE

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

Certificate Holder is an Additional Insured, per form #CG 00 01 04 13, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

Town of East Hartford  
 740 Main Street  
 East Hartford, CT 06108

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*People's United Insurance Agency*

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**STATE OF CONNECTICUT**  
**DEPARTMENT OF CONSUMER PROTECTION**  
 165 Capitol Avenue ♦ Hartford Connecticut 06106

Attached is your Liquor Permit authorizing you to sell such alcoholic liquor as is provided by law under your permit number. You must take this permit to the Town Clerk in the town of address to be filed and stamped as authorized for business. This permit is not in effect until filed with the Town Clerk.

This permit is not transferable.

If you need assistance, contact the Department of Consumer Protection, Liquor Control Division at (860) 713-6200 or email [liquor.control@ct.gov](mailto:liquor.control@ct.gov).

**MICHAEL THOMAS ZALESKI**  
**RIVERFRONT RECAPTURE INC**  
**50 COLUMBUS BLVD FL 1**  
**HARTFORD, CT 06106-1910**

2015 JUL 6 PM 1 29

TOWN & CITY CLERK  
 HARTFORD

*John V. Hayano*

STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTION

# LIQUOR PERMIT

**MICHAEL THOMAS ZALESKI**  
**50 COLUMBUS BLVD FL 1**  
**HARTFORD CT 06106-1910**

*John V. Hayano*  
**JOHN V. HAYANO**  
 TOWN CLERK'S OFFICE  
 HARTFORD, CT

Permit Number: LC10000042

Permit Type: CATERER

Trade Name: RIVERFRONT RECAPTURE INC

Owner: RIVERFRONT RECAPTURE INC

Effective Date: 06-06-2015

Expiration Date: 06-05-2016

*Attest*



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Dates: **Saturday, June 4 (Rain date: Sunday, June 5) 6:30 PM – 8:30 PM**  
**Saturday, July 16 (Rain date: Sunday, July 17) 6:30 PM – 8:30 PM**

Event: **Riverfront Swing Nights**

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

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

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

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

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

William Perez, Assistant Fire Chief February 19, 2016

Signature

Date

Comments:

Health



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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

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

Signature

Date

Comments:

Approval recommended provided that any temporary food service permit applications are submitted to the Health Dept. at least two weeks prior to the event.



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
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- ☐ Fire Department
- ☐ Health Department
- ☒ Parks & Recreation Department
- ☐ Public Works Department
- ☐ Corporation Counsel
- ☐ Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

2/26/16

Date

Comments:



**Frank, Carol**

---

**From:** Schwartz, Tess  
**Sent:** Wednesday, February 17, 2016 10:19 AM  
**To:** Frank, Carol  
**Subject:** RE: Riverfront Swing Night

No anticipated costs to the department.

Tess Schwartz, 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  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Wednesday, February 17, 2016 9:21 AM  
**To:** Schwartz, Tess  
**Subject:** RE: Riverfront Swing Night

Good morning Tess. Please advise as to any anticipated cost(s) to the Department for this event.

Carol

---

**From:** Schwartz, Tess  
**Sent:** Wednesday, February 17, 2016 7:51 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Riverfront Swing Night

Carol,

I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend this application be approved with the following condition:

1. The Town has no work scheduled to take place on the date of the event, however traffic in this area may be impacted by the CT DOT bridge rehabilitation projects in the vicinity of Route 2 and I-84. Four bridge rehabilitation projects will require detours of various duration over the course the year. The applicant should contact the project engineer:

Steven Fraysier BL Companies - Liaison Engineer  
[sfraysier@blcompanies.com](mailto:sfraysier@blcompanies.com)  
860-760-1923

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Thursday, February 18, 2016 8:53 AM  
**To:** Frank, Carol  
**Subject:** RE: Riverfront Swing Night

No comments or concerns other than the need for a listing to attach to answer question 4 of the application

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Riverfront Swing Night

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, March 1, 2016. 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 Mngmt

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Tuesday, February 16, 2016 12:24 PM  
**To:** Frank, Carol  
**Subject:** RE: Riverfront Swing Night

Same for all of these Carol, the MDC must also be named as an additional insured since they maintain Great River Park and the events take place there-thanks

Cindy Bennett, Risk Manager  
Town of East Hartford,  
740 Main St.  
East Hartford, CT 06108

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Riverfront Swing Night

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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:** Hawkins, Mack  
**Sent:** Monday, February 29, 2016 8:20 AM  
**To:** Frank, Carol  
**Subject:** RE: Riverfront Swing Night

- The Police Department can provide adequate police protection for these events. The site is suitable for the proposed amusement. The crowd are expected to be small to moderate in size, and the area has sufficient parking available.
- These events can be conducted with minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on these street adjacent to the site.
- The anticipated cost to the Department for hiring of one (1) for each of the two (2) events is \$525.60 (\$262.80 per event).

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Riverfront Swing Night

Good afternoon all.

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

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

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



*Insp. + Permits*

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Wednesday, February 17, 2016 8:48 AM  
**To:** Frank, Carol  
**Subject:** Re: Riverfront Swing Night

Per ordinance 5-3 my review and approval is not required. Permits and inspections may be required for temporary installations.

Greg  
Milton Gregory Grew, AIA  
Director of Inspections & Permits  
Town of East Hartford  
Mobile (860) 874-8034  
Sent from my iPhone

On Feb 16, 2016, at 12:04 PM, Frank, Carol <[CFrank@easthartfordct.gov](mailto:CFrank@easthartfordct.gov)> wrote:

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, March 1, 2016. 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

<Application-Liquor Permit-COI.pdf>

<Directors' Review & Notice.doc>

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)

February 29, 2016

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

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

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Riverfront Recapture by Joshua M. Urrutia, Events Manager**. The applicant seeks to conduct a rowing regatta on the Connecticut River on **Sunday, October 2, 2016** from **6AM - 5PM**.

**The Flood and Rain Date for this event is Sunday, November 6, 2016.**

Although the regatta will begin at the Charter Oak Landing in Hartford, people (less than 300) are expected to be in Great River Park on the East Hartford side of the river.

**As part of Riverfront Recapture's agreement with the Town of East Hartford, which resolution passed June 10, 2014, the applicant respectfully requests that the application fee and any associated Town expenses be waived.**

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

The **Office of Corporation Counsel** approves the application as submitted.

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

The **Fire Department** approves the application as submitted and states the **anticipated cost to the Department for their services is \$2,000.00.**

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

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

- The Town has no work scheduled to take place on the date of the events, however traffic in this area may be impacted by the CT DOT bridge

rehabilitation projects in the vicinity of Route 2 and I-84. Four bridge rehabilitation projects will require detours of various duration over the course of the year. The applicant should contact the project engineer.

- **There are no anticipated costs to the Department for these events.**

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

- The Police Department can provide adequate police protection for this event. The site is suitable for the proposed amusements. The crowd is expected to be small to moderate in size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on the streets adjacent to the site.
- **The anticipated cost to the Department for two (2) Marine units working a nine (9) hour detail is \$946.08.**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

Cc: Applicant

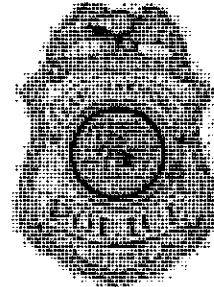
# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Head of the Riverfront Regatta
2. Date(s) of Event:  
10/2/16 Flood Rain Date 11/6/16
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :  
Riverfront Recapture – Josh Urrutia Events Manager  
50 Columbus Blvd, First Floor Hartford, CT 06106  
860.713.3131 ext. 329  
jurrutia@riverfront.org
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
Same as #3
5. List the location of the proposed amusement: (Name of facility and address)  
Great River Park, 333 East River Drive, East Hartford
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
10/2/16 6:00am-5:00pm
7. Provide a detailed description of the proposed amusement:  
Rowing Regatta on the CT River and utilizing Riverfront Plaza in Hartford and Great River Park: Boat Launch will be closed to public access day of event,  
1-10x10 registration tent will be located at top of east of boat ramp, 20-30 cars with 1-2

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?

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.)

Less than 300 in Great River Park, 10,000 overall in Hartford

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:

Minimal to none

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

None

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

Within park minimal to no impact for surrounding area

- d. Noise impact on neighborhood:

None

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

Volunteers and Riverfront Recapture

- 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:

All emergency personnel have full access into park system.

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

Emergency command coordinated through HPD/Riverfront Recapture.

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

Emergency medical services provided/coordinated through Hartford Fire EMS.

- d. Crowd control plan:

N/A

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

Riverfront Recapture and MDC

- f. Provision of sanitary facilities:

Riverfront Recapture will arrange port-o-johns and hand washing stations.

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.

## RIVERFRONT RECAPTURE, INC. 2015-2016 BOARD OF DIRECTORS

Robert M. Annon, Jr., Essex, Retired; 14 years  
Harold Blinderman, West Hartford, Partner, Day Pitney LLP; 3 years  
Jodi Brennan, Glastonbury, VP, Gilbane Building Company; 11 years  
Christopher Byrd, West Hartford, President & Chief Operating Officer, Evolution1; 6 years  
Kathleen Cassidy, West Hartford, Sr. Director Digital Strategy & Product Management, Aetna; elected April 2015  
Patrick Caulfield, Trumbull, VP, Lincoln Financial Distributors, Inc; 3 years  
Ranjana Chawla, West Hartford, 10 years  
Peter Christian, Stamford, Director of Development & Acquisitions, HB Nitkin Group; 2 years  
Susan B. Clemow, West Hartford, Managing Partner, Clemow Consulting Group; 4 years  
Thomas P. Cody, Glastonbury, Partner, Robinson & Cole; 11 years  
Frank C. Collins, Jr., East Hartford, Retired; 30 years  
Roy Collins, Bloomfield, Associate General Counsel, University of Hartford; elected April 2015  
Julio Concepcion, Hartford, VP, Hartford Partnerships, MetroHartford Alliance; 2 years  
John Henry Decker, West Hartford, VP & Branch Director, RBC Wealth Management; 1 year  
William DiBella\*, Hartford, Chairman MDC; 12 years  
Susan Freedman, South Glastonbury, Partner, Shipman & Goodwin; elected April 2015  
Ryan Gardner, South Glastonbury, Principal & Senior Consultant, Fiduciary Investment Advisors LLC; 1 year  
Donald S. Gershman, West Hartford, Principal, Development Resources LLC; 16 years  
Margaret Gregg, Haddam Neck, Marketing Administrator, CTTRANSIT; 4 years  
Mark Griffin, Granby, Director, Americas Life Risk Enterprise Management, Towers Watson; elected April 2015  
Astrid T. Hanzalek, Suffield, Consultant - Public Policy; 24 years  
Peter Holland, West Hartford, VP, State Government Affairs, United Technologies Corporation; 2 years  
Don Hunt, West Hartford, VP, Associate General Counsel & Secretary, The Hartford; 1 year  
Scott W. Jellison\*, Pomfret Center, CEO, Metropolitan District Commission; as of 2/1/15  
Dave Jenkins, Middletown, Partner, PricewaterhouseCoopers; 6 years  
Evan Johnson, West Hartford, Director of Grants & Economic Development, Office of Senator Chris Murphy; 2 years  
Jae Junkunc, Hartford, VP, Enterprise Risk Management, MassMutual; 1 year  
David Klein, Hartford, Retired; 8 years  
Barry N. Lastra, Bloomfield, A & B Enterprises; 6 years  
Marcia Leclerc\*, East Hartford, Mayor; 5 years  
Kathy Lilley, Wallingford; Bozzuto's Inc.; 6 years  
Chris Montross, Wethersfield, Managing Director, Corporate Public Involvement, Aetna, Inc.; 1 year  
Marjorie Morrissey, Hartford, Retired; 11 years  
Thomas F. Mullaney, Jr., West Hartford, President, Mullaney, Keating & Wright, Inc.; 29 years  
Rita Ortiz, West Hartford, Community Relations Director, Travelers; 11 years  
Agnes Peelle, West Hartford, Retired; 3 years  
Leslie Perry, Bloomfield, Retired; 6 years  
Marilyn Pet, East Hartford, Attorney at Law; 7 years  
Kenneth A. Pouch, Jr., West Hartford, Retired; 25 years  
Kenneth Provencher, West Hartford, Senior VP, Hartford Steam Boiler Inspection & Insurance Co.; 3 years  
Michael J. Puckly, South Windsor, Financial Advisor, Lifeline Financial LLC; 8 years  
Kyran Quackenbush, West Hartford, Assistant VP, New Business Underwriting, MassMutual; elected April 2015  
John H. Riege, Bloomfield, Retired; 34 years  
Christina B. Ripple, West Hartford; 16 years  
Ken Safft, Simsbury, VP, Human Resources, Insurity, Inc.; 1 year  
Camilo Serna, West Hartford, Vice President Strategic Planning & Policy, Eversource Energy; 5 years  
Robert R. Simpson, Farmington, Partner, Shipman & Goodwin LLP; 16 years  
Joyce Smith, Windsor, Assistant Director for Employment Services & Compensation, UConn Health Center; 9 years  
Donald Trinks\*, Windsor, Mayor; 14 years  
Andrew Wallace, Suffield, Senior Counsel, Investments, Cigna; 6 years  
Marc Weinberg\*, East Hartford, Councilman - Court of Common Council; 6 years  
Lyle Wray\*, West Hartford, Executive Director, CRCOG; 10 years

\*= Ex-officio Member

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

☐ Yes ☒ No Alcoholic beverages will be served / provided.

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

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

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

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here): Pursuant to Town Council resolution passed on 6/10/14 Amusement Permit Application fee and any associated town expenses are waived.

---

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

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

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

---

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

Joshua M Urrutia

(Legal Name of Applicant)

Joshua M Urrutia

(Applicant Signature)

Joshua M Urrutia

(Printed Name)

2/8/16

(Date Signed)

Events Manager

(Capacity in which signing)

---

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

---

FOR OFFICE USE

Insurance Certificate Included:

☒ YES

☐ NO

Liquor Permit Included:

☐ YES

☒ NO

Certificate of Alcohol Liability Included:

☐ YES

☒ NO

Time Waiver Request Included:

☐ YES

☒ NO

Fee Waiver Request Included:

☒ YES

☐ NO



Received By: Carri Acharak  
Employee Number. 9019  
Date & Time Signed: 2-16-16 11:36 AM ~~PM~~  
Time remaining before event: 30<sup>th</sup> days.

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



Client#: 15492

RIVRE

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/21/2015

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 People's United Ins. Agency CT One Goodwin Square Hartford, CT 06103 860 524-7600	CONTACT NAME: Mary A. Henderson	FAX (A/C, No):
	PHONE (A/C, No, Ext): 860 524-7692	E-MAIL ADDRESS: Mary.Henderson@peoples.com
INSURED Riverfront Recapture, Inc. 50 Columbus Blvd., 1st Floor Hartford, CT 06106-1984	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance	NAIC # 18058
	INSURER B: AIG Property Casualty Company	19402
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PP Ded:25000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1433856	01/01/2016	01/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COM/POP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1433856	01/01/2016	01/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$10,000 <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			PHUB525062	01/01/2016	01/01/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC005226867	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$1,000,000 Ea. Limit
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$1,000,000 Aggregate
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$25,000 DEDUCTIBLE

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

Certificate Holder is an Additional Insured, per form #CG 00 01 04 13, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Peoples United Insurance Agency

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Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **October 2, 2016**  
**Flood and Rain Date: Sunday, November 6, 2016**

Event: **Head of the Riverfront Regatta**

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

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

- ☒ 1. the application be approved as submitted.
  - ☐ 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - ☐ 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- ☒ Fire Department
  - ☐ Health Department
  - ☐ Parks & Recreation Department
  - ☐ Public Works Department
  - ☐ Corporation Counsel
- ☒ Anticipated cost(s) if known: \$ \_\_\_\_\_ 2,000 \_\_\_\_\_

William Perez, Assistant Fire Chief, February 19, 2016

Signature

Date

Comments:

Heath



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  
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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 O'Connell 2/12/16  
 Signature Date

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

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

Ted Fravel

Signature

2/26/16

Date

Comments:

**Frank, Carol**

---

**From:** Schwartz, Tess  
**Sent:** Wednesday, February 17, 2016 7:46 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Head of the Riverfront Regatta

Carol,

I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend this application be approved with the following condition:

1. The Town has no work scheduled to take place on the date of the event, however traffic in this area may be impacted by the CT DOT bridge rehabilitation projects in the vicinity of Route 2 and I-84. Four bridge rehabilitation projects will require detours of various duration over the course the year. The applicant should contact the project engineer:

Steven Fraysier BL Companies - Liaison Engineer  
[sfraysier@blcompanies.com](mailto:sfraysier@blcompanies.com)  
860-760-1923

There are no anticipated costs to the Department.

Tess Schwartz, 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  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Head of the Riverfront Regatta

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Tuesday, March 1, 2016.** Thank you.

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Thursday, February 18, 2016 8:49 AM  
**To:** Frank, Carol; Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** RE: Head of the Riverfront Regatta

I have no comments or concerns

Richard P. Gentile  
Assistant Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Head of the Riverfront Regatta

Good afternoon all.

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Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, March 1, 2016.** 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 Mngmnt

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Tuesday, February 16, 2016 12:22 PM  
**To:** Frank, Carol  
**Subject:** RE: Head of the Riverfront Regatta

Because this event takes part in Great River Park, the MDC will also need to be named as an additional insured.

Cindy Bennett, Risk Manager  
Town of East Hartford,  
740 Main St.  
East Hartford, CT 06108

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Head of the Riverfront Regatta

Good afternoon all.

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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

PD

## Frank, Carol

---

**From:** Hawkins, Mack  
**Sent:** Monday, February 29, 2016 8:23 AM  
**To:** Frank, Carol  
**Subject:** RE: Head of the Riverfront Regatta

- The Police Department can provide adequate police protection for these events. The site is suitable for the proposed amusement. The crowd are expected to be small to moderate in size, and the area has sufficient parking available.
- These events can be conducted with minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on these street adjacent to the site.
- The anticipated cost to the Department for hiring for two (2) Marine units working a nine (9) hour detail is \$946.08.

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Head of the Riverfront Regatta

Good afternoon all.

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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, February 17, 2016 8:42 AM  
**To:** Frank, Carol  
**Subject:** Re: Head of the Riverfront Regatta

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

Greg  
Milton Gregory Grew, AIA  
Director of Inspections & Permits  
Town of East Hartford  
Mobile (860) 874-8034  
Sent from my iPhone

On Feb 16, 2016, at 12:03 PM, Frank, Carol <[CFrank@easthartfordct.gov](mailto:CFrank@easthartfordct.gov)> wrote:

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT** by **Tuesday, March 1, 2016.** 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

<Application-COI.pdf>  
<Directors' Review & Notice.doc>

MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

## Police Department

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

March 2, 2016

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

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

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Riverfront Recapture by Joshua M. Urrutia, Events Manager**. The applicant seeks to conduct 3 summers Pop Concerts with music and beer and wine to be sold in a designated area in **Great River Park**. The concerts are scheduled for the following **dates and times in 2016:**

**Saturday, May 28 (Rain date: Sunday, May 29) 7 PM – 9 PM**  
**Saturday, July 23 (Rain date: Sunday, July 24) 7 PM – 9 PM**  
**Saturday, Sept 10 (Rain date: Sunday, Sept 11) 7 PM – 9 PM**

Pursuant to Town Ordinances (TO) 14-7(b) and (TO) 14-10 (13), the applicant requests authorization to sell or dispense alcoholic beverages in connection with this event. **\*\*A CURRENT AND UPDATED LIQUOR PERMIT MUST BE PROVIDED TO THE TOWN PRIOR TO THE JULY 23rd EVENT DATE.\*\***

**As part of Riverfront Recapture's agreement with the Town of East Hartford, which resolution passed June 10, 2014, the applicant respectfully requests that the application fee and any associated Town expenses be waived.**

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

The **Office of Corporation Counsel** approves the application as submitted.

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

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

The **Health Department** recommends approval provided appropriate food service permit applications be submitted at least two (2) weeks prior to the events. It further states that **there are no anticipated costs to their Department.**

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

- The Town has no work scheduled to take place on the date of the events, however traffic in this area may be impacted by the CT DOT bridge rehabilitation projects in the vicinity of Route 2 and I-84. Four bridge rehabilitation projects will require detours of various duration over the course of the year. The applicant should contact the project engineer.
- **There are no anticipated costs to the Department for these events.**

The **Inspections & Permits Department** states that permits and inspections may be needed for temporary installations.

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

- The Police Department can provide adequate police protection for these events. The site is suitable for the proposed amusements. The crowds are expected to be moderate in size, and the area has sufficient parking available.
- These events can be conducted with a minimal impact upon the surrounding neighborhoods while maintaining a near-normal flow of traffic on the streets adjacent to the site.
- **The anticipated cost to the Department for the hiring of one (1) officer for each of the three (3) events is \$788.40 (\$262.80 per event).**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

Cc: Applicant

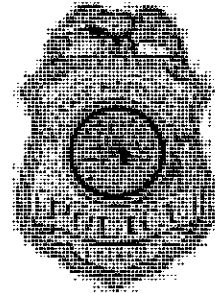
# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Riverfront Summer Pops
2. Date(s) of Event:  
5/28/16 RD 5/29, 7/23/16 RD 7/24, 9/10/16 RD 9/11
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :  
Riverfront Recapture -- Josh Urrutia Events Manager  
50 Columbus Blvd, First Floor Hartford, CT 06106  
860.713.3131 ext. 329  
jurrutia@riverfront.org
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
Same as #3
5. List the location of the proposed amusement: (Name of facility and address)  
Great River Park, 333 East River Drive, East Hartford
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
7pm-9pm each night (5/28, 7/23, 9/10)
7. Provide a detailed description of the proposed amusement:  
Pops concerts with different themes each date.

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)? 7pm-9pm each night (5/28, 7/23, 9/10)

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

families and 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.)

500 for each event date (5/28, 7/23, 9/10)

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:

Minimal to none

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

Minimal to none

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

Within park and on East River Drive. Riverfront Rangers will assist with Parking

d. Noise impact on neighborhood:

Minimal to none

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

Volunteers and Riverfront Recapture

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

Minimal to 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:

Regular Access into park system and entertainment venue

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

Riverfront Rangers and event manager on site.

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

On Call

d. Crowd control plan:

N/A

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

Riverfront Recapture and MDC

f. Provision of sanitary facilities:

Riverfront Recapture will arrange port-o-johns and hand washing stations.

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.



## RIVERFRONT RECAPTURE, INC. 2015-2016 BOARD OF DIRECTORS

Robert M. Annon, Jr., Essex, Retired; 14 years  
Harold Blinderman, West Hartford, Partner, Day Pitney LLP; 3 years  
Jodi Brennan, Glastonbury, VP, Gilbane Building Company; 11 years  
Christopher Byrd, West Hartford, President & Chief Operating Officer, Evolution1; 6 years  
Kathleen Cassidy, West Hartford, Sr. Director Digital Strategy & Product Management, Aetna; elected April 2015  
Patrick Caulfield, Trumbull, VP, Lincoln Financial Distributors, Inc; 3 years  
Ranjana Chawla, West Hartford, 10 years  
Peter Christian, Stamford, Director of Development & Acquisitions, HB Nitkin Group; 2 years  
Susan B. Clemow, West Hartford, Managing Partner, Clemow Consulting Group; 4 years  
Thomas P. Cody, Glastonbury, Partner, Robinson & Cole; 11 years  
Frank C. Collins, Jr., East Hartford, Retired; 30 years  
Roy Collins, Bloomfield, Associate General Counsel, University of Hartford; elected April 2015  
Julio Concepcion, Hartford, VP, Hartford Partnerships, MetroHartford Alliance; 2 years  
John Henry Decker, West Hartford, VP & Branch Director, RBC Wealth Management; 1 year  
William DiBella\*, Hartford, Chairman MDC; 12 years  
Susan Freedman, South Glastonbury, Partner, Shipman & Goodwin; elected April 2015  
Ryan Gardner, South Glastonbury, Principal & Senior Consultant, Fiduciary Investment Advisors LLC; 1 year  
Donald S. Gershman, West Hartford, Principal, Development Resources LLC; 16 years  
Margaret Gregg, Haddam Neck, Marketing Administrator, CTTRANSIT; 4 years  
Mark Griffin, Granby, Director, Americas Life Risk Enterprise Management, Towers Watson; elected April 2015  
Astrid T. Hanzalek, Suffield, Consultant - Public Policy; 24 years  
Peter Holland, West Hartford, VP, State Government Affairs, United Technologies Corporation; 2 years  
Don Hunt, West Hartford, VP, Associate General Counsel & Secretary, The Hartford; 1 year  
Scott W. Jellison\*, Pomfret Center, CEO, Metropolitan District Commission; as of 2/1/15  
Dave Jenkins, Middletown, Partner, PricewaterhouseCoopers; 6 years  
Evan Johnson, West Hartford, Director of Grants & Economic Development, Office of Senator Chris Murphy; 2 years  
Jae Junkunc, Hartford, VP, Enterprise Risk Management, MassMutual; 1 year  
David Klein, Hartford, Retired; 8 years  
Barry N. Lastra, Bloomfield, A & B Enterprises; 6 years  
Marcia Leclerc\*, East Hartford, Mayor; 5 years  
Kathy Lilley, Wallingford; Bozzuto's Inc.; 6 years  
Chris Montross, Wethersfield, Managing Director, Corporate Public Involvement, Aetna, Inc.; 1 year  
Marjorie Morrissey, Hartford, Retired; 11 years  
Thomas F. Mullaney, Jr., West Hartford, President, Mullaney, Keating & Wright, Inc.; 29 years  
Rita Ortiz, West Hartford, Community Relations Director, Travelers; 11 years  
Agnes Peelle, West Hartford, Retired; 3 years  
Leslie Perry, Bloomfield, Retired; 6 years  
Marilyn Pet, East Hartford, Attorney at Law; 7 years  
Kenneth A. Pouch, Jr., West Hartford, Retired; 25 years  
Kenneth Provencher, West Hartford, Senior VP, Hartford Steam Boiler Inspection & Insurance Co.; 3 years  
Michael J. Puckly, South Windsor, Financial Advisor, Lifeline Financial LLC; 8 years  
Kyran Quackenbush, West Hartford, Assistant VP, New Business Underwriting, MassMutual; elected April 2015  
John H. Riege, Bloomfield, Retired; 34 years  
Christina B. Ripple, West Hartford; 16 years  
Ken Safft, Simsbury, VP, Human Resources, Insurity, Inc.; 1 year  
Camilo Serna, West Hartford, Vice President Strategic Planning & Policy, Eversource Energy; 5 years  
Robert R. Simpson, Farmington, Partner, Shipman & Goodwin LLP; 16 years  
Joyce Smith, Windsor, Assistant Director for Employment Services & Compensation, UConn Health Center; 9 years  
Donald Trinks\*, Windsor, Mayor; 14 years  
Andrew Wallace, Suffield, Senior Counsel, Investments, Cigna; 6 years  
Marc Weinberg\*, East Hartford, Councilman - Court of Common Council; 6 years  
Lyle Wray\*, West Hartford, Executive Director, CRCOG; 10 years

\*= Ex-officio Member

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

☒ Yes ☐ No Alcoholic beverages will be served / provided.

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

- a. For such sale or provision,

Beer and wine possibly sold, in a designated area

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

ID Check and wristbands issued.

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

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here); Pursuant to Town Council resolution passed on 6/10/14 Amusement Permit Application fee and any associated town expenses are waived.

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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:

Joshua M Urrutia

(Legal Name of Applicant)

Joshua M Urrutia

(Applicant Signature)

Joshua M Urrutia

(Printed Name)

2/8/16

(Date Signed)

Events Manager

(Capacity in which signing)

---

(Send application electronically to cfrank@easthartfordct.gov)

#### FOR OFFICE USE

Insurance Certificate Included:

☒ YES

☐ NO

Liquor Permit Included:

☒ YES

☐ NO

Certificate of Alcohol Liability Included:

☐ YES

☐ NO

Time Waiver Request Included:

☐ YES

☒ NO

Fee Waiver Request Included:

☒ YES

☐ NO

Received By: Pamela Stark  
Employee Number. 9019  
Date & Time Signed: 2-16-16 11:30 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.



Client#: 15492

RIVRE

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/21/2015

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 People's United Ins. Agency CT One Goodwin Square Hartford, CT 06103 860 524-7600	CONTACT NAME: Mary A. Henderson	
	PHONE (A/C, No, Ext): 860 524-7692	FAX (A/C, No):
	E-MAIL ADDRESS: Mary.Henderson@peoples.com	
INSURED  Riverfront Recapture, Inc. 50 Columbus Blvd., 1st Floor Hartford, CT 06106-1984	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance	NAIC # 18058
	INSURER B: AIG Property Casualty Company	19402
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded:25000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1433856	01/01/2016	01/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1433856	01/01/2016	01/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			PHUB525062	01/01/2016	01/01/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC005226867	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$1,000,000 Ea. Limit
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$1,000,000 Aggregate
A	Liquor Liability			PHPK1433856	01/01/2016	01/01/2017	\$25,000 DEDUCTIBLE

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

Certificate Holder is an Additional Insured, per form #CG 00 01 04 13, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

## CERTIFICATE HOLDER

## CANCELLATION

Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

People's United Insurance Agency

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STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
165 Capitol Avenue + Hartford Connecticut 06106

Attached is your Liquor Permit authorizing you to sell such alcoholic liquor as is provided by law under your permit number. You must take this permit to the Town Clerk in the town of address to be filed and stamped as authorized for business. This permit is not in effect until filed with the Town Clerk.

This permit is not transferable.

If you need assistance, contact the Department of Consumer Protection, Liquor Control Division at (860) 713-6200 or email [liquor.control@ct.gov](mailto:liquor.control@ct.gov).

MICHAEL THOMAS ZALESKI  
RIVERFRONT RECAPTURE INC  
50 COLUMBUS BLVD FL 1  
HARTFORD, CT 06106-1910

2015 JUL 6 PM 1 29

TOWN & CITY CLERK  
HARTFORD

*John A. Balzano*

STATE OF CONNECTICUT + DEPARTMENT OF CONSUMER PROTECTION	
<b>LIQUOR PERMIT</b>	
MICHAEL THOMAS ZALESKI 50 COLUMBUS BLVD FL 1 HARTFORD CT 06106-1910	<i>John A. Balzano</i> JOHN A. BALZANO RECEIVED TOWN CLERK'S OFFICE HARTFORD, CT
Permit Number: 1CT000002 Permit Type: CATERER Trademark: RIVERFRONT RECAPTURE INC Backer: RIVERFRONT RECAPTURE INC	
Effective Date: 06/06/2015 Expiration Date: 06/05/2016	<i>Assad</i>



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Dates: **Saturday, May 28 (Rain date: Sunday, May 29) 7 PM – 9 PM**  
**Saturday, July 23 (Rain date: Sunday, July 24) 7 PM – 9 PM**  
**Saturday, Sept 10 (Rain date: Sunday, Sept 11) 7 PM – 9 PM**

Event: **Riverfront Summer Pops**

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

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

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

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

☒ Anticipated Cost(s) if known \$ 0

William Perez, Assistant Fire Chief  
Signature

February 19, 2016

Date

Comments:



Scott M. Sansom  
Chief of Police

**TOWN OF EAST HARTFORD  
POLICE DEPARTMENT  
Outdoor Amusement Permits**  
31 School Street  
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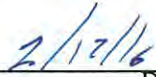
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- ☐ Fire Department
- ☒ Health Department
- ☐ Parks & Recreation Department
- ☐ Public Works Department
- ☐ Corporation Counsel

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

  
Signature

  
Date

### Comments:

Approval recommended provided that any temporary food service permit applications are submitted to the Health Dept. at least two weeks prior to the event.





Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
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- ☐ Fire Department
- ☐ Health Department
- ☒ Parks & Recreation Department
- ☐ Public Works Department
- ☐ Corporation Counsel

☐ Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

2/29/16

Date

Comments:

**Frank, Carol**

---

**From:** Schwartz, Tess  
**Sent:** Wednesday, February 17, 2016 10:19 AM  
**To:** Frank, Carol  
**Subject:** RE: Riverfront Summer Pops

No anticipated costs to the department.

Tess Schwartz, 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  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Wednesday, February 17, 2016 9:21 AM  
**To:** Schwartz, Tess  
**Subject:** RE: Riverfront Summer Pops

Good morning Tess. Please advise as to any anticipated cost(s) to the Department for this event.

Carol

---

**From:** Schwartz, Tess  
**Sent:** Wednesday, February 17, 2016 7:49 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Riverfront Summer Pops

Carol,

I have reviewed this application and pursuant to Town Ordinance 5.3, I recommend this application be approved with the following condition:

1. The Town has no work scheduled to take place on the date of the event, however traffic in this area may be impacted by the CT DOT bridge rehabilitation projects in the vicinity of Route 2 and I-84. Four bridge rehabilitation projects will require detours of various duration over the course the year. The applicant should contact the project engineer:

Steven Fraysier BL Companies - Liaison Engineer  
[sfraysier@blcompanies.com](mailto:sfraysier@blcompanies.com)  
860-760-1923

Corp Counsel

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Tuesday, March 01, 2016 2:37 PM  
**To:** Frank, Carol  
**Subject:** RE: Riverfront Summer Pops

I have no comments or concerns with this. Rich

Richard P. Gentile  
Assistant Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Tuesday, March 01, 2016 12:11 PM  
**To:** Gentile, Richard  
**Subject:** FW: Riverfront Summer Pops

Here it is.

---

**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Riverfront Summer Pops

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Tuesday, March 1, 2016.** 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

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Tuesday, February 16, 2016 12:24 PM  
**To:** Frank, Carol  
**Subject:** RE: Riverfront Swing Night *Summer Pops*

Same for all of these Carol, the MDC must also be named as an additional insured since they maintain Great River Park and the events take place there-thanks

Cindy Bennett, Risk Manager  
Town of East Hartford,  
740 Main St.  
East Hartford, CT 06108

---

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**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Riverfront Swing Night

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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



Client#: 15492

RIVRE

ACORD<sub>TM</sub>

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/21/2015

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.

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PRODUCER People's United Ins. Agency CT One Goodwin Square Hartford, CT 06103 860 524-7600	CONTACT NAME: Mary A. Henderson	
	PHONE (A/C, No, Ext): 860 524-7692	FAX (A/C, No):
	E-MAIL ADDRESS: Mary.Henderson@peoples.com	
INSURED Riverfront Recapture, Inc. 50 Columbus Blvd., 1st Floor Hartford, CT 06106-1984	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Philadelphia Indemnity Insurance	NAIC #: 18058
	INSURER B: AIG Property Casualty Company	19402
	INSURER C:	
	INSURER D:	
	INSURER E:	

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

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

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PP Ded:25000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		PHPK1433856	01/01/2016	01/01/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		PHPK1433856	01/01/2016	01/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000		PHUB525062	01/01/2016	01/01/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WC005226867	01/01/2016	01/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Liquor Liability		PHPK1433856	01/01/2016	01/01/2017	\$1,000,000 Ea. Limit
A	Liquor Liability		PHPK1433856	01/01/2016	01/01/2017	\$1,000,000 Aggregate
A	Liquor Liability		PHPK1433856	01/01/2016	01/01/2017	\$25,000 DEDUCTIBLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Certificate Holder is an Additional Insured, per form #CG 00 01 04 13, where required by written contract, per the terms, conditions and exclusions of the referenced general liability policy.

<b>CERTIFICATE HOLDER</b>  Metropolitan District Commission 555 Main Street Hartford, CT 06103	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Peoples United Insurance Agency</i>

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**Frank, Carol**

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**From:** Hawkins, Mack  
**Sent:** Monday, February 29, 2016 9:00 AM  
**To:** Frank, Carol  
**Subject:** RE: Riverfront Summer Pops

Carol,

I have reviewed the Outdoor Amusement Permit Application for the Riverfront Summer Pops. I approve the application as submitted. Each date proposed would cost an estimated total of \$262.80 and \$788.40 total for the three dates.

*Deputy Chief Mack S. Hawkins*

Chief of Field Operations  
 East Hartford Police Department  
31 School St.  
East Hartford, CT 06108  
**Office 860 291-7597**

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**From:** Frank, Carol  
**Sent:** Tuesday, February 16, 2016 12:04 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Lederer, Marcia; McConville, Timothy; O'Connell, Michael; Perez, William; Sansom, Scott; Schwartz, Tess; Stokes, Gloria; Uhrig, Jim  
**Subject:** Riverfront Summer Pops

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Tuesday, March 1, 2016.** 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

Frank, Carol

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**From:** Grew, Greg  
**Sent:** Wednesday, February 17, 2016 8:47 AM  
**To:** Frank, Carol  
**Subject:** Re: Riverfront Summer Pops

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

Greg  
Milton Gregory Grew, AIA  
Director of Inspections & Permits  
Town of East Hartford  
Mobile (860) 874-8034  
Sent from my iPhone

On Feb 16, 2016, at 12:04 PM, Frank, Carol <[CFrank@easthartfordct.gov](mailto:CFrank@easthartfordct.gov)> wrote:

Good afternoon all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by Tuesday, March 1, 2016. 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

<Application-Liquor Permit-COI.pdf>

<Directors' Review & Notice.doc>