

*Robert J. Beck*

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

2015 MAY -1 A 10:51

TOWN CLERK  
EAST HARTFORD

MAY 5, 2015

7:00P.M. Executive Session

=====

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. April 21, 2015 Executive Session
  - B. April 21, 2015 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. Resignation of Peter Gero from the Inland Wetlands/Environment Commission
7. OLD BUSINESS
8. NEW BUSINESS
  - A. East Hartford Police Department: K9 Axel
  - B. Pension Agreement: Town of East Hartford and Teamsters Local 559
  - C. Historic Document Preservation Grant
  - D. Nuclear Safety Emergency Program Grant
  - E. School Readiness Grant 2015-2016
  - F. Appointment of Awet Tsegai to the Patriotic Commission
  - G. Outdoor Amusement Permits:
    1. 10<sup>th</sup> Annual Abelon Memorial Walk
      - a. Waiver of 30-day Filing Requirement
      - b. Approval of Application
      - c. Waiver of Associated Permit Fee
    2. Memorial Mile
    3. Gengras Harley-Davidson ICS Chili Challenge
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. Hartford East Elderly Apartments LP, et al, v Town of East Hartford

11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor

12. ADJOURNMENT (next meeting: May 19<sup>th</sup>)

*Robert J. Bask*

2015 APR 27 A 9:39

TOWN COUNCIL MAJORITY OFFICE

APRIL 21, 2015

TOWN CLERK  
EAST HARTFORD

EXECUTIVE SESSION

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

ALSO Scott Chadwick, Corporation Counsel  
PRESENT Jonathan Reik, Attorney

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:03 p.m.

MOTION By Esther Clarke  
seconded by Bill Horan  
to **go into** Executive Session to discuss the pending Workers'  
Compensation claims of retired Town firefighter George Law.  
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 (7:16 p.m.)  
Motion carried 9/0.

Attest

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

*Robert J. Piro*

EAST HARTFORD TOWN COUNCIL

2015 APR 27 A 9:39

TOWN COUNCIL CHAMBERS

TOWN CLEVER  
EAST HARTFORD

APRIL 21, 2015

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

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:32 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 44-46 and 50 Olde Roberts Street, (1) spoke to the appointment of the town auditor and noted that the same auditors have been appointed by the town for the last thirty years; (2) suggested that the Council approve an audit of the road bond referendum; and (3) thanked the Council Chair for going forward with the tax lien sale and not a tax deed sale.

Mayor Leclerc addressed the Council on: (1) the newly distributed East Hartford Business Guide was compiled in conjunction with the East Hartford Chamber of Commerce; (2) CERC training will be Wednesday April 22<sup>nd</sup> from 6M to 8PM in Council Chambers; (3) 60 Meadow Street was recently sold to an out-of-state company moving to East Hartford; (4) the ribbon cutting for 30 Branch Drive – the Habitat for Humanity event – took place last Wednesday; (5) the Senior Center hosted a luncheon honoring their volunteers; (6) the temporary library at the East Hartford Community Cultural Center is closed and the Wickham Library has extended their hours while the transition to the new library takes place; (7) Goodwin College has donated \$100,000 toward the new library; (8) there are jobs available in the town's Parks and Recreation Department; and (9) the town's annual summer "clean up" will be on June 6<sup>th</sup> in partnership with CHFA and will be focused on Main to Elm Streets and from Central Avenue to Burnside Avenue.

APPROVAL OF MINUTES

April 7, 2015 Regular Meeting

MOTION By Barbara Rossi  
seconded by Ram Aberasturia  
to **approve** the minutes of the April 7, 2015 Regular Meeting.  
Motion carried 9/0.

## COMMUNICATIONS AND PETITIONS

### Rotary Club: Report of Donations

Chair Kehoe reviewed the following report:

**ROTARY CLUB OF EAST HARTFORD CHARITABLE DONATIONS  
SERVING THE COMMUNITY OF EAST HARTFORD  
2-YEAR REPORT AS OF APRIL 2015**

<u>GRANTEE</u>	<u>FUNDED 2013-14</u>	<u>FUNDED 2014-15</u>	<u>NOTES</u>
Academy of Finance	\$ 1,000	\$ 1,000	High School students
Bookmobile (May 2013)	\$52,000	\$ 0	used multiple Rotary funding
sources			
Community Renewal Team	\$ 600	\$ 0	homeless shelter
Dictionary Project	\$ 1,152	\$ 1,295	each 3 <sup>rd</sup> grader receives
EH Holiday Fest	\$ 200	\$ 200	DJ for dance show
EH Interfaith Ministries	\$ 500	\$ 1,000	Soup Kitchen; human needs
fund			
EH Little League	\$ 0	\$ 325	support team
EH High School Basketball League	\$ 0	\$ 1,000	general financial support
EH Historical Society	\$ 0	\$ 1,600	Huguenot House renovation
EH Parks & Rec. Summer Concerts	\$ 0	\$ 300	"Soul Sound Review" -
8/6/15			
First Congregational Food Bank	\$ 0	\$ 500	food bank supplies
Hockanum River Race	\$ 100	\$ 0	event support
Holiday gifts/toys EH Social Services	\$ 0	\$ 924	adopted two families
InterCommunity Health	\$ 0	\$ 250	mental health services
"Koats for Kids": EH Social Services	\$ 2,950	\$ 4,110	used multiple Rotary funding
sources			
Literacy Volunteers	\$ 0	\$ 250	general financial support
Mayberry School iPads	\$ 3,000	\$ 2,893	five (5) each year
O'Connell School Robotics Team	\$ 5,000	\$ 0	support competition
Raymond Library Renovation	\$ 0	\$10,000	computer classroom
Scholarships high school graduates	\$12,000	\$12,000	6 @ \$2,000; post-secondary
School Business Partnership Program	\$ 1,000	\$ 1,000	High School student
participation			
Senior Citizens' Prom at EHHS	\$ 846	\$ 1,000	event scheduled for 4/22/15
Totals:	\$80,348	\$39,647	

### Resignation of Robert Damaschi from the Pension and Retiree Benefits Board

Chair Kehoe announced that Bob Damaschi is resigning from the Pensions and Retiree Benefits. He thanked Mr. Damaschi for his service to the town.

## NEW BUSINESS

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

MOTION      By Bill Horan  
                  seconded by Barbara Rossi  
                  to recommend that the Town Council appoint Blum Shapiro as the  
                  town's auditors for fiscal year 2014-2015 to perform required

financial audits consistent with the most recent proposal of  
\$67,900.00.  
Motion carried 9/0.

#### Appointment of Joan Coates to the Fine Arts Commission

MOTION By Esther Clarke  
seconded by Pat Harmon  
to **approve** the appointment of Joan Coates, 508 Oak Street,  
to the Fine Arts Commission; whose term shall expire  
December 2016.  
Motion carried 9/0.

#### Refund of Taxes

MOTION By Marc Weinberg  
seconded by Linda Russo  
to **refund** taxes in the amount of \$96,435.92  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2013-01-0014300	ABBARRAC 39 WOODBRIDGE L L C	39 WOODBRIDGE AVE	-941.6
2013-03-0050239	ACOSTA GILBERTO J JR	1997/4A3AX55F2VE061061	-24.97
2013-03-0050337	ADAMSON DAPHNE OR	2002/JTEHF21A420066697	-50.72
2013-04-0080322	ANGELL ERNEST R	2013/1G1YX3DW4D5106791	-1,301.25
2013-03-0052473	BARNETT JODI L	2013/2GNFLEEK3D6299044	-24.68
2013-03-0053451	BLAIR JOSHUA PIERRE	2001/1HGEM22941L000148	-29.47
2013-03-0053522	BLOT ANNE CARMELLE	2005/5N1AR18W75C701788	-174.11
2013-01-0002480	CASTRO GEORGE & MARIA	28-30 LAUREL ST	-3,077.67
2013-03-0057288	CONN NATURAL GAS CORP	2008/1FAHP28W48G103708	-128.71
2013-03-0057293	CONN NATURAL GAS CORP	2000/4UZ6CJAAXYCF78226	-398.84
2013-03-0057671	CORBIN CASPER D	1998/1B7HF13Y7WJ104464	-55.03
2013-01-0008936	CORELOGIC	181 LANGFORD LN	-3,871.53
2013-01-0011065	CORELOGIC	75 WALNUT ST	-2,750.11
2013-04-0081968	DAILEY SKYLEN S	2007/5GZCZ63487S865848	-9.44
2013-04-0081970	DAIMLER TRUST	2011/WDDHF7HB1BA356007	-1,118.29
2013-01-0004545	EAST HARTFORD BUSINESS PARK	88 LONG HILL ST	-75,338.00
2013-03-0061064	ELLIS LORNA D	1996/1J4GZ58S0TC239665	-83.95
2013-01-0016355	GALIN KATHLEEN & WOOD ALAN	19 PHILLIPS FARM RD	-311.9
2013-01-0005543	GALLO SANTO P & DAWN M	119 WHITING RD	-29.2

2013-03-0064916	GRIMES RITA MARIE	1997/3P3ES47CXVT596705	-33.37
2013-03-0065247	HAKALIMA MALUNGOH	2003/JTEHF21A230106079	-77.54
2012-03-0065507	HARVEY ANGENETTE	2000/JN1CA31A9YT032493	-161.55
2013-04-0083804	HONDA LEASE TRUST	2011/1HGCP2F81BA000492	-95.38
2013-03-0067427	JACKWIN WENDY E	1998/1G3NB52M8W6304518	-61.97
2013-04-0084212	JP MORGAN CHASE BANK NA	2014/4S4BRBKC3E3249265	-77.68
2013-04-0084250	KASAVAGE SANDRA L OR	2008/2T2HK31UX8C073745	-45.17
2013-01-0014807	KERR KATHERINE M	28 NORTHBROOK CT	-126.33
2013-01-0011569	KERSHAW NICOLE	16 LEGION DR	-1,953.34
2013-03-0068885	KITCHEN TERRENCE I	2005/1D7HU18DX5J526406	-107.24
2013-01-0007753	LERETA CENTRAL REFUND TEAM	132 MILBROOK DR	-2,071.60
2013-03-0069943	LAVOIE PAUL L	2005/1HD1BWB115Y032468	-45.45
2013-03-0070018	LAYLOR TYSHAUN OR	2004/JNKC51F34M700395	-182.68
2013-04-0081976	MERCEDES-BENZ FINANCIAL	2014/WDCGG8JB6EG178108	-209.57
2013-01-0009017	NORCOM MORTGAGE	88 HOCKANUM DR	-68.1
2013-03-0078641	PROCTOR MILDRED S	1998/1G4HP52K5WH456902	-76.95
2013-03-0079510	REYES ARAMIS	2004/2HNYD18684H554985	-58.93
2012-04-0087434	SHEA MICHELLE L	2013/1N4AL3AP9DC267513	-7
2013-03-0083208	SIKA LAURIE L OR	2010/JM1BL1H60A1214240	-60.45
2013-03-0083382	SITARAS BYRON J OR	2002/1HGCG16562A073504	-49.04
2013-03-0085780	TOTOTA FINANCIAL SERVICES ATTN: LBX842701	2013/3TMLU4EN6DM114827 2011/5TDDK3EH2BS054962	-479.88
2013-03-0085846	TOTOTA FINANCIAL SERVICES ATTN: LBX842701		-432.38
2013-03-0072807	VOORVAART SHARON	2005/4T1BE32K55U024235	-234.85
		TOTAL	-96,435.92

#### Silva's Champions Walk for Education

MOTION      By Ram Aberasturia  
seconded by Anita Morrison  
to **approve** the outdoor amusement permit application entitled Silva's  
Champions Walk for Education, submitted by Cheryl Silva, Assistant  
Director of Silva's Youth of Today Child Care Learning Center to conduct a  
walk in Great River Park on Saturday May 16, 2015 from 8AM to 11AM,  
beginning from the amphitheater to Mortensen River Plaza and back,

subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to waive the associated permit fee, under the provisions of §5-6(a) of the East Hartford Code of Ordinances as this walk is designed to bring attention to improvements in education.

Motion carried 9/0.

#### Gengras Spring Open House

MOTION By Bill Horan  
seconded by Linda Russo  
to **approve** the outdoor amusement permit application entitled "Gengras Spring Open House" submitted by Stephen Bray, Events Coordinator for Gengras Motor Cars, Inc., to conduct a weekend event at 221 Governor Street where riders will have the opportunity to take test rides, and with music, food, sales and vendors on the following days and times in 2015:

Saturday May 16<sup>th</sup> 9AM-5PM, with music from 10AM-2PM  
Sunday, May 17<sup>th</sup> 10AM-3PM, with music from 10AM-2PM

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

#### Memorial Day Parade

MOTION By Ram Aberasturia  
seconded by Anita Morrison  
to **approve** the outdoor amusement permit application entitled, 2015 Memorial Day Parade, submitted by Melodie Wilson, Chair, East Hartford Patriotic Commission to conduct the town's annual Memorial Day Parade on Monday, May 25, 2015 from 9:30 AM to 12:00 Noon, with music during those same hours; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
Motion carried 9/0.

#### Town of East Hartford Wellness Fair

MOTION By Linda Russo  
seconded by Barbara Rossi  
to **approve** the outdoor amusement permit application, entitled Town of East Hartford Wellness Fair, submitted by Eliza Westberry, CEO-owner of Eliza's Energy Source, to conduct a wellness fair on the Town Green located on Main Street – or in the event of inclement weather inside at the East Hartford Community Cultural Center – on Saturday, May 30, 2015 from 10AM to 2PM with music



during those same hours; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee under the provisions of Town Ordinances §5-6(a), as the applicant hopes to provide an informational forum on the various aspects of health as it applies to East Hartford's residents.  
Motion carried 9/0.

#### Rotary Club of East Hartford Duck Race

MOTION      By Linda Russo  
                 seconded by Ram Aberasturia  
                 to **approve** the outdoor amusement permit application entitled "Rotary Club of East Hartford Duck Race" submitted by Mary Martin, Rotary Club President, to conduct a duck race on the Hockanum River as a fundraiser at the Walnut Street Bridge over the Hockanum River at Labor Field on Sunday, June 14, 2015 from 2PM and ending approximately 15 minutes later; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permitting fee under the provisions of §5-6 (a) of the Town of East Hartford Code of Ordinances as this is a charitable fund-raising event, which proceeds benefit community service projects and also provides scholarships to local graduating seniors.  
Motion carried 9/0.

#### Tax Policy Committee – Town Council Acting as a Committee of the Whole - Tax Lien Sales

MOTION      By Bill Horan  
                 seconded by Barbara Rossi  
                 to recommend that the Town Council **authorize** the administration to conduct a tax lien sale by way of a request for proposal (RFP) and to seek and receive sealed bids pursuant to an invitation to bid on a number of tax liens held by the town on specific real property as listed on lists 1, 2, 3 and 4 and attached to a memorandum dated April 14, 2015 from Mayor Marcia Leclerc to Town Council Chair Richard Kehoe, subject to the following four conditions:

1. The Collector of Revenue shall notify the record owner of each property subject to a lien that is to be included in the tax lien sale, by certified mail, that the lien is being included in the request for proposal and invitation to bid, and that the owner should contact the Town immediately to pay the taxes or seek a payment plan if they wish to keep the Town's tax liens on their property from being sold; and
2. In order to qualify for a payment plan, the property owner must meet the following three criteria:
  - They must remit 25% of the outstanding amount due

- They cannot have defaulted on a prior payment arrangement
  - Their property must not have active property code violations; and
3. The letters from the Collector of Revenue to each property owner shall notify the property owner that the purchaser of the tax lien on their property shall have the right to foreclose on that property; and
  4. The Administration shall return to the Town Council with the results of the request for proposal and that the proposal for each tax lien must be approved by the Town Council before it is sold.

And further to **authorize** the administration to assign the tax liens as listed on lists 5, 6 and 7 to the vendors who currently hold the prior year tax liens on these properties.

Motion carried 9/0.

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

Anita Morrison asked when the opening of the remodeled Raymond Library is anticipated. *Mayor Leclerc responded that late May or early June is a target date.*

#### COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

##### Pending Workers' Compensation Claims re: George Law

MOTION      By Barbara Rossi  
                          seconded by Pat Harmon  
                          to **accept** the recommendation of Corporation Counsel to  
                          fully and finally settle the pending workers' compensation  
                          claims of former town firefighter George Law, for a total  
                          sum of \$200,000.00.  
                          Motion carried 9/0.

#### OPPORTUNITY FOR RESIDENTS TO SPEAK

Susan Kniep (1) was disappointed on the approval of the auditor; (2) thanked the Mayor for explaining how to find past minutes on the website; (3) informed the Council that there is now a fraud hotline that citizens can use confidentially; (4) inquired if any businesses have delinquent taxes and if so, the town can pull the permits issued to that business; and (5) said if cuts to the state budget negatively affects the town's budget, that the taxpayers not bear the burden of those cuts.

Barbara Rossi announced that the East Hartford Public Schools will have their town-wide Student Art Show starting on Tuesday, April 28<sup>th</sup> through Saturday May 2<sup>nd</sup> at the East Hartford Cultural Community Center. She urged all to attend.

Marc Weinberg wished Gillian and Liam Horan Happy Birthday.

ADJOURNMENT


MOTION      By Esther Clarke  
                 seconded by Bill Horan  
                 to **adjourn** (8:35 p.m.).  
                 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be May 5<sup>th</sup>.

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 28, 2015  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESIGNATION – Inland Wetlands/Environment Commission

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Attached is a copy of a letter received from Peter R. Gero, who is resigning from the Inland Wetlands/Environment Commission.

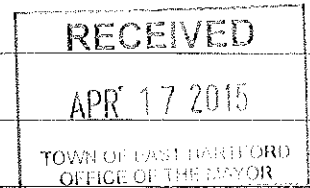
Please place this resignation on the May 5, 2015 agenda and share our appreciation as a Community for the valuable service Robert has provided by volunteering his time on this commission.

Thank you.

C: R. Pasek, Town Clerk

April 16, 2015

Robert Pasek  
Town Clerk of East Hartford  
740 Main St  
East Hartford CT 06108



I am resigning, effective immediately,  
As a member of the East Hartford  
Inland-Wetlands/ Environment  
Commission because of health  
issues.

John P. Gero  
Peter R Gero  
132 Sandra Dr  
East Hartford CT 06108-1947

C: Judy Shanahan  
Chair, Inland-Wetlands Commission  
Mayor Marcia Leclerc  
Mary Mourey/  
Acting Chair, EHLTC


Robert J. Pasek

2015 APR 17 P 3:12

TOWN CLERK  
EAST HARTFORD



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 28, 2015  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: NEW BUSINESS- Sale of K9 Axel to Officer John Zavalick

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On February 1, 2015, Canine Patrol Dog Axel retired officially after nine years of service to the East Hartford Police Department.

Pursuant to Section 10-3 of the East Hartford Code of Ordinances, Officer Zavalick has the opportunity to purchase Axel from the Town of East Hartford for \$1, pending approval from the Town Council. This will allow a complete transfer of ownership and release the Town of East Hartford of any and all liability associated with "Axel."

Please add this sale to the Town Council agenda for May 5, 2015.

C: Scott Sansom, Chief of Police



**EAST HARTFORD POLICE DEPARTMENT  
MEMORANDUM**



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

**From: Scott M. Sansom, Chief of Police**

**Date: April 22, 2015**

**Subject: Purchase of East Hartford Canine Patrol Dog "Axel"**

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Mayor,

As you are aware, as of February 1, 2015, Canine Patrol Dog "Axel" retired from service with the East Hartford Police Department.

Pursuant to Section 10-3 of the East Hartford Code of Ordinances, approval is needed by East Hartford Town Council to transfer of ownership of "Axel", a 9 year old German Shepard, from the Town of East Hartford to John Zavalick.

The Town of East Hartford is giving John Zavalick the opportunity to purchase "Axel" for the amount of one dollar (\$1.00) to complete the transfer of ownership and to relieve the Town of East Hartford of any and all liability associated with "Axel".

Respectfully,

Scott M. Sansom  
Chief of Police



**EAST HARTFORD POLICE DEPARTMENT  
MEMORANDUM**



**To:           Officer John Zavalick**

**From:       Scott M. Sansom, Chief of Police**

**Date:        April 22, 2015**

**Subject:     Purchase of East Hartford Canine Patrol Dog "Axel"**

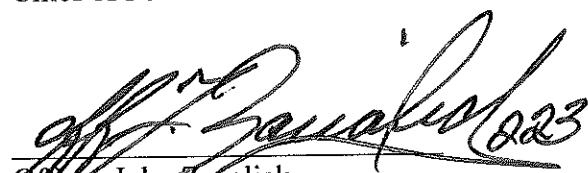
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The Town of East Hartford acknowledges that K-9 Dog "Axel" has retired from service with the East Hartford Police Department. Per agreement regarding the canine, The Town of East Hartford is giving you the opportunity to purchase "Axel" for the amount of one dollar (\$1.00). You will be expected to license "Axel" in your own name and care for "Axel" on your own.

If this is agreeable to you, please sign in then space provided and return to my office before April 29, 2015.

Respectfully,

Scott M. Sansom  
Chief of Police

  
\_\_\_\_\_  
Officer John Zavalick



Sec. 10-7 Bidding  
Procedures

Sec. 10-7 Bidding  
Procedures

## **Chapter 10. FINANCE AND TAXATION**

### **ARTICLE 1.**

#### ***Sec. 10-1. Fiscal Year.***

The fiscal year for the transaction of the business of the Town shall close annually on June 30, and all officers and departments of the Town shall close accounts for each fiscal year on said day.

#### ***Sec. 10-2. Reports of Tenants Moving.***

(a) The owner, manager or other person in control of any apartment building or groups of buildings containing five or more dwelling units as defined in the zoning ordinance, shall notify the Director of Finance, in writing on forms prescribed by the Director of Finance with ten days after receipt of notice from the tenant or occupant of any dwelling unit of his intent to move, of such notice and name of the tenant moving.

(b) Failure to comply with this section shall result in a fine, as provided in the Schedule of Fees.

#### ***Sec. 10-3. Disposition of Town-Owned Property Other Than Real Estate.***

(a) No Town-owned property other than real estate shall be sold or otherwise disposed of by any Town department without approval of the Council except as provided in this section and except if such property is the subject of a trade-in agreement as part of the purchase of replacement or similar property.

(b) Any offer to purchase Town-owned property other than real estate shall be made in writing to the Director of Public Works, who shall thereupon give notice in writing to all Town Directors that the offer has been received and inquire whether or not any department has use or potential use for the property. Any Director, who wishes to use such property, shall notify the Director of Public Works in writing of such interest within fourteen days of receipt of the notice from the Director of Public Works. The Director of Public Works shall report the offer to purchase such property to the Council and shall certify as to whether or not any Town Director is interested in the property. The offer to purchase the property may be referred to the Committee for Disposition of Town-Owned Property Other Than Real Estate for its recommendation.

(c) Notwithstanding the provisions of subsection (a) of this section, the Mayor may authorize the disposal of any furniture or equipment that is determined by the Finance Director to be unsuitable for town use and of any computer equipment that is determined by the Information Technology Manager to be unsuitable for town use because of

**CHAPTER 10. Finance  
and Taxation**

Sec. 10-7 Bidding  
Procedures

Sec. 10-7 Bidding  
Procedures

obsolescence or damage, provided no Director has indicated an interest in the property within fourteen days of notice of intent to dispose by the Mayor, and provided further, that if such furniture or equipment has some use other than for town use, such furniture or equipment shall be disposed by auction or other means of sale. The Mayor shall notify in writing the Town Council of any disposal or auction of property pursuant to this section prior to such disposal or auction.

(d) Notwithstanding the provisions of subsection (a) of this section, the Chief of Police is authorized to dispose of found property in accordance with the provisions of Sections 50-10 through 50-14, inclusive, of the Connecticut General Statutes, which the town adopts by reference. The town may also dispose of property as authorized by State Statutes, including but not limited to the provisions of Section 47a-42 of the Connecticut General Statutes.

Voted: 11-03-04  
Published: 11-10-04  
Effective: 12-01-04

***Sec. 10-4. Property Tax Exemption for Religious Houses:  
Reimbursement of Previously Paid Taxes. 2***

The property tax exemption authorized by Section 12-81 of the Connecticut General Statutes, Paragraphs (13) and (15) shall be effective as of the date of acquisition of the real property by the Connecticut religious organization for its use as a house of religious worship or parish house. Any tax paid by said religious organization for a period subsequent to the date and/or for any tax paid by the prior owner for a period subsequent to the date for which such organization reimbursed such owner of the transfer of title, shall be reimbursed by the town upon application to the Collector of Revenue by the organization and upon submission by him to the Town Council which shall approve or disapprove the reimbursement. If approved by the Council, payment shall be made by the Director of Finance.

2 Editor's Note: This section was codified as Sec. 8-11 of the 1970 Code.

**ARTICLE 2. PURCHASES AND PUBLIC WORKS  
CONTRACTS"**

***Sec. 10-5. Definitions.***

For the purposes of this Article the following terms, phrases, words

° Charter reference: As to requirement of sealed bids, see Sec. 5.6(c)

MARCIA A. LECLERC  
MAYOR

**TOWN OF EAST HARTFORD**  
740 Main Street  
East Hartford, Connecticut 06108

(860) 291-7200

FAX (860) 282-2978

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

OFFICE OF THE MAYOR

**DATE : 05/01/15**  
**TO : RICHARD F. KEHOE, TOWN COUNCIL CHAIRMAN**  
**FROM : MAYOR MARCIA A. LECLERC**  
**RE : PENSION AGREEMENT BETWEEN THE TOWN OF EAST HARTFORD AND THE TEAMSTERS LOCAL #559**

The Town of East Hartford and the Teamsters Local # 559 (hereinafter "the Teamsters") entered into a pension agreement effective July 1, 2015 through June 30, 2020. The Tentative Agreement was ratified by the bargaining unit members on April 30, 2015.

The impetus for the Tentative Agreement centered on new language for calculating final average earnings and negotiating a five-year pension agreement. It should be noted that members of this Union are not entitled to automatic pension cost of living adjustments, and have the lowest defined benefit multiplier, 2.2 percent, of all the Town unions used for calculating the final average salary for pension purposes.

There are currently nineteen (19) Telecommunications Operator positions budgeted in Fiscal Year 2015-2016 in the Police Department. Six (6) of the positions are vacant. The Town has had difficulty filling Telecommunications Operator vacancies.

Also, attached for your review is a copy of the executed Tentative Agreement with Teamsters.

Since this matter involves a need to fund the pension agreement, the Town's Finance Director and Human Resources Director will be present at the meeting scheduled for Tuesday, May 05, 2015, should there be any questions or concerns or a need to go into executive session.

The attached agreement is being submitted to you within fourteen days from the date the union members ratified the agreement. In accordance to Section 7-474 of the General Statutes of the State of Connecticut "Such request shall be considered approved if the legislative body fails to vote to approve or reject such request within thirty days of the end of the fourteen-day period for submission to said body."


I respectfully request that this item be added to the Agenda of the May 05, 2015, Town Council meeting and recommend that the Town Council approve the Tentative Agreement for the reasons noted above.

Cc: Michael Walsh, Finance Director  
Santiago Malave, Human Resources Director

# OFFICE OF HUMAN RESOURCES

May 01, 2015

To : Marcia A. Leclerc, Mayor

From : Santiago Malave, Human Resources Director 

Re : Teamsters Local #559 - Tentative Pension Agreement

Attached for your review is a suggested transmittal letter to the Council Chairman regarding the Tentative Agreement between Town of East Hartford ( herein "The Town") and the Teamsters Local #559 (hereinafter "the Teamsters") (collectively herein "The Parties"), The Parties entered into a pension agreement effective July 1, 2015 through June 30, 2015. The Tentative Agreement was ratified by the bargaining unit members on April 30, 2015.

The impetus for the Tentative Agreement centered on new language for calculating final average earnings and negotiating a five-year pension agreement. It should be noted that members of this Union are not entitled to automatic pension cost of living adjustments, and have the lowest defined benefit multiplier, 2.2 percent, of all the Town unions used for calculating the final average salary for pension purposes.

There are currently nineteen (19) Telecommunications Operator positions budgeted in Fiscal Year 2015-2016 in the Police Department. Six (6) of the positions are vacant. The Town has had difficulty filling Telecommunications Operator vacancies.

Also attached for your review and consideration is a copy of the agreement between the Parties.

Since this matter involves a need to fund the pension agreement, the Town's Finance Director and Human Resources Director will be present at the meeting scheduled for Tuesday, May 05, 2015, should there be any questions or concerns or a need to go into executive session.

The Tentative Agreement needs to be submitted to the Council within fourteen days from the date the union members ratified the agreement, April 30, 2015. In accordance to Section 7-474 of the General Statutes of the State of Connecticut " Such request shall be considered approved if the legislative body fails to vote to approve or reject such request within thirty days of the end of the fourteen-day period for submission to said body."

I respectfully request that this item be added to the Agenda of the May 05, 2015, Town Council meeting and recommend that the Town Council approve the Tentative Agreement for the reasons noted above.

Cc: Michael Walsh, Finance Director

TOWN OF EAST HARTFORD  
-and-  
TEAMSTERS LOCAL 559

TENTATIVE AGREEMENT  
RETIREMENT PLAN FOR FULL-TIME TELECOMMUNICATIONS  
OPERATOR-PUBLIC SAFETY EMPLOYEES  
OF THE TOWN OF EAST HARTFORD

1. Revise all references to the restatement or amendment date from July 1, 2005 to July 1, 2015.
2. Revise Section 1.05, **Effective Date**, to mean July 1, 2015.
3. Revise Section 1.08(a) as follows:
  - "(a) **In General.** The term "Final Average Salary" shall mean the Employees' average annual pay, including overtime, holiday, longevity payments, and vacation pay as calculated from the following three options of which 36 full months of earnings will be included in the calculation of the Employees' Final Average Salary. The Employees shall be provided the highest annual average compensation resulting from these three calculations.
    - The highest 36 months service for three consecutive plan years;
    - Averaging: The last plan year of employment includes the number of full months of employment and salary in such plan year, the previous two plan years and the average of the fourth plan year. For example, retirement date of 10/1/14, FAS calculation will include 3 months of the 2014 plan year, plan years 2013 and 2012, and 75% (9/12) of plan year 2011;
    - Actual: The last plan year of employment includes the number of full months of employment and salary in such plan year, the previous two plan years and actual earnings of the fourth plan year for a total of 36 consecutive months. For example, retirement date of 10/1/14, FAS calculation will include actual earnings from 10/1/2011 – 9/30/2014.

Final Average Salary shall also include any deferred salary or deferred wages that are considered annual salary or pay/wages during the period used to determine Final Average Salary. In addition, Final Average Salary shall include any lump sum payments resulting from unused accrued terminal/sick leave and unused vacations, subject to the maximums contained in the collective bargaining agreement.

(b) Same as present agreement."

4. Revise Section 13.09, *Duration of Agreement*, as follows:

"This agreement is effective July 1, 2015 through June 30, 2020."

5. This tentative agreement is subject to ratification by the Union and thereafter by the Town's legislative body.

FOR THE TOWN  
OF EAST HARTFORD

Peter A. Janus

4/28/15

Date

FOR TEAMSTERS LOCAL 559


John Lupacchino

4/28/15

Date



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 27, 2015  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION- Historic Document Preservation Grant

---

The Town of East Hartford is eligible to receive \$4,000 through the Public Records Administration of the Connecticut State Library. The town has been a recipient of this non-competitive grant for the past eleven years, and no matching funds are required.

Grant funds will be used to convert 25,000 microfilmed pages to digital images allowing the public the ease of searching the land record index from their home computer. To date the computer system's digital records go back to July 31, 2000, volume 1911. After the utilization of this grant the digital record will cover records back to July 1999, volume 1840.

I am requesting that this item be placed on the May 5, 2015 agenda to accept the Resolution authorizing this application.

Thank you.

C: R. Pasek, Town Clerk



MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7230

FAX (860) 291-7238

TOWN CLERK'S OFFICE

## CERTIFIED RESOLUTION

I, Robert J. Pasek, Town Clerk of the Municipality of East Hartford, do hereby certify the following is a true and correct copy of a resolution duly adopted at a meeting of the Town Council duly held and convened on the 5<sup>th</sup> day of May, 2015, at which a constituted quorum of the Town Council was present and acting throughout, and further certify that such resolution has not been modified, rescinded, or revoked, and is, at present, in full force and effect.

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

IN WITNESS THEREOF, the undersigned has affixed his signature and the Town Seal this 6<sup>th</sup> day of May, 2015.

---


Robert J. Pasek  
Town Clerk  
Town of East Hartford

seal

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

**DATE:** April 23, 2015

**TO:** Mayor Marcia A. Leclerc

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

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

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

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

For the twelfth year, East Hartford is eligible to receive a non-competitive grant in the amount of \$4,000 through the Public Records Administration of the Connecticut State Library.


I am recommending that East Hartford use these grant funds to convert 25,000 microfilmed pages to digital images. Currently the images available on our computer system date back to July 31, 2000, volume 1911. This grant will allow the image availability to go back to July 1999, volume 1840. These digital images will then be linked to our land record index; allowing title searchers, the public, and staff the ability to view and print the document from the internet or from the office without having to remove the volume from the vault. This will save the volumes from the wear and tear of being copied, save the staff the time and energy of having to stop what they are doing to help make copies, and give the public the convenience of viewing and copying a document from their home computer for a fee.

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

I am requesting that the attached Certified Resolution be placed on the May 5, 2015 Agenda of the Town Council. The Certified Resolution authorizes you, as Mayor, to make application and contract with the Connecticut State Library to receive this funding for the Town.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

Date: April 29, 2015  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Nuclear Safety Emergency Program Grant

---

The State of Connecticut Department of Emergency Management and Homeland Security has made available funding to municipalities through a Nuclear Safety Emergency Program Grant. Under this grant, the Town of East Hartford would be defined as a "Host Community," which is a municipality located at least 15 miles away from the Millstone Nuclear Power Generation Facility and who would assist the residents of towns that neighbor Millstone in case of an emergency at the facility, causing an evacuation order.

The East Hartford Fire Department has existing emergency equipment and intends to apply for funding, which will cover the purchase of five carts that would organize existing supplies needed for rapid deployment in case of emergency.

Please place this information on the agenda for the May 5, 2015 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution authorizing my signature on documents associated with this program.

Cc: P. O'Sullivan, Grants Manager  
W. Perez, Assistant Fire Chief

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 5th day of May, 2015.

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

**WHEREAS;** the state Department of Emergency Management and Homeland Security (DEHMS) has made funding available to "Host Communities" under the Nuclear Safety Emergency Program (NSEP); and

**WHEREAS,** East Hartford serves as a "Host Community," defined as a municipality located at least 15 miles from the decommissioned Millstone Nuclear Power Generation Facility that has agreed to assist residents of towns that neighbor the Facility in the event of an emergency; and

**WHEREAS,** the purpose of this program is to enhance both municipal readiness and the readiness of state agencies in responding to emergencies at the Millstone Nuclear Power Generation Facility,

**NOW THEREFORE LET IT BE RESOLVED;** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Department of Emergency Management and Homeland Security as they pertain to this Nuclear Safety Emergency Program grant.

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

**IN WITNESS WHEREOF,** I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_\_ day of May, 2015.


Seal

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

## GRANTS ADMINISTRATION MEMORANDUM

---

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – Nuclear Safety Emergency Program Grant

DATE: April 28, 2015

---

Attached is a draft resolution authorizing you as Mayor to apply for a Nuclear Safety Emergency Program (NESP) Grant from the state Department of Emergency Management and Homeland Security (DEHMS).

Under the NSEP, East Hartford serves as a “Host Community.” A Host Community is defined as a municipality located at least 15 miles from the Millstone facility that has agreed to assist residents of towns that neighbor the decommissioned Millstone Nuclear Power Generation Facility. Assistance would be provided in the event that an emergency at the facility causes an evacuation order.

Emergency response personnel in Host Communities are trained and prepared to provide evacuees with needed assistance. Temporary Red Cross shelters, food and medical attention would be available at assigned locations within the Town.

The East Hartford Fire Department intends to apply for \$6,145.70 in funding to purchase five carts that will permit mission-ready packaging of supplies needed for rapid deployment in the case of an emergency. Supplies are currently stored in a disorganized manner and this could cause delays in the provision of assistance.

I have attached a memorandum from Assistant Fire Chief William Perez that describes the application in more detail. No matching funds are required for this grant. The amount applied for will cover the entire cost of the purchase.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 5<sup>th</sup>, 2015. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director  
Assistant Fire Chief William Perez

MARCIA LECLERC  
MAYOR

TOWN OF EAST HARTFORD  
FIRE DEPARTMENT  
31 School Street  
East Hartford, Connecticut 06108

(860) 291-7400  
FAX (860) 282-9706

JOHN OATES  
FIRE CHIEF

April 28, 2015

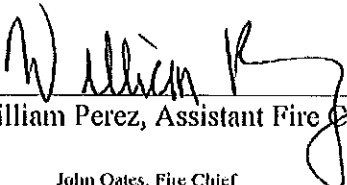
Douglas W. Glowacki  
Emergency Management Program Specialist  
Division of Emergency Management and Homeland Security  
Connecticut Department of Emergency Services and Public Protection  
25 Sigourney Street  
Hartford, CT 06106

Mr Glowacki:

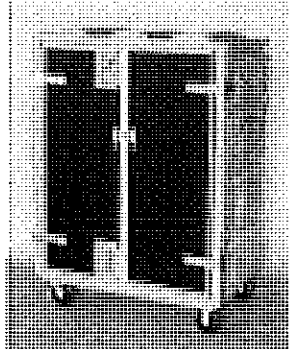
The purpose of the letter is to request NSEP funding to further enhance East Hartford's host town capabilities. Historically, the host town supplies have been stored in a eage at East Hartford High School. Supplies are currently stored in a disorganized manner, requiring several people to deploy. In the attached documentation, you will see a request for five carts that will permit mission-ready packaging. By organizing the supplies, they can be deployed more effectively and by fewer people.

As you are aware, East Hartford was awarded funds last year to purchase a 7 x 16 v-nosed trailer. The combination of last year's purchase, and this proposed project will allow for packaged storage. The total amout for requested to the Town of East Hartford is \$6,145.70 (Six Thousand, One Hundred, Forty Five and Seventy cents). If you have any questions, please feel free to contact me directly. Thank you.

Sincerely,

  
William Perez, Assistant Fire Chief

CC: John Oates, Fire Chief  
DEMHHS Region 3 office

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### Mylon RTC-5829H6 46 Cu. Ft. Yellow Plastic Security Transfer Truck 950 Lb. Cap.

Item #: WB987178YL

Sold By: globalindustrial.com

[Email](#) [Print](#)[Add to list](#)

Usually ships in 14 to 17 days

0 reviews | [Write a review](#)**Price: \$1,029.00**[Calculate Shipping](#)

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[Mylon RTC-4829H6 36 Cu. Ft. Gray Plastic Security Transfer](#)

[Mylon RTC-5829H6 46 Cu. Ft. Blue Plastic Security Transfer](#)

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 Folding Security Truck 44-1/2' W x 27' D x 76' H 2000 Lb.  
 (1)
[Add](#)**\$559.00**
 HexelD Wire Security Storage Truck 60 x 24 x 69  
 (1)
[Add](#)**\$685.00**[Product Information](#)[Product Q&A](#)[Accessories](#)

#### PLASTIC SECURITY TRANSFER TRUCKS

**Durable Plastic Truck Is Easy-To-Clean And Provides Heavy Duty Security.**

Security truck has a strong, low maintenance polyethylene body that is easy-to-clean and impact resistant. Two 1/2" thick plywood doors with a durable textured ABS laminate finish provide ample security utilizing two lockable slide bolts. Heavy-duty plated 8" door hinges and integral door holdbacks are included. Plastic security truck includes twin zinc-plated steel push handles and rolls easily on 6" polyurethane casters (2 swivel with brakes and 2 rigid) mounted to a strong galvanized steel base for long life. Shipped assembled.

#### Product Specifications

LENGTH INCHES	48
WIDTH INCHES	29-1/2
HEIGHT INCHES	67
CAPACITY LBS	950
CAPACITY CUBIC FEET	46
CAPACITY BUSHEL	37
COLOR FINISH	Yellow
ASSEMBLY	Assembled
BASE CONSTRUCTION	Galvanized Steel
BRAND	Mylon
CONSTRUCTION	Plastic
DOOR QUANTITY	2
DOOR TYPE	Wood with Textured ABS Plastic Laminate
INSIDE HEIGHT INCHES	58
INSIDE LENGTH INCHES	45-1/2
INSIDE WIDTH INCHES	27
MANUFACTURERS PART NUMBER	RTC-5829H6-YELLOW
WHEEL DIAMETER INCHES	6
WHEEL TYPE	Polyurethane, 2 Swivel with Brakes, 2 Rigid

Customers Who Viewed This Also Viewed

## Sales Quote

Account #: 2467026	Quote #: 3076005	Quote Issued: 04/28/2015
EAST HARTFORD FIRE DEPARTMENT	blockwood@easthartfordct.gov	*Quote Expires 30 Days from Issue
Bruce Lockwood	Phone: (860) 291-7411	
31 SCHOOL ST	Fax:	
EAST HARTFORD, Connecticut 06108		
<b><u>CLICK HERE TO LOGIN AND PLACE THIS ORDER ONLINE.</u></b>		

Part#	Description	Shipping	Quantity	Price	Extended
987178YL	Myton RTC-5829H6 46 Cu. Ft. Yellow Plastic Security Transfer Truck 950 Lb. Cap.	OLD DOMINION - TRUCKING	1	\$1,020.00	\$1,020.00
987179	Optional Wood Shelf for Myton 46 Cu. Ft. Plastic Security Transfer Truck (3 Max)	OLD DOMINION - TRUCKING	2	\$75.95	\$151.90
987178GY	Myton RTC-5829H6 46 Cu. Ft. Gray Plastic Security Transfer Truck 950 Lb. Cap.	OLD DOMINION - TRUCKING	2	\$1,020.00	\$2,040.00
987179	Optional Wood Shelf for Myton 46 Cu. Ft. Plastic Security Transfer Truck (3 Max)	OLD DOMINION - TRUCKING	2	\$75.95	\$151.90
987178RD	Myton RTC-5829H6 46 Cu. Ft. Red Plastic Security Transfer Truck 950 Lb. Cap.	OLD DOMINION - TRUCKING	2	\$1,020.00	\$2,040.00
987179	Optional Wood Shelf for Myton 46 Cu. Ft. Plastic Security Transfer Truck (3 Max)	OLD DOMINION - TRUCKING	2	\$75.95	\$151.90
Item Total:					\$5,555.70
Estimated Freight:					\$590.00
<b>PLEASE BE SURE TO REVIEW OUR TERMS AND CONDITIONS</b>					<b>*Total: \$6,145.70</b>

<b>Notes</b>	<p>Thank you for the opportunity to help with your needs. To place your order or for further assistance please contact me.</p> <p><b>Name:</b>KATHERINE RUFFOLO  <b>Email:</b>kruffolo@globalindustrial.com  <b>Phone:</b>(516) 608-7463  <b>Fax:</b>(516) 608-7768</p>
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\*Applicable taxes and shipping charges will be added to invoice. Globals standard terms and conditions apply. Please see our website [www.globalindustrial.com](http://www.globalindustrial.com) for details.



## If You Are Directed To Evacuate To A Host Community

Use this checklist:

- ☐ Gather together those household members who are present.
- ☐ Pack the following items, as necessary (see "Readiness Preparation Checklist" on page 1 for a complete list of items to have in an emergency kit):
  - Clothing, money, credit cards, checkbook
  - Prescription medicine or special medical equipment
  - Potassium Iodide (KI) tablets
  - Blankets, pillows, soap, towels, toiletries
  - Diapers, bottles, milk/baby formula, toys
  - Identification and important personal papers
  - Portable radio, flashlight, batteries
- ☐ Close and lock all windows and doors.
- ☐ Turn off devices that draw outside air.
- ☐ Turn off lights and electrical appliances (except refrigerator and freezer).
- ☐ Continue to listen to a local Emergency Alert System (EAS) radio station in your vehicle (see "The Emergency Alert System" on page 6).
- ☐ Leave food and water for pets, or have alternate plans for their care. Except for service animals, pets cannot be brought into Reception Centers or Red Cross shelters (see "What About Pets?" on page 14 for more information on planning for your pets).
- ☐ See if your neighbors need a ride and carpool with them, if possible.
- ☐ Do not use your telephone. Keep phone lines open for emergency personnel.
- ☐ Go to your assigned host community reception center (see "EPZ Towns And Host Communities" on page 11). Follow evacuation routes described in page 17 of this book or refer to pages 2-3 of your AT&T's Yellow Pages or as directed by news advisories.

## EPZ Towns And Host Communities

For Communities Located Within 10 Miles of  
Millstone Power Station

Town	Host Community	Reception Center
East Lyme	New Haven	Southern Connecticut State University Moore Field House, 125 Wintergreen Ave. New Haven, CT 06515
Groton City & Groton Town	Norwich	Norwich Technical High School 7 Mahan Drive Norwich, CT 06360
Ledyard	UCONN/Storrs	UCONN Field House 2111 Hillside Road Storrs, CT 06269
Lyme & Old Lyme	New Haven	Southern Connecticut State University Moore Field House 125 Wintergreen Ave. New Haven, CT 06515
Montville	East Hartford	East Hartford High School 869 Forbes Street East Hartford, CT 06118
New London	Windham	Windham High School 355 High Street Willimantic, CT 06226
Waterford	East Hartford	East Hartford High School 869 Forbes Street East Hartford, CT 06118
Fishers Island, NY	Windham	Windham High School 355 High Street Willimantic, CT 06226

Only a portion of Ledyard, Lyme and Montville are located in the 10-mile emergency planning zone. The areas within the EPZ are:

- (1) Ledyard EPZ – All areas south of Hurlbutt Road, Whalehead Road and Sandy Hollow Road to Route 117.
- (2) Lyme EPZ – All areas east of Route 156 and south of Beaver Brook Road.
- (3) Montville EPZ – All areas south of Grassy Hill Road, Chesterfield Road, Route 163 and Depot Road to Waterford and East Lyme town lines including those areas between Glendale Road and Chapel Hill Road in Oakdale Heights.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 27, 2015  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *me*  
RE: RESOLUTION- School Readiness Grant 2015-2016

---

The Connecticut State Department of Education's School Readiness Grant Program has allocated \$2,649,490.00 to the Town of East Hartford for the years 2015-2016. This amount reflects an increase of \$129,066.00 from last year's grant.

Grant funds will be used to support the existing School Readiness Program in East Hartford that has prepared many East Hartford children with kindergarten experience, in addition to providing a network of programs to the children and their families on health and safety.

Additional information regarding the grant application and program benefits are attached.

I am requesting that this item be placed on the May 5, 2015 agenda to accept the Resolution authorizing this application.

Thank you.

C: M.D'Andrea, School Readiness Administrator  
N.Quesnel, Superintendent of School  
M.Walsh, Director of Finance

## RESOLUTION

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

WHEREAS, the Town of East Hartford and East Hartford Public Schools desire to make and execute an application for funding in the amount of \$2,649,490.00 with the State of Connecticut to support School Readiness programs for East Hartford children.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7<sup>th</sup> of May, 2015.


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

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

seal

## GRANTS ADMINISTRATION MEMORANDUM

---

TO: Mayor Marcia A. Leclerc  
FROM: Paul O'Sullivan, Grants Manager   
SUBJECT: Council Resolution – 2015-16 School Readiness Grant  
DATE: April 27, 2015

---

Attached is a draft resolution authorizing your signature of an application to the state Department of Education for a School Readiness Grant.

As a priority school readiness district municipality, the Town of East Hartford has an allocation of \$2,649,490 available from the Connecticut State Department of Education (CSDE) School Readiness Grant Program. This amount represents an increase of \$129,066 from last year's grant. An overview and description of the program is attached.

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

It is expected that all children who participate in quality school readiness programs will demonstrate the skills at kindergarten entry delineated in the Connecticut Early Learning and Development Standards (ELDS) developed by the CSDE.

The application is due to the Connecticut Office of Early Childhood by May 15, 2015.

I respectfully request that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 7, 2015. The Resolution will authorize you to execute the application and other documents as may be required by the State of Connecticut for the School Readiness Program.

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

Attachments: as stated

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

**PRIORITY SCHOOL READINESS**

**OVERVIEW AND DESCRIPTION OF GRANT**

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

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

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

**Eligible Recipients**

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

**Grant Duration and Submission Requirements**

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

local responses to requests for proposals along with their scores grouped into the following categories: a) those that the School Readiness Council recommends for funding; b) those that the School Readiness Council would consider funding with additional allocations; and c) those that the School Readiness Council did not approve for funding. **All requests shall be solicited through public notice using the local RFP (see Appendix A).** Eligible applicants must submit an application for July 1, 2015, through June 30, 2016. For this fiscal year, applicants are required to submit a hard-copy cover letter signed by the Chief Elected Official and Superintendent of Schools along with an electronic copy of this grant application. Grant award letters will be issued annually based on the annual appropriation of the Connecticut Legislature and the grant recipient's compliance with the program requirements.

### Submission

The School Readiness Grant Application must be submitted in the following three formats by **4:30 p.m. on Friday, May 15, 2015**. Please note that this is a new method of submission for this grant.

1. An **electronic copy** of the School Readiness Grant Application **must be e-mailed to SchoolReadiness@ct.gov**.
2. Original, hard-copy signature pages (Cover Page, Statement of Assurances and Affirmative Action Certification Form) must be mailed or hand-delivered.
3. A CD-copy of the School Readiness Grant Application must be mailed or hand-delivered.

All three items **must be received by 4:30 p.m. on Friday, May 15, 2015, IRRESPECTIVE OF POSTMARK DATE**. Faxed or scanned copies of signatures will not be accepted.

### Delivery Information for Required Grant Submission

Electronic copy of School Readiness Grant Application	<b>E-mail to:</b>  <u>SchoolReadiness@ct.gov</u>
Hard-copy signature pages and CD-copy of School Readiness Grant Application	<b>Mail or hand-deliver to:</b>  Gerri S. Rowell, School Readiness Program Manager Connecticut Office of Early Childhood Division of Early Care and Education 165 Capitol Avenue, Room G-17 Hartford, Connecticut 06106

### Program Guidelines

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

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

See Section V for accreditation/approval submission requirements.

**General Policies and Program Operations** - The General Policies and Program Operations are located on the OEC Web site at: <http://www.ct.gov/oec/cwp/view.asp?a=4541&q=539506>.

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

- A. **Administrative Cost** - Priority School Districts may use up to 5 percent but no more than \$75,000 of their School Readiness Allocation for coordination, program evaluation and administration. If a town provides \$25,000 in local funding for early childhood education coordination, program evaluation and administration, such towns may use up to 10 percent, but no more than \$100,000 of such amount for coordination, program evaluation and administration. (This is a statutory requirement and is subject to change.)
- B. **Program Spaces** - School Readiness funds may be used to purchase spaces from center-based programs only, including for-profit or not-for-profit private preschool programs, public preschool programs, Head Start programs, and state-funded day care programs. Programs must be accredited by the NAEYC, or documented as in process of being accredited, or approved by Head Start, or meet the criteria established by the Commissioner of the OEC. Services may be provided in the four (4) program types:

**Programs Types Include:**

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

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

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

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

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

- (1) a plan for collaboration with other community programs and services including public libraries, and for coordination of resources in order to facilitate full-day and year-round child care and education programs for children of working parents and parents in education or training programs;
- (2) parent involvement, parenting education and outreach;
- (3) record-keeping policies that require documentation of the name and address of each child's doctor, primary care provider and health insurance company and information on whether the child is immunized and has

had health screens pursuant to 42 U.S.C. Section 1396d and referrals for health services, including referrals for appropriate immunizations and screenings;

- (4) a plan for the incorporation of appropriate pre-literacy practices and teacher training in such practices;
- (5) nutrition services;
- (6) referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
- (7) admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
- (8) a plan of transition for participating children from school readiness program to kindergarten;
- (9) a plan for professional development for staff, including but not limited to, training in preliteracy skills development and training designed to assure respect for racial and ethnic diversity;
- (10) a sliding fee scale for families participating in the program pursuant to section 17b-749; and
- (11) an annual evaluation of the effectiveness of the program.

**Teacher Education Requirement**– By July 1, 2015, any program accepting state funds from the School Readiness Grant, Child Day Care Contracts, or State Head Start Funds, must have at least 50 percent of teachers assigned to each classroom in the program hold a Bachelor’s Degree with an early childhood concentration and the remainder hold an Associate’s Degree with an early childhood concentration. By July 1, 2020, there needs to be a teacher in each classroom that holds a Bachelor’s degree with an early childhood concentration (see General Policy 15-04 for guidance). Each classroom that provides services under the school readiness grant must be staffed, according to General Policy 15-04 by:

- a teacher who has an Associate Degree or a four-year degree with 12 credits in early childhood education or child development from an institution of higher learning accredited by the Board of Governors of Higher Education; **or**
- a teacher who has a Connecticut teaching certificate with an early childhood or special education endorsement.

**Any school readiness classroom operated by a public school must employ appropriately certified teaching staff if one or more children in the class are claimed for Education Cost Sharing reimbursement.**

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





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 28, 2015  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: BOARD AND COMMISSION APPOINTMENT

---

The following name was submitted by the East Hartford Democratic Town Chairman for appointment to Boards and Commissions

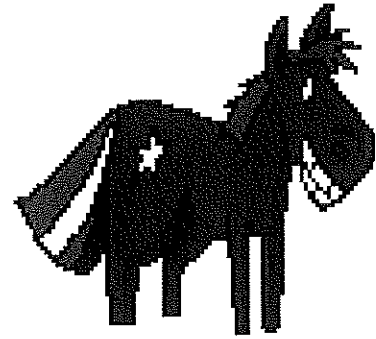
**Patriotic Commission** (3 Year Term)

D      Awet Tsegai                      19 Home Terrace 06108                      12/16

Thank you.

C:      R. Pasek, Town Clerk

# TOWN OF EAST HARTFORD, CT STATEMENT OF INTEREST IN SERVING ON A BOARD OR COMMISSION



The Town of East Hartford, CT is a "Minority Representation" Municipal Government.

This Form is to be used to request nomination to a position by the East Hartford Democratic Town Committee and will be submitted to its Permanent Nominating Committee for consideration.

Democratic Town Committee Chairman, Donald M. Currey

-Please print and complete the following information in full-

1. Awet Tsegai 2. 19 Home Terrace 06108  
Your name exactly as it appears on the E. Htfd. Voter Registration List Street Address Zip Code

3. PARTY AFFILIATION ☒ DEMOCRAT ☐ UNAFFILIATED ☐ MINOR PARTY

4. 860-610-0508 5. 860-805-7181 6. view123@yahoo.com  
Home Phone Cell Phone Personal e-mail address

7. Roll call Clerk 8. CT General Assembly  
Occupation Employer

9. 210 Capital Ave, Hartford, CT 10. 860-240-8358  
Employer/Work Address Rm. 109 Work Phone

11. High School 12. African American 13. 20  
Formal Education Level Achieved Ethnicity (Optional) Years as E. Htfd. Resident

14. Patriotic Commission  
Name of Board or Commission you would like to serve on

15. Please refer to resume  
\*Community based activities and/or civic/volunteer organizations activities you have participated in

16. To make new friends and to make a difference  
\*Your reason for being interested in serving our Town in this capacity

17. Please refer to resume  
\*List any qualifications you believe will be an asset to the board or commission on which you wish to serve

\*Please use the back of this page if you need more space or attach a resume if you wish

18. [Signature]  
YOUR SIGNATURE

19. 4/13/15  
DATE

THIS SPACE FOR USE BY DEMOCRATIC TOWN COMMITTEE

Submitted for consideration by Town Committee Member

Voter Registration Information Certified by Voter Registrar

At a duly called meeting of the E. Htfd. Democratic Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford Resident described above is hereby nominated for appointment to the:

Patriotic Commission

Theresa A. Godreau  
Theresa A. Godreau, Secretary

4-17-15  
Date

Revised 12/18/14

MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

## Police Department

SCOTT M. SANSOM  
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

April 27, 2015

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

**Re: Outdoor Amusement Permit Application  
"10th Annual Abelon Memorial Walk"**

Dear Mr. Kehoe:

Attached please find an Outdoor Amusement Permit Application submitted by the **Michael Abelon Memorial Foundation by Rachel Buck, its Vice President**. The applicant seeks to conduct a walk to raise money and awareness for pancreatic cancer research and money for a college scholarship for a CIBA student. The walk includes refreshments, games, face painting, a dunk tank and guest speakers who will be on the grounds of the **Connecticut IB Academy, 857 Forbes Street** on **Saturday, May 16, 2015** from approximately **7:30 a.m. to 2:00 p.m.** Registration will begin at **9:00 a.m.** Commencing at **10:00 a.m.**, the walk will begin at CIBA and proceed down **Forbes Street to Sunset Ridge School (450 Main Street)**, then turns, retracing its steps back to CIBA.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a not-for-profit student initiated event. The applicant also respectfully **requests a waiver of the associated time fee** under the provisions of (TO) 5-2(a).

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

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

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

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom", with a long horizontal flourish extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## **OUTDOOR AMUSEMENT PERMIT** **APPLICATION**



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
10th Annual Abelon Memorial Walk
2. Date(s) of Event:  
Saturday, May 16, 2015
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant ) :  
Michael Abelon Memorial Foundation  
Rachel Buck (vice president); 203-686-1881 (h), 860-622-5590 (w); 40  
Meadow Way, Meriden, CT06450; buck.rl@easthartford.org  
Please direct all correspondence to: Rachel Buck, CIBA, 857 Forbes St, East  
Hartford, CT 06118
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.  
Additional advisor: Theresa Godreau, secretary/treasurer
5. List the location of the proposed amusement: (Name of facility and address)  
CIBA, 857 Forbes St down Forbes St to Sunset Ridge School, 450 Forbes St
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
5/16/2015 7:30 am - 2 pm
7. Provide a detailed description of the proposed amusement:  
This walk is to raise money and awareness for pancreatic cancer research and money for a college scholarship for a CIBA student. The walk includes refreshments, games, face painting, a dunk tank, snacks, and the walk itself.

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?

Primarily 14 - 18 year olds, but walkers draw from all age groups

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

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

100 - 200 (optimistically)

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:

Pedestrian traffic along the walk route (Forbes) and at Sunset for water break

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

All participants use crosswalks and sidewalks. There is minimal impact.

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

There is ample parking at CIBA/EHHS.

- d. Noise impact on neighborhood:

Casual conversations during the walk itself. All other noise is inside of CIBA.

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

Students will clean all areas used, in addition a school custodian is on site.

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

Minimal; heavy pedestrian traffic for approximately one hour.

- g. Other expected influence on surrounding neighborhood:

Awareness of the need for funding for Pancreatic Cancer research

12. Provide a detailed plan for the following:

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

Full accessibility

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

Landlines at CIBA and cell phones along the route.

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

First aid kits on site and access to telephones for more serious emergencies.

- d. Crowd control plan:

CIBA staff is in attendance and help to supervise and enforce crowd control.

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

Students and staff maintain the location and all areas are double checked.

- f. Provision of sanitary facilities:

Restrooms are available at CIBA.

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

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

Department ☒ Yes ☐ No.

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

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

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

a. For such sale or provision,

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

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

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

*AS this is a student run event for charity, we are hoping to receive time & fee waivers.*

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Rachel L. Buck

(Legal Name of Applicant)

Rachel L. Buck

(Applicant Signature)

Rachel Buck

(Printed Name)

4/20/15

(Date Signed)

Vice President, MAMF

(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: Cathy Frank  
Employee Number: 9019  
Date & Time Signed: April 20, 2015 2:28 ~~AM~~ PM  
Time remaining before event: 27 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.





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# Michael Abelon Memorial Foundation

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April 20, 2015

To whom it may concern:

This letter accompanies the Outdoor Amusement Application for the Abelon Memorial Walk. I apologize for the tardiness of the application. This is a student run walk and there was an oversight in the responsibilities of completing the application. Please accept my apologies.

Sincerely,

Rachel Buck  
Vice President  
Michael Abelon Memorial Foundation

---

857 Forbes Street  
East Hartford, CT 06118  
mabelonmf@gmail.com

Fire Dept



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Date: **May 16, 2015**

Event: **10<sup>th</sup> Annual Abelon Memorial Walk**

Applicant: **Michael Alelon Memorial Foundation by Rachel Buck, its Vice President**

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

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

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

☒ Anticipated cost(s) if known \$                     0                    

William Perez, Assistant Fire Chief

April 24, 2015

Signature

Date

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **May 16, 2015**

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

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

  
Signature

4/21/15  
Date

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Date: **May 16, 2015**

Event: **10<sup>th</sup> Annual Abelon Memorial Walk**

Applicant: **Michael Alelon Memorial Foundation by Rachel Buck, its Vice President**

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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

4/27/15

Date

Comments:

**Frank, Carol**

---

**From:** Milkove, Tess  
**Sent:** Tuesday, April 21, 2015 12:04 PM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: 10th Annual Abelon Memorial Walk

Carol,

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

There are no anticipated costs to the department.

Tess Milkove, PE  
Assistant Director of Public Works  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Phone (860)291-7365  
Fax (860) 291-7370  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Monday, April 20, 2015 2:56 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** 10th Annual Abelon Memorial Walk

Good afternoon all.

Attached please find the Outdoor Amusement Permit Application and your Director's Review and Notice in connection with the above captioned event. **This application was received less than 30 days prior to the event so I am asking you to provide me with your reviews within a week in order to accommodate the placement of this permit request before the Town Council meeting of May 5, 2015.**

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Monday, April 27, 2015.** Thank you.

As always, your anticipated cooperation is greatly appreciated and if you should have any questions, please feel free to contact me.

Carol A. Frank

Corp Counsel

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Thursday, April 23, 2015 9:16 AM  
**To:** Frank, Carol  
**Subject:** RE: 10th Annual Abelon Memorial Walk

I have no comments or concerns.

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

---

**From:** Frank, Carol  
**Sent:** Monday, April 20, 2015 2:56 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
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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 **Monday, April 27, 2015.** Thank you.

As always, your anticipated cooperation is greatly appreciated and 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 mymt

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Monday, April 20, 2015 3:05 PM  
**To:** Frank, Carol  
**Subject:** RE: 10th Annual Abelon Memorial Walk

This is a BOE sanctioned event and no insurance certificate is necessary-thanks

---

**From:** Frank, Carol  
**Sent:** Monday, April 20, 2015 2:56 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** 10th Annual Abelon Memorial Walk

Good afternoon all.

Attached please find the Outdoor Amusement Permit Application and your Director's Review and Notice in connection with the above captioned event. **This application was received less than 30 days prior to the event so I am asking you to provide me with your reviews within a week in order to accommodate the placement of this permit request before the Town Council meeting of May 5, 2015.**

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 27, 2015.** Thank you.

As always, your anticipated cooperation is greatly appreciated and 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:** DeMaine, Michael  
**Sent:** Monday, April 27, 2015 6:47 AM  
**To:** Frank, Carol  
**Subject:** RE: Outdoor Amusement Permit Reviews

Carol,

I see no anticipated costs with the Abelon Memorial Walk. I see no issues with the application and event.

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

---

**From:** Frank, Carol  
**Sent:** Friday, April 24, 2015 7:31 AM  
**To:** Perez, William; Fravel, Theodore; DeMaine, Michael  
**Subject:** Outdoor Amusement Permit Reviews

Good morning all.

This is just a quick reminder that your reviews for the following are due Monday, April 27. Thanks.

10<sup>th</sup> Annual Abelon Memorial Walk – Fire, Police and Parks & Recreation Departments

28<sup>th</sup> Annual Memorial Mile Race – Fire and Parks & Recreation Departments

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

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



**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Monday, April 20, 2015 3:48 PM  
**To:** Frank, Carol  
**Subject:** Re: 10th Annual Abelon Memorial Walk

Carol:

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

Thanks

Greg

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

---

**From:** Frank, Carol  
**Sent:** Monday, April 20, 2015 2:55 PM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** 10th Annual Abelon Memorial Walk

Good afternoon all.

Attached please find the Outdoor Amusement Permit Application and your Director's Review and Notice in connection with the above captioned event. **This application was received less than 30 days prior to the event so I am asking you to provide me with your reviews within a week in order to accommodate the placement of this permit request before the Town Council meeting of May 5, 2015.**

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, **TO MY ATTENTION AT THE POLICE DEPARTMENT by Monday, April 27, 2015.** Thank you.

As always, your anticipated cooperation is greatly appreciated and 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

MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

## Police Department

SCOTT M. SANSOM  
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

April 27, 2015

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

**Re: Outdoor Amusement Permit Application -  
"28<sup>th</sup> Annual Memorial Mile"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Parks & Recreation Department** by **Ted Fravel, its Director and the East Hartford Board of Education Physical Education Department**. The applicants seek to conduct the 27th Annual Memorial Mile Road Race, on **Monday, May 25, 2015** from approximately **10:20 AM to completion**. The race will start on Scotland Road – proceed west on Burnside Avenue and finish on Burnside Avenue west of Hillside Street. Registration and check-in will be at Martin Park, 307 Burnside Avenue. This race precedes the Memorial Day Parade.

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

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

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

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

- The applicant must coordinate with the parade organizers regarding the installation of temporary traffic control.
- **The anticipated cost to the department is \$1,000.00.**

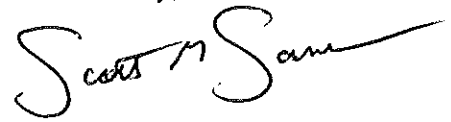
The **Police Department** conducted a review of the application and the following comments/recommendations are made:

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of moderate size, and the area has sufficient parking available. **As this event is run in conjunction with the town Memorial Day Parade, the anticipated**

cost to the Department for this event is a part of the Parade estimate of  
\$12,000.00.

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom  
Chief of Police

Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## **OUTDOOR AMUSEMENT PERMIT APPLICATION**



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
**28TH ANNUAL MEMORIAL MILE**
2. Date(s) of Event:  
**Monday, May 25, 2015**
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant) :  
**East Hartford Parks & Recreation Department  
50 Chapman Place, East Hartford, CT 06108  
860-291-7164  
juhrig@easthartfordct.gov**
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
**East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, c/o Theodore Fravel, Parks & Recreation Director and East Hartford Board of Education Physical Education Department.**
5. List the location of the proposed amusement: (Name of facility and address)  
**Start: Clearwater Paper on Scotland Rd/Finish: Burnside Ave west of Hillside St**
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
**Monday, May 25, 2015 at 10:20AM preceding the Memorial Day Parade.**
7. Provide a detailed description of the proposed amusement:  
**One mile race starts on Scotland Rd, proceed west on Burnside Ave and finish on Burnside Ave west of Hillside St. Registration and check-in will be at Martin Park, 307 Burnside Ave. Race precedes the Memorial Day Parade.**

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

☐ Yes ☒ No

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

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

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

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

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

100 runners.

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

- a. Crowd size impact:

NA

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

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

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

Parking will be inside Martin Park.

- d. Noise impact on neighborhood:

NA

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

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

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

Momentary traffic stoppage along same route that Parade will follow.

- g. Other expected influence on surrounding neighborhood:

NA

12. Provide a detailed plan for the following:

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

The route is fully accessible to emergency vehicles.

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

Cell phones and two-way radios will be available.

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

No.

- d. Crowd control plan:

Same as for the Parade.

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

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

- f. Provision of sanitary facilities:

Lavatories in Martin Park will be used.

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

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

Department ☐ Yes ☒ No.

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

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

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

a. For such sale or provision,

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

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

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

---

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

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

a. False Statement is a Class A Misdemeanor.

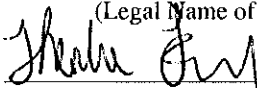
b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

---

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

Theodore Fravel

(Legal Name of Applicant)



(Applicant Signature)

Theodore Fravel

(Printed Name)

04/10/2015

(Date Signed)

Parks & Recreation Director

(Capacity in which signing)

---

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

---

FOR OFFICE USE

Insurance Certificate Included:

☐ YES

☒ NO

Liquor Permit Included:

☐ YES

☒ NO

Certificate of Alcohol Liability Included:

☐ YES

☒ NO

Time Waiver Request Included:

☐ YES

☒ NO

Fee Waiver Request Included:

☐ YES

☒ NO

Received By:

Carol Jean

Employee Number:

9019

Date & Time Signed:

April 13, 2015

7:45 AM ~~EST~~

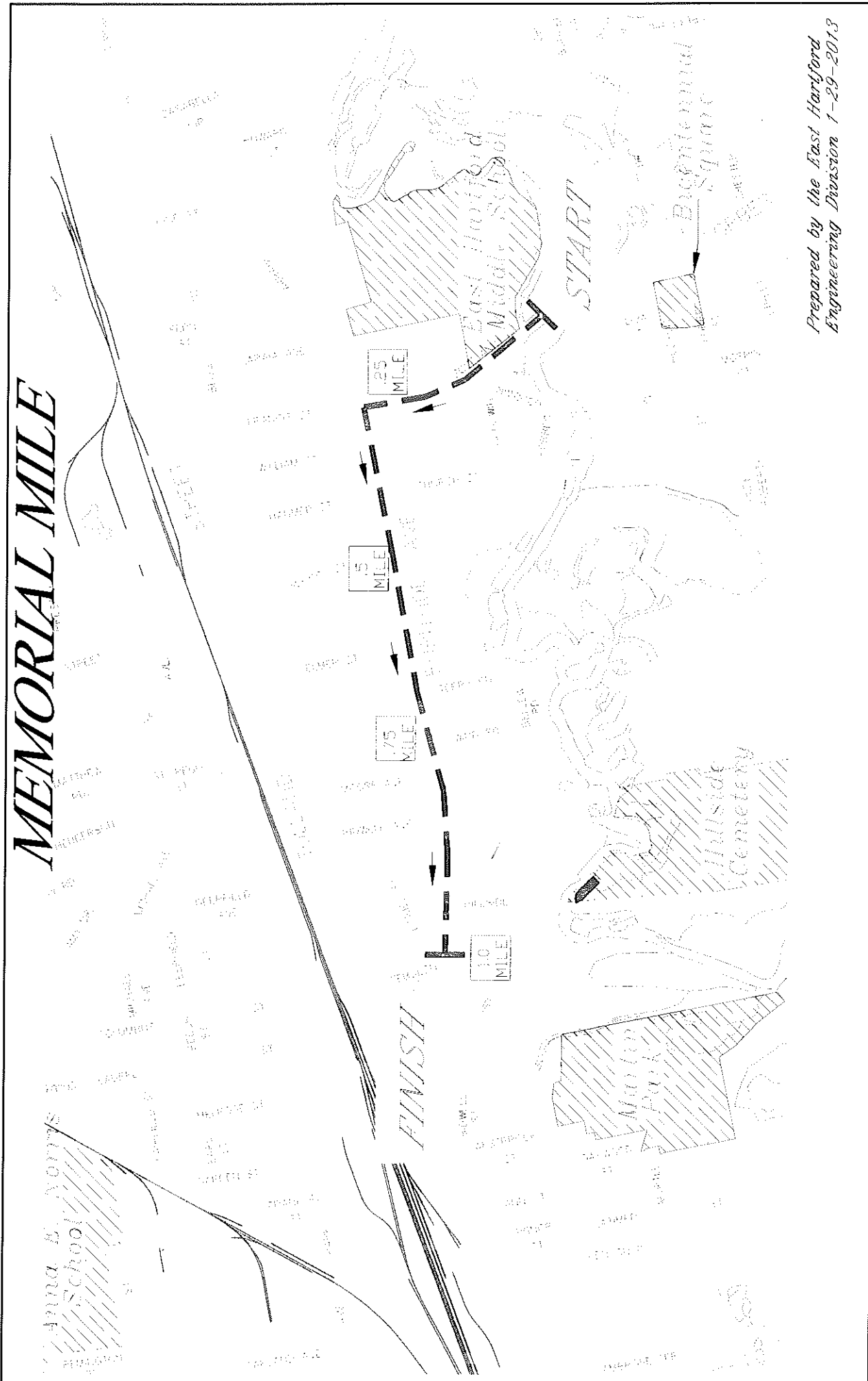
Time remaining before event:

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.

# MEMORIAL MILE



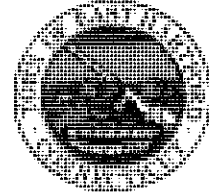
Prepared by the East Hartford  
Engineering Division 1-29-2013





Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: May 25, 2015

Event: 28<sup>th</sup> Annual Memorial Mile

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

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

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

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

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

William Perez, Assistant Fire Chief

April 24, 2015

Signature

Date

Comments:

Health Dept



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: May 25, 2015

Event: 28<sup>th</sup> Annual Memorial Mile

Applicant: East Hartford Parks & Recreation Department by Ted Fravel and  
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- ☐ Fire Department
- ☒ Health Department
- ☐ Parks & Recreation Department
- ☐ Public Works Department
- ☐ Corporation Counsel

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

Michael O'Connell 4/13/15  
Signature Date

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 25, 2015**

Event: **28<sup>th</sup> Annual Memorial Mile**

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

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

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

Ted Fravel

Signature

4/27/15

Date

Comments:

**Frank, Carol**

---

**From:** Milkove, Tess  
**Sent:** Tuesday, April 14, 2015 9:07 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: 28th Annual Memorial Mile

Carol,

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

1. The applicant must coordinate with the parade organizers regarding the installation of temporary traffic control.

The anticipated cost to the department is \$1,000.

Tess Milkove, PE  
Assistant Director of Public Works  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Phone (860)291-7365  
Fax (860) 291-7370  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Monday, April 13, 2015 8:01 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** 28th Annual Memorial Mile

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Monday, April 27, 2015.** Thank you.

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

Corp Counsel

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Monday, April 13, 2015 8:43 AM  
**To:** Frank, Carol  
**Subject:** RE: 28th Annual Memorial Mile

I have no comments or concerns

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

---

**From:** Frank, Carol  
**Sent:** Monday, April 13, 2015 8:01 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** 28th Annual Memorial Mile

Good morning all.

Attached please find the Outdoor Amusement Permit Application, Map 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

RiskMgmt

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Wednesday, April 15, 2015 12:34 PM  
**To:** Frank, Carol  
**Subject:** RE: 28th Annual Memorial Mile

Hi Carol-no liability insurance is necessary. Liability will fall under the Towns self insured program. (park and rec and BOE event)

---

**From:** Frank, Carol  
**Sent:** Monday, April 13, 2015 8:01 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marla; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** 28th Annual Memorial Mile

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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 Review

**Frank, Carol**

---

**From:** DeMaine, Michael  
**Sent:** Monday, April 13, 2015 10:36 AM  
**To:** Frank, Carol  
**Subject:** RE: 28th Annual Memorial Mile

Carol,

This event is approved, anticipated costs are will be provided with the Memorial Parade Application Review.

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

---

**From:** Frank, Carol  
**Sent:** Monday, April 13, 2015 8:01 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** 28th Annual Memorial Mile

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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

Insp & Permits

## Frank, Carol

---

**From:** Grew, Greg  
**Sent:** Monday, April 13, 2015 1:11 PM  
**To:** Frank, Carol  
**Subject:** Re: 28th Annual Memorial Mile

Carol:

Per town ordinance 5-3 my review and approval is not required, however, permits and inspections may be required for temporary installations.

Thanks  
Greg Grew

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

---

**From:** Frank, Carol  
**Sent:** Monday, April 13, 2015 8:00 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** 28th Annual Memorial Mile

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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 **Monday, April 27, 2015**. Thank you.

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

Carol A. Frank  
East Hartford Police Department  
Support Services Bureau



MARCIA A. LECLERC  
MAYOR

# TOWN OF EAST HARTFORD

## Police Department

SCOTT M. SANSOM  
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

April 20, 2015

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

**Re: Outdoor Amusement Permit Application -  
"Gengras HD ICS Chili Challenge"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Gengras Motor Cars, Inc. by Stephen T. Bray, Its Events Coordinator**. The applicant seeks to conduct a regional chili cook-off by The International Chili Society to benefit the Fidelco Guide Dog foundation. There will be food and music and the cook-off is scheduled for **Saturday, May 30, 2015 from 11 a.m. to 4 p.m. at 221 Governor Street**. Music is scheduled during the same time period.

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 a current Certificate of Insurance for One (1) Million Dollars general liability will be required. The Town of East Hartford must be named and endorsed on the general liability policy as an additional insured for the this event.

The **Health Department** recommends approval provided all participating vendors submit temporary food service license applications to the Health Department at least two (2) weeks prior to the event. **It further states there are no anticipated costs to the Department for this event.**

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

The **Public Works Department** recommends the application be approved with the following condition:

- 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 two construction seasons commencing this year. The applicant is encouraged to contact the project engineer to ascertain the potential traffic impacts. We do not have a precise schedule of construction from DOT; however, the liaison engineer recently indicated the contractor's notice to proceed may be issued in Mid-May of 2015.


- **There are no anticipated costs to the department.**

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Sansom", written in a cursive style.

Scott M. Sansom  
Chief of Police

Cc: Applicant

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## **OUTDOOR AMUSEMENT PERMIT APPLICATION**



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
The Gengras H-D ICS Chili Challenge
2. Date(s) of Event:  
May 30, 2015
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant ) :  
Gengras Motor Cars, Inc.  
300 Ct Blvd, East Hartford, Ct 06108  
By: Steve Bray, Evebts Coordinator. Cell 860-869-8963  
Work 860-727-6608 115 Brentmoor rd, East Hartford, Ct 06118  
sbray@gengras.com
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.  
Skip Gengras, Chip Gengras, Jonathan Gengras, Gengras Motorcycles, Inc.  
300 Connecticut Blvd, East Hartford, CT. 06108
5. List the location of the proposed amusement: (Name of facility and address)  
Gengras H-D 221 Governor St. East Hartford, CT. 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
May 30, 2015 11am-4pm
7. Provide a detailed description of the proposed amusement:  
A regional chili cookoff by The International Chili Society to benefit the Fidelco Guide Dog foundation. Food, Music and fun for all ages.

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)? **11am-4pm**

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

**adults 18 and older. Some families.**

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

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

**200-300 people**

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

a. Crowd size impact:

**Crowd impact will be minimal. Ample parking provided.**

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

**No impact expected, as we are easily accessible from multiple routes.**

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

**Little to no impact, ample parking in Gengras owned lots.**

d. Noise impact on neighborhood:

**Minimal as we are located in a commercial building zone, day time event.**

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

**Gengras staff will be responsible for trash disposal.**

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:

**Entrances will be clear \, as well as fire lanes in case of an emergency**

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

**Multiple on site phones are available in case of an emergency.**

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

**None**

d. Crowd control plan:

**Activities in multiple areas and staff will guide attendees.**

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

**N/A**

f. Provision of sanitary facilities:

**On site indoor restrooms, Porto Potties and handwashing station.**

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

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

Department ☒ Yes ☐ No.

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

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

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

a. For such sale or provision.

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

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

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

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Stephen T Bray

STB  
(Legal Name of Applicant)

(Applicant Signature)

Events Coordinator

(Capacity in which signing)

Stephen T Bray  
(Printed Name)

3.28.15  
(Date Signed)

---

(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

N/A

Received By: Carol Frank  
Employee Number: 9019  
Date & Time Signed: April 2, 2015 7:27 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.



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **May 30, 2015**

Event: **Gengras HD ICS Chili Challenge**

Applicant: **Gengras Motor Cars, Inc. by Stephen T. Bray, its Events Coordinator**

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

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

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

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

William Perez, Assistant Fire Chief April 2, 2015

Signature

Date

Comments:



Scott M. Sansom  
Chief of Police

**TOWN OF EAST HARTFORD  
POLICE DEPARTMENT  
Outdoor Amusement Permits  
31 School Street  
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- ☒ Health Department
- ☐ Parks & Recreation Department
- ☐ Public Works Department
- ☐ Corporation Counsel
- ☐ Anticipated Cost(s) if known \$ \_\_\_\_\_ 0 \_\_\_\_\_

Michael B. Connell 4/13/15  
Signature Date

Comments:

Approval recommended provided that all participating vendors submit temporary food service license applications 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
- ☐ Antioipated Cost(s) if known \$0

Ted Fravel

Signature

4/20/15

Date

Comments:

**Frank, Carol**

---

**From:** Milkove, Tess  
**Sent:** Tuesday, April 07, 2015 10:04 AM  
**To:** Frank, Carol  
**Cc:** Bockus, Tim  
**Subject:** RE: Gengras HD ICS Chili Challenge

Carol,

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

1. 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 two construction seasons commencing this year. The applicant is encouraged to contact the project engineer to ascertain the potential traffic impacts. We do not have a precise schedule of construction from DOT, however the liaison engineer recently indicated a the contractor's notice to proceed may be issued in mid-May of 2015.

Point of contact:

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 Milkove, PE  
Assistant Director of Public Works  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Phone (860)291-7365  
Fax (860) 291-7370  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

---

**From:** Frank, Carol  
**Sent:** Thursday, April 02, 2015 9:00 AM  
**To:** Bockus, Tim; Cordler, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** Gengras HD ICS Chili Challenge

Good morning all.

Corp Counsel

**Frank, Carol**

---

**From:** Gentile, Richard  
**Sent:** Thursday, April 02, 2015 3:18 PM  
**To:** Frank, Carol  
**Subject:** RE: Gengras HD ICS Chili Challenge

I have no comments or concerns with this application

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

---

**From:** Frank, Carol  
**Sent:** Thursday, April 02, 2015 9:00 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
**Subject:** Gengras HD ICS Chili Challenge

Good morning all.

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

Please note the review is attached to the notice and your review can be sent via an e-mail response, through Outlook or print, sign, and interoffice review, TO MY ATTENTION AT THE POLICE DEPARTMENT by **Thursday, April 16, 2015.** Thank you.

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

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

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

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Thursday, April 02, 2015 9:01 AM  
**To:** Frank, Carol  
**Subject:** RE: Gengras HD ICS Chili Challenge

We will need an insurance certificate for 1 M dollar liability insurance, naming and endorsing the town as an additional insured for activities associated with this event.

---

**From:** Frank, Carol  
**Sent:** Thursday, April 02, 2015 9:00 AM  
**To:** Bockus, Tim; Cordier, James; Fravel, Theodore; Oates, John  
**Cc:** Bennett, Cindy; Cohen, Bruce; DeMaine, Michael; Gentile, Richard; Grew, Greg; Hawkins, Mack; Horan, Denise; Leclerc, Marcia; McConville, Timothy; Milkove, Tess; O'Connell, Michael; Perez, William; Sansom, Scott; Stokes, Gloria; Uhrig, Jim  
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If you should have any questions, please feel free to contact me.

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

COI Approval

**Frank, Carol**

---

**From:** Bennett, Cindy  
**Sent:** Wednesday, April 15, 2015 12:34 PM  
**To:** Frank, Carol  
**Subject:** RE: East Hartford Certificate of Insurance for 2015

Yes this is acceptable for both events

---

**From:** Frank, Carol  
**Sent:** Wednesday, April 08, 2015 1:35 PM  
**To:** Bennett, Cindy  
**Cc:** [sbray@gengras.com](mailto:sbray@gengras.com)  
**Subject:** FW: East Hartford Certificate of Insurance for 2015

Cindy,

When you get the opportunity, can you take a look at the attached COI that was just received from Gengras? Thanks.

Carol

**From:** [sbray@gengras.com](mailto:sbray@gengras.com) [<mailto:sbray@gengras.com>]  
**Sent:** Wednesday, April 08, 2015 12:10 PM  
**To:** Frank, Carol  
**Subject:** FW: East Hartford Certificate of Insurance for 2015

Hi Carol, Scroll down and you should see the Ins. paperwork. Thank you

Steve Bray  
Parts Dept. Manager  
Gengras Harley-Davidson  
221 Governor St.  
East Hartford, CT 06108  
Direct 860-727-6611  
Main 860-727-6600  
Fax 860-528-5444  
[sbray@gengras.com](mailto:sbray@gengras.com)



<http://www.facebook.com/socialqr#!/GengrasHarleyDavidson>

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

**From:** "Bev Crowley" <[bcrowley@gengras.com](mailto:bcrowley@gengras.com)>  
**Sent:** Tuesday, April 7, 2015 11:05am  
**To:** [sbray@gengras.com](mailto:sbray@gengras.com)  
**Subject:** East Hartford Certificate of Insurance for 2015

Client#: 78238

GENGMOT

ACORD<sup>TM</sup>

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/07/2015

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 Willis of Connecticut, LLC 185 Asylum Street 25th Floor Hartford, CT 06103-3708	CONTACT NAME:	
	PHONE (A/C, No, Ext): 860 278-1320	FAX (A/C, No): 860-278-5776
INSURED Gengras Motor Cars, Inc. 300 Connecticut Boulevard East Hartford, CT 06108	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: The Charter Oak Fire Insurance	NAIC # 25615
	INSURER B: St. Paul Fire & Marine	1643
	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 CTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		INCLUDED In GARAGE LIABILITY			EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS		GA9A697321-15 Garage Liability Med. Pay: UM/UIM: GA-9A 714230-14	01/01/2015 CT Auto 5,000 1,000,000 MA Auto	01/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000		ZUP12N2974612NF	01/01/2015	01/01/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER... E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Garage Liability Other Than Auto Only		GA9A697321-15 CT GA9A714230-15 M	01/01/2015	01/01/2016	1,000,000 Ea. Accident 3,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Re: Open House Demo Days & Other events in 2015 - Gengras Harley Davidson. The Town of East Hartford is included as additional insured for General Liability ATIMA.

(See Attached Descriptions)

## CERTIFICATE HOLDER

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

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

*Ngoni Uyeuwor*

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## DESCRIPTIONS (Continued from Page 1)

### Named Insureds:

221 Governor Street, LLC  
262 Connecticut Blvd., LLC  
30 Pomeroy Avenue, LLC  
585 Connecticut Blvd., Inc.  
CCS Group, Inc. dba Gengras Volvo  
Gengras Collision Center LLC  
Gengras Motors, LLC dba Gengras Volvo-Meriden  
Gengras Motor Cars, Inc.  
Gengras Motors, Inc. dba BMW of West Springfield  
Gengras Motor Cars, Inc. dba Gengras Chevrolet  
Gengras Motor Cars, Inc. dba Gengras Chrysler Dodge Jeep LLC  
Gengras Motorcycles, Inc. dba Gengras Harley Davidson Buell  
Gengras Realty, LLC  
NADART 401 (K) Plan  
E. Clayton Gengras, Jr.

### GARAGEKEEPERS COVERAGE

Comprehensive Limit: \$500,000  
Comprehensive Deductible: \$2,500 Per Auto / \$10,000 Max Deductible Per Loss

Collision Limit: \$500,000  
Collision Deductible Per Auto: \$1,000

See separate Certificate of Insurance for the Physical Damage coverage for the Floor plan Inventory.

PD

**Frank, Carol**

---

**From:** DeMaine, Michael  
**Sent:** Tuesday, April 07, 2015 7:51 AM  
**To:** Frank, Carol  
**Subject:** RE: Gengras HD ICS Chili Challenge

Carol,

I see no issues with this permit. I see no anticipated costs for police services.

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

---

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



Insp. & Permits

**Frank, Carol**

---

**From:** Grew, Greg  
**Sent:** Thursday, April 02, 2015 6:03 PM  
**To:** Frank, Carol  
**Subject:** RE: Gengras HD ICS Chili Challenge

Carol:

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

Thanks

Greg Grew

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

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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

OFFICE OF THE  
TOWN COUNCIL

# TOWN OF EAST HARTFORD

740 Main Street  
East Hartford, Connecticut 06108

*Robert J. Beale*  
2015 MAY -1 A 10:51  
(860) 291-7208  
TOWN CLERK  
EAST HARTFORD  
FAX (860) 291-7389

DATE: May 1, 2015

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, May 5, 2015 7:00 p.m. Town Council Majority Office

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

**Tuesday, May 5, 2015**

**7:00 p.m.**

**Town Council Majority Office**

The purpose of the meeting is to meet in executive session to discuss the pending tax assessment appeal known as Hartford East Elderly Apartments LP, et al, v Town of East Hartford, Docket No. CV-14-6024848S, regarding 866 Main Street.

cc: Mayor Leclerc  
Scott Chadwick, Corporation Counsel  
Brian Smith, Assessor