

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
January 2, 2024

=====

This Town Council meeting is accessible through **"Microsoft Teams" 929-235-8441**
Conference ID: 884 329 15# or [Click here to join the meeting](#)

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. December 12, 2023 Executive Session
- B. December 12, 2023 Regular Meeting
- C. December 19, 2023 Special Meeting

6. COMMUNICATIONS AND PETITIONS

- A. Updates from Development Department
 - 1. Kautilya East Hartford Hotel Project, 363 Roberts Street
 - 2. Hoffman Auto Development Project, 700 Connecticut Boulevard
- B. Resignations from Boards and Commissions

7. OLD BUSINESS

8. NEW BUSINESS

- A. Grant Applications:
 - 1. Hartford Foundation for Public Giving Summer Enrichment 2024
 - 2. Connecticut Secretary of the State's Office Early Voting Implementation Grant
- B. Recommendations from Real Estate Acquisition and Disposition Committee
 - 1. Acquisition of Property and Recording of Deeds for East River Drive Land
Parcels
 - 2. Acquisition of 6.9 Acres of State Land abutting Brookside Lane
- C. FY2024-25 Budget Workshop Schedule
- D. Council Acting as Committee of the Whole on behalf of Ordinance Committee re:
Setting of Public Hearing Date for Fund Balance Reserve Fund Ordinance
Amendment

- E. Recommendations from Personnel and Pensions Subcommittee
 - 1. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Accounting Assistant, Finance
 - 2. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Payroll Coordinator
 - F. Referrals to Personnel and Pensions Subcommittee
 - 1. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary II (Fire Department)
 - 2. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary III (Public Works)
 - 3. Proposed Revision to Job Description and Pay Grade for Position of Assistant Director of Parks and Recreation
 - G. Appointments to Boards and Commissions
 - H. Refund of Taxes
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
- A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: January 16, 2024 at Community Cultural Center)

Community Cultural Center Room 111

December 12, 2023

EXECUTIVE SESSION

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson (via Teams), Minority Leader John Morrison, Councilors Angela Parkinson, Awet Tsegai, Harry O. Amadasun, Jr., Thomas Rup and Travis Simpson

ABSENT Chair Richard F. Kehoe

ALSO James Tallberg, Corporation Counsel
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
Attorney Joe Hope, Alter Pearson
Attorney Megan Nielsen, Rose Kallor

CALL TO ORDER

Vice Chair Bell called the meeting to order at 7:02 p.m.

MOTION By John Morrison
seconded by Harry Amadasun

to **go into** Executive Session to discuss the following:

- A. The pending CHRO claim known as Felicia Gillespie v. Town of East Hartford Public Schools, CHRO Case No.2340192, involving former Board of Education employee, Felicia Gillespie.
- B. The pending assessment (tax) appeal known as HARTFORD EAST ELDERLY APARTMENTS LIMITED PARTNERSHIP Et Al. v. TOWN OF EAST HARTFORD – HHB-CV22-6072753-S, involving real property located at 886 Main Street, East Hartford for the Grand List year 2021 through 2025.
- C. The pending assessment (tax) appeal known as VISTA TOWER, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073866-S, involving real property located at 36 Main Street, East Hartford for the Grand List year 2021 through 2025.

Motion carried

MOTION By John Morrison
seconded by Harry Amadasun

to **go back to** Regular Session.

Motion carried 8/0

ADJOURNMENT

MOTION By John Morrison
seconded by Harry Amadasun

to **adjourn** at 7:27 pm

Motion carried 8/0

Attest _____
Donald Bell, Jr.
Town Council Vice Chair

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

December 12, 2023

PRESENT Vice Chair Don Bell, Majority Leader Sebrina Wilson (via Teams, arrived in person at 7:41 pm), Minority Leader John Morrison, Councilors Angie Parkinson, Travis Simpson, Thomas Rup, Awet Tsegai and Harry Amadasun, Jr.

ABSENT Chair Richard F. Kehoe

ALSO Mayor Connor S. Martin

PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
Lt. Paul Neves, East Hartford Police Department
Kevin Munson, Fire Chief
Laurence Burnsed, Director of Health and Human Services
Eileen Buckheit, Director of Development
James Rovezzi, Director of Facilities, East Hartford Public Schools

CALL TO ORDER

Vice Chair Bell called the meeting to order at 7:35 pm. The Chair stated that this meeting was also available to the public through the “Teams” platform.

The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the Pledge of Allegiance.

AMENDMENTS TO THE AGENDA

RECOGNITIONS AND AWARDS

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Martin

- Wished all a good evening and happy and healthy holiday season.
- The second round Leaf Pickup will conclude on Saturday, December 16th.
- All town offices, including the East Hartford Transfer Station will be closed Monday, December 25, 2023 in observance of Christmas Day and Monday, January 1, 2024, in observance of New Year’s Day. There will be no Sunday hours at Raymond Library on Sundays December 24, and December 31. Curbside trash pickup and recycling will be delayed by one day during these weeks.
- The East Hartford Senior Center invites residents to a French Toast Casserole Breakfast at 15 Milbrook Drive, East Hartford on Saturday December 16 at 9:00 am.
- Bridge 05796 (Route 15) over Silver Lane will be inspected on Monday December 18, 2023 by CT Department of Transportation’s Division of Bridge Safety and Evaluation. Lane closures will be implemented between 9:00 am and 3:00 pm.

- The Brian A. Aselton Memorial Snow Dash 5K Road Race, sponsored by the East Hartford Parks and Recreation Department and the East Hartford Police Department will be held on Sunday, January 7, 2024 at 1:30 pm.

APPROVAL OF MINUTES

November 21, 2023 Executive Session

MOTION By Sebrina Wilson
 seconded by John Morrison

to **approve** the minutes of the November 21, 2023 Executive Session

Motion carried 8/0

November 21, 2023 Regular Meeting

MOTION By Sebrina Wilson
 seconded by John Morrison

to **approve** the minutes of the November 21, 2023 Regular Meeting

Motion carried 8/0

November 27, 2023 Board of Education Budget Workshop

MOTION By Sebrina Wilson
 seconded by John Morrison

to **approve** the minutes of the November 27, 2023 Board of Education Budget Workshop

Motion carried 8/0

COMMUNICATIONS AND PETITIONS

Disposition of Obsolete or Broken Town-Owned Equipment by Fire Department

The Vice Chair shared that the Fire Department is removing a number of tables and a bookshelf that are no longer of use. The Town assessed that the items are not of value and will be disposed of.

OLD BUSINESS

NEW BUSINESS

Board of Education Construction Projects: Amendment of 5 Year Capital Improvement Plan, Appropriation of Funds, Authorization for State Grant Applications and Referral to the Public Building Commission

East Hartford High School Media Center Roof Top Units Replacement Project

MOTION By Harry Amadasun
seconded by Tom Rup

to **adopt** the following resolution:

WHEREAS, the Town of East Hartford Board of Education has identified that the Media Center Roof Top Units replacement project at the East Hartford High School is a priority of the school district and qualifies for State School Construction reimbursement; and

WHEREAS, the cost of removal and replacement of the Media Center Roof Top Units including design and construction is anticipated to total \$236,635 with the State reimbursing 76.43% of eligible costs or \$180,860 leaving the School District to pay 23.57% of eligible costs or approximately \$64,000, which includes an amount for unforeseen ineligible costs; and

WHEREAS, the Board of Education has reserved \$64,000 for local share costs in the capital reserve fund.

THEREFORE, BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the East Hartford High School Media Center Roof Top Units Replacement Project in the amount of \$236,635.
2. The authorization of a total project cost of \$236,635 for the East Hartford High School Media Center Roof Top Units Replacement Project;
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the East Hartford High School Media Center Roof Top Units Replacement Project;
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the East Hartford High School Media Center Roof Top Units Replacement Project;
5. That the local share of \$64,000 for this project will be funded through funds previously appropriated by the Town Council from the Board of Education Capital Reserve Fund; and
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the East Hartford High School Media Center Roof Top Units Replacement Project

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

Pitkin Elementary School Classroom Indoor Air Quality Improvements Project

MOTION By Harry Amadasun

seconded by Tom Rup

to **adopt** the following resolution:

WHEREAS, the Town of East Hartford Board of Education has identified that the Classroom Indoor Air Quality Improvements project at the Pitkin Elementary School is a priority of the school district and qualifies for State School Construction reimbursement; and

WHEREAS, the cost of the Classroom Indoor Air Quality Improvements including design and construction is anticipated to total \$775,000 with the State reimbursing 76.43% of eligible costs or \$592,333 leaving the School District to pay 23.57% of eligible costs or approximately \$210,000, which includes an amount for unforeseen ineligible costs; and

WHEREAS, the Board of Education has reserved \$210,000 for local share costs in the Capital Reserve Fund.

THEREFORE, BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project in the amount of \$775,000.
2. The authorization of a total project cost of \$775,000 for the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project;
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project;
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project;
5. That the local share of \$210,000 for this project will be funded through funds previously appropriated by the Town Council from the Board of Education Capital Reserve Fund; and
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project

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

Council Acting as a Committee of the Whole: Real Estate Acquisition and Disposition Committee re: Dedication and conveyance of possession and control of real property located at 17 Leonard Dr. Rear, East Hartford to the East Hartford Board of Education

MOTION By Angie Parkinson
seconded by Tom Rup

to **adopt** the following resolution:

WHEREAS, the Town of East Hartford owns the real property located at 17 Leonard Dr. Rear, East Hartford, CT ("Premises");

WHEREAS, the Premises abuts East Hartford High School and contains 8 tennis courts open to the public and East Hartford High School Students and a 2,640 square foot storage shed. The shed is presently utilized by the Town's Department of Public Works and Department of Parks and Recreation;

WHEREAS, the Tennis Courts are in need of maintenance and are likely to need periodic maintenance and upkeep in the future;

WHEREAS, The East Hartford Board of Education has expressed a willingness to repair the courts and has inquired as to whether the Town would be willing to dedicate and vest the possession and control of the Premises to it;

WHEREAS, The East Hartford Board of Education has reported that it will initiate and finance the repair of the front 4 tennis courts and continue to maintain the tennis courts in a state of good repair. Further the Board of Education will make efforts to upgrade the tennis courts.

THEREFORE, BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:

1. Notwithstanding the provisions of Town Ordinance Section 10-19, the Town Council does hereby dedicate and vest the possession and control of the Premises located at 17 Leonard Dr. Rear, East Hartford, CT to the Board of Education for the limited purposes of maintaining and improving the Premises and so long as the public is permitted to continue use the tennis courts located on the Premises within the discretion of the Board of Education and pursuant to any applicable Town ordinances.
2. The Board of Education is permitted to make use of the shed located on the Premises.
3. The Board of Education shall possess, maintain, and control the Premises in accordance with all applicable law and within the terms of the instrument conveying the Premises to the Town recorded at Vol 499/ Page 37 of the East Hartford Town Land records.
4. This dedication may be modified or revoked by future resolution of this Council.
5. That Mayor, Connor S. Martin, is hereby authorized to make, execute and deliver all agreements, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

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

Request for Short Term Bid Waiver from Fire Department re: Emergent Repairs to Fire Apparatus

EJ Boughton and Sons

Gowans and Knight

Atlantic Detroit Diesel

MOTION By Awet Tsegai
 seconded by Travis Simpson

that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures through June 30, 2024 as required by Section 10-7(b) and **allow** the Fire Department to purchase emergent repairs to fire apparatus as necessary from EJ Boughton and Sons for an amount not to exceed \$40,000 in each occurrence, Gowans and Knight for an amount not to exceed \$40,000 in each occurrence, and from Atlantic Detroit Diesel for an amount not to exceed \$50,000 in each occurrence as detailed in a memo from Fire Chief Kevin Munson to Mayor Connor Martin dated December 7, 2023, as these are the only local vendors that are familiar with the Town's Seagrave fire apparatus fleet, and provide 24-hour services.

Motion carried 8/0

Request for Bid Waivers from Police Department

Priority Dispatch System ESP License Renewal with Priority Dispatch Corp.

MOTION By Harry Amadasun
 seconded by John Morrison

that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures required by Section 10-7(b) and **allow** the Police Department to renew the Town's Priority Dispatch System ESP license with Priority Dispatch Corp., covering the period from July 1, 2023 to June 30, 2024 in the amount of \$8,960 as detailed in a memo from Interim Chief of Police Mack S. Hawkins to Mayor Connor Martin dated December 1, 2023.

Motion carried 8/0

Q Plus for EMD Quality Performance Review Renewal with Priority Dispatch Corp.

MOTION By Harry Amadasun
 seconded by John Morrison

that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures required by

Section 10-7(b) and **allow** the Police Department to renew Q Plus for EMD Quality Performance Review, with Priority Dispatch Corp., covering the period from July 1, 2023 to June 30, 2024 in the amount of \$20,800 as detailed in a memo from Interim Chief of Police Mack S. Hawkins to Mayor Connor Martin dated December 1, 2023.

Motion carried 8/0

Grant Applications

State Department of Aging and Disability Services American Rescue Plan Act (ARPA) Funding

MOTION By Angie Parkinson
seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS; the State of Connecticut Department of Aging and Disability Services has awarded the Town \$109,000.00 in state American Rescue Plan Act (ARPA) funds, and;

WHEREAS; the Town wishes to use these funds on increased programming for seniors and improvements to the Senior Center facilities,

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, 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 Aging as they pertain to this ARPA grant.

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

U.S. Department of Housing and Urban Development Community Project Funding (CPF)/Congressionally Directed Spending Grant for Rehabilitation of the Hockanum River Trail

MOTION By Angie Parkinson
seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS; In the Consolidated Appropriations Act, 2022, (P.L. 117-103) (the Act), Congress made available “grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending,” and,

WHEREAS; the Act allocated \$700,000 to the Town of East Hartford for the rehabilitation of the Hockanum River Linear Park Trail,

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the U.S. Department of Housing and Urban Development as they pertain to this Community Project Funding/Congressionally Directed Spending grant.

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

U.S. Department of Housing and Urban Development (HUD) Community Project Funding (CPF)/Congressionally Directed Spending Grant Appropriation for Purchase of the Downtown East Hartford Post Office

MOTION By Angie Parkinson
seconded by Tom Rup

to **adopt** the following resolution:

WHEREAS; In the Consolidated Appropriations Act, 2022, (P.L. 117-103) (the Act), Congress made available “grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending,” and,

WHEREAS; the Act allocated \$600,000 to the Town of East Hartford for the East Hartford Downtown Post Office Acquisition,

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the U.S. Department of Housing and Urban Development as they pertain to this Community Project Funding/Congressionally Directed Spending grant.

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

Summer Youth Employment and Learning Program Funding Reimbursement from Capital Workforce Partners

MOTION By Sebrina Wilson
seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS; Capital Workforce Partners (CWP) will reimburse the Town’s ARPA funds under the Summer Youth Employment and Learning Program and

WHEREAS; these funds can be used to provide East Hartford youth age 14-21 with employment and learning experience, while offering local employers subsidized wages for the interns’ labor

NOW THEREFORE LET IT BE RESOLVED; that Connor Martin, 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 CWP and the state of CT as they pertain to this Summer Youth Employment and Learning Program grant.

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

Inclusion of Hartford Public Library as Sub-grantee re: Affordable Connectivity Program (ACP) Outreach Grant Program: National Competitive Outreach Program

MOTION By Sebrina Wilson
 seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS; the Federal Communications Commission (FCC) has made funding available through the Affordable Connectivity Program (ACP) Outreach Grant Program, and;

WHEREAS; this program can provide funding and resources needed to increase awareness of and participation in the ACP among those households most in need of affordable connectivity, and;

WHEREAS; a partnership agreement with the Hartford Public Library is critical to the success of this endeavor,

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, 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 FCC as they pertain to this Affordable Connectivity Program (ACP) Outreach Grant Program.

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

Recommendations from Personnel and Pensions Subcommittee

Proposed Revision to Job Description and Pay Grade for Position of Project Manager – Sustainability in Department of Public Works

MOTION By Awet Tsegai
 seconded by Tom Rup

to **approve** the Proposed Revision to Job Description and Pay Grade for the Position of Project Manager – Sustainability in Department of Public Works, dated November 9, 2023, as provided by the Director of Human Resources at the December 6, 2023 Personnel and Pensions Subcommittee Meeting.

Motion carried 7/0 (Parkinson Out of Chamber)

Proposed Revision to Job Description for Position of Youth Outreach Coordinator in Department of Health and Human Services, Crisis Intervention Division

MOTION By Awet Tsegai
seconded by Tom Rup

to **approve** the Proposed Revision to Job Description for the Position of Youth Outreach Coordinator in the Department of Health and Human Services, Crisis Intervention dated October 24, 2023, as presented by the Director of Human Resources at the December 6, 2023 Personnel and Pensions Subcommittee Meeting.

Motion carried 7/0 (Parkinson Out of Chamber)

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Aide in the Fire Department

MOTION By Awet Tsegai
seconded by Tom Rup

to **approve** the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Administrative Aide to the title of Executive Administrative Coordinator in the Fire Department dated December 1, 2023, as presented by the Director of Human Resources at the December 6, 2023 Personnel and Pensions Subcommittee Meeting.

Motion carried 7/0 (Parkinson Out of Chamber)

Referrals to Personnel and Pensions Subcommittee

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Accounting Assistant, Finance

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Payroll Coordinator

MOTION By Awet Tsegai
seconded by

to **refer** to the Personnel and Pensions Subcommittee the Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Accounting Assistant and the Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Payroll Coordinator in a memo from Mayor Connor S. Martin to Rich Kehoe, Town Council Chair dated December 8, 2023 with instructions to review the positions and report back to the full Council with its recommendations, if any.

Motion carried 8/0

Amusement Permit Application: Brian A. Aselton Memorial Snow Dash 5k

MOTION By Harry Amadasun
seconded by Tom Rup

that pursuant to the Section 5-3(e) of the East Hartford Code of Ordinances, the Town Council approve the outdoor amusement permit application for the event entitled “Brian A. Aselton Memorial Snow Dash 5k” as submitted by Mack Hawksin, Interim Chief of Police, scheduled for Sunday, January 7, 2024 from 11 am to 3 pm at Langford School located at 61 Alps Drive with a weather date of January 28, 2024 at the same time, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 8/0

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councillor Tsegaj acknowledged the Administration’s prompt response to make repairs to the entrance sign at Goodwin Park.

Councillor Amadasun recognized the efforts of various Town Departments for their engagement in numerous community events during the holidays.

Councillor Wilson wished all in attendance a Happy Holidays and thanked Councillors for their participation in Ugly Sweater Day.

Councillor Simpson asked if there has been any additional consideration of incentives to encourage East Hartford residents to apply for open-for-hire positions in the Town’s Administration. *Mayor Martin stated that the Town has recently implemented a stipend for bilingual employees. The Mayor will discuss additional incentives with the Human Resources Director and come back to the Council with their findings.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

The pending CHRO claim known as Felicia Gillespie v. Town of East Hartford Public Schools, CHRO Case No.2340192, involving former Board of Education employee, Felicia Gillespie.

MOTION By Sebrina Wilson
seconded by Travis Simpson

to accept the recommendation of Corporation Counsel to fully and finally settle the pending CHRO claim known as Felicia Gillespie v. Town of East Hartford Public Schools, CHRO Case No.2340192, involving former Board of Education employee, Felicia Gillespie for a total sum of \$2,500.00.

Motion carried 8/0

The pending assessment (tax) appeal known as HARTFORD EAST ELDERLY APARTMENTS LIMITED PARTNERSHIP Et Al. v. TOWN OF EAST HARTFORD – HHB-CV22-6072753-S, involving real property located at 886 Main Street, East Hartford for the Grand List year 2021 through 2025.

MOTION By Sebrina Wilson
seconded by John Morrison

MOVE THAT, this Council accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as HARTFORD EAST ELDERLY APARTMENTS LIMITED PARTNERSHIP v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6072753-S -S, involving real property located at 886 Main Street, East Hartford to adjust the Appraised Parcel Value of \$12,582,310.00 to \$10,700,000.00 for the Grand List year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$54,022.42 for grand list year 2021, and a refund or reduction of up to \$93,519.18 for Grand list year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as VISTA TOWER, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073866-S, involving real property located at 36 Main Street, East Hartford for the Grand List year 2021 through 2025.

MOTION By Sebrina Wilson
seconded by John Morrison

MOVE THAT, this Council accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as VISTA TOWER, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073866-S, involving real property located at 36 Main Street, East Hartford to adjust the Appraised Parcel Value of \$1,205,170.00 to \$1,140,000.00 for the Grand List year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$1,870.42 for grand list year 2021, and a refund or reduction of \$1,940.68 for Grand list year 2022.

Motion carried 8/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

Bridgitte Prince, 41 Bodwell Road

- thanked the Administration in supporting the Thanksgiving Dinner hosted by Cathy Flippen and the Destiny Outreach group at the Hockanum Park Apartment Complex.
- supports the Administration's vision to extend the Raymond Library with regards to the proposed acquisition of the Post Office facility on Main Street.
- Commended the Town's efforts with providing services through the Summer Youth Employment and Learning Program.
- Wished the Council a Happy Holidays.

ADJOURNMENT

MOTION By John Morrison
seconded by Harry Amadasun

to **adjourn** (9:33 pm)

Motion carried 8/0

The Vice Chair wished all a good evening and Happy Holidays and announced that the next meeting of the Town Council will be held on Tuesday January 2, 2024.

Attest _____

Jason Marshall
TOWN COUNCIL CLERK

Community Cultural Center Room 111

December 19, 2023

Special Meeting Re: Mayor's Administration Priorities

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader
Sebrina Wilson, Minority Leader John Morrison, Councilors Angie
Parkinson, Awet Tsegai, Harry O. Amadasun, Jr. and Travis Simpson

ABSENT Councilor Thomas Rup

ALSO Mayor Connor S. Martin
PRESENT Eileen Buckheit, Director of Development
Melissa McCaw, Chief Administrative Officer and Finance Director
Steve Hnatuk, Assistant Director of Development

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:12 p.m.

MAYOR'S ADMINISTRATIVE PRIORITIES

Mayor Martin stated that the purpose of this meeting is to share a brief update on current Town Economic Development projects as well as additional initiatives under consideration by the Administration. The Mayor stated that as stakeholders in service of the community, he is looking for the Council's feedback to vet his vision to grow East Hartford's Grand List and improve our quality of life through successful and sustainable projects.

The Mayor provided a brief summary of the major development projects inherited from the previous administration, including:

- Silver Lane Plaza- The relocation of tenants is still in process. A bid for redevelopment has been received by the administration, and the Mayor anticipates demolition of the middle building on the property in February. The Council discussed the priority of providing more retail space in the area. After additional discussions with the developer, the mayor will have further discussions with the town council as well as the public.
- Rentschler Field is slated to for completion in March. Upon completion, National Development will seek additional tenants for the parcel next to Cabelas which is targeted for science or high tech companies.
- Concourse Park- Mayor Walsh had previously approved an extension until April for the developer to obtain funding for the project. The Mayor anticipates having the developers attend the January 16th meeting of the Town Council to provide an update on current financing for the project.
- Church Corners Inn- The bid has been awarded to Parker Benjamin with plans for conversion of the space into 24 apartments with commercial space. The Mayor anticipates a vote on the transfer of the property will be presented to the Council in January. Parking solutions are still under review.

- Veteran's Memorial Clubhouse- The Administration awarded a public/partnership for the property with Maneeley's Catering Services. The Mayor is considering changing the scope of development to incorporate recommendations of Maneeley's on how to best use the venue which may exceed the budget for the project, currently at \$6.5 million. The Council discussed providing local residents the opportunity for feedback on the best use of the facility as well as more consideration to keep the space community-focused with public accessibility.
- Town Hall Renovations- The Mayor shared that renovations are on schedule and under budget and anticipates Town departments moving back into the building in March.
- Youth Sports Facility- Administration is anticipating results of the needs assessment in the 9 to 12 weeks that will provide further guidance on next steps for the project.
- Founders Plaza - The Mayor is working with the Port Eastside partnership group to best understand the expectations and requirements of the State and Town for the project. A request has been made for a master plan of the project that highlight the benefits of the project for the Town and its residents. The Bond Commission has previously awarded the Town with funds for the demolition of the property at 99 Founders Plaza. The Capital Region Development Authority will only release funds once a more complete scope of the project has been provided. Administration has proposed isolating the redevelopment of 99 Founders Plaza as a singular phase to the larger project. The Mayor hopes to have a demolition and development agreement signed off on by all parties to bring to the Council for approval in the coming weeks.

The Mayor then discussed with the Council a list of additional projects currently in development or under consideration, including the following:

- Creation of a pollinator garden at DePietro Park as part of a larger pollinator pathway in partnership with the Rotary Club, the Beautification Commission and the East Hartford Garden Club.
- Partnership with Handel Farm to plant a sunflower garden path at DePietro Park.
- Reassessing the components of previously proposed DPW facility improvements to save cost.
- Creation of a formal ceremonial burning ground for the purpose of retiring American flags.
- Reimagining Bicentennial Square by relocating historical veterans monuments throughout Town for the purpose of creating a centralized historical experience for residents.
- Placement of sidewalks along Naubuc Avenue towards Glastonbury.

The Mayor discussed with the Council prioritizing the revitalization of Main Street, with a goal of developing an enhanced community experience that promotes safety, entertainment and supports small businesses. A catalyst of his vision is the closure of Bissell Street (across from the Town Green) to provide for a retail area similar to Hartford's Pratt Street and Purnell Place in Manchester. An RFP has been put to bid for the purpose of studying the impact on traffic flow if the road were to be closed off.

Administration plans to pursue a deeper transportation study with CRCOG for the entirety of Main Street for the purpose of creating a larger downtown revitalization plan

for the area. He noted that Main Street is a state route so the town will be collaborating with the Connecticut Department of Transportation on any improvements.

The Mayor expressed his appreciation to the Council for their feedback on the various projects. A more complete presentation that incorporates comments provided by the Council will be made to the community by way of a special meeting planned for late January/February.

ADJOURNMENT

MOTION By John Morrison
 seconded by Don Bell

 to **adjourn** at 8:04 pm

 Motion carried 8/0

Attest _____
 Jason Marshall
 Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 27, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESIGNATIONS: Boards and Commissions

Attached are letters received by my office from the following boards or commission members stating their resignation from their respective board or commissions.

- | | | | |
|--------------------------------|--------------------|------------------------------------|--------------|
| • Adam Gagnon | Full Member | Board Assessment Appeals | 12/23 |
| • Veronica Rosario | Full Member | Historic District | 12/23 |
| • Kim Knapp | Full Member | In-Land Wetlands Commission | 12/23 |
| • Carol Noel | Full Member | Planning & Zoning | 12/23 |
| • Harrison Amadusun Jr. | Full Member | Zoning Board of Appeals | 12/23 |

Please place these resignations on the January 2, 2024 Town Council agenda and share our appreciation as a community for the valuable service this member has provided by volunteering her time on the above mentioned commission.

C: K. Bilodeau, Town Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 28, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: Hartford Foundation for Public Giving Summer Enrichment 2024 grant program

The Town of East Hartford is looking to apply to the Hartford Foundation for Public Giving for funding under the Summer Programming 2024 grant program for funds to expand enrichment opportunities for participants in East Hartford Parks & Recreation Sunburst Camp, which serves campers with disabilities ages 6 – 21.

This grant will supplement existing funds for enrichment to enable the library to offer enhanced opportunities for Sunburst campers during summer 2024: more programs offered by outside presenters and more hours from library outreach staff on site at the camp location.

Please place this item on the Town Council agenda for January 2, 2024 meeting.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
Sarah Morgan, Library Director

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Connor Martin

FROM: Paul O'Sullivan, Grants Manager

SUBJECT: Council Resolution – Hartford Foundation for Public Giving Summer Enrichment 2024 grant program

DATE: November 29, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Hartford Foundation for Public Giving for funding under the Summer Programming 2024 grant program for funds to expand enrichment opportunities for participants in East Hartford Parks & Recreation Sunburst Camp, which serves campers with disabilities ages 6 – 21.

The Hartford Foundation's Summer Programming grant primarily supports programs for Hartford youth. However, the grant may also be used to support programs for people with disabilities across the region, including in East Hartford.

The East Hartford Public Library has offered enrichment programming for Parks & Recreation campers since summer 2021. This grant will supplement existing funds for enrichment to enable the library to offer enhanced opportunities for Sunburst campers during summer 2024: more programs offered by outside presenters and more hours from library outreach staff on site at the camp location.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 12, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Sarah Morgan, Library Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Hartford Foundation for Public Giving Summer Programming 2024

Funder: Hartford Foundation for Public Giving

Grant Amount: \$5,000

Frequency: One time Annual Biennial Other _____

First year received:	<u>N/A</u>		
Last 3 years received:	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Funding level by year:	<u>\$ N/A</u>	<u>\$ N/A</u>	<u>\$ N/A</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: To provide people of all ages with disabilities across the region with an enriching summer experience

Results achieved: Through a combination of summer learning, enrichment, and recreation to foster academic, developmental, and personal skills by using engaging strategies that campers will enjoy.

Duration of grant: Summer 2024

Status of application: Under development

Meeting attendee: Library Director Sarah Morgan, x4340

Comments: None

I, Jason Marshall, 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 12th day of December, 2023

R E S O L U T I O N

WHEREAS; the Hartford Foundation for Public Giving has made funding available through the Summer Programming 2024 grant program, and

WHEREAS; this program can provide funding and resources needed to expand enrichment opportunities for participants in Sunburst Camp,

NOW THEREFORE LET IT BE RESOLVED; that Connor Martin, 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 Hartford Foundation for Public Giving as they pertain to this Summer Programming 2024 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 December, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk

allocation

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD

PHONE (860) 291-7280
FAX (860) 282-2978

740 MAIN STREET
EAST HARTFORD, CONNECTICUT 06108

WWW.EASTHARTFORDCT.GOV

VERONICA ROSARIO
DEMOCRATIC REGISTRAR OF VOTERS
(860) 291-7281

MARY J. MOUREY
REPUBLICAN REGISTRAR OF VOTERS
(860) 291-7282

December 20, 2023

Connor Martin
Mayor
Town of East Hartford
740 Main St.
East Hartford, CT 06108

Dear Mayor Martin:

The Office of the Secretary of the State has provided a grant for \$10,500.00 to each municipality for costs related to implementing and conducting early voting.

We understand that our town ordinance requires the mayor's signature and the Town Council's approval to apply for and accept this grant.

Attached is the agreement form that was emailed to us requiring signatures of the registrars, authorized town official signature and to be returned no later than December 31, 2023. The form was edited to state that "[t]he signature below and acceptance of funds is contingent upon approval by the East Hartford town council at their next regularly scheduled meeting on January 2, 2024."

We understand that the town council will be meeting on January 2, 2024 and hope that this can be acted on at this meeting.

Thank you for your consideration on this matter.

Sincerely,

Mary Mourey
Registrar of Voters

Veronica Rosario
Registrar of Voters

cc: Katerine Tchelidze
Robert Fitzgerald
Mellissa McCaw
Kelly Bilodeau
Jessenia Martinez



Office of the Secretary of the State
 State of Connecticut
 165 Capitol Avenue, Suite 1000
 P.O. Box 150470, Hartford, CT 06115-0470

Stephanie Thomas
 Secretary of the State

Jacqueline A. Kozin
 Deputy Secretary of the State

Municipality Name:
 Address:

East Hartford
 740 Main St. East Hartford, CT 06108

1 December 2023

Pursuant to Public Act 23-204, the Connecticut Secretary of the State will provide a grant in the amount of \$10,500 to each municipality for costs related to implementing and conducting early voting.

The Secretary of the State will distribute the grants starting in January 2024, contingent on municipalities detailing their intended use of the funds and returning this signed agreement. This funding is provided as a sub-recipient, one-time grant. Please note:

- Acceptable utilization of funds includes costs directly tied to changes necessary to implement early voting; examples include but are not limited to labor costs, printing costs, location-related expenses, voter education, or equipment and supplies.
- Funds are to be fully expended by December 31, 2024
- Prior to January 31, 2025, your town must report expenditures to the Office of the Secretary of State. Reports must include backup information such as a ledger report from your financial system or copies of purchase orders and invoices.
- If funds are not fully utilized prior to December 31, 2024, contact the Office of the Connecticut Secretary of the State at mss@ct.gov to request an extension on utilization, including intended use of remaining funding.
- By accepting funds, the town agrees that it will comply with applicable public auditing requirements, in accordance with the provisions of Sections 7-394a and 7-396a of the Connecticut General Statutes.
- By accepting funds, the town agrees that it is compliant with all applicable state and federal non-discrimination laws.
- The signature below and acceptance of funds is contingent upon approval by the east Hartford town council at their next regularly scheduled meeting on January 2, 2024.

By signing below, I agree to the information above. Please keep a copy for your records.

My town intends to utilize funds for:

Roll worker compensation and ballot printing costs for the implementation of Early voting for the PPP.

Authorized town official signature:

[Handwritten Signature]

Authorized town official title:

Mayor

Date:

12/21/2023

Registrar signature:

[Handwritten Signature]

Registrar signature:

[Handwritten Signature]

Please return as soon as possible via email to mss@ct.gov, but no later than 12/31/23.

Secretary of the State* ☎ 860-509-6200 🌐 www.portal.ct.gov/sots

Business Services Division ☎ 860-509-6002 ✉ bsd@ct.gov Legislation & Election Administration Division ☎ 860-509-6100 ✉ lead@ct.gov

*The State of Connecticut is an Affirmative Action/Equal Opportunity Employer.

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Early Voting Implementation Grant

Funder: CT Secretary of State's Office

Grant Amount: \$10,500.00

Frequency: One time Annual Biennial Other _____

First year received:	<u>N/A</u>		
Last 3 years received:	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Funding level by year:	<u>\$ N/A</u>	<u>\$ N/A</u>	<u>\$ N/A</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: To help defray costs to municipalities related to implementing and conducting early voting

Results achieved: Facilitation of compliance with new early voting statute

Duration of grant: Funds are to be fully expended by December 31, 2024

Status of application: Submitted. Grant deadline did not allow for Council consideration prior to due date. If Council approval is not secured, application will be withdrawn.

Meeting attendee: To be determined

Comments: None

The Office of Governor Ned Lamont

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Governor Lamont Signs Legislation Establishing Early Voting in Connecticut Elections and Primaries

Press Releases



STATE OF CONNECTICUT

GOVERNOR NED LAMONT

06/07/2023

Governor Lamont Signs Legislation Establishing Early Voting in Connecticut Elections and Primaries

(HARTFORD, CT) – Governor Ned Lamont today signed legislation into law creating a system of early voting for general elections, special elections, and primaries in Connecticut.

The legislation, **Public Act 23-5** (https://www.cga.ct.gov/asp/cgabillstatus/cgabillstatus.asp?which_year=2023&selBillType=Bill&bill_num=5004), requires 14 days of early voting for general elections, 7 days of early voting for most primaries, and 4 days of early voting for special elections and presidential preference primaries. It will apply to elections and primaries that occur on or after January 1, 2024. Every municipality in the state will be required to establish at least one early voting location and has the option of establishing more.

Connecticut is one of the last states in the nation to adopt a system of early voting. Now that Governor Lamont has signed this bill, the only states that do not permit early voting are Alabama, Mississippi, and New Hampshire. All other states allow it.

“Encouraging voters to cast a ballot in elections must be a priority for any functioning democracy, and expanding the hours that voters can cast a ballot will give more people an opportunity to get to their polling place and vote,” **Governor Lamont said**. “In today’s economy, it is not realistic to expect every eligible voter to travel in person to one specific location during a limited set of hours on a Tuesday to cast their ballot. Nearly every other state in our country has early voting, and I am glad that Connecticut is finally joining them. Based on the results of last year’s election during which Connecticut voters were asked whether they want early voting, it is clear that this is something people here are demanding. I applaud the bipartisan members of the General Assembly who voted to send this bill to my desk, and I thank the advocates – including former Secretary of the State Denise Merrill and Secretary of the State Stephanie Thomas – for their efforts to work with our municipalities to create this system. I am glad to put my signature on this bill.”

“Many people do not have the privilege of taking time off work, coming in a little late, or leaving a little early to cast their vote on Election Day,” **Lt. Governor Susan Bysiewicz said**. “By giving residents more time to vote, this bill will make it easier for everyone – especially our seniors, students, and working families – to exercise this important constitutional right. I’m proud that Connecticut is catching up to the vast majority of our fellow states that allow for early voting. Thank you to Governor Lamont, Secretary of the State Stephanie Thomas, former Secretary of the State Denise Merrill, and so many others who worked to pass this important bill.”

The bill passed the House of Representatives on May 4, 2023, on a bipartisan vote of 107-35, with nine people absent. It passed in the Senate on May 31, 2023, on a bipartisan vote of 27-7, with two people absent.

Twitter: [@GovNedLamont](https://twitter.com/GovNedLamont) (<https://twitter.com/GovNedLamont>)

Facebook: [Office of Governor Ned Lamont](https://www.facebook.com/GovNedLamont) (<https://www.facebook.com/GovNedLamont>)

I, Jason Marshall, 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 ____ day of January, 2024

R E S O L U T I O N

WHEREAS; the Office of the Connecticut Secretary of State has made funding available to help defray the costs related to implementing and conducting early voting, and;

WHEREAS; Acceptable utilization of funds includes costs directly tied to changes necessary to implement early voting, including labor costs, printing costs, location-related expenses, voter education, equipment and supplies.

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, 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 Office of the Secretary of the State as they pertain to this Early Voting 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 January, 2024.

Seal

Signed: _____
Jason Marshall, Town Council Clerk

COMMUNITY CULTURAL CENTER ROOM 111 / MICROSOFT "TEAMS"

REAL ESTATE ACQUISITION AND DISPOSITION COMMITTEE

DECEMBER 12, 2023

PRESENT Angie Parkinson, Temporary Chair; Councillors Awet Tsegai and Tom Rup

ALSO Rich Gentile, Assistant Corporation Counsel
PRESENT

CALL TO ORDER

Chair Parkinson called the meeting to order at 6:30 p.m.

NOMINATION OF OFFICERS

Chair:

MOTION By Tom Rup
seconded by Awet Tsegai

to **appoint Angie Parkinson** as **Chair** of the Real Estate Acquisition & Disposition Committee.

Motion carried 3/0

Secretary:

MOTION By Tom Rup
seconded by Angie Parkinson

to **appoint Awet Tsegai** as **Secretary** of the Real Estate Acquisition & Disposition Committee.

Motion carried 3/0

ADOPTION OF RULES GOVERNING MEETINGS

MOTION By Awet Tsegai
seconded by Tom Rup

to **adopt** Robert's Rules of Order as the rules that shall govern parliamentary procedure at all subcommittee meetings, with the exception that (1) the Chair shall not be required to restate the motion of any Council member unless requested by another Councillor, or when in the discretion of the Chair, such restatement is necessary to avoid any confusion as to the motion; and (2) where such rules are in conflict with the provisions of the State Statutes, the Town Charter, or Town Ordinances.

Motion carried 3/0

ESTABLISHMENT OF MEETING DATES

MOTION By Awet Tsegai
seconded by Tom Rup

to **hold** meetings at the **call** of the Chair.

Motion carried 3/0

STORAGE OF RECORDS

MOTION By Awet Tsegai
seconded by Tom Rup

to **store** records in the Town Council office.

Motion carried 3/0

APPROVAL OF MINUTES

January 30, 2023 Meeting

MOTION By Tom Rup
seconded by Awet Tsegai

to **approve** the minutes of the January 30, 2023 meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

NEW BUSINESS

Need for Referral, 6.9 Acres of State Land abutting Brookside Lane

Rich Gentile, Assistant Corporation Counsel, stated that at a special meeting in January 2022 the Town Council passed a motion to accept Brookside Lane as a Town Road. It was Mr. Gentile's initial assumption that a parcel of 6.9 acres of State Land abutting Brookside Lane was included in the referral, but upon review, it appears that the land was not included. Mr. Gentile's recommendation is to have the approval of the Referral addressed at a future Town Council Meeting as a Committee of the Whole. An approval of an 8-24 report by the Planning and Zoning Commission would be required before Council's final vote.

Mr. Gentile reviewed the conditions placed on the land and its potential uses along with providing that environmental reviews of the parcel have been performed.

Clarification of Town Ownership of Small Parcels Comprising a Portion of East River Drive

Mr. Gentile provided a map and described the location of two small parcels of land that comprise part of the roadbed along the current East River Drive. While reviewing a separate matter, Mr. Gentile found original deeds and conveyance statements from 2001 that appear to never have been officially recorded into the Town's Land Records. Gentile stated that he reached out to Peter Sorokin who serves as legal counsel to the parties who initially conveyed the land and Mr. Sorokin indicated that the Town should record the deeds. As these deeds deal with acquiring property that comprise a portion of a Town road, an 8-24 review will be need to be coordinated.

MOTION By Tom Rup
 seconded by Awet Tsegai

Move that the Real Estate Acquisition and Disposition Committee recommend that, subject to receipt of a Connecticut General Statutes Section 8-24 report from the East Hartford Planning and Zoning Commission, the Town Council: (i) waive all requirements of Town Ordinances Section 10-18(b) with respect to the acquisition of two parcels of property identified on the attached deeds, which parcels of property (the "Properties") comprise a portion of the Town Road known as East River Drive, such waiver being in the best interests of the Town since the attached deeds were tendered and accepted by the Town in 2001, the Town has treated the Properties as being owned by the Town since that date, and failure to record the deeds was an error; and (ii) approve the acquisition of the Properties and the recording of the attached deeds.

Motion carried 3/0

ADJOURNMENT

MOTION By Awet Tsegai
 seconded by Tom Rup

to **adjourn** (6:46 p.m.)

Motion carried 3/0.

cc: Town Council
 Connor Martin, Mayor
 Rich Gentile, Assistant Corporation Counsel
 Eileen Buckheit, Director of Development



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



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

Phone: (860) 594-2465

October 17, 2023

Mr. Richard P. Gentile
Assistant Corporation Counsel
Town of East Hartford
740 Main Street
East Hartford, CT 06108

Dear Attorney Gentile:

Subject: State Land – East Hartford
File No. 42-216-9E
Public Act No. 17-238, Section 1, amending Special Act No. 15-1, Section 9

Please be advised that the Department of Transportation (Department) has received final approval and is now ready to close.

The amount due at closing, in the form of a **bank check** made payable to “**Treasurer, State of Connecticut**”, is \$1,000.00.

Enclosed is a copy of the executed deed, release maps, and closing report. Please sign two copies of the closing report and forward them to this office together with the payment of \$1,000.00.

Upon receipt of the above, the Department will send you by Certified Mail, a copy of the closing report, the original executed deed, fixed line mylar and the tax exempt form for you to file in the East Hartford Town Hall.

In the interim, should you have any questions, please contact me.

Sincerely,

Christie A. LaBella
Property Agent 2
Property Management Section
Division of Rights of Way

cc: The Honorable Michael Walsh
Mayor of East Hartford

Enclosures

RELEASE NEGOTIATION AND CLOSING REPORT

Public Act No. 17-238 amending

June Special Session,

Special Act No. 15-1, Section 9

TYPE OF SALE

BUYERS NAME Town of East Hartford

(as to appear on deed)

ADDRESS 740 Main Street
East Hartford, CT 06108

TOWN East Hartford

ROAD Roberts Street

FILE NO. 42-216-9E

FED. PROJ. NO. _____

CONTACT AT Mayor Michael Walsh
(860) 291-7201

REGISTERED

VALUE N/A RELEASE PRICE \$1,000

TERMS OF SALE Administrative Costs DEPOSIT \$0

TYPE OF LAND 6.9± acres of vacant land BALANCE DUE \$1,000.00

RESERVATIONS IN RELEASE DEED
Section 9 and the Flood Management Certificate

See attached Public Act 17-238 Section 1/Special Act No. 15-1

STATE FILE NO.	FORMER OWNER	DEED TYPE/ VOLUME/PAGE	APPROX. ORIGINAL PURCH. PRICE/SZ.	DATE OF DEED
See Attached				

FED. PARTICIPATING _____ ORIG. CODING _____

REMARKS _____

CODING _____

ROW/CONST. MAP NOS.

RELEASE DEED
DELIVERED IN
PERSON

SIGNED

DATE

RELEASE DEED
DELIVERED BY
MAIL

SIGNED

DATE

AGENCY REPRESENTATIVE

DATE

RELEASE NEGOTIATION AND CLOSING REPORT

Public Act No. 17-238 amending
 June Special Session,
Special Act No. 15-1, Section 9

TYPE OF SALE

BUYERS NAME Town of East Hartford
 (as to appear on deed)
ADDRESS 740 Main Street
East Hartford, CT 06108

TOWN East Hartford
ROAD Roberts Street
FILE NO. 42-216-9E
FED. PROJ. NO. _____

CONTACT AT Mayor Michael Walsh
(860) 291-7201

REGISTERED VALUE	<u>N/A</u>	RELEASE PRICE	<u>\$1,000</u>
TERMS OF SALE	<u>Administrative Costs</u>	DEPOSIT	<u>\$0</u>
TYPE OF LAND	<u>6.9± acres of vacant land</u>	BALANCE DUE	<u>\$1,000.00</u>

RESERVATIONS IN RELEASE DEED See attached Public Act 17-238 Section 1/Special Act No. 15-1
Section 9 and the Flood Management Certificate

STATE FILE NO.	FORMER OWNER	DEED TYPE/ VOLUME/PAGE	APPROX. ORIGINAL PURCH. PRICE/SZ.	DATE OF DEED
See Attached				

FED. PARTICIPATING _____ **ORIG. CODING** _____

REMARKS _____

CODING _____

ROW/CONST. MAP NOS.

**RELEASE DEED
 DELIVERED IN
 PERSON**

SIGNED _____ **DATE** _____

**RELEASE DEED
 DELIVERED BY
 MAIL**

SIGNED _____ **DATE** _____

AGENCY REPRESENTATIVE _____ **DATE** _____

Return to:
Town of East Hartford
740 Main Street
East Hartford, CT 06108

Copy

QUIT-CLAIM DEED

STATUTORY FORM

KNOW YE, that the State of Connecticut, acting herein by Erick A. Russell, Treasurer of the State of Connecticut, under authority granted by Section 9 of Special Act No. 15-1 of the General Assembly of the State of Connecticut, approved July 6, 2015, as amended by Section 1 of Public Act 17-238 of the General Assembly of the State of Connecticut, approved July 11, 2017 (collectively, the "Special Act"), and with the approval of the State Properties Review Board of the State of Connecticut, for consideration paid One Thousand Dollars (\$1,000.00), does hereby give, grant, bargain, sell and convey to the Town of East Hartford, a Municipal corporation existing under the laws of the State of Connecticut, and having its territorial limits within the County of Hartford and State of Connecticut, with QUIT-CLAIM COVENANTS,

That certain parcel of land, located in the Town of East Hartford, County of Hartford and State of Connecticut situated on the northwesterly side of Present Interstate 84 (Ramp "D") and Present Roberts Street (S.R. 518), at the intersection of Present Brookside Lane containing 6.9 acres, more or less, and more particularly shown on a map to be filed in the East Hartford Town Clerk's Office entitled, "TOWN OF EAST HARTFORD MAP SHOWING LAND RELEASED TO TOWN OF EAST HARTFORD BY THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION INTERSTATE 84 (LIMITED ACCESS HIGHWAY) SCALE 1" = 40' NOVEMBER 2019 MARK D. ROLFE, P.E. CHIEF ENGINEER - BUREAU OF ENGINEERING AND CONSTRUCTION", TOWN NO. 42, PROJECT NO. 42-216, SERIAL NO. 9E, SHEETS 1 AND 2 OF 2. Last revised 10/12/22, and bounded and described as follows:

- SOUTHEASTERLY by Present Roberts Street (S.R. 518), a distance of 154 feet, more or less, by a line designated "RELEASE LINE & NON-ACCESS HIGHWAY LINE", as shown on Sheet 1 of 2 of said map set;
- SOUTHERLY by said Present Roberts Street (S.R. 518) and Present Interstate 84 (Ramp "D"), each in part, a total distance of 972.68 feet, by a line designated "RELEASE LINE & NON-ACCESS HIGHWAY LINE", as shown on Sheets 1 and 2 of 2 of said map set;
- EASTERLY by Present Interstate 84 (Ramp "D"), 30 feet, by a line designated "RELEASE LINE & NON-ACCESS HIGHWAY LINE", as shown on Sheet 2 of 2 of said map set;
- SOUTHEASTERLY by said Present Interstate 84 (Ramp "D"), a total distance of 828.65 feet, by a line designated "RELEASE LINE & NON-ACCESS HIGHWAY LINE", as shown on Sheet 2 of 2 of said map set;
- WESTERLY by land now or formerly of the Town of East Hartford, 125 feet, more or less, by a line designated "RELEASE LINE & PROPERTY LINE", as shown on Sheet 2 of 2 of said map set;

CO PM

Town of East Hartford
42-216-9E

NORTHERLY by land now or formerly of East Hartford Equipment Corp., 143 feet, more or less, by a line designated "RELEASE LINE & PROPERTY LINE", as shown on Sheet 2 of 2 of said map set;

NORTHWESTERLY by said land now or formerly of East Hartford Equipment Corp., 864 feet, more or less, by a line designated "RELEASE LINE & PROPERTY LINE", as shown on Sheets 1 and 2 of 2 of said map set;

WESTERLY by said land now or formerly of East Hartford Equipment Corp., 56 feet, more or less, by a line designated "RELEASE LINE & PROPERTY LINE", as shown on Sheet 1 of 2 of said map set;

generally
NORTHERLY by Present Brookside Lane, a total distance of 909 feet, more or less, by a line designated "RELEASE LINE & STREET LINE", as shown on Sheet 1 of 2 of said map set;

NORTHERLY by said Present Brookside Lane, 56 feet, more or less, by a line designated "RELEASE LINE & STREET LINE", as shown on Sheet 1 of 2 of said map set;

NORTHEASTERLY by said Present Brookside Lane, 205 feet, more or less, by a line designated "RELEASE LINE & STREET LINE", as shown on Sheet 1 of 2 of said map set.

For the State's source of title to the premises herein conveyed, reference is made to acquisitions by the State of Connecticut from the Town of East Hartford, as contained in a Quit-Claim Deed, dated February 27, 1984 and recorded in Volume 866 at Page 87 of the East Hartford Land Records, and through Eminent Domain proceedings against Texaco Inc., as evidenced by a Certificate of Condemnation recorded on August 31, 1983 in Volume 834 at Page 66 of said Land Records, against Mary Anne James, as evidenced by a Certificate of Condemnation recorded on September 7, 1982 in Volume 795 at Page 114 of said Land Records, against E.M.F. Incorporated, as evidenced by a Certificate of Condemnation recorded on May 19, 1982 in Volume 785 at Page 80 of said Land Records, against Emil L. Downey et al, as evidenced by a Certificate of Condemnation recorded on April 5, 1983 in Volume 814 at Page 120 of said Land Records, against Ardprop, Inc. as evidenced by a Certificate of Condemnation recorded on August 22, 1983 in Volume 833 at Page 49 of said Land Records, against The East Hartford Equipment Corporation, as evidenced by a Certificate of Condemnation recorded on December 19, 1983 in Volume 846 at Page 349 of said Land Records, and an Affidavit from the Department of Emergency Services and Public Protection (DESPP) dated February 24, 2016 and recorded in Volume 3588 at Page 314 of said land records.

Reserving unto the State of Connecticut, Department of Transportation, its successors and assigns, a drainage right of way under, over and across a portion of the premises herein conveyed, as more particularly shown on said map. The State of Connecticut, its successors and assigns, further reserves a full and perpetual right and privilege to enter upon the said premises by its officers, employees, servants and agents, for the purpose of constructing, building, maintaining, cleaning, repairing, reconstructing and inspecting, at all times a drain or pipe, with appurtenances thereto, upon, over, under and across said easement, together with the further right to flow water through said drain or pipe.

The above-described premises are conveyed subject to such rights and easements as may appear of record, and to any state of facts which an inspection of the premises may show, including but not limited to an easement in favor of The Hartford Electric Light Company, an easement to drain in favor of the Town of East Hartford, an easement to slope in favor of the Town of East Hartford, and an easement to drain in favor of the East Hartford Equipment Corp., all as more particularly shown on said map.

Town of East Hartford
42-216-9E

COM

All rights of Ingress and Egress are specifically denied, directly to and from Present Interstate Route 84 (Ramp D) and Present Roberts Street (S.R. 518), from and to the land herein conveyed, as more particularly shown on said map.

The above-described premises are conveyed subject to any and all provisions of any ordinance, municipal regulation, or public or private law.

By acceptance of this deed, the Grantee, for itself and its successors and assigns, further understands and agrees that the above-described premises are subject to a Connecticut Department of Energy and Environmental Protection License – Flood Management Certification Approval, a copy of which is attached to this deed as Exhibit A License No. 202112522-FM (the "License"). As a condition of the License, Grantor is required to condition any transfer or disposal of state property that may be located within a FEMA flood zone. Such condition requires, as part of a property transfer agreement or other legally binding contract, require that the new owner may not construct within or use any part of the property located in the flood zone in such a way as may promote development within the floodplain or could in any way violate the National Flood Insurance Program requirements as administered and enforced by the municipality within which the property resides. By acceptance of this deed, the Grantee, for itself and its successors and assigns, agrees to comply with such terms, conditions, and restrictions as set forth above and as more particularly set forth in the License.

In accordance with the Special Act, the above-described parcel of land is conveyed with the special limitation that the Town of East Hartford shall use said parcel of land for municipal or economic development purposes. If, the Town of East Hartford does not use said parcel for said purposes, does not retain ownership of said parcel other than a sale for municipal or economic development purposes, or leases all or any portion of said parcel other than a lease for municipal or economic development purposes, the above-described parcel of land shall revert to the State of Connecticut. Any sale or lease of said parcel in accordance with the section shall be for the fair market value of the property or lease of said property, as determined by the average of the appraisals of two independent appraisers selected by the Commissioner of Transportation. Any funds received by the Town of East Hartford from a sale or lease of said parcel in accordance with the Special Act shall be transferred to the State Treasurer for deposit in the Special Transportation Fund.

Town of East Hartford
42-216-9E

COPY

Signed this 16th day of August, A.D. 2023.

Witnessed by:

Mary Johnson
Witness Mary Johnson

State of Connecticut

By E. Russell (L.S.)
Erick A. Russell
Treasurer
Duly Authorized

Kevin Alvarez
Witness Kevin Alvarez

STATE OF CONNECTICUT)
) ss: Hartford
COUNTY OF HARTFORD)

The foregoing instrument was acknowledged before me this 16th day of August, A.D. 2023, by Erick A. Russell, Treasurer of the State of Connecticut.

My Commission Expires

[Signature]
Notary Public Commission of the Superior Court

This conveyance is made with the approval of the undersigned in conformity with Special Act No. 15-1, Section 9, Subsection (c).

State Properties Review Board

By [Signature] 9/21/2023
Prwin S. Greenberg, Chairman (Date)
State Properties Review Board
State of Connecticut
Duly Authorized

APPROVED AS TO FORM:
William Tong, Attorney General

By [Signature]
Jeffrey Zeman
Assistant Attorney General
Duly Authorized

Date: 9/26/23

COPY



Substitute House Bill No. 7278

Public Act No. 17-238

AN ACT CONCERNING THE CONVEYANCE OF CERTAIN PARCELS AND EASEMENTS OF STATE LAND, THE REDEVELOPMENT OF PROPERTY IN THE TOWN OF PRESTON AND A REQUIREMENT TO APPRAISE CERTAIN MUNICIPAL PROPERTY PRIOR TO SALE.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (b) of section 9 of special act 15-1 of the June special session is amended to read as follows (*Effective from passage*):

(b) The town of East Hartford shall use said parcels of land for municipal or economic development purposes. If the town of East Hartford:

- (1) Does not use any of said parcels for said purposes;
- (2) Does not retain ownership of any of said parcels other than a sale for municipal or economic development purposes; or
- (3) Leases all or any portion of any of said parcels other than a lease for municipal or economic development purposes,

the parcel at issue shall revert to the state of Connecticut. Any sale or lease of said parcels in accordance with this section shall be for the fair market value of the property or lease of said property, as determined

Substitute House Bill No. 7278

by the average of the appraisals of two independent appraisers selected by the Commissioner of Transportation. Any funds received by the town of East Hartford from a sale or lease of said parcels in accordance with this [section] subsection shall be transferred to the State Treasurer for deposit in the Special Transportation Fund.

Sec. 2. (*Effective from passage*) (a) Notwithstanding any provision of the general statutes, the Commissioner of Transportation shall convey to the town of Fairfield a parcel of land located in the town of Fairfield, at a cost equal to the administrative costs of making such conveyance. Said parcel of land has an area of approximately 7.23 acres and is identified as 5695 Park Avenue, Lot 4 of town of Fairfield Tax Assessor's Map 14. The conveyance shall be subject to the approval of the State Properties Review Board.

(b) The town of Fairfield shall use said parcel of land for recreational and open space purposes. If the town of Fairfield:

- (1) Does not use said parcel for said purposes;
- (2) Does not retain ownership of all of said parcel; or
- (3) Leases all or any portion of said parcel,

the parcel shall revert to the state of Connecticut.

(c) The State Properties Review Board shall complete its review of the conveyance of said parcel of land not later than thirty days after it receives a proposed agreement from the Department of Transportation. The land shall remain under the care and control of said department until a conveyance is made in accordance with the provisions of this section. The State Treasurer shall execute and deliver any deed or instrument necessary for a conveyance under this section, which deed or instrument shall include provisions to carry out the purposes of subsection (b) of this section. The Commissioner of

Substitute House Bill No. 7278

agreement with the redeveloper, if otherwise permitted by section 12-65b or 12-125b of the general statutes. Notwithstanding any provision of the general statutes, the existence of such redevelopment agency shall not be discontinued prior to the expiration of the term of the agreement with such redeveloper.

Sec. 15. Section 6 of special act 14-23 is repealed. (*Effective from passage*)

Approved July 11, 2017



House Bill No. 7101

June Special Session, Special Act No. 15-1

AN ACT CONCERNING THE CONVEYANCE OF CERTAIN PARCELS OF STATE LAND AND AMENDING THE CHARTERS OF THE BOROUGH OF FENWICK AND THE GIANTS NECK BEACH ASSOCIATION.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. (*Effective from passage*) (a) Notwithstanding any provision of the general statutes, the Commissioner of Transportation shall convey to the city of New Haven a parcel of land located in the city of New Haven, at a cost equal to the administrative costs of making such conveyance. Said parcel of land has an area of approximately 4.5 acres and is identified as the parcel of land located at 101 College Street, bounded by Church Street, Martin Luther King Jr. Boulevard, College Street and South Frontage Road, and further identified as a portion of the parcel on the map entitled "Connecticut Department of Transportation, Bureau of Highways, Right of Way Map, Town of New Haven, Oak Street Connector, From Howe Street Easterly to the Connecticut Turnpike, dated February 20, 1975, Map Number 92-10, Sheet No. 2 of 3." The conveyance shall be subject to the approval of the State Properties Review Board.

(b) The city of New Haven shall use said parcel of land to be conveyed for economic development purposes. If the city of New

House Bill No. 7101

and is identified as the release area depicted in a map entitled "Compilation Plan, Town of New Milford, Map Showing Land Released to- By the State of Connecticut Department of Transportation, Danbury Road (U.S. Routes 7 & 202) at Sullivan Road, Scale 1:500, Thomas A. Harley, P.E., December 2014, Town No. 95, Project No. 95-219, Serial No. 24A, Sheet 1 of 1". The conveyance shall be subject to the approval of the State Properties Review Board.

(b) The town of New Milford shall use said parcel of land for open space purposes. If the town of New Milford:

- (1) Does not use said parcel for said purposes;
- (2) Does not retain ownership of all of said parcel; or
- (3) Leases all or any portion of said parcel,

the parcel shall revert to the state of Connecticut.

(c) The State Properties Review Board shall complete its review of the conveyance of said parcel of land not later than thirty days after it receives a proposed agreement from the Department of Transportation. The land shall remain under the care and control of said department until a conveyance is made in accordance with the provisions of this section. The State Treasurer shall execute and deliver any deed or instrument necessary for a conveyance under this section, which deed or instrument shall include provisions to carry out the purposes of subsection (b) of this section. The Commissioner of Transportation shall have the sole responsibility for all other incidents of such conveyance.

Sec. 9. (*Effective from passage*) (a) Notwithstanding any provision of the general statutes, (1) the Commissioner of Emergency Services and Public Protection shall convey to the Department of Transportation eight parcels of land located in the town of East Hartford, and (2) the

House Bill No. 7101

Commissioner of Transportation shall convey said eight parcels of land to the town of East Hartford, at a cost equal to the administrative costs of making such conveyance. The first parcel of land has an area of approximately 1.76 acres and is identified as Lot 6A on East Hartford Assessor's Map 24 and is located at 410 Roberts Street. The second parcel of land has an area of approximately .66 acre and is identified as Lot 6B on East Hartford Assessor's Map 24 and is located at 420 Roberts Street. The third parcel of land has an area of approximately .34 acre and is identified as Lot 6C on East Hartford Assessor's Map 24 and is located at 430 Roberts Street. The fourth parcel of land has an area of approximately 1.36 acres and is identified as Lot 6D on East Hartford Assessor's Map 24 and is located at 432 Roberts Street. The fifth parcel of land has an area of approximately .58 acre and is identified as Lot 6E on East Hartford Assessor's Map 24 and is located at 464 Roberts Street. The sixth parcel of land has an area of approximately 1.21 acres of land is identified as Lot 6F on East Hartford Assessor's Map 24 and is located at 470 Roberts Street. The seventh parcel of land has an area of approximately .03 acre and is identified as Lot 6G on East Hartford Assessor's Map 24 and is located at 478 Roberts Street. The eighth parcel of land has an area of approximately 4.04 acres of land and is identified as Lot 6H on East Hartford Assessor's Map 24 and is located at 480 Roberts Street. The conveyance of said parcels to the town of East Hartford shall be subject to the approval of the State Properties Review Board.

(b) The town of East Hartford shall use said parcels of land for economic development purposes. If the town of East Hartford:

- (1) Does not use any of said parcels for said purposes;
- (2) Does not retain ownership of any of said parcels other than a sale for economic development purposes; or
- (3) Leases all or any portion of any of said parcels other than a lease

House Bill No. 7101

for economic development purposes,

the parcel at issue shall revert to the state of Connecticut. Any sale or lease of said parcels in accordance with this section shall be for the fair market value of the property or lease of said property, as determined by the average of the appraisals of two independent appraisers selected by the Commissioner of Transportation. Any funds received by the town of East Hartford from a sale or lease of said parcels in accordance with this section shall be transferred to the State Treasurer for deposit in the Special Transportation Fund.

(c) The State Properties Review Board shall complete its review of the conveyance of said parcels of land to the town of East Hartford not later than thirty days after it receives a proposed agreement from the Department of Transportation. The land shall remain under the care and control of said department until a conveyance is made in accordance with the provisions of this section. The State Treasurer shall execute and deliver any deed or instrument necessary for a conveyance under this section, which deed or instrument shall include provisions to carry out the purposes of subsection (b) of this section. The Commissioner of Transportation shall have the sole responsibility for all other incidents of such conveyance.

Sec. 10. Section 15 of special act 07-11, as amended by section 4 of public act 10-1 of the June special session, is amended to read as follows (*Effective from passage*):

(a) Notwithstanding any provision of the general statutes, the Commissioner of Transportation shall convey to the Bridgeport Port Authority a parcel of land located in the city of Bridgeport, at a cost equal to the administrative costs of making such conveyance. Said parcel of land has an area of approximately 1.008 acres and is identified as a certain parcel of land situated in the city of Bridgeport, county of Fairfield, and state of Connecticut, being more particularly

House Bill No. 7101

Sec. 24. Section 3 of special act 14-23 is repealed. (*Effective from passage*)

Approved July 6, 2015



EXHIBIT A

Bureau of Water Protection and Land Reuse
Land & Water Resources Division

79 Elm Street • Hartford, CT 06106-5127

portal.ct.gov/DEEP

Affirmative Action/Equal Opportunity Employer

Connecticut Department of Energy and Environmental Protection License*

Flood Management Certification Approval

Licensee(s): Connecticut Department of Transportation

Licensee Address(s): 2800 Berlin Turnpike
Newington, CT 06131-7546

License Number(s): 202112522-FM

Municipality: Statewide

Project Description: Flood Management General Certification for Statewide Minor Activities

Project Address/Location: Statewide

Waters: Statewide

Authorizing CT Statute(s) and/or Federal Law: CGS Section 25-68b to h

Applicable Regulations of CT State Agencies: 25-68h-1 to 3

Agency Contact: Land & Water Resources Division,
Bureau of Water Protection & Land Reuse, 860-424-3019

License Expiration: Ten (10) years from the date of issuance of this license.

Project Site Plan Set: "CTDOT Standard Sheets," 26 Sheets, prepared by CT DOT Office of Engineering, approved 07-14-2020.

License Enclosures: LWRD General Conditions; CTDOT Standard Sheets; Categories of Minor Activities

*Connecticut's Uniform Administrative Procedure Act defines License to include, "the whole or part of any agency permit, certificate, approval, registration, charter or similar form of permission required by law . . ."

Authorized Activities:

The Licensee is hereby authorized to conduct the following work as described in application # 202112522 and as depicted on any site plan sheets / sets cited herein:

Conduct, on an as-needed basis, the following activities in accordance with “*Categories of Minor Activities*,” attached hereto:

1. Minor Safety Improvements, Streetscape, and Transportation Facility and Enhancement Projects;
2. Roadway Repair, Repaving, Maintenance and Underground Utilities;
3. Minor Stormwater Drainage Improvements;
4. Removal of Sediment or Debris from a Floodplain;
5. Wetland Restoration, Creation, or Enhancement;
6. Scour Repairs at Structures;
7. Guide Rail Installation;
8. Bridge Deck and Superstructure Replacements;
9. Minor Culvert and Bridge Repairs, Including Proper Containment
10. Fisheries Enhancements;
11. Surveying and Testing;
12. Bicycle / Pedestrian, Multi-Use Trails and Enhancement Projects;
13. Transfer of State Real Property; and
14. Waste Stockpile Area within the 500-year Floodplain.

Failure to comply with the terms and conditions of this license shall subject the Licensee and / or the Licensee’s contractor(s) to enforcement actions and penalties as provided by law.

This license is subject to the following Terms and Conditions:

1. **License Enclosure(s) and Conditions.** The Licensee shall comply with all applicable terms and conditions as may be stipulated within the License Enclosure(s) listed above.
2. **Erosion & Sedimentation Controls.** Proper erosion and sedimentation controls shall be utilized in conjunction with Best Management Practices as outlined in Section 1.10 of the State of Connecticut Department of Transportation *Standard Specifications for Roads, Bridge and Incidental Construction, Form 818*, as revised by the latest supplementals.
3. **Stormwater Quality.** All work shall be consistent with DEEP’s 2004 Stormwater Quality Manual as revised.
4. **Temporary Facilities.** Any temporary facilities, impact activities, or equipment requiring work or placement in a floodplain must be able to be removed in a timely manner from the site in case of a flood warning. Items designed as temporary structures in accordance with the guidelines outlined in the CTDOT Drainage Manual for Temporary Hydraulic Structures shall be exempt from this requirement.

5. **Fish Passage.** Temporary facilities shall allow for the passage of fish with minimal disturbance to the streambed.
6. **Time-of Year Restrictions.** Unconfined in-stream work will be limited to the period indicated by a sign-off from DEEP Fisheries Division. This time frame will be June 1st to September 30th unless a waiver from this restriction has been approved in writing from this Division.
7. **FMC Submittals.** Prior to commencement of any construction authorized under this General Certification, DOT must submit a copy of the completed CT DOT Hydraulics and Drainage Flood Management General Concurrence Request Form.

Issued under the authority of the Commissioner of Energy and Environmental Protection on:

March 22, 2022

Date



Brian P. Thompson
Division Director
Land & Water Resources Division

Categories of Minor Activities

1. Minor Safety improvements, Streetscape, and Transportation Facility and Enhancement Projects

Description: Projects which include minor grading and safety improvements including traffic signals, signs, sidewalks, rail platform extensions, elevated walkways, boardwalks, landscaping, light poles, and other activities similar in scope and scale. This category does not include sound barriers.

This category includes ancillary work to make rail stations and other Department facilities compliant with ADA standards, as well as allowing for stormwater improvements at such facilities which do not result in any adverse impacts to the floodplain and are compliant with the restrictions set forth in Category #3, "Minor Stormwater Drainage Improvements".

Landscape plantings will be in accordance with the most current version of the Department's *Standard Specifications for Roads, Bridges and Incidental Construction* as revised by the latest supplementals and in accordance with DEEP's "Non- Native Invasive Plant Species Policy".

Obstructions and grade increases shall not be permitted in a FEMA mapped floodway except for the following minor activities that meet the respective conditions:

- Sidewalks placed in the floodway shall be limited to six-inch maximum over the existing ground elevation and shall not reduce the hydraulic conveyance of the floodway. Any loss of conveyance must be compensated for in the same hydraulic cross section and proposed changes shall not require a map revision or require modeling.
- Plantings placed in the floodway shall be limited to a group of 10 or fewer low growing plants and shall be in ground and not increase grade.
- A single row of split rail fencing will be allowed in the floodway provided that it is parallel to flow.
- Signposts in the floodway shall be a single typical U-channel or similar sized posts and the lowest horizontal attachment to the signpost must be above the floodway elevation.
- Pedestal-mounted light posts, signals, pedestrian hybrid beacons (e.g., High-Intensity Activated Crosswalk [HAWK]), and rectangular rapid flashing beacons (RRFB) can be placed in the floodway provided a) there are no more than two, b) the mast(s) must be cylindrical, and c) they are limited to a maximum six-inch

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Application for Flood Management General Certification for Statewide Minor Activities

diameter.

Obstructions such as poles, signs, rail platforms, elevated walkways, boardwalks, plantings, and spilt rail fencing may be placed in the floodplain but not in the floodway (unless otherwise allowed as described above) provided:

- Any grade changes in the riverine floodplain will be limited to 2.0 feet maximum over the existing ground elevation.
- Grade changes shall not decrease the flood storage capacity of the riverine floodplain.
- Any fill in the riverine floodplain must be compensated for with an equal cut so that there will be no net fill below the base flood elevation.
- Compensation for the proposed fill shall occur within the same hydraulic cross section and the same reach of stream.
- Flood storage is not required by statute in tidally influenced floodplains; as such fill limitations and compensatory cut requirements are not applicable to these areas.

2. Roadway Repair, Repaving, Maintenance & Underground Utilities

Description: Milling, repaving, and associated regrading to roadsides. Also included in this category are roadway patching and repairs to existing grade and work to the subgrade of the roadway such as utility work, underdrain, and storm drain installation, excluding drainage outfalls.

This category allows up to a 4-inch increase in pavement height in a floodway fringe; no increases in the pavement height are permitted in a floodway. This category allows for the roadside to be graded to match the new pavement grade.

3. Minor Stormwater Drainage Improvements

Description: Placement of new drainage outfalls to reconfigure existing drainage systems where the proposed pipe size is 36" or less.

Activities in this category are permissible provided that a pre- and post- stormwater assessment/analysis indicates that such placement will not cause an increase in peak discharge of the receiving floodplain source, therefore, not increasing the regulatory flood elevation.

This category allows for upgrade of an existing pipe or replacement with equivalent diameter pipe at drainage outfalls, following the requirements set above. Replacement or placement of riprap aprons or preformed scour holes set no higher than existing

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grade at existing outfalls are included in this category. The design of riprap aprons and preformed scour holes shall conform to the guidelines in the Department's Drainage Manual. Placement of a flared end section as a replacement for a headwall is acceptable provided the fill matches adjacent slope limits.

4. Removal of Sediment or Debris from a Floodplain

Description: Removal of sediment or debris from a floodplain, including ditch cleaning. Removal of fill also includes the cleaning of ponds.

This category includes pond and ditch cleaning. All necessary Inland and Coastal permits must be approved. Sediment shall be disposed of in accordance with Best Management Practices as outlined in Section 1.10 of the Department's *Standard Specifications for Roads, Bridges, and Incidental Construction – Form 818*, as revised.

5. Wetland Restoration, Creation, or Enhancement

Description: Removal of material and placement of organic soils and wetland plantings. This category may include treatments and excavation to eradicate invasive species.

This category includes wetland restoration and actions necessary for creating wetland mitigation sites, e.g., placement of organic soils and wetland plantings. Any placement of material for soil amendment shall be an amount less than or equal to the material which was removed from the floodplain.

Placement of plantings alone can also be performed under this category to stabilize streambanks or other areas as well as provide plantings to replace non-native vegetation or for wildlife habitat enhancement. Plantings shall not adversely change the character of the bank or the hydraulic capacity of the waterway.

6. Scour Repairs at Structures

Description: Scour repairs which bring the streambed back to original grade. This category includes fill placed to an elevation no higher than the original grade at either bridge face or points beyond the influence of local or contraction scour. Such elevation shall be as depicted on original as-built plans (if available) or as determined in the field by the Engineer.

Unless the CTDEEP Fisheries Division has provided documented approval of plans depicting otherwise, the placement of riprap or alternate countermeasures shall be limited to local scour holes adjacent to the bridge substructure units, retaining walls, wingwalls, or culvert termini.

Designed counter measures may be covered under this category only if the countermeasures do not change the hydraulic capacity of the structure and if CTDEEP

Connecticut Department of Transportation
Application for Flood Management General Certification for Statewide Minor Activities

Fisheries Division has provided documented approval of the activity (i.e., plan sets signed by CT DEEP Fisheries staff).

Municipal projects which require no other DEEP LWRD permit approvals will only qualify for the General Certification under this item when accompanied by a completed CTDEEP Fisheries Division sign-off form.

7. Guide Rail Installation

Description: Installation, replacement, or repair of guide rails, including the use of appropriate materials under guiderail to prevent erosion and the necessary clearing and grubbing to place the system and allow for its deflection.

This category allows for installation or upgrade of guide rail systems to bring them into conformance with current safety standards. This item includes upgrades to termini, connections to bridge parapets, and the replacement of existing concrete barriers with solid barriers that are compliant with current design standards. This item includes replacement of existing metal beam rail with timber rail.

Solid safety barriers at a new location may not be placed under this item.

8. Bridge Deck and Superstructure Replacements

Description: Replacement of the superstructure or deck of a structure where both the existing and proposed low chord elevations are above the floodway elevation. This category also covers replacement activities when the low chord is below the floodway elevation when there is no change in the hydraulic opening/capacity, there is no change in the low chord elevation, and there is no change in streambed elevation above the as-built condition (as described in Category #6, "Scour Repairs at Structures").

Temporary impacts for construction include scaffolding, ladders, work platforms, sandbags, cofferdams, sedimentation control devices, and other activities similar in scope and scale necessary to perform the work. This category includes necessary modifications to the substructure to accommodate the new superstructure if the modifications do not result in a change to the hydraulic opening/capacity. No decrease in hydraulic capacity may occur because of any work under this category.

9. Minor Culvert and Bridge Repairs including proper containment.

Description: Repairs to bridges, culverts, or pipes. This category includes the following activities:

- repointing and repairs to spalling concrete and bridge joints, seats, and bearings
- upgrade of parapets or railing (open design only allowed)

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- painting and replacement of wood on wooden bridges
- cleaning, painting, and repair or replacement of steel bridge elements with proper containment to prevent debris from falling to any regulated areas below
- in-kind culvert, cut-off, wingwall, and headwall replacement
- other activities similar in scope and scale which would not diminish the hydraulic capacity of the structure.

Temporary impacts for construction may include, but are not limited to, scaffolding, ladders, cofferdams, sandbags, and sedimentation control devices necessary to perform the work or access the work site. Containment systems and work platforms hung from the bridge may also be utilized such that the temporary system does not extend below the temporary design flood elevation unless the system can be readily removed prior to the anticipated flood event. The design frequency of the temporary design flood shall be determined by the procedures outlined in the Drainage Manual.

10. Fisheries Enhancements

Description: Work in waterways to create or enhance fisheries habitat.

This category includes placement of boulders, riparian plantings, vortex rock weirs, rock vanes, log structures, wing deflectors, channel blocks, cover logs and root wads, bank cribbing, scour pool excavation, stream bank stabilization, and other activities similar in scope and scale. This category includes any temporary impacts necessary for construction.

All enhancements must be approved by the Department's H&D Unit. Boulders or groupings of boulders placed will be no wider than 20% of the stream width and no more than one boulder or boulder grouping per 300 square feet of channel. Boulders will be placed only downstream of any bridge structure. Riparian plantings will be conducted in accordance with DEEP's Non-Native Plant Species Policy. Temporary floodplain impacts for construction necessary to perform the work shall be allowed given provisions for stabilizing and restoring the access way are provided.

This item may not be used for construction of fishways or fish ladders.

11. Surveying and Testing

Description: This category includes activities such as field survey, excavation of utility test pits, physical testing, or the installation of monitoring devices to determine surface or subsurface engineering site data.

Conventional land survey activities will be accomplished in accordance with standard

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Department practice. Minor manual clearing of brush or undergrowth will be allowed to establish lines of sight necessary for geodetic survey. Soil borings using mechanical drill rigs will be allowed provided that no fill is placed for access to the drilling site. The excavation of utility test pits using mechanical excavators is acceptable providing that there is no change in the final ground elevation at the test pit site.

The installation or use of temporary or permanent monitoring devices to record or provide real time data relative to bridges, culverts, streams, or subsurface characteristics will be allowed providing that there is no resultant permanent reduction in hydraulic capacity at a waterway crossing site. Any devices shall be approved by the Department's H&D Unit.

12. Bicycle / Pedestrian, Multi Use Trails and Enhancement Projects

Description: Construction of bicycle/pedestrian pathways, multi-modal trails, Rails to Trails, and enhancement projects in a regulated floodplain. These projects may include any or a combination of the activities listed below on the same project. The Project Engineer must indicate in their submission where each proposed activity will take place, along with a corresponding site number.

Projects in this category must comply with all applicable requirements described in Category #1, "Minor Safety Improvements, Streetscape, and Transportation Facility Projects". Independent functionality must be evident in project termini, and/or the project must provide links between or to other existing trails. Proper containment and water handling must be included in the plans for activities involving work in water.

- Rehabilitation or removal of existing structures in a floodplain or floodway such as piers, abutments, crib walls, and retaining walls. No new structures are allowed in a floodway under this category.
- Placement of retaining walls, crib walls, or similar structure in the floodplain with the purpose of decreasing the overall fill in the floodplain. Elevated walkways, boardwalks, and like structures are also permissible under this category. This activity must not have an adverse impact on flood flow conveyance.
- Construction of portions of the trail itself may be within a regulated floodway provided that the path or trail itself is constructed at grade. In these areas, only split rail fencing will be allowed.
- Rehabilitation or re-use of an existing structure to carry the trail where there is no decrease in the hydraulic opening. Work under this category may include a new deck, various concrete repairs, and placement of open type design parapets and railing.

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Application for Flood Management General Certification for Statewide Minor Activities

- Minor modifications to structures at the same location with minor re-alignments to better accommodate stream flows. This category allows for replacement or extension of abutments, wingwalls, headwalls, and cutoff walls where there is no adverse effect to the floodway and floodplain
- Placement of new culvert on new location in the floodplain in order to capture drainage or convey a small watercourse which is in conformance with the restrictions set forth in Item #3 — “Minor Stormwater Drainage Improvements”. Culverts deemed to be carrying a watercourse must be depressed one foot below the streambed, meet the ACOE openness ratio, and are limited to an effective opening of 36”.

13. Transfer of State Real Property

Description: Transfer/disposal of State real property.

A proposed transfer of real property belonging to the State and being within or affecting a floodplain must, as part of the property transfer agreement or other legally binding contract, require that the new owner may not construct within or use any part of the property located in the flood zone in such a way as may promote development within the floodplain or could in any way violate the National Flood Insurance Program requirements as administered and enforced by the municipality within which the property resides. A recording that will be added to the property’s land record restricting construction or use as described above shall satisfy this requirement.

14. Waste Stockpile Area within the 500-year Floodplain

Description: Use of a Waste Stockpiles Areas within the 0.2 per cent (500-year) floodplain (but not within 1 per cent [100-year] floodplain) to temporarily manage excess soil that contains concentrations of pollutants above background levels. The soil certified with this category originates within or adjacent to the floodplain.

This category allows for the use, under certain conditions, of a Waste Stockpile Area (WSA) within the 0.2 per cent (500 year) floodplain (the base flood for a critical activity) to temporarily manage excess soil that is derived from transportation construction activities and that is known or suspected to contain concentrations of pollutants above background levels. WSAs are used for temporary stockpiling and confirmation testing of soil prior to it being loaded for transport to appropriate disposal facilities.

The following material may qualify for this category:

- Soil characterized as being from low level areas of environmental concern. Low level areas of environmental concern have detections of pollutants above background levels but below the numerical levels in RCSA 22a-133k-2.

Connecticut Department of Transportation
Application for Flood Management General Certification for Statewide Minor Activities

- Soil characterized as being from areas of environmental concern. Areas of environmental concern have detections of pollutants above the numerical levels in RCSA 22a-133k-2.

Soil stored in WSAs will not be subject to major damage by floods, and such material or equipment shall be firmly anchored, restrained or enclosed to prevent it from floating away. This will be achieved by either:

- Establishing the WSA such that the locations of soil management areas shall be above the 0.2 per cent (500 year) floodplain elevation (i.e., the WSA will be “built up”), or
- Soil shall be managed utilizing roll-off dumpsters that can be more readily mobilized out of the 0.2 per cent (500 year) floodplain in the event a major storm is predicted. A major storm shall be defined as a storm predicted by the NOAA weather service with warnings of flooding, severe thunderstorms, or similarly severe weather conditions or effects. A contingency plan to remove the roll-offs from within the 500-year floodplain at least 24-hours (including weekends and holidays) prior to the start of a predicted major storm shall be included.

All stored material subject to this category will remain covered when not in active use, as defined in 101117A – CONTROLLED MATERIALS HANDLING.

The WSA will be dismantled upon completion of the affiliated project and the area shall be restored to the original or better condition as defined in 0101128A – SECURING, CONSTRUCTION AND DISMANTLING OF A WASTE STOCKPILE AND TREATMENT AREA.

The following practices shall be followed for ALL activities covered under this General Certification:

- Proper erosion and sedimentation controls will be utilized in conjunction with Best Management Practices as outlined in Section 1.10 of the State of Connecticut Department of Transportation *Standard Specifications for Roads, Bridge and incidental Construction, Form 818*, as revised by the latest supplementals.
- All work shall be consistent with DEEP’s *2004 Stormwater Quality Manual*.
- Any temporary facilities, impact activities, or equipment requiring work or placement in a floodplain must be able to be removed in a timely manner from the site in case of a flood warning. Items designed as temporary structures in accordance with the guidelines outlined in the CTDOT Drainage Manual for Temporary Hydraulic Structures

Connecticut Department of Transportation
Application for Flood Management General Certification for Statewide Minor Activities

shall be exempt from this requirement.

- Temporary facilities will allow for the passage of fish with minimal disturbance to the streambed.
- Unconfined in-stream work will be limited to the period indicated by a sign-off from DEEP Fisheries Division. This time frame will typically be June 1st to September 30th.

LWRD General Conditions

- 1. Land Record Filing (for *Structures Dredging & Fill, Tidal Wetlands, Certificate of Permission, and Long Island Sound General Permit Licenses only*).** The Licensee shall file the Land Record Filing on the land records of the municipality in which the subject property is located not later than thirty (30) days after license issuance pursuant to Connecticut General Statutes (CGS) Section 22a-363g. A copy of the Notice with a stamp or other such proof of filing with the municipality shall be submitted to the Commissioner no later than sixty (60) days after license issuance. If a Land Record Filing form is not enclosed and the work site is not associated with an upland property, no filing is required.
- 2. Contractor Notification.** The Licensee shall give a copy of the license and its attachments to the contractor(s) who will be carrying out the authorized activities prior to the start of construction and shall receive a written receipt for such copy, signed and dated by such contractor(s). The Licensee's contractor(s) shall conduct all operations at the site in full compliance with the license and, to the extent provided by law, may be held liable for any violation of the terms and conditions of the license. At the work site, the contractor(s) shall, whenever work is being performed, have on site and make available for inspection a copy of the license and the authorized plans.
- 3. Work Commencement¹.** Not later than two (2) weeks prior to the commencement of any work authorized herein, the Licensee shall submit to the Commissioner, on the Work Commencement Form attached hereto, the name(s) and address(es) of all contractor(s) employed to conduct such work and the expected date for commencement and completion of such work, if any.
 - For water diversion activities authorized pursuant to 22a-377(c)-1 of the Regulations of Connecticut State Agencies, the Licensee shall also notify the Commissioner in writing two weeks prior to initiating the authorized diversion.
 - For emergency activities authorized pursuant Connecticut General Statutes Section 22a-6k, the Licensee shall notify the Commissioner, in writing, of activity commencement at least one (1) day prior to construction and of activity completion no later than five (5) days after conclusion.
- 4. For Coastal Licenses Only - License Notice.** The Licensee shall post the first page of the License in a conspicuous place at the work area while the work authorized therein is undertaken.
- 5. Unauthorized Activities.** Except as specifically authorized, no equipment or material, including but not limited to, fill, construction materials, excavated material or debris, shall be

¹ The Work Commencement condition and the need for a Work Commencement Form is not applicable to Flood Management Certification approvals.

deposited, placed or stored in any wetland or watercourse on or off-site. The Licensee may not conduct work within wetlands or watercourses other than as specifically authorized, unless otherwise authorized in writing by the Commissioner. Tidal wetlands means "wetland" as defined by section 22a-29 and "freshwater wetlands and watercourses" means "wetlands" and "watercourses" as defined by section 22a-38.

6. **Unconfined Instream Work.** Unless otherwise noted in a condition of the license, the following conditions apply to projects in non-coastal waters:
 - Unconfined instream work is limited to the period June 1 through September 30.
 - Confinement of a work area by cofferdam techniques using sand bag placement, sheet pile installation (vibratory method only), portadam, or similar confinement devices is allowed any time of the year. The removal of such confinement devices is allowed any time of the year.
 - Once a work area has been confined, in-water work within the confined area is allowed any time of the year.
 - The confinement technique used shall completely isolate and protect the confined area from all flowing water. The use of silt boom/curtain or similar technique as a means for confinement is prohibited.
7. **For State Actions Only - Material or Equipment Storage in the Floodplain.** Unless approved by a Flood Management Exemption, the storage of any materials at the site which are buoyant, hazardous, flammable, explosive, soluble, expansive, radioactive, or which could in the event of a flood be injurious to human, animal or plant life, below the elevation of the five-hundred (500) year flood is prohibited. Any other material or equipment stored at the site below said elevation by the Licensee or the Licensee's contractor must be firmly anchored, restrained or enclosed to prevent flotation. The quantity of fuel stored below such elevation for equipment used at the site shall not exceed the quantity of fuel that is expected to be used by such equipment in one day. In accordance with the licensee's Flood Contingency Plan, the Licensee shall remove equipment and materials from the floodplain during periods when flood warnings have been issued or are anticipated by a responsible federal, state or local agency. It shall be the Licensee's responsibility to obtain such warnings when flooding is anticipated.
8. **Temporary Hydraulic Facilities for Water Handling.** If not reviewed and approved as a part of the license application, temporary hydraulic facilities shall be designed by a qualified professional and in accordance with the *Connecticut Guidelines for Soil Erosion and Sediment Control*, the *2004 Connecticut Stormwater Quality Manual*, or the *Department of Transportation's ConnDOT Drainage Manual*, as applicable. Temporary hydraulic facilities may include channels, culverts or bridges which are required for haul roads, channel relocations, culvert installations, bridge construction, temporary roads, or detours.
9. **Excavated Materials.** Unless otherwise authorized, all excavated material shall be staged and managed in a manner which prevents additional impacts to wetlands and watercourses.
10. **Best Management Practices.** The Licensee shall not cause or allow pollution of any wetlands or watercourses, including pollution resulting from sedimentation and erosion. In constructing

or maintaining any authorized structure or facility or conducting any authorized activity, or in removing any such structure or facility, the Licensee shall employ best management practices to control storm water discharges, to prevent erosion and sedimentation, and to otherwise prevent pollution of wetlands and other waters of the State. For purposes of the license, "pollution" means "pollution" as that term is defined by CGS section 22a-423. Best Management Practices include, but are not limited, to practices identified in the *Connecticut Guidelines for Soil Erosion and Sediment Control* as revised, *2004 Connecticut Stormwater Quality Manual*, Department of Transportation's *ConnDOT Drainage Manual* as revised, and the Department of Transportation Standard Specifications as revised.

- 11. In-Water Work Vessel Staging and Storage. (for Structures Dredging & Fill, Tidal Wetlands, Certificate of Permission, and Long Island Sound General Permit Licenses only).** For any barge, vessel, skiff or floating work platform ("work vessels") utilized in the execution of the work authorized herein, the Licensee shall ensure that such work vessels:
 - do not rest on, or come in contact with, the substrate at any time, unless specifically authorized in the license.
 - are not stored over intertidal flats, submerged aquatic vegetation or tidal wetland vegetation or in a location that interferes with navigation. In the event any work vessel is grounded, no dragging or prop dredging shall occur to free it.
- 12. Work Site Restoration.** Upon completion of any authorized work, the Licensee shall restore all areas impacted by construction, or used as a staging area or accessway in connection with such work, to their condition prior to the commencement of such work.
- 13. Inspection.** The Licensee shall allow any representative of the Commissioner to inspect the project location at reasonable times to ensure that work is being or has been conducted in accordance with the terms and conditions of this license.
- 14. Change of Use. (Applies only if a use is specified within the License "Project Description")**
 - a. The work specified in the license is authorized solely for the purpose set forth in the license. No change in purpose or use of the authorized work or facilities as set forth in the license may occur without the prior written approval of the Commissioner. The Licensee shall, prior to undertaking or allowing any change in use or purpose from that which is authorized by this license, request permission from the Commissioner for such change. Said request shall be in writing and shall describe the proposed change and the reason for the change.
 - b. A change in the form of ownership of any structure authorized herein from a rental/lease commercial marina to a wholly-owned common interest community or dockominium may constitute a change in purpose as specified in paragraph (a) above.
- 15. De Minimis Alteration.** The Licensee shall not deviate from the authorized activity without prior written approval from the Commissioner. The Licensee may request a de minimis change to any authorized structure, facility, or activity. A de minimis alteration means a change in the authorized design, construction or operation that individually and cumulatively has minimal additional environmental impact and does not substantively alter the project as authorized.

- For diversion activities authorized pursuant to 22a-377(c)-2 of the Regulations of Connecticut State Agencies, a de minimis alteration means an alteration which does not significantly increase the quantity of water diverted or significantly change the capacity to divert water.
- 16. Extension Request.** The Licensee may request an extension of the license expiration date. Such request shall be in writing and shall be submitted to the Commissioner at least thirty (30) days prior to the license expiration. Such request shall describe the work done to date, what work still needs to be completed, and the reason for such extension. The Commissioner may extend the expiration date of this license for a period of up to one year, in order for the Licensee to complete the authorized activities. It shall be at the Commissioner's sole discretion to grant or deny such request. No more than three (3) one-year extensions will be granted under this license.
- 17. Compliance Certification.** Not later than 90 days after completion of the authorized work, the Licensee shall prepare and submit to the Commissioner the attached Compliance Certification Form. Such Compliance Certification shall be completed, signed, and sealed by the Licensee and a Connecticut Licensed Design Professional. If non-compliance is indicated on the form, or the Commissioner has reason to believe the activities and/or structures were conducted in non-compliance with the license, the Commissioner may require the Licensee to submit as-built plans as a condition of this license.
- 18. Maintenance.** The Licensee shall maintain all authorized structures or work in optimal condition or shall remove such structures or facility and restore the affected waters to their pre-work condition. Any such maintenance or removal activity shall be conducted in accordance with applicable law and any additional approvals required by law.
- 19. No Work After License Expiration.** Work conducted after the license expiration date is a violation of the license and may subject the licensee to enforcement action, including penalties, as provided by law.
- 20. License Transfer.** The license is not transferable without prior written authorization of the Commissioner. A request to transfer a license shall be submitted in writing and shall describe the proposed transfer and the reason for such transfer. The Licensee's obligations under the license shall not be affected by the passage of title to the license site to any other person or municipality until such time as a transfer is approved by the Commissioner.
- 21. Document Submission.** Any document required to be submitted to the Commissioner under the license or any contact required to be made with the Commissioner shall, unless otherwise specified in writing by the Commissioner, be directed to:

Regulatory Section
Land & Water Resources Division
Department of Energy and Environmental Protection
79 Elm Street
Hartford, Connecticut 06106-5127
860-424-3019

- 22. Date of Document Submission.** The date of submission to the Commissioner of any document required by the license shall be the date such document is received by the Commissioner. The date of any notice by the Commissioner under the license, including but not limited to notice of approval or disapproval of any document or other action, shall be the date such notice is personally delivered or the date three (3) days after it is mailed by the Commissioner, whichever is earlier. Except as otherwise specified in the license, the word "day" as used in the license means calendar day. Any document or action which is required by the license to be submitted or performed by a date which falls on a Saturday, Sunday or a Connecticut or federal holiday shall be submitted or performed on or before the next day which is not a Saturday, Sunday, or a Connecticut or federal holiday.
- 23. Certification of Documents.** Any document, including but not limited to any notice, which is required to be submitted to the Commissioner under the license shall be signed by the Licensee and by the individual or individuals responsible for actually preparing such document, each of whom shall certify in writing as follows: "I have personally examined and am familiar with the information submitted in this document and all attachments and certify that based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief, and I understand that any false statement made in this document or its attachments may be punishable as a criminal offense."
- 24. Accuracy of Documentation.** In evaluating the application for the license, the Commissioner has relied on information and data provided by the Licensee and on the Licensee's representations concerning site conditions, design specifications and the proposed work, including but not limited to representations concerning the commercial, public or private nature of the work or structures, the water-dependency of said work or structures, its availability for access by the general public, and the ownership of regulated structures or filled areas. If such information proves to be false, deceptive, incomplete or inaccurate, the license may be modified, suspended or revoked, and any unauthorized activities may be subject to enforcement action.
- 25. Limits of Liability.** In granting the license, the Commissioner has relied on all representations of the Licensee, including information and data provided in support of the Licensee's application. Neither the Licensee's representations nor the issuance of the license shall constitute an assurance by the Commissioner as to the structural integrity, the engineering feasibility or the efficacy of such design.
- 26. Reporting of Violations.** In the event that the Licensee becomes aware that they did not or may not comply, or did not or may not comply on time, with any provision of this license or of any document incorporated into the license, the Licensee shall immediately notify the agency contact specified within the license and shall take all reasonable steps to ensure that any noncompliance or delay is avoided or, if unavoidable, is minimized to the greatest extent possible. In so notifying the agency contact, the Licensee shall provide, for the agency's review and written approval, a report including the following information:
- a. the provision(s) of the license that has been violated;
 - b. the date and time the violation(s) was first observed and by whom;

- c. the cause of the violation(s), if known;
- d. if the violation(s) has ceased, the duration of the violation(s) and the exact date(s) and times(s) it was corrected;
- e. if the violation(s) has not ceased, the anticipated date when it will be corrected;
- f. steps taken and steps planned to prevent a reoccurrence of the violation(s) and the date(s) such steps were implemented or will be implemented; and
- g. the signatures of the Licensee and of the individual(s) responsible for actually preparing such report.

If the violation occurs outside of normal business hours, the Licensee shall contact the Department of Energy and Environmental Protection Emergency Dispatch at 860-424-3333. The Licensee shall comply with any dates which may be approved in writing by the Commissioner.

- 27. Revocation/Suspension/Modification.** The license may be revoked, suspended, or modified in accordance with applicable law.
- 28. Other Required Approvals.** License issuance does not relieve the Licensee of their obligations to obtain any other approvals required by applicable federal, state and local law.
- 29. Rights.** The license is subject to and does not derogate any present or future property rights or powers of the State of Connecticut, and conveys no property rights in real estate or material nor any exclusive privileges, and is further subject to any and all public and private rights and to any federal, state or local laws or regulations pertinent to the property or activity affected hereby.
- 30. Condition Conflicts.** In the case where a project specific special condition listed on the license differs from, or conflicts with, one of the general conditions listed herein, the project specific special condition language shall prevail. It is the licensee's responsibility to contact the agency contact person listed on the license for clarification if needed prior to conducting any further regulated activities.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 15, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: REFERRAL: Real Estate Acquisition and Disposition Committee

Please see the attached letter and accompanying documents for referral to the Real Estate Acquisition and Disposition Committee regarding small parcels of property that comprise part of the roadbed of the current East River Drive.

Please place this item on the town council agenda for November 21, 2023 meeting.

C: R. Gentile, Assistant Corporation Counsel
E. Buckheit, Development Director

OFFICE OF THE CORPORATION COUNSEL

To: Mayor Connor Martin

From: Richard P. Gentile

Date: November 15, 2023

RE: Deeds for property under East River Drive

While reviewing an archived file to find an answer to an unrelated question, I uncovered two **original** deeds and conveyance tax statements for small parcels of property that comprise part of the roadbed of the current East River Drive (I have attached copies of the deeds, a December 27, 2001 letter to former Assistant Corporation Counsel Richard Quinlan, and a survey showing the parcels in question). After confirming that no similar deeds were recorded, I reached out to Peter Sorokin (mentioned in the letter) who confirmed that he still represents the parties in question and indicated that the Town should record the deeds. I would like to do that as soon as possible.

I respectfully request that you ask Chairman Kehoe to place this matter on the November 21 Town Council Agenda as a referral to the Real Estate Acquisition and Disposition Committee. Since these deeds deal with acquiring property that comprise a portion of a Town road, I will reach out to the Development Office to coordinate the necessary 8-24 review.

ROGIN, NASSAU, CAPLAN, LASSMAN & HIRTLE, LLC

ATTORNEYS AT LAW

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STEPHEN M. HRYNIEWICZ
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Of Counsel

JEROME E. CAPLAN
EDWIN A. LASSMAN
WILLIAM J. EGAN

EDWARD S. ROGIN (1908-2000)
LOUIS E. NASSAU (1908-1999)

December 27, 2001

VIA HAND DELIVERY

Richard Quinlan, Esq.
Corporation Counsel
740 Main Street
East Hartford, CT 06108

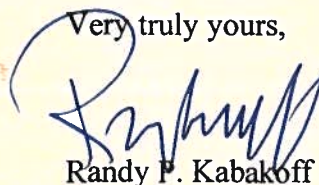
Re: Commerce Center One Limited Partnership

Dear Richard:

Enclosed please find two original quit-claim deeds from Commerce Center Association, Inc. and Commerce Center One Limited Partnership to the Town of East Hartford with state conveyance tax statements for both deeds.

I speak for Peter Sorokin and myself when I say that we both greatly appreciate all your help with respect to the recent refinance of Commerce Center One.

Very truly yours,



Randy P. Kabakoff

RPK:cej

Enclosures

cc: Mr. Charlie Karno (via facsimile, no enclosures)



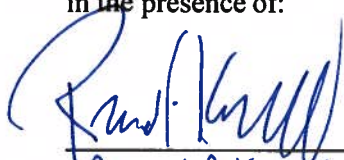
STATUTORY FORM QUIT CLAIM DEED

COMMERCE CENTER ASSOCIATION, INC., a Connecticut non-stock corporation with an office in the Town of East Hartford, County of Hartford and State of Connecticut for good and valuable consideration, grants to the Town of East Hartford, a municipal corporation having an office at 740 Main Street, East Hartford, CT 06108, with **QUIT CLAIM COVENANTS**, that certain piece or parcel of land shown on Schedule A attached hereto.

Signed this 12th day of December, 2001.

Signed, sealed and delivered

in the presence of:



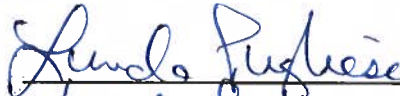
Randy P. Kasakoff

COMMERCE CENTER ASSOCIATION, INC.

By: 

Donald S. Gershman

Its Executive Vice President



Linda Pugliese

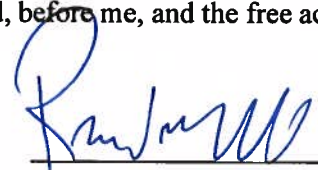
STATE OF CONNECTICUT

COUNTY OF HARTFORD

ss: Hartford

December 12, 2001

Personally appeared Donald S. Gershman, as Executive Vice President of Commerce Center Association, Inc. hereunto duly authorized signer and sealer of the foregoing easement, and acknowledged the same to be his free act and deed, before me, and the free act and deed of said corporation, before me.



Commissioner of the Superior Court

Grantees Address:
740 Main Street
East Hartford, CT 06108

SCHEDULE A

A certain piece or parcel of land shown as "Proposed Release From Commerce Center Association, Inc. to the Town of East Hartford Area =702 SQ. FT" on a map entitled "ALTA/ACSM Land Title Survey Prepared for Commerce Center One Limited Partnership East River Drive East Hartford, Connecticut Scale 1"=40', Dated 11/15/01 and Revised to 11/27/01", prepared by Fuss & O'Neill Inc., which map is to be filed in the Town Clerk's office in said Town of East Hartford to which reference may be had.

STATE OF CONNECTICUT
REAL ESTATE CONVEYANCE TAX RETURN
 OP-236 (Rev. 10/99)

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
 25 Sigourney Street, Hartford CT 06106-5032

FOR TOWN CLERK USE ONLY

TOWN CODE	LAND RECORD
▶	▶ Vol. Page

1. TOWN ▶ East Hartford		2. LOCATION OF PROPERTY CONVEYED (Number and Street) ▶ East River Drive Extension	
GRANTOR/SELLER (Last Name, First Name, Middle Initial) ▶ Commerce Center Association, Inc.		4. TAXPAYER IDENTIFICATION NUMBER (IMPORTANT: See Instructions) ▶	
ADDRESS (Number and Street) ▶ c/o Kanawh Investments Corp. 342 N. Main Street		6. (City or Town) ▶ West Hartford	State ZIP CT 06117
IS GRANTOR A PARTNERSHIP, S CORPORATION, LLC, ESTATE OR TRUST? ▶ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "YES", see instructions)		8. IS THIS CONVEYANCE BETWEEN SPOUSES? ▶ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
IF THIS CONVEYANCE IS FOR NO OR LESS THAN ADEQUATE CONSIDERATION, WILL FEDERAL AND STATE GIFT TAX RETURNS BE FILED? ▶ <input type="checkbox"/> FEDERAL ONLY <input type="checkbox"/> STATE ONLY <input type="checkbox"/> BOTH <input checked="" type="checkbox"/> NOT APPLICABLE			
0. GRANTEE/BUYER (Last Name, First Name, Middle Initial) ▶ Town of East Hartford		11. TAXPAYER IDENTIFICATION NUMBER (IMPORTANT: See Instructions) ▶	
2. ADDRESS (Number and Street) ▶ 740 Main Street		13. (City or Town) ▶ East Hartford, CT	State ZIP CT 06108
4. DATE CONVEYED ▶ 12/12/01	15. DATE RECORDED ▶ 12/ /01	16. TYPE OF INSTRUMENT <input type="checkbox"/> WARRANTY <input checked="" type="checkbox"/> QUITCLAIM <input type="checkbox"/> EASEMENT <input type="checkbox"/> OTHER	
7. THE GRANTOR CLAIMS THAT NO TAX IS DUE BECAUSE: (If applicable, check one)			
SEE DEFINITIONS BELOW			
▶ 17A. <input type="checkbox"/> CONVEYANCE WAS FOR NO CONSIDERATION (This conveyance may be subject to federal and/or Connecticut Gift Tax) (See Definitions)			
▶ 17B. <input type="checkbox"/> CONSIDERATION WAS MORE THAN ZERO BUT LESS THAN \$2,000 (See Definitions)			
▶ 17C. <input checked="" type="checkbox"/> CONVEYANCE IS EXEMPT PURSUANT TO CONN. GEN. STAT. §12-498 (Exemption Code must be entered from reverse) 05			
17D. IF 17C EXEMPTION CODE IS 01 OR 09, ENTER APPROPRIATE DATA: _____			

COMPUTATION OF TAX (Enter consideration for conveyance on the appropriate line)

▶ 18. Consideration for Unimproved Land	\$ _____	x 0.005	= \$ _____
▶ 19. Consideration for Residential Dwelling	\$ _____		
▶ 19A. Portion of Line 19 that is \$800,000 or less	\$ _____	x 0.005	= \$ _____
▶ 19B. Portion of Line 19 that exceeds \$800,000	\$ _____	x 0.01	= \$ _____
▶ 20. Residential Property other than Residential Dwelling	\$ _____	x 0.005	= \$ _____
▶ 21. Nonresidential Property other than Unimproved Land	\$ _____	x 0.01	= \$ _____
▶ 22. Property conveyed by a Delinquent Mortgagor (See Inst.)	\$ _____	x 0.005	= \$ _____
▶ 23. TOTAL TAX DUE (DO NOT STAPLE CHECK TO RETURN)			\$ _____

GRANTOR, GRANTOR'S ATTORNEY OR AUTHORIZED AGENT DECLARATION

I DECLARE UNDER THE PENALTIES OF FALSE STATEMENT THAT I HAVE EXAMINED THIS RETURN, OP-236, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, COMPLETE AND CORRECT. (THE PENALTY FOR FALSE STATEMENT IS IMPRISONMENT NOT TO EXCEED ONE YEAR OR A FINE NOT TO EXCEED TWO THOUSAND DOLLARS, OR BOTH.)

NAME (Type or Print) Title Signature Date

GENERAL INSTRUCTIONS

All entries must be printed legibly or typed.

GRANTOR, GRANTOR'S ATTORNEY OR AUTHORIZED AGENT: A completed tax return must be submitted to the City or Town Clerk with a check payable to: COMMISSIONER OF REVENUE SERVICES. A Taxpayer Identification Number is required for each Grantor or Grantee name listed on the deed, instrument or writing. If a Social Security Number or Federal Employer Identification Number, as the case may be, is not entered, this return will be incomplete. If the conveyed property is located in more than one town, complete a tax return for each town in which the property is located.

LINE 7. If you answer "YES" to this question, you must attach a list of names, addresses and Taxpayer Identification Numbers for each partner, member, shareholder or beneficiary, as the case may be.

To order real estate conveyance tax returns or copies of the real estate conveyance tax regulations and special notices call the Department of Revenue Services at 1-800-382-9463 (Connecticut callers) or 860-297-5962 (Greater Hartford and out-of-state callers). TDD/TT users call 860-297-4911. If you need additional information or assistance, please call the Excise/Public Services Taxes Unit at 860-541-3225, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

CITY OR TOWN CLERK: Mail this tax return and check to the Commissioner of Revenue Services (address listed above) not later than 10 days after receipt. Volume and Page reference in the box marked "FOR TOWN CLERK USE ONLY" must be completed. Please do not staple check to return.

DEFINITIONS

TAXPAYER IDENTIFICATION NUMBER: Social Security Number or Federal Employer Identification Number, as the case may be.

CONSIDERATION includes money paid and the fair market value of other property, real or personal, transferred directly or indirectly, to the grantor, whether or not expressed in the instrument. By way of example and not of limitation, consideration includes the amount of any liability of the grantor assumed by the grantee and the amount of any liability to which the property is subject.

UNIMPROVED LAND means land that has no improvements thereon.

RESIDENTIAL PROPERTY OTHER THAN RESIDENTIAL DWELLING includes apartment buildings, duplexes and other multi-unit properties, whether or not the owner resides on the premises.

SCHEDULE A

A certain piece or parcel of land shown as "Proposed Release From Commerce Center One Limited Partnership to the Town of East Hartford Area =5,506 SQ. FT. = 0.126 Acres" on a map entitled "ALTA/ACSM Land Title Survey Prepared for Commerce Center One Limited Partnership East River Drive East Hartford, Connecticut Scale 1"=40', Dated 11/15/01 and Revised to 11/27/01", prepared by Fuss & O'Neill Inc., which map is to be filed in the Town Clerk's office in said Town of East Hartford to which reference may be had.

**STATE OF CONNECTICUT
REAL ESTATE CONVEYANCE TAX RETURN**

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
25 Sigourney Street, Hartford CT 06106-5032

FOR TOWN CLERK USE ONLY

TOWN CODE	LAND RECORD
▶	▶ Vol. Page

P-236 (Rev. 10/99)

TOWN East Hartford

2. LOCATION OF PROPERTY CONVEYED (Number and Street)
▶ East River Drive Extension

GRANTOR/SELLER (Last Name, First Name, Middle Initial) Commerce Center one
Commerce Center Association, Inc. Limited Partnership

4. TAXPAYER IDENTIFICATION NUMBER (IMPORTANT: See Instructions)
▶

ADDRESS (Number and Street) 342 N. Main st.
c/o Kowar Investments Corp.

6. (City or Town) West Hartford State CT ZIP 06117

8. IS THIS CONVEYANCE BETWEEN SPOUSES?
 YES NO (If "YES", see instructions)

8. IS THIS CONVEYANCE BETWEEN SPOUSES?
 YES NO

IF THIS CONVEYANCE IS FOR NO OR LESS THAN ADEQUATE CONSIDERATION, WILL FEDERAL AND STATE GIFT TAX RETURNS BE FILED?
 FEDERAL ONLY STATE ONLY BOTH NOT APPLICABLE

GRANTEE/BUYER (Last Name, First Name, Middle Initial) Town of East Hartford

11. TAXPAYER IDENTIFICATION NUMBER (IMPORTANT: See Instructions)
▶

ADDRESS (Number and Street) 740 Main Street

13. (City or Town) East Hartford, CT 06108 State CT ZIP

DATE CONVEYED 12/12/01

15. DATE RECORDED 12/ /01

16. TYPE OF INSTRUMENT
 WARRANTY QUITCLAIM EASEMENT OTHER

THE GRANTOR CLAIMS THAT NO TAX IS DUE BECAUSE: (If applicable, check one)

SEE DEFINITIONS BELOW

17A. CONVEYANCE WAS FOR NO CONSIDERATION (This conveyance may be subject to federal and/or Connecticut Gift Tax) (See Definitions)

17B. CONSIDERATION WAS MORE THAN ZERO BUT LESS THAN \$2,000 (See Definitions)

17C. CONVEYANCE IS EXEMPT PURSUANT TO CONN. GEN. STAT. §12-498 (Exemption Code must be entered from reverse) 03

17D. IF 17C EXEMPTION CODE IS 01 OR 09, ENTER APPROPRIATE DATA: _____

COMPUTATION OF TAX (Enter consideration for conveyance on the appropriate line)

▶ 18. Consideration for Unimproved Land	\$ _____	x 0.005	= \$ _____
▶ 19. Consideration for Residential Dwelling	\$ _____		
▶ 19A. Portion of Line 19 that is \$800,000 or less	\$ _____	x 0.005	= \$ _____
▶ 19B. Portion of Line 19 that exceeds \$800,000	\$ _____	x 0.01	= \$ _____
▶ 20. Residential Property other than Residential Dwelling	\$ _____	x 0.005	= \$ _____
▶ 21. Nonresidential Property other than Unimproved Land	\$ _____	x 0.01	= \$ _____
▶ 22. Property conveyed by a Delinquent Mortgagor (See Inst.)	\$ _____	x 0.005	= \$ _____
▶ 23. TOTAL TAX DUE (DO NOT STAPLE CHECK TO RETURN)			\$ -0-

GRANTOR, GRANTOR'S ATTORNEY OR AUTHORIZED AGENT DECLARATION

I DECLARE UNDER THE PENALTIES OF FALSE STATEMENT THAT I HAVE EXAMINED THIS RETURN, OP-236, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF IT IS TRUE, COMPLETE AND CORRECT. THE PENALTY FOR FALSE STATEMENT IS IMPRISONMENT NOT TO EXCEED ONE YEAR OR A FINE NOT TO EXCEED TWO THOUSAND DOLLARS, OR BOTH.

NAME (Type or Print) Title Signature Date 12/12/01

GENERAL INSTRUCTIONS

All entries must be printed legibly or typed.

GRANTOR, GRANTOR'S ATTORNEY OR AUTHORIZED AGENT: A completed tax return must be submitted to the City or Town Clerk with a check payable to: COMMISSIONER OF REVENUE SERVICES. A Taxpayer Identification Number is required for each Grantor or Grantee name listed on the deed, instrument or writing. If a Social Security Number or Federal Employer Identification Number, as the case may be, is not entered, this return will be incomplete. If the conveyed property is located in more than one town, complete a tax return for each town in which the property is located.

LINE 7. If you answer "YES" to this question, you must attach a list of names, addresses and Taxpayer Identification Numbers for each partner, member, shareholder or beneficiary, as the case may be.

To order real estate conveyance tax returns or copies of the real estate conveyance tax regulations and special notices call the Department of Revenue Services at 1-800-382-9463 (Connecticut callers) or 860-297-5962 (Greater Hartford and out-of-state callers). TDD/TT users call 860-297-4911. If you need additional information or assistance, please call the Excise/Public Services Taxes Unit at 860-541-3225, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

CITY OR TOWN CLERK: Mail this tax return and check to the Commissioner of Revenue Services (address listed above) not later than 10 days after receipt. Volume and Page reference in the box marked "FOR TOWN CLERK USE ONLY" must be completed. Please do not staple check to return.

DEFINITIONS

TAXPAYER IDENTIFICATION NUMBER: Social Security Number or Federal Employer Identification Number, as the case may be.

CONSIDERATION includes money paid and the fair market value of other property, real or personal, transferred directly or indirectly, to the grantor, whether or not expressed in the instrument. By way of example and not of limitation, consideration includes the amount of any liability of the grantor assumed by the grantee and the amount of any liability to which the property is subject.

UNIMPROVED LAND means land that has no improvements thereon.

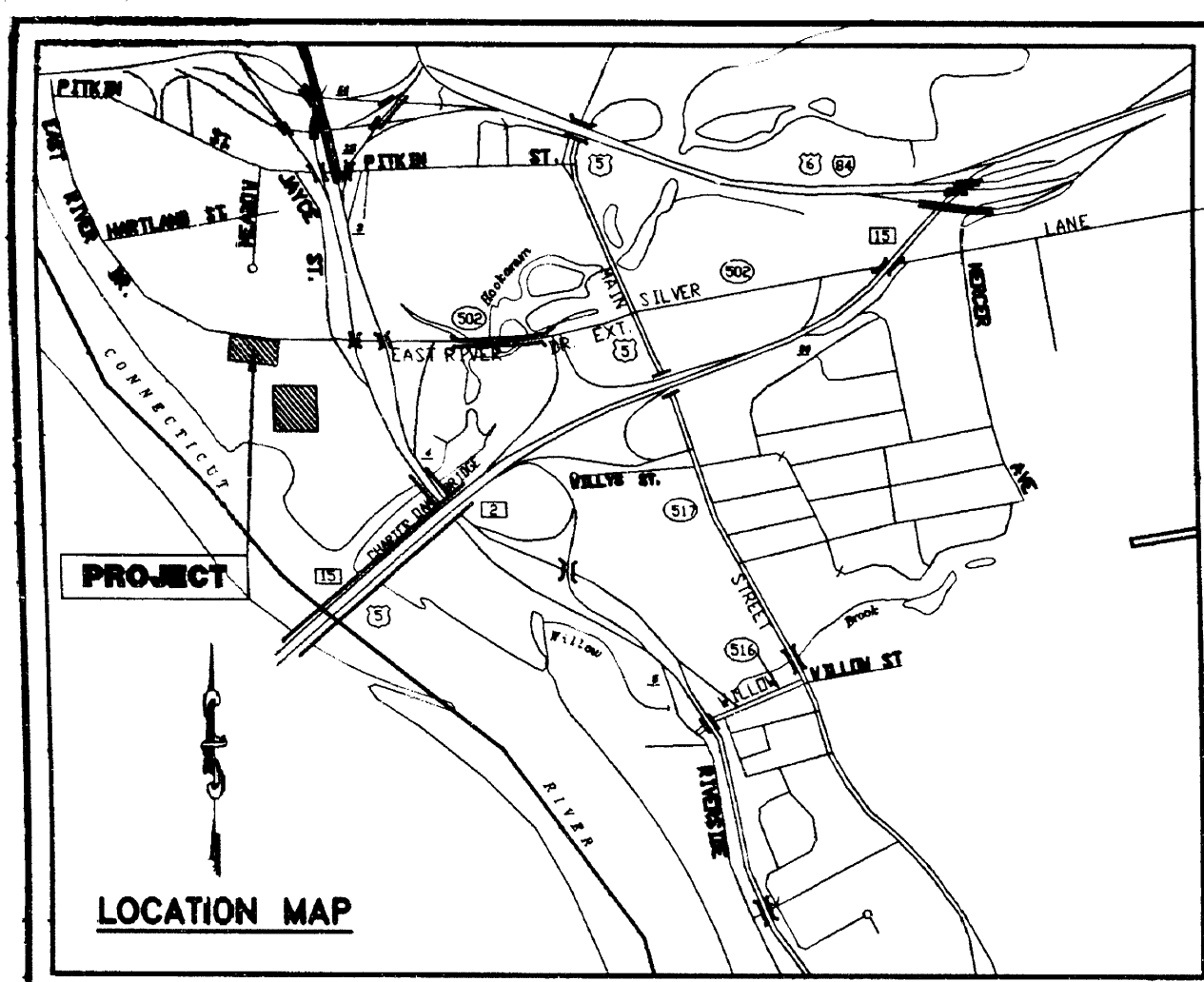
RESIDENTIAL PROPERTY OTHER THAN RESIDENTIAL DWELLING includes apartment buildings, duplexes and other multi-unit properties, whether or not the owner resides on the premises.

Continued on reverse

COMMERCE CENTER ONE LIMITED PARTNERSHIP

GENERAL PARTNERS: 1) **Canpro Investments, Ltd**
 2) **Comcen, Inc.**
 c/o Konover Investments Corporation
 342 North Main Street
 West Hartford, CT 06117

LIMITED PARTNER 1) **Konover Family Limited Partnership**
 c/o Konover Investments Corporation
 342 North Main Street
 West Hartford, CT 06117



LEGEND

UTILITY POLE	PROPERTY LINE	UNDERGROUND TELEPHONE
GUY WIRE	EASEMENT LINE	UNDERGROUND ELECTRIC
BOLLARD	CURB	STORM DRAINAGE PIPE
SIGN	WATER MAIN	SANITARY SEWER PIPE
GAS GATE	UNDERGROUND GAS	GAS EASEMENT
LIGHT	UNDERGROUND TELEPHONE	WATER EASEMENT
SANITARY MANHOLE	STORM DRAINAGE PIPE	SAN. SEWER EASEMENT
STORM MANHOLE	SANITARY SEWER PIPE	CONCRETE SIDEWALK
ELECTRIC MANHOLE	GAS EASEMENT	
TELEPHONE MANHOLE	WATER EASEMENT	
CATCH BASIN	SAN. SEWER EASEMENT	
FLAT TOP CATCHBASIN	CONCRETE SIDEWALK	
WATER VALVE		
FIRE HYDRANT		

PROPERTY DESCRIPTION

BEGINNING AT A POINT MARKING THE NORTHWEST CORNER OF THE PROPERTY DESCRIBED HEREIN, WHICH POINT ALSO MARKS THE NORTH-EAST CORNER OF OTHER AND NOW OR FORMERLY COMMERCE CENTER ASSOCIATION, INC. AND IS IN THE SOUTHERLY BOUNDARY LINE OF LAND NOW OR FORMERLY THE TOWN OF EAST HARTFORD;

THENCE RUNNING ON A CURVE TO THE LEFT HAVING A RADIUS OF 458.27 FEET A DISTANCE OF 47.20 FEET TO A POINT;

THENCE RUNNING ON A CURVE TO THE LEFT HAVING A RADIUS OF 541.08 FEET A DISTANCE OF 4.74 FEET TO A CONCRETE MONUMENT;

THENCE RUNNING ON A CURVE TO THE LEFT HAVING A RADIUS OF 1028.59 FEET A DISTANCE OF 185.88 FEET TO A POINT;

THENCE RUNNING S89°51'47"E A DISTANCE OF 148.83 FEET TO A POINT;

THENCE RUNNING N7°48'04"W A DISTANCE OF 287.81 FEET TO A POINT;

THENCE RUNNING S00°05'00"W A DISTANCE OF 280.86 FEET TO A POINT;

THENCE RUNNING S45°07'00"W A DISTANCE OF 80.00 FEET TO A POINT;

THENCE RUNNING S80°07'00"W A DISTANCE OF 181.80 FEET TO A POINT;

THENCE RUNNING N00°07'00"W A DISTANCE OF 113.52 FEET TO A POINT;

THENCE RUNNING S80°07'00"W A DISTANCE OF 31.42 FEET TO A POINT;

THENCE RUNNING N40°07'00"W A DISTANCE OF 144.00 FEET TO A POINT;

THENCE RUNNING N00°07'00"W A DISTANCE OF 144.00 FEET TO A POINT;

THENCE RUNNING N34°47'00"W A DISTANCE OF 118.38 FEET TO THE POINT AND PLACE OF BEGINNING.

TOGETHER WITH RIGHTS SET FORTH IN A DECLARATION OF EASEMENT MADE BY BRUCE A. FISCHMAN, TRUSTEE, DATED SEPTEMBER 13, 1988 AND RECORDED IN VOLUME 931, PAGE 183 OF THE EAST HARTFORD LAND RECORDS.

TOGETHER WITH THE RIGHT TO MAINTAIN AND USE AN AIR-CONDITIONING UNIT AND THE AREA SURROUNDING THE SAME, WHICH AREA IS SHOWN AS "AIR COND" ON THE ABOVE-DESCRIBED MAP AND WHICH RIGHT IS DECLARED BY THE CONNECTICUT RIVER, WHICH STORM WATER IS COLLECTED AS SHOWN ON THE ABOVE-DESCRIBED MAP, IN A GUTTER DRAIN FROM BRUCE A. FISCHMAN, TRUSTEE DATED MAY 24, 1986 AND RECORDED IN VOLUME 1219, PAGE 108 OF THE EAST HARTFORD LAND RECORDS.

TOGETHER WITH ACCESS RIGHTS AS SET FORTH IN AN ACCESS EASEMENT FROM COMMERCE CENTER ASSOC., INC. TO COMMERCE CENTER ONE LIMITED PARTNERSHIP DATED DECEMBER, 2001 AND RECORDED IN EAST HARTFORD LAND RECORDS DECEMBER, 2001.

MAP REFERENCE

"PLAN PREPARED FOR COMMERCE CENTER ONE LIMITED PARTNERSHIP EAST RIVER DRIVE EAST HARTFORD, CONNECTICUT SCALE 1"=40' DATE 7/28/96 BY FUSS & O'NEILL, INC.

"COMPLIATION PLAN MAP SHOWING EASEMENT AREA TO BE GRANTED TO THE CONNECTICUT LIGHT AND POWER COMPANY ACROSS THE PROPERTY OF TOWN OF EAST HARTFORD, COMMERCE CENTER ONE LIMITED PARTNERSHIP, COMMERCE CENTER ASSOCIATION, INC. AND EAST HARTFORD MAGNET SCHOOL, EAST RIVER DRIVE EXTENSION EAST HARTFORD, CT. DATE 8/22/01 SCALE 1"=50' BY FUSS & O'NEILL, INC.

"WATER SERVICE EASEMENT MAP PREPARED FOR METROPOLITAN DISTRICT COMMISSION EAST RIVER DRIVE EAST HARTFORD, CT. DATE 3/28/01 SCALE 1"=50' BY FUSS & O'NEILL, INC.

"EASEMENT MAP PREPARED FOR SOUTHERN NEW ENGLAND TELEPHONE CO. EAST RIVER DRIVE EAST HARTFORD, CT. DATE 3/28/01 SCALE 1"=50' BY FUSS & O'NEILL, INC.

"SANITARY SEWER EASEMENT MAP PREPARED FOR METROPOLITAN DISTRICT COMMISSION EAST RIVER DRIVE EAST HARTFORD, CT. DATE 3/28/01 SCALE 1"=50' BY FUSS & O'NEILL, INC.

"EASEMENT MAP PREPARED FOR CONNECTICUT NATURAL GAS EAST RIVER DRIVE EAST HARTFORD, CT. DATE 3/28/01 SCALE 1"=50' BY FUSS & O'NEILL, INC.

ZONING INFORMATION FOR BUSINESS (B-4) ZONE

MINIMUM LOT STREET FRONTAGE=55 FEET

MINIMUM LOT AREA =10,000 SQ. FT.

MINIMUM LOT WIDTH=80 FEET

MINIMUM FRONT SETBACK LINE= 25 FEET.

MINIMUM SIDE SETBACK LINE= TOTAL OF 25 FEET BUT NOT LESS THAN 10 FEET

PARKING SETBACK LINES= 25' FRONT, 10' REAR AND SIDE

THIS PARCEL IS LOCATED IN A 100 FLOOD ZONE PER TOWN OF EAST HARTFORD CONNECTICUT HARTFORD COUNTY FLOOD BOUNDARY AND FLOODWAY MAP PANEL #090026 0003D 23,1981. REVISED OCTOBER 23, 1981

AREA = 5.214 ACRES

N/F COMMERCE CENTER ONE LIMITED PARTNERSHIP

SEE VOL. 996 PAGE 72

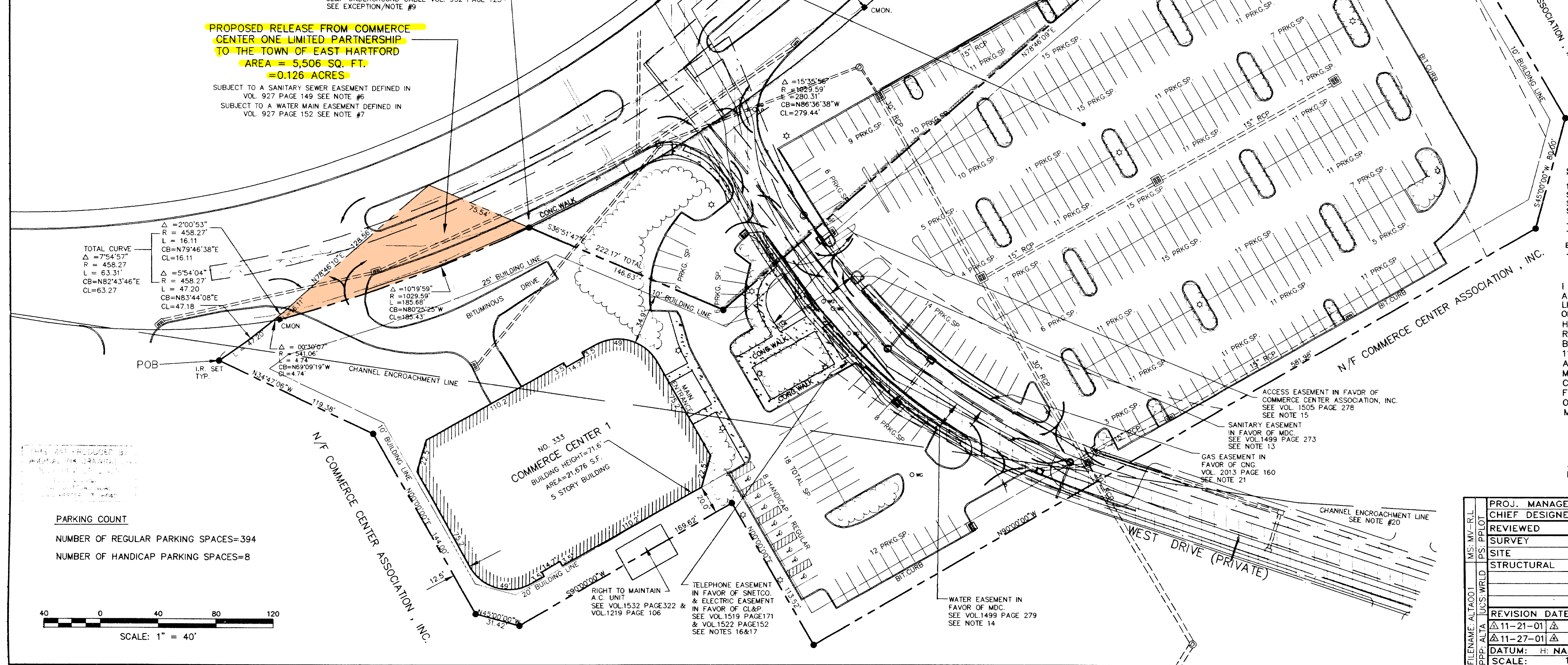
PROPOSED RELEASE FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO THE TOWN OF EAST HARTFORD

AREA = 5,506 SQ. FT.

= 0.126 ACRES

SUBJECT TO A SANITARY SEWER EASEMENT DEFINED IN VOL. 927 PAGE 149 SEE NOTE #6

SUBJECT TO A WATER MAIN EASEMENT DEFINED IN VOL. 927 PAGE 152 SEE NOTE #7



PROPOSED RELEASE FROM COMMERCE CENTER ASSOCIATION, INC. TO THE TOWN OF EAST HARTFORD

AREA = 702 SQ. FT.

AREA SUBJECT TO AMENDED AND RESTATED LEASE DATED NOVEMBER 22, 2000 BETWEEN THE TOWN OF EAST HARTFORD AND EASTFORD ASSOCIATES LIMITED PARTNERSHIP

UNDERGROUND UTILITY NOTE

THE UNDERGROUND UTILITIES DEPICTED HEREON ARE AS DEPICTED ON ORIGINAL MAP REFERENCED ABOVE. FUSS & O'NEILL, INC. MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES DEPICTED COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. FUSS & O'NEILL, INC. FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES DEPICTED ARE IN THE EXACT LOCATION INDICATED. UTILITIES DEPICTED HEREON ARE DEPICTED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. FUSS & O'NEILL, INC. HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

SCHEDULE B EXCEPTIONS-AS LISTED IN COMMONWEALTH LAND TITLE INSURANCE COMPANY POLICY FILE NO. 01-01131(A) DATED NOVEMBER 7, 2001 12:20 PM.

6. WATER MAIN EASEMENT FROM BRUCE A. FISCHMAN, TRUSTEE TO THE METROPOLITAN DISTRICT COMMISSION VOLUME 927, PAGE 149.
7. SEWER EASEMENT FROM BRUCE A. FISCHMAN, TRUSTEE TO THE METROPOLITAN DISTRICT COMMISSION VOLUME 927, PAGE 152.
8. DECLARATIONS OF EASEMENTS VOLUME 931, PAGE 163.
9. EASEMENT FROM BRUCE A. FISCHMAN, TRUSTEE TO THE CONNECTICUT LIGHT AND POWER COMPANY VOLUME 932, PAGE 125.
13. SEWER EASEMENT FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO THE METROPOLITAN DISTRICT VOLUME 1499, PAGE 273.
14. WATER MAIN EASEMENT FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO THE METROPOLITAN DISTRICT VOLUME 1499, PAGE 279.
15. EASEMENT AGREEMENT BETWEEN COMMERCE CENTER ONE LIMITED PARTNERSHIP AND COMMERCE CENTER ASSOCIATION, INC. VOLUME 1505, PAGE 278.
16. EASEMENT FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO THE SOUTHERN NEW ENGLAND TELEPHONE COMPANY VOLUME 1519, PAGE 171.
17. ELECTRIC DISTRIBUTION EASEMENT FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO THE CONNECTICUT LIGHT AND POWER COMPANY DATED VOLUME 1522, PAGE 152.
19. CONDITIONS AND REQUIREMENTS OF STATE OF CONNECTICUT STATE TRAFFIC COMMISSION CERTIFICATE, VOLUME 1908, PAGE 343.
20. CHANNEL ENCROACHMENT LINE AS ESTABLISHED BY THE WATER RESOURCES COMMISSION OF THE STATE OF CONNECTICUT.
21. GAS EASEMENT FROM COMMERCE CENTER ONE LIMITED PARTNERSHIP TO CONNECTICUT NATURAL GAS CORPORATION, DATED AUGUST 29, 2001 VOLUME 2013 PAGE 160.

SURVEY NOTES

1. THIS MAP HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THROUGH 20-300b-20 AND THE "STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT" AS PREPARED AND ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1996.

THE TYPE OF SURVEY PERFORMED IS A BOUNDARY SURVEY, AND IS INTENDED TO DEPICT THE POSITION OF THE BOUNDARIES WITH RESPECT TO ALL MONUMENTATION FOUND, STRUCTURES, VISIBLE UTILITIES AND ROADWAYS. BOUNDARY DETERMINATION IS BASED ON A DEPENDENT SURVEY.

THIS PLAN CONFORMS TO HORIZONTAL ACCURACY CLASS A-2.

I HEREBY CERTIFY TO IDS LIFE INSURANCE COMPANY, ITS SUCCESSORS AND/OR ASSIGNS, COMMONWEALTH LAND TITLE INSURANCE COMPANY AND COMMERCE CENTER ONE LIMITED PARTNERSHIP THAT THIS PLAN REPRESENTS A TRUE AND CORRECT SURVEY MADE ON THE GROUND UNDER MY DIRECT SUPERVISION ON NOVEMBER, 2001; THIS SURVEY HAS BEEN PREPARED IN ACCORDANCE WITH THE "MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS", JOINTLY ESTABLISHED AND ADOPTED BY ALTA, ACSM AND NSPS IN 1999, INCLUDING TABLE A ITEMS 1-4, 6, 7(a),(b),(c), 8-10, 11(b) and 14-16 and (ii) PURSUANT TO ACCURACY STANDARDS (AS ADOPTED BY ALTA, ACSM, AND NSPS AND IN EFFECT ON THE DATE OF THIS CERTIFICATION AND THE SURVEY MEASUREMENTS WERE MADE IN ACCORDANCE WITH THE MINIMUM RANGE, DISTANCE AND CLOSURE REQUIREMENTS FOR SURVEY MEASUREMENTS WHICH CONTROL LAND BOUNDARIES FOR ALTA/ACSM LAND TITLE SURVEYS. NONE OF THESE BUILDINGS SHOWN HEREON ENCLOSED ON ANY STREET, TITLE OR BUILDING LINES, NOR ARE THERE ENCROACHMENTS BY IMPROVEMENTS FROM ADJOINING PROPERTIES.

Lawrence R. Geissler, Jr.
LAWRENCE R. GEISSLER, JR. L.S. #12327

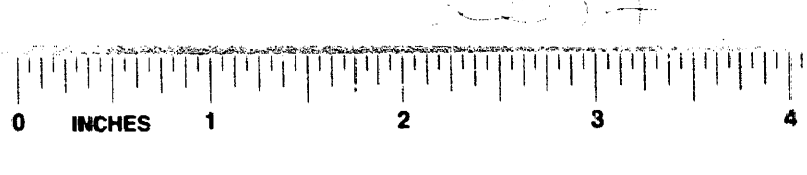
PARKING COUNT

NUMBER OF REGULAR PARKING SPACES=394

NUMBER OF HANDICAP PARKING SPACES=8

SCALE: 1" = 40'

PROJ. MANAGER: LRG	REVIEWED BY DATE	<p>FUSS & O'NEILL, INC. Consulting Engineers 148 HARTFORD ROAD, MANCHESTER, CONNECTICUT 06040 (203) 646-2465</p>
CHIEF DESIGNER: KMS		
SURVEY		<p>ALTA/ACSM LAND TITLE SURVEY</p> <p>PREPARED FOR</p> <p>COMMERCE CENTER ONE LIMITED PARTNERSHIP</p> <p>EAST RIVER DRIVE EAST HARTFORD, CONNECTICUT</p>
STRUCTURAL		
REVISION DATE:		<p>JOB NUMBER: B8453A11</p> <p>PHASE: 8045</p> <p>DATE: 11/15/01</p> <p>SCALE: 1" = 40'</p> <p>SHEET NO. 1 OF 1</p>



FY 2024-25 Revised Budget Workshop Calendar
COMMUNITY CULTURAL CENTER

Monday, February 26, 2024

6:30 p.m.

Mayor's Summary of Budget

Mayor's Office

Town Clerk
Probate Court
Corporation Counsel
Town Treasurer
Town Council
Registrars of Voters
Selectmen

Police Department

Police Administration
Operations
Criminal Investigation
Police Capital Improvements

Public Safety Complex

Public Safety Communications

Fire Department

Administration
Suppression
Fire Training
Fire Marshal
Apparatus Maintenance
Alarm Maintenance
Emergency Medical Service
Emergency Management
Fire Capital Improvements

Wednesday, February 28, 2024

6:30 p.m.

Board of Education

Superintendent of Schools

Human Resources

Department of Public Works

Administration
Engineering
Highway Services

Flood Protection
Waste Services
Fleet Services
Building Maintenance
Metropolitan District Commission
Park Maintenance
Public Works Capital Improvements

Saturday, March 2, 2024

8:30 a.m.

Boards and Commissions

Beautification Commission
Inland/ Wetlands/Environment Commission
Historic District Commission
Zoning Board of Appeals
Board of Ethics
Commission on Aging
Services for Persons w/Disabilities

Veterans Commission
Board of Assessment Appeals
Commission on Culture & Fine Arts
Public Building Commission
Pension & Retiree Benefit Board
The Hockanum River Commission
Fair Rent Commission

Information Technology

Health and Human Services

Administration
Community Health & Nursing Services
Environmental Control

Social Services

Youth Services

Parks and Recreation

Facilities
Park Special Programs
Capital Improvements

Senior Services

East Hartford Works!

Monday, March 4, 2024

6:30 p.m.

Library Services

Development

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

Inspections and Permits

Finance

Administration

Accounts and Control

Purchasing

Assessor

Revenue and Collections

Employee Benefits

Risk Management

Debt Services

Contingency

Capital Improvements

Revenues

Five Year Capital Improvement Plan

Summary

Anticipated Needs

Wednesday, March 8, 2024

7:00 p.m.

Public Hearing – Budget

Monday, March 11, 2024

7:00 p.m.

Special Meeting – Budget

FUND BALANCE RESERVE ORDINANCE
(12/20/2023)

Subsection (b) of Section 10-52 of the Town of East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

Section 10-52. Retiree Benefit Trust Fund.

(b) Income to such fund shall include any amounts appropriated to such fund by the town council or as provided in this subsection and any return on investments of such funds. If, at the close of any fiscal year, the undesignated reserve fund for the town exceeds ten percent of the total budget appropriation for such fiscal year, the budget surplus in such fiscal year, as verified by the town auditors, shall be appropriated to the Retiree Benefit Trust Fund, provided that effective July 1, 2023, the percentage by which the fund exceeds the total budget appropriation shall be as follows: for fiscal year 2022-2023, ten and one quarter percent; for fiscal year 2023-24, ten and one half percent; for fiscal year 2024-25, ten and three quarter percent; for fiscal year 2025-2026; eleven percent and for fiscal year 2026-2027 eleven and one quarter percent. The Town Council may, on an affirmative vote of at least six councillors, authorize the retention in the undesignated reserve fund an amount greater than the percentage provided in this subsection for such fiscal year

Statement of Purpose: To allow the Town Council to authorize with a supermajority vote the retention in Fund Balance an amount exceeding the minimum required percentage prior to the automatic transfer of any excess funds to the Retiree Health Trust Fund. Bond rating agencies at this time prefer municipalities retain a minimum of 15% of their annual budget in a reserve fund. The current ordinance creates a process to slowly meet that goal over time. This provision allows the Town Council to accelerate that process if financial conditions allow.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 8, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached proposed revisions to the job descriptions and recommendation of paygrade and title changes to the following positions as prepared by HR Director Tyron Harris

Accounting Assistant, Finance with the new title of Accountant
Payroll Coordinator with the new title of Payroll Manager

Please place this item on the Town Council agenda for the December 12, 2023, meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director
M. McCaw, Finance Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

November 30, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Accounting Assistant, Finance

Dear Mr. Martin:

Please see the attached job description for the Accounting Assistant, Finance with a new title of Accountant.

Our Chief Administrator Officer, Deputy Finance Director and myself have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

GENERAL DESCRIPTION

This position is responsible for recording the receipt of all income (checks, cash, credit card payments, grants, wires and other electronic deposits) in the Town's General Ledger. This position is critical in ensuring the completeness and accuracy of the transactions that occur in the Town's numerous bank accounts, investment statements and other accounts in order to produce an accurate financial position and year end comprehensive financial statements. The position also requires complete knowledge of Accounts Payable duties. This position also has the responsibility for making difficult cash management, accounts payable/receivable technical decisions, including monitoring cash balances and notifying management when transfers are required to meet liabilities, such as payroll and accounts payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare purchase order maintenance entries. Prepare budget amendments and maintenance as needed.
- Record Board of Education accounts payable and payroll journal entries. May record BOE cashbook credits.
- Review and process the monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.
- Deposits Board of Education State and Federal checks on an as-needed basis and record any necessary journal entries.
- Prepares journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.
- Reviews the balance sheets on a monthly basis to ensure all accounting adjustments are completed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the balance sheet and the associated accounting and the normal balance of debits and credits.
- Considerable knowledge of the accounting equation (assets, liabilities and fund balance) and understanding in the interpretation and intuition of and impact of journal entries.

- Demonstrates independent professional and accurate judgement in the administration of accounting entries and functions.
- Considerable knowledge of the interfund matrix and relationship of the Town's funds and the associated accounting necessary to properly record transactions. Requires logical reasoning to ensure appropriate follow-up and maintenance of each fund's respective balance sheet.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Accountant

GRADE: ~~8~~-12

Formatted: Underline, Strikethrough

DEPARTMENT: Finance

DATE: 12/1/2023

GENERAL DESCRIPTION

Performs responsible and accurate accounting clerical and bookkeeping work involving the maintenance of department accounts including cash management and investment.

Work involves responsibility for preparing standard journal entries for accounting functions. Duties include verifying calculations, confirming purchase orders and invoices, ~~and~~ reconciling accounts receivable to the general ledger, and preparing and inputting this data into a computerized financial management system. This position is responsible for recording the receipt of all income (checks, cash, credit card payments, grants, wires and other electronic deposits) in the Town's General Ledger. This position is critical in ensuring the completeness and accuracy of the transactions that occur in the Town's numerous bank accounts, investment statements and other accounts in order to produce an accurate financial position and year end comprehensive financial statements. The position also requires complete knowledge of Accounts Payable duties. This position also has the responsibility for making difficult cash management, accounts payable/receivable technical decisions, including monitoring cash balances and notifying management when transfers are required to meet liabilities, such as payroll and accounts payable. The work requires that the employee have considerable knowledge, skill, and ability in accounting, accounts payable and accounts/ receivable functions. This position processes all invoice payment batches for accounts payable and reviews back-up for thorough documentation and signatory authority. This position is responsible for printing of the Town's accounts payable checks and requires trust and integrity in protecting the assets of the Town. This position also monitors the internal control structure of selected government functions including, but not limited to, the parking ticket collection system. The position requires comprehensive knowledge of payroll functionality and serves as a backup to the Payroll Administrator. The position also requires complete knowledge of Accounts Payable duties. This position is responsible for adjustments to Purchase Orders and identifies any requests for Purchase Order adjustments that may be out of compliance with the Town's Purchasing Ordinances and policies. This position is responsible for recording the Board of Education. This position supports the Town's Bank Reconciliation process by monitoring transactions and ensure timely recording consistent with GASB best practices.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide full charge bookkeeping and accounting functions.
- Maintain accounting for ~~operating units~~all Town Funds: Prepares standard journal entries for general accounting functions including but not limited to cash, grant, checks and other electronic receipts, ~~cash check or other electronic~~ disbursements, and investments. Prepares daily deposits, tax collection receipts, follow-up and redeposit of NSF checks.
- Prepare purchase order maintenance entries. Prepare budget amendments and maintenance as needed.
- Record Board of Education accounts payable and payroll journal entries. May record BOE cashbook credits.

- Prepares monthly bank account reconciliations or depository information for at least four Town accounts in several banks. Reconcile Town Ledgers and Sub-ledgers including Board of Education Payroll and Accounts Payable.
- Maintain and reconcile investment, [flexible spending](#), [insurances](#) and retirement accounts.
- Record the daily financial transactions including interest, deposits, and withdrawals for [over](#) 15 different bank accounts- and investment and retirement accounts.
- Assist with payroll processing, payroll tax reporting, payroll audits and analytics, and other payroll duties. [Perform payroll processing in the absence of the Payroll Administrator.](#)
- Using available accounting software, calculating, posting, and verifying transactions in processing financial data. Resolves discrepancies as needed. Processes corrections and runs appropriate reports.
- Using available accounting software, prepares summary information of cash on hand for investment decisions and for timely payments of recurring and long-term obligations. Transfers funds as required. Prepares monthly summary of expenditure information for various programs. Prepare monthly and quarterly retirement reports to the Finance Director and Retirement Board.
- Assists in preparing various financial analyses, including but not limited to investment analysis, debt service schedule and grant administration, for budget recommendations. Setup account budgets and perform increase and decrease maintenance as needed.
- Supports and periodically acts as the backup to the Payroll [Coordinator-Administrator](#) and Accounts Payable Clerk, to run general weekly payroll, bi-weekly accounts payable check runs, and other related transactions.
- Prepares monthly journal entries for several accounts, ~~such as~~ [including but not limited to](#), WIC, [CDBG](#), Police Contra and Emergency Management Accounts.
- [Review and process the monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.](#)
- Deposits Board of Education State and Federal checks on an as-needed basis [and record any necessary journal entries.](#)
- [Prepares journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.](#)
- [Reviews the balance sheets on a monthly basis to ensure all accounting adjustments are completed.](#)
- Prepares monthly reports and draw downs for CDBG – Community Based Block Grant Program.
- Screens telephone calls and inquiries, ascertains nature of business, refers to appropriate person.
- Record online credit card payments across multiple different platforms.
- Complete monthly tax department income reconciliation and journal entries.
- Prepare quarterly statements along with interest, contributions, and distributions calculations for Deferred Compensation and Pension.
- Prepare quarterly dog fund calculation and subsequent payment to the State of Connecticut.
- Assist in fiscal year end deliverables including yearly audit preparation and analysis for multiple funds.
- Assist in calendar year end deliverables including but not limited to 1099 reports and verifications.
- Supports the annual audit of the Towns accounts and works with external auditors to provide needed information for the annual audit and the annual Financial Statement Report. Delivery of the required information must be completed by the end of September of each fiscal year.
- Supports the Finance Director in preparing annual Employee Benefit reports to stay in compliance with the Affordable Care Act, ERISA, and IRS (5500) reporting.
- Prepare month-end and year-end activities.
- Communicate Finance deliverables verbally and in writing to employees and departments.
- Provide accounting support and training across departments.

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk' [maintains standard operating procedures for all areas of responsibility and standard journal entries for the position.](#)
- [Performs adjustments to Purchase Orders in the Town's Accounting system and identifies any requests for Purchase Order adjustments that may be out of compliance with the Town's Purchasing Ordinances and policies.](#)
- Perform other accounting and administrative tasks assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles and practices of bookkeeping, including accounts payable, accounts receivable, and [basic-basic to intermediate](#) accounting.
- [Considerable knowledge of the balance sheet and the associated accounting and the normal balance of debits and credits.](#)
- [Considerable knowledge of the accounting equation \(assets, liabilities and fund balance\) and understanding in the interpretation and intuition of and impact of journal entries.](#)
- [Demonstrates independent professional and accurate judgement in the administration of accounting entries and functions.](#)
- [Considerable knowledge of the interfund matrix and relationship of the Town's funds and the associated accounting necessary to properly record transactions. Requires logical reasoning to ensure appropriate follow-up and maintenance of each fund's respective balance sheet.](#)
- Considerable knowledge of spreadsheet software applications and word processing software applications.
- [Maintains professional judgement and conduct in an office environment.](#)
- Very good skill in using standard office machines including calculator and computer.
-
- Very good skill in mathematical computations.
- Considerable ability to establish and maintain effective working relationships with coworkers, associates, and the general public.
- Very good ability in oral and written communication.
- Very good ability to maintain detailed, [organized](#) and accurate financial records.
- Very good ability to handle a high volume of paperwork accurately and efficiently.

QUALIFICATIONS

A bachelor's degree in accounting or a closely related field, plus two years of responsible bookkeeping or accounting records keeping work (preferably in a government setting) involving the use of a computer or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

- CPA or CPA track a plus, but not required.
- Public accounting experience a plus, but not required.
- Strong technical tax skills and analytic capabilities.
- Demonstrated proficiency with Microsoft Products Suite including ease using Excel and manipulating workbook.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Computer, calculator, typewriter, copy machine and other standard office equipment, spreadsheet, and word processing applications software.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk and listen.
- Must be able to sit at a desk or stand and work continuously for extended periods of time and occasionally required to walk.
- Ability to use hands to finger, handle or feel objects, tools, or controls.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required for this job include close vision and the ability to adjust focus.
- Must be able to read and interpret government regulations as they pertain to tax collections and be able to effectively present information and respond to questions from management and the general public.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Must show willingness and flexibility for occasional overtime work to fulfill business needs.
- This position requires the ability to apply common sense understanding in carrying out instructions furnished in written or oral form and the ability to deal with problems including several concrete variables in standardized situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is conducted in typical office working conditions with virtually no disagreeable features. ~~The noise level in the work environment is not generally quiet.~~

GENERAL GUIDELINES

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

EEO/AA Statement

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

December 8, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Payroll Coordinator, Finance

Dear Mr. Martin:

Please see the attached job description for the Payroll Coordinator, Finance, with the new title of Payroll Manager.

Our Chief Administrator Officer, Deputy Finance Director, and I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

POSITION DEFINITION:

The Payroll Manager is responsible for preparing and administrating the Town of East Hartford Payroll System for all town personnel. Responsible for the setup and maintenance of employees in the Tyler Munis system, including activation and termination, maintenance of dates (birth, hire, service, permanent and permanent), salary tables, deductions, pay codes, special payments (severance), and pay type including check or direct deposits. Responsible for maintenance of Employee Master and the accuracy thereof. Responsible for accurate and timely payrolls to Town personnel, including vacation, sick, and other accrued leave payouts. Responsible for maintaining the employee database and detailed history. Responsible for administering leave accruals and timely set-up or deactivation of employees in the Novatime system.

GENERAL DUTIES:

- Performs role independently with limited supervisor(s) verbal or written direction.
- Plans and organizes work by federal and state laws, standard procedures, and general professional judgment
- Demonstrates mastery of the complex payroll and accounting system for the Town of East Hartford.
- Establishes priorities within work assignments.
- Works in tandem with the Department of Human Resources.
- Prepares employee payrolls by collective bargaining agreements for employees weekly, bi-weekly, and monthly. Prepares payrolls accurately and timely, including on-time payment of all town personnel with correct wage amounts and deductions.
- Maintains Munis and Novatime (where applicable) Employee module to ensure pay codes, deductions, salary tables, accruals, and other items are accurately set up and reflect collective bargaining agreement provisions.
- Ensures accurate transmittal of payments for payroll-related federal, state, FICA/Medicare, unemployment, 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Ensures the accurate posting of transactions to employee accounts with various vendors. Follows up in a timely manner for any errors or unreconciled differences.

ADDITIONAL DUTIES: .

- Prepares projections for retirement.
- Prepares all retirement/termination payouts. Including Drop Plan for Police and Fire
- Administrates worker's compensation payments and wage verification forms.
- Processes wage increase.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Assists in the implementation of new benefit plans. Administers changes in labor contracts, including salary increases, retro payments, and benefit changes. Assists in the preparation of W2s. Assists with budget to prepare salary budget projections / personal services.
- Responds to inquiries from employee organizations, state or federal officials, and representatives of insurance carriers.

SUPERVISED BY: Receives general supervision from the Director of Finance, Deputy Finance Director and Assistant Director of Finance

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Payroll ~~Coordinator~~ Manager

GRADE: ~~10 1312~~

DEPARTMENT: Finance
December 1st 2023

DATE: July 1, ~~1987~~ 2023

POSITION DEFINITION:

The Payroll Administrator/Manager is responsible for the preparation and administration of the Town of East Hartford Payroll System for ~~ers a payroll system for all~~ town personnel. The typical job duties for this position include but are not limited to Responsible for the set up and maintenance of employees in the Tyler Munis system to include activation and termination, maintenance of dates (birth, hire, service, permanent and permanent), salary tables, deductions, pay codes, special payments (severance), pay type including check or direct deposits. Responsible for maintenance of Employee Master and the accuracy thereof. Responsible for accurate and timely payrolls to Town personnel, including vacation, sick and other accrued leave payouts. ~~level tables to include direct deposits, union benefits, deductions and dues, and other general deductions. Responsible for processing and validation of special payments such as severance, stock options, commissions, FLSA overtime.~~ Responsible for maintaining the employee database and detailed history. Responsible for ~~running~~ administering leave accruals and timely set-up or deactivation of employees in the Novatime system. Responsible for country specific set up and maintenance based on role. Responsible for timely weekly payment of the payroll federal, state, FICA/Medicare, unemployment (quarterly), 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Responsible for accurate processing of Workers compensation related payments to ensure accurate W-2 statements. Responsible for preparing the Town's 941 quarterly Tax Return and calendar year end reporting requirements.

Administers Automated Clearing House banking activities, (Electronic Funds Transfers (EFT), rejects, recalls, stop payments) related to payroll.
Responds to inquiries from employees and external customers.
Responsible for processing manual payments for new hires, leave of absence time entry corrections, terminations, and more while ensuring federal, state and local taxes, pre and post-tax deductions, and wage assignments are properly withheld.
Assist employees with Workday self-service functions for direct deposit, retirement and tax election changes
Resolve timekeeping system access issues, prepare and validate time entry exception reports and process corrections as needed
Review daily maintenance and on-cycle payroll validation reports

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Prepare employee payroll historical information for outside agencies and internal management
Process voluntary deduction adjustments, and prepares related state and federal payroll information reports. Responsible for weekly input, earnings adjustments, classification changes, deductions reporting, general account distribution and all payroll related management systems reporting.

GENERAL DUTIES:

- Performs role independently with limited. Receives oral or written direction from supervisor(s).
- Plans and organizes work in accordance with federal and state laws, standard procedures and general professional judgement according to standard procedures.
- Demonstrates mastery of the complex payroll and accounting system for the Town of East Hartford.
- Establishes priorities within work assignment.
- Works in tandem with Department of Human Resources.
- Prepares employee payrolls in accordance with collective bargaining agreements for employees on a weekly, bi-weekly, and monthly basis. Prepares payrolls accurately and timely, including on-time payment of all town personnel with correct wage amounts and deductions.
- Maintains Munis and Novatime (where applicable) Employee module to ensure pay codes, deductions, salary tables, accruals, and other items are accurately set-up and reflect collective bargaining agreement provisions.
- Ensures accurate transmittal of payments for payroll related federal, state, FICA/Medicare, unemployment, 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Ensures the accurate posting of transactions to employee accounts with various vendors. Follows-up timely for any errors or unreconciled differences.
- Ensures payroll journal entries are recorded within the payroll week. Resolves issues in a timely manner.
- Maintains the employee database and detail history.
- Receives and reviews time sheets from units. Departments for accuracy and completeness. Ensures accurate posting to the general ledger organization and accounts.
- Performs journal entries at month end timely to record expenses in various grants and ensure accurate reporting to grantors.
- Performs calculating, posting, and verifying duties to obtain financial data for payroll deductions, including withholding taxes, social security, retirement, group ~~insurances~~ insurance, union dues, and other payments.
- Prepares and transmits payroll information for processing into an automated payroll system.
- Receives and reconciles payroll register.
- Receives payroll checks , reviews for accuracy-, and distributes to employees.
- Posts payments and prepares monthly and annual ~~payments vouchers for deductions to charitable, federal~~ payment vouchers for deductions to charitable, federal, and state governments, unions, and various carriers.

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- Prepares monthly, quarterly, and annual statistical and narrative reports for withholding taxes, social security, ~~payments payments~~, and town and state retirement programs.
 - Projects payroll and related benefit cost figures for budget-making, cost control, and planning ~~purposes~~.
 - Prepares regular statistical and narrative reports for the supervisor upon request.
 - Reports work accomplished to supervisor.
 - Prepares and process longevity, fire holiday and police holiday ~~payments~~.
 - Ensures all ~~Performance~~ personnel Action Forms are recorded, indexed and stored in the Munis and central file.;
 - Prepares analysis and journal entry for year-end payroll accrual.
 - Prepares the Town's 941 quarterly Tax Return and calendar year end reporting requirements.
-
- Respond to routine inquiries concerning payroll processing, deductions and earnings
 - Maintains Sick / Vacation time.
 - ~~Maintains 457s and 401a retirement processing.~~
 - Stays up-to-date with changes in tax regulations and labor laws.
 - Assists with policy development and enforcement.
 - Generates and analyzes payroll-related metrics and statistics.
 - Assists with year-end payroll reconciliation and reporting.
 - Performs fiscal year end / start tasks including Munis pay master, job pays, wage rates, overtime rates (incl Fire), differentials, deduction updates, vacation and sick leave changes, pension max to stop, health insurance updates, Directors deferred compensation changes, employer HSA / HDHP amounts.
-
- Respond to any unemployment ~~claims~~ payment issues.
 - Process and Administer Wage garnishments.
 - Maintain unemployment payments and reports.
 - Administrate Prepaid Vacation
 - File 1094C and 1095C filings for ACA
 - Maintains confidentiality of personnel matters.

ADDITIONAL DUTIES:

- ~~Prepares federal income tax checks and gross payroll and expense checks for Board of Education.~~
- ~~Process and Administrate Wage garnishments.~~
- ~~Maintain unemployment payments and reports.~~
- ~~Administrate Military Buy Backs~~
- ~~Administrate Prepaid Vacation~~
- ~~File 1094C and 1095C filings for ACA~~
- ~~Prepares projections for retirement.~~
- Prepares all retirement / termination payouts. Including Drop Plan for Police and Fire

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- ~~Completes workers compensation and wage verification forms. Administrates workers compensation payments and wage verification forms.~~
- Processes wage ~~attachments~~ increase.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Assists in the implementation of new benefit plans.
- ~~Administers changes in labor contracts including salary increases, retro payments, including salary increases, retro payments, and benefit changes.~~ assists in preparation of W2s.
- Assists with Budget to prepare salary budget projections / prepares personal services.
- Responds to inquiries from employee organizations, state or federal officials, and representatives of insurance carriers.

SUPERVISED BY:

Receives general supervision from the Director of Finance, Deputy Finance Director and Assistant Director of Finance.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with an Associate's Degree ~~In Business~~ in business Administration, Accounting, or some closely related field with three years of increasingly responsible office accounting or bookkeeping experience.
 - 5+ years of solid multi-state payroll and benefits rules, regulations and practices per IRS and basic accounting experience.
 - Must have strong Mathematical and Accounting aptitude.
- Relevant work experience in payroll administration, bookkeeping, or office accounting — may be substituted for college training on a year-for-year basis.
- Thorough knowledge of basic bookkeeping, payroll ~~and record keeping, and record-keeping~~ procedures.
- Ability to perform complex arithmetic computations.
- Ability to complete narrative and statistical reports.
- Ability to acquire basic knowledge of data processing applications.
- Ability to learn automated payroll system.
 - Ability to handle heavy workload on a daily basis
 - Must be deadline oriented with the ability to multi-task
 - Proficient/intermediate use of Microsoft Excel and Word
 - Knowledge of payroll processes including data entry, pay calculations, tax and benefits
- Ability to learn payroll provisions of Union Contracts
 - Strong work ethic and ability to work well in a team environment
 - Completion of

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LICENSE OR CERTIFICATE:

Certified Payroll Professional (CPP)-Optional

Not applicable-

EEO/AA Statement

~~In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal opportunity workplace.~~

EEO/AA Statement

- ~~In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.~~

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

Responsibilities for payroll processor

~~Responsible for set up and maintenance of employee level tables to include direct deposit, union benefits/deductions and dues, expatriate hypo tax, and other general deductions such as auto use and computer loans, Responsible for processing and validation of special payments such as severance, stock options, commissions, FLSA overtime, Responsible for running leave accruals
Responsible for country specific set up and maintenance based on role
Responsible for Automated Clearing House banking activities, (Electronic Funds Transfers (EFT), rejects, recalls, stop payments)
Responds to inquiries from employees and external customers
Responsible for processing manual payments for new hires, leave of absence time entry corrections, terminations, and more while ensuring federal, state and local taxes, pre and post tax deductions, and wage assignments are properly withheld~~

Payroll Coordinator, Finance

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~~Assist employees with Workday self-service functions for direct deposit and tax election changes~~

~~Resolve timekeeping system access issues, prepare and validate time entry exception reports and process corrections as needed~~

~~Review daily maintenance and on-cycle payroll validation reports~~

~~Prepare employee payroll historical information for outside agencies and internal management~~

~~Process voluntary deduction adjustments~~

~~Prepare and/or update the various changes for the employee pay affecting payroll (contract modifications, personal details,) on a monthly basis according to company policy and proper approval level~~

~~Prepare the monthly payroll for approval~~

~~Prepare and submit tax and third party payments~~

~~Provide information to the Business for month end journals and internal reporting~~

~~Accurately process payroll for all employees including timesheet verification, tax setup and garnishments~~

~~Process employee changes including new hires, reviews, status changes, transfers and terminations~~

~~Support offices and field management with requests regarding financial or personal needs~~

~~Field requests from field, operations, and home office departments for data housed in Ultipro~~

~~Record and track 90 day and annual reviews~~

~~Track vacation for both hourly and salary employees~~

Qualifications for payroll processor

~~Must have strong Mathematical and Accounting aptitude~~

~~Ability to handle heavy workload on a daily basis~~

~~Must be deadline oriented with the ability to multi-task~~

~~Human Resources experience and/or Human Resources degree/coursework~~

~~5+ years of payroll experience in processing payroll, data entry, taxes (multi-state), garnishments, and year-end processing~~

~~Education — 4 years college degree or 10 years' experience and some college course work~~

~~Associates degree or comparable knowledge in payroll-related field~~

~~3+ years payroll processing experience with automated systems, (ADP, Ceridian, Paychecks, Pro Business,) including report writing tools~~

~~Strong work ethic and ability to work well in a team environment~~

~~Accounting/Finance/Business Degree or related discipline is a must~~

~~Good knowledge of French is preferred~~

~~Advanced competency with Excel and Microsoft Office~~

~~Data entry and audit of employee pay data, direct deposit, W4, general deduction, additional pay entry~~

~~PeopleSoft Employee Pay Data processes, including general deductions, employee taxes and tax distribution and additional pay processing, Paysheet Entry and Reporting / Query tools~~

~~Proficient use of Microsoft Excel and Word~~

Payroll Coordinator, Finance

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Knowledge of payroll processes including data entry, pay calculations, tax and benefits
Working knowledge of Union Contracts
Experience in processing Payroll using Oracle PeopleSoft System

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TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 26, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: REFERRAL: Personnel and Pensions Subcommittees

Please see a series of attached job descriptions for a variety of positions within several departments, submitted by HR Director Tyron Harris.

Positions are

- Assistant Director of Parks and Rec
- Administrative Secretary II in the Fire Department
- Administrative Secretary III, Public Works

Please place this item on the Town Council agenda for the January 2, 2024 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

December 11, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Administrative Secretary II

Dear Mr. Martin:

Please see the attached job description for the Administrative Secretary II in the Fire department with a new title Fire Marshal Administrative Operations Coordinator.

Our Fire Chief and myself have reviewed the job description and salary band from surrounding towns Fire departments and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

POSITION DEFINITION:

Provides administrative assistance to the Fire Marshal's Office by performing a wide range of professional and technical duties leading to the effective operation of the division; and performs related work as required. Work is performed under general supervision where considerable independence is required.

ESSENTIAL JOB FUNCTIONS:

- Advises division on budget problems, policies, and procedures and assists in maintaining proper budgetary controls. At the direction of the Division Head prepares the division budget reports and summaries.
- Acts as the primary administrative support staff to the Division Head. Receives assignments, tasks, duties, and functions from the Division Head.
- Handles information requests from the public and other agencies.
- Assists the division in implementing improvements, and in overall administration of the division.
- Prepares and develops statistical reports, spreadsheets, graphs, and related materials to track permits, fees collected, division operating budget, etc.
- Assists in the preparation of special studies on programs and procedures.
- Reviews and answers routine daily correspondence.
- Assists in performing routine professional and technical support of the online permitting system and fire and inspection systems.
- Tracks and assigns permits to respective parties.
- Researches information on various subjects related to Fire safety and prevention.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of modern public administration, preferably as it relates to local government.

- Knowledge of Municipal, State, and Federal Government powers and purpose.
- Knowledge of the basic principles of public financial management and statistical techniques.
- Comprehensive working knowledge of desktop products, word processors, desktop database managers, and electronic spreadsheets.

JOB QUALIFICATIONS:

- The required skills and knowledge would generally be acquired with an Associate Degree in Business Administration, Accounting, or a closely related field of study, and two years of increasingly responsible administrative office management experience.

The Administrative Secretary II job description has not been updated since 1987, and the role has evolved. Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Fire Marshal Administrative Operations Coordinator
Administrative Secretary II **GRADE:** 48

DEPARTMENT: As Assigned Fire **DATE:**
07/01/87-10/2023

POSITION DEFINITION:

Provides administrative assistance to the Fire Marshal's Office by performing a wide range of professional and technical duties leading to the effective operation of the division; and performs related work as required. Work is performed under general supervision where considerable independence is required.
Performs secretarial and administrative work of a complex, confidential and responsible nature in a major department.

SUPERVISION RECEIVED:

Receives general supervision from the Fire Marshal.

ESSENTIAL JOB FUNCTIONS:

GENERAL DUTIES:

- Advises division on budget problems, policies, and procedures and assists in maintaining proper budgetary controls. At the direction of the Division Head prepares the division budget reports and summaries.
- Acts as the primary administrative support staff to the Division Head. Receives assignments, tasks, duties, and functions from the Division Head.
- Handles information requests from the public and other agencies.
- Assists the division in implementing improvements, and in overall administration of the division.
- Prepares and develops statistical reports, spreadsheets, graphs, and related materials in order to track permits, fees collected, division operating budget, etc.
- Assists in the preparation of special studies on programs and procedures.
- Reviews and answers routine daily correspondence.
- Assists in the performance of routine professional and technical support of the online permitting system as well as fire and inspection systems.
- Tracks and assigns permits to respective parties.
- Researches information on a variety of subjects related to Fire safety and prevention.
- Serves as the liaison to the IT department for setting up office technology and onboarding new staff.
- Receives and records fees as well as prepares transmittal deposit forms.

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- Assists other Division support staff as needed.
- Meets the public and provides information on division operations.
- Maintains central inventory of division supplies. Contacts vendors for price quotes and orders supplies as needed.
- Assists in Public Education by coordinating all events and ensuring division presence.
- Assists in the administration of the Smoke and CO program by keeping track of inventory and installation. Schedules installations and inspections as needed.
- Maintains the schedule of the Fire Marshal and staff. Schedules both permit-related and fire safety inspections. Receives oral and written instructions from a department head.
 - Plans and organizes work according to established office or standard procedures.
 - Determines priority of work tasks.
 - Assigns work to permanent and temporary clerical staff.
 - Relieves supervisor of detail work.
 - Provides general information to public on department or town services, including regulatory, cultural, social, or recreational programs.
 - Provides technical or regulatory information to public and assists public in completing applications or in understanding regulations.
 - Observes strict confidentiality in establishing and maintaining restricted files and records.
 - Arranges meetings and schedules appointments for supervisor, and coordinates scheduling of field personnel where applicable.
 - Transmits and explains supervisor's directions to proper persons, and follow up for compliance, completeness, and conformance with deadlines.
 - Compiles and coordinates data for action by supervisor.
 - Types and transcribes letters, reports, and meeting minutes from rough draft, shorthand notes, or transcription equipment.
 - Composes and types routing correspondence and reports.
 - Screens telephone calls or greets visitors, ascertains nature of business, and refers to appropriate office as possible.
 - Types statistical and narrative reports of some complexity.
 - Performs special assignments, studies, and routine administrative functions as directed.
 - Assists in the preparation of department budget by compiling information and typing budget proposals.
 - Receives and records fees.
 - Provides secretarial services to departmental staff as required.
 - Reports work accomplished to supervisor.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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- Knowledge of the principles and practices of modern public administration, preferably as it relates to local government.
- Knowledge of Municipal, State, and Federal Government powers and purpose.
- Knowledge of the basic principles of public financial management and statistical techniques.
- Comprehensive working knowledge of desktop products, word processors, desktop database managers, and electronic spreadsheets.
- Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Ability to establish and maintain effective working relationships with municipal officials, department directors, employees, and the general public.
- Ability to learn operational objectives, methods, and procedures of the Division.
- Ability to analyze and interpret policies and procedures.
- Ability to make decisions in accordance with rules, regulations, and ordinances, covering the department.
- Ability to establish and maintain highly effective working relationships with employees, managers, elected and appointed officials, staff, community and business leaders, the media and others encountered in the course of work.

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ADDITIONAL DUTIES:

- ~~Develops and maintains confidential and complex records and files.~~
- ~~Maintains purchasing, personnel, or other administrative records.~~

SUPERVISED BY:

- Receives general supervision from a department head.

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QUALIFICATIONS PROFILE:

- ~~The skills and knowledge required would generally be acquired with a high school education with course work in Business English, and Commercial Arithmetic with three years of increasingly responsible secretarial or office administrative work.~~
- ~~Ability to acquire working knowledge of regulations and legal requirements of assigned department activities.~~
- ~~Ability to type with speed and accuracy, from shorthand notes or dictation equipment and long hand notes.~~
- ~~Ability to accurately process large amount of paperwork.~~
- ~~Ability to maintain complex files and record systems.~~
- ~~Ability to perform basic mathematical calculations.~~
- ~~Ability to compose correspondence and reports.~~
- ~~Ability to collect and organize data.~~
- ~~Ability to assist public in properly completing applications.~~
- ~~Ability to relate positively to staff members, city officials, and the general public.~~
- ~~Ability to transmit information to public in a clear and concise manner.~~
- ~~Ability to operate office equipment, and to learn to operate data and word processing equipment.~~

LICENSE OR CERTIFICATE:

Not applicable.

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PHYSICAL AND MENTAL EFFORTS AND ENVIRONMENTAL CONDITIONS:

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination.
- Work requires the ability to push, lift, pull, and carry up to 20 pounds.
- A public address system is used in the Fire Department and this position requires the ability to work with the noise levels associated with a working fire station.

JOB QUALIFICATIONS:

The required skills and knowledge would generally be acquired with an Associate Degree in Business Administration, Accounting, or a closely related field of study, and two years of increasingly responsible administrative office management experience.

EEO/AA Statement

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

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

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

December 11, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Administrative Secretary III Public Works

Dear Mr. Martin:

Please see the attached job description for the Administrative Secretary III, Public Works.

Our Public Works Director and I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

POSITION DEFINITION:

Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major department. Exercises judgment in selecting and applying established procedures correctly and determining when to refer situations. Requires the ability to make complex decisions related to administrative support functions. Handles a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses.

GENERAL DUTIES:

- Prepares Highway contract renewals for snow plowing.
- Input, monitor, and follow all catch basins, potholes, street sweeping, and other highway-related claims tracking through the Q-Alert system.
- Submit mailbox complaints and provide refunds to residents as necessary
- Assists in preparing department budget by compiling information and typing budget proposals.
- Types and transcribes letters, reports, and meeting minutes from rough drafts, shorthand notes, or transcription equipment.
- Provides secretarial services to assigned boards or commissions as required.
- Tracks training for all 1174 members. Enters all certificates and specialized training as needed. Coordinates training with OSHA and Risk Management.
- Composes and types routine correspondence and reports.
- Schedules evictions daily with Marshal's. Holds Town auctions twice a month for evicted parties. Keeps track of monies for all evictions and auctions.
- Communicates with emergency radio with police dispatch daily (examples)
- Dispatches utility for dead animals
- Stop signs for automobile accidents

QUALIFICATIONS PROFILE:

- Education: High school graduate or equivalent, preferably with business/secretarial training beyond high school. Skills and Experience: Three or more years of related experience. Secretarial/office experience preferred. Computer skills and ability to pass standard typing test required. May be tested on appropriate computer skills as required. Keyboarding speed (wpm)

may be required as appropriate to job duties. Shorthand and Dictaphone experience may be required.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of their current classification and (b) the change in their duties are so substantial that the position in question is of a different classification than their current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Administrative Secretary III [Public Works](#) **GRADE:** 6 to
7 -6

DEPARTMENT: ~~As Assigned~~ [Public Works](#) **DATE:**
~~07/01/87~~ [1/28/2024](#)

POSITION DEFINITION:

Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major department. ~~Exercises judgment in selecting and applying established procedures correctly, and in~~ and determining when to refer situations. Requires the ability to make complex decisions related to administrative support functions. Handles a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses.

GENERAL DUTIES:

- Receives oral and written instructions from a department head.
- Plans and organizes work according to established office or standard procedures.
- Determines priority of work tasks.
- Assigns work to clerical staff or ~~to~~ temporary staff.
- Relieves supervisor of office administrative detail work.
- Compiles and coordinates data for action by supervisor.
- Prepares statistical and narrative reports of some complexity.
- ~~Transmits and explains supervisor's directions to proper persons, and follows up to assure compliance, completeness and follow up to ensure compliance, completeness,~~ and conformance with deadlines.
- [Prepares Highway contract renewals for snow plowing.](#)
- ~~Input, monitor and follow all catch basin, pothole, street sweeping and other highway related, and follow all catch basin, pothole, street sweeping, and other highway-related claims tracking through-,~~ and follow all catch basins, potholes, street sweeping, and other highway-related claims tracking through the [Q-Alert system.](#)
- [Submit mailbox complaints and provide refunds to residents as necessary](#)
- ~~Assists in the preparation of department budget by compiling information, preparing department budget by gathering information,~~
- [Assisted in preparing the department budget by compiling information](#) and typing budget proposals.
- Types and transcribes letters, reports, and meeting minutes from rough ~~draft~~ drafts, shorthand notes, or transcription equipment.
- Provides secretarial services to assigned boards or commissions as required.
- [Tracks training for all 1174 members. Enters all certificates and specialized training as needed. Coordinates training with OSHA and Risk Management.](#)
- Composes and types routine correspondence and reports.

- Schedules evictions on a daily basis with Marshal's basis with Marshal. Holds Town auctions twice a month for evicted parties. Keeps track of monies for all evictions and auctions.
- Communicates with emergency radio with police dispatch on a daily basis (examples)
- Dispatches utility for dead animals
- Stop signs for automobile accidents
- Traffic light outages
- Dispatches salt truck for emergency areas during winter storms, inclement weather and road trucks for emergency areas during winter storms, inclement weather, and road trucks for emergency areas during winter storms, inclement weather, and road spills.
- Downed trees and limbs.
- Screens telephone calls or greets visitors, ascertains nature of business, and refers to appropriate office/person as possible.
- Arranges meetings and schedules appointments for Arrange meetings and schedule appointments for the supervisor.
- Maintains the running record of line item accounts.
- Prepares and process-processes purchase orders.
- Performs special assignments, studies, and routine administrative functions as directed.
- Meets the public and provides information on subjects such as department or town services.
- Responsible for processing work orders for specific town events
- Staff backup support for Payroll for 5 Departments, street light entering. Cemetery deeds, and waste services support.
- Assists— with updating of manuals, handbooks manuals, handbooks, and brochures.
- Works at Municipal events to educate hundreds of residents on how to appropriately recycle thus acquiring a reduction in costs for the Town municipal events to inform hundreds of residents on how to recycle, thus reducing costs for the town appropriately.
- Receives and records fees.
- Performs related bookkeeping functions.
- Reports work accomplished to supervisor.

ADDITIONAL DUTIES:

- Organizes and prepares materials for publication such as administrative regulations, position announcements, examination procedures, program guides, and activity schedules.
- Maintains inventory of office supplies, materials, and equipment.
- Develops and maintains confidential and complex records and files.
- Maintains department purchasing, personnel, or other administrative records.

SUPERVISED BY:

- ~~Receives general supervision from a department head-Director of Public Works.~~
- Receives assignments from and maintains close working relationships with the Public Works Director, Asst. Public Works Director and Public Works. Works independently under general supervision and the guidance of applicable federal, state and local statutes, regulations, town ordinances and codes, and departmental policies

QUALIFICATIONS PROFILE:

- ~~The skills and knowledge required would generally be acquired with a high school education with course work in Business English, and Commercial Arithmetic with four years of progressively responsible secretarial or office administrative work, or in lieu thereof and Commercial Arithmetic with four years of progressively responsible secretarial or office administrative work, or in lieu thereof, an Associate's degree in Secretarial Science and two years of progressively responsible secretarial or office administration work.~~
- Education: High school graduate or equivalent, preferably with business/secretarial training beyond high school. Skills and Experience: Three or more years'-years of related experience. seeretarialSecretarial/office experience preferred. Computer skills and ability to pass standard typing test required. May be tested on appropriate computer skills as requiredneeded. Keyboarding speed (wpm) may be required as appropriate to job duties. Shorthand and/orand Dictaphone experience may be required.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence and, reports, etc. in shorthand.
- Ability to establish and maintain complex files and record systems.
- Ability to work with a minimum of supervision.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to accurately process large amount-amounts of paperwork. Accurately and efficiently.
- Ability to supervise.
- Ability to relate positively to those contacted.
- Ability to learn to operate data and word processing equipment.
- Ability to compile data as requested.
- Ability to acquire a working knowledge of the functions and responsibilities of the department.
- Ability to perform basic bookkeeping skills.
- Ability to supervise clerical staff and operations.

LICENSE OR CERTIFICATE:

- Municipal or other government experience preferred.
- Proficient in the use of computerized information systems: word processing, spreadsheets, computerized record keeping and file management applications including Microsoft Office required

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Not applicable.

EEO/AA Statement

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

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

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

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TYRON HARRIS
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740 Main Street
East Hartford, Connecticut 06108

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December 11, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Assistant Director of Parks and Recreation

Dear Mr. Martin:

Please see the attached job description for the Assistant Director of Parks and Recreation in the Health and Social Services division. We've taken functions from the Director of Parks and Recreation and included them in the new functions of the Assistant Director of Parks and Recreation.

Our Assistant Director of Parks and Recreation, Director of Health and Human Services, and I have reviewed the job description and salary band from surrounding town departments and suggested an upgrade in grade and revamp of the current job description based on the needs of Parks and Recreation. I've highlighted our changes below.

POSITION DEFINITION:

Under the general supervision of the Director of Health and Social Services, provides administrative and professional supervision in the implementation of a variety of parks and recreation services, including recreation programs, special events, park projects, golf course programs, building and property administration, and construction projects.

ESSENTIAL JOB FUNCTIONS:

- Develops fee schedules and projects revenues for budget-making.
- Oversees work activities and implements controls to ensure cost-effective attainment of goals.
- Develops near and long-range planning for programs.
- Oversees analysis of computer equipment, software, and applications for increasing automation of Department processes, operating systems, and record-keeping.
- Plans and implements technological advances as so determined.
- Oversees the preparation of brochures, news releases, and other public relations materials
- Plans, coordinates, and implements year-round seasonal programs, especially in camps, playgrounds, gymnasium activities, fitness programs, special events, and sports leagues.

ADDITIONAL JOB FUNCTIONS:

- Represents the Department in public meetings.
- Participates in the selection of consulting services for Department projects.
- Coordinates activities with public and private cultural and recreational organizations.

- Speaks to individuals and groups to develop interest in recreation and promote department activities.
- Actively participates in professional parks and recreation organizations to remain current on developments in the field.

JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

- Four years of progressively responsible experience in municipal or group recreation work, including at least two years in a supervisory role.
- Credentialing as a Certified Leisure Professional is preferred

The Assistant Director of Parks and Recreation job description has not been updated since 2001, and the role has evolved.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Assistant Director of Parks and Recreation

LEVEL: ~~108~~1071

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DEPARTMENT: Parks and Recreation

Date: 2/6/0111/13/2023

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POSITION DEFINITION:

Under the general supervision of the Director of ~~Health and Social Services~~ Parks and Recreation, provides administrative and professional supervision in the implementation of a variety of parks and recreation services including recreation programs, parks maintenance, golf course maintenance, building and property administration and construction projects. Assumes administrative responsibility of the Department in the temporary absence of the Director of Parks and Recreation.

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Commented [DS5]: as well as social and cultural programs

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Commented [DS7]: Oversees work activities and implements controls to assure cost effective attainment of goals.

Commented [DS8]: Develops near and long range planning for programs

Commented [DS9]: •Add as new line - Formulates operating policies for the Department

Commented [DS10]: Supervises the preparation and administration of the departments operating budget and capital improvements budget.

Commented [DS11]: Develops

Commented [DS12]: Oversees analysis of computer equipment, software and applications for increasing automation of Department processes, operating systems and record-keeping.

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Commented [DS14]: Oversees the preparation of brochures, news releases, and other public relation materials

Commented [DS15]: Special Events

Commented [DS16]: in coordination with the Building Maintenance Supervisor

Commented [DS17]: Remove - Caretaker

Commented [DS18]: Speaks on department matters to local civic and cultural organizations.

Commented [DS19]: Oversees bid procedure for service, supplies and materials

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes and implements work according to project schedules and standard procedures.
- Independently establishes priorities in regular duties.
- Develops, coordinates and supervises community recreation, social and cultural programs; and assists the Director of Parks and Recreation in the planning and administration of the Department's divisions, programs and activities.
- Provides administrative and technical consultation and assistance to town department, boards and commissions.
- **ADD**
- Participates in near-term and long-range planning of the Department. Formulates operating policies in concert with the Director.
- Assists the Director in preparing annual budget recommendations.
- Makes recommendations for fee schedules and projects revenues for budget-making.
- **ADD**
- **Monitors work activities and implements controls to assure cost effective attainment of goals.**
- **Assists with analysis of computer equipment, software and applications for increasing automation of Department processes, operating systems and record-keeping.**
- Plans and implements technological advances so determined.
- **ADD**
- Plans, coordinates and implements year-round seasonal programs, especially in the areas of camps, playgrounds, gymnasium activities, fitness programs **add** and sports leagues.
- Reviews and evaluates recreational programs and parks maintenance and golf maintenance projects. Oversees operations of the Community Cultural Center. **ADD**
- Assists with the development and administration of contracts with Veterans Memorial Clubhouse **Caretaker**, Golf Course Professional, Golf Course Restaurant and Community Cultural Center facilitators.
- Confers with architects, consultants, contractors and the general public on parks and recreation matters.
- **ADD**
- Prepares studies and makes reports on current and future projects and programs.
- **Assists with -bid procedures for services, supplies and materials.**

- Hires, trains and provides indirect and direct supervision of full-time staff for parks maintenance, golf course maintenance and administrative divisions and hires, trains and provides indirect and direct supervision of part-time staff for parks, camps, playgrounds, gymnasiums and other programs.
- Prepares regular narrative and statistical reports for the Mayor and the Town Council upon request
- ~~ADD~~
- Assigns work to full-time and part-time staff.
- Oversees training and development programs for Department employees.
- Assists with the administration of collective bargaining agreements for Department.
- Coordinates availability of athletic fields and facilities for league use.
- Coordinates use and rental of facilities with the Board of Education.
- Prepares public relations information.
- Monitors recreation programs to assure proper operating, safety and supervision.
- Evaluates employees and handles disciplinary action
- ~~ADD~~
- Prepares specifications for materials, equipment, supplies and services for designated program areas.
- Evaluates employees and handles disciplinary action.
- Serves as hearing officer in grievances.
- Reports progress on projects and goals attained to Director.
- Assumes administrative responsibility of the Department in the temporary absence of the Director of Parks and Recreation.
- Works closely with Parks Associate Director and Park Supervisors to assure effective programming, maintenance and upkeep of Park facilities
- ~~ADD~~
- Works closely with Parks Associate Director and Supervisors with grant funding for park projects
- ~~ADD~~
- Oversees the preparation of brochures, news releases, and other public relations materials.

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Commented [DS21]: Prepares regular narrative and statistical reports for the Mayor and the Town Council upon request

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Commented [DS27]: Works closely with Parks Associate Director and Park Supervisors to assure effective programming, maintenance and upkeep of Park facilities

Commented [DS28]: Works closely with Parks Associate Director and Supervisors with grant funding for park projects

ADDITIONAL JOB FUNCTIONS:

- Represents Department in public meetings.
- Participates in selection of consulting services for Department projects.
- Coordinates activities with public and private cultural and recreational organizations.
- Speaks to individuals and groups to develop interest in recreation and promote department activities.
- Participates in professional parks and recreation organizations to remain current on developments in the field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and skill in executing the principles and practices of municipal recreation and its administration, including planning, organizing, budgeting and evaluation.
- Knowledge of laws and regulations governing municipal recreation.
- Ability to assess community recreational needs and to initiate, organize and follow-through on recreation, rental property, parks and golf course maintenance programs and projects.

- Ability to deal effectively with employees, staff, external consultants, the public including those members of the public representing different age groups and the media.
- Ability to supervise, train and evaluate employees.
- Ability to use electronic information systems to secure more effective and efficient operations.
- Ability to present ideas and programs to individuals or groups.
- Ability to make clear and concise oral and written reports.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

- The skills and knowledge required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field, and
- four years of progressively responsible experience in municipal or group recreation work, including at least two years in a supervisory role.
- Credentialing as Certified Leisure Professional is preferred.
- Connecticut Motor Vehicle Operator's license.

EEO/AA Statement

- [In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.](#)

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 26, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: APPOINTMENTS: Boards and Commissions

The following names were submitted to serve on the following commissions:

Democratic Appointments:

Planning and Zoning Commission

- Wesaneit Tsegai, 19 Home Terrace, East Hartford, 06108 to be moved from an alternate position to a full term position

Democratic Reappointments:

Persons with Disabilities

- Rena Berube, 124 Tiffany Road, East Hartford, CT 06118, term to expire Dec 2025
- Carlos Martinez Rivera, 190 Burnside Ave, East Hartford, CT 06108, term expire Dec 2025
- Vanessa Jenkins, 26 Suffolk Drive, East Hartford, CT 06118, term to expire Dec 2025
- Veronica Rosario, 31 High St, East Hartford, CT 06118, term to expire Dec 2025

Beautification

- Dolores Kehoe, 190 Andover, East Hartford, CT 06108, term to expire Dec 2026
- Patricia Sirois, 45 Jefferson St, East Hartford, CT 06118, term to expire Dec 2026

Commission on Aging

- Eugenia Perry, 68 Silver Lane, East Hartford, CT 06108, term to expire Dec 2026
- Gary Kelly, 28 Wentworth, East Hartford, CT 06118, term to expire Dec 2026

Commission on Culture and Fine Arts

- Aida Ortiz, 80 Hill Top Farm, East Hartford, CT 06118, term to expire Dec 2028

Historic District

- Davis Case, 59 Millwood Road, East Hartford, CT 06118, term to expire Dec 2028

In-Land Wetlands Environment Commission

- Daniel O’Dea, 137 Madison St, East Hartford, CT 06108, term to expire Dec 2027
- Richard Rivera, 111 Hills St, East Hartford, CT 06118, term to expire Dec 2027

Planning and Zoning Commission

- John Ryan, 127 Burke St, East Hartford, CT 06118, term to expire Dec 2028

Public Building Commission

- John Murphy, 205 Westerly Terrace, East Hartford, CT 06118, term to expire Dec 2028
- Henry Pawlowski, 48 Oxford Drive, East Hartford, CT 06118, term to expire Dec 2028
- Angel Santiago, 700 Forbes St, East Hartford, CT 06118, term to expire Dec 2028

Veterans Commission

- John Cook, 329 Long Hill St, East Hartford, CT 06118, term to expire Dec 2025
- Paul Barry, 23 Candlewood Dr, East Hartford, CT 06118, term to expire Dec 2025

Zoning Board of Appeals

- Erwin Hurst, 118 Oxford Dr, East Hartford, CT 06118, term to expire Dec 2028
- David Repoli, 68 Wood Drive, East Hartford, CT 06108, term to expire Dec 2028
- Daron Ross, 2 Outlook St, East Hartford, CT 06108, term to expire Dec 2028

Please place these nominations on the Town Council agenda for the January 2, 2024 meeting.

C: C. Martin, Mayor
K. Bilodeau, Town Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 26, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: REFERRAL: Refund of Taxes

I recommend that the Town Council approve a total refund of taxes in the amount of \$51,719.63 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the January 2, 2024 Town Council meeting.

Thank you.

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

INTEROFFICE MEMORANDUM

TO: CONNOR S. MARTIN, MAYOR
MCCA W MELISSA, DIRECTOR OF FINANCE

FROM: KRISTY HAFNER, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 12/27/2023

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$51,719.63 Please see attached listing. Please place this item on the Town Council agenda for January 2, 2024.

Bill	Name/ Check payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Interest	Over Paid
2022-03-0050152	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101-2098	2020/3GNKBHRS3LS605270		-472.91
2022-03-0050156	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101-2098	2020/KL7CJLSB6LB024688		-377.1
2022-03-0050157	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101-2098	2020/3GNKBHRS7LS530248		-675.72
2022-03-0050185	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101-2098	2019/1G4ZW5SS6KU127229		-155.96
2022-02-0040178	AUTO LOCK UNLIMITED INC	PO BOX 427	EAST HAMPTON, MA 01027	123 PARK AVE		-409.24
2022-03-0053801	BOATENG RODNEY A	101ST ABN DIV 3RD BCT 21 BEB UNIT 20100 APO, AE 09749-1000		2011/5NPDH4AEXBH039972		-112.57
2022-03-0056095	CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2020/1C4RJFAG9LC149433		-125.24
2022-03-0056111	CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2019/1C6SRFHT3KN691151		-189.98
2022-03-0056115	CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2020/1C4RJFAG9LC242856		-187.46
2022-03-0056126	CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2021/1C4RJFAGXMC504630		-565.3
2022-03-0056146	CCAP AUTO LEASE LTD	1601 ELM ST	DALLAS, TX 75201	2020/1C6SRFFT7LN183365		-796.32
2022-03-0056198	CENTRAL SEALING CO. INC.	69 THOMAS ST	EAST HARTFORD, CT 06108-2013	2021/4KNBF2328ML162311		-979.91
2022-03-0056205	CENTRAL SEALING CO. INC.	69 THOMAS ST	EAST HARTFORD, CT 06108-2013	2021/1FVMG3DV4MHMR2208		-4,843.69
2022-03-0058674	DAIMLER TRUST	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2018/4UZABRFD3JCJU1914		-422.94
2021-03-0058736	DAVIS KARSTEN	235 MAIN ST 5H	EAST HARTFORD, CT 06118	2002/JTHBF30G720050790		-9.82
2022-03-0059127	DAVIS SCOTT M DAVIS LISA M	14 BAYPATH DR	EAST HARTFORD, CT 06108-1412	2011/5NPEB4AC1BH084660		-6.82
2022-03-0062501	FINANCIAL SER VEH TRUST	1400 CITY VIEW DR	COLUMBUS, OH 43215	2020/5UXCR6C00LLL82288		-1,033.99
2022-03-0055347	GILL LAURA C	82 WOODYCREST DR	EAST HARTFORD, CT 06118-2748	2005/2G2WP522551199502		-72.71
2022-03-0064642	GONZALEZ JESENIA M	233 PEMBROKE ST	HARTFORD, CT 06112	2021/1HGCV2F3XMA024884		-57.43
2021-03-0064580	GREENWOOD HERBERT JR	61 BEDFORD AVE	EAST HARTFORD, CT 06118-3101	2014/1HGCR2F33EA195952		-109.17
2022-03-0066526	HESTER PRINCESS B	738 WINDSOR AVE	WINDSOR, CT 06095	2014/JN1BV7AR9EM694545		-67.71
2022-03-0066864	HOLLIDAY LILLIE	31 HIGH ST APT 10106	EAST HARTFORD, CT 06118-1878	2012/JN8AS5MV2CW712453		-27.50
2022-03-0067460	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2019/KNDPMCAC4K7602634		-228.36
2022-03-0067464	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2021/5NMS6DAJ8MH330044		-239.32
2022-03-0067465	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/KNDPMCAC7L7791149		-197.17
2022-03-0067467	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/3KPF24AD8LE205445		-242.64
2022-03-0067480	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2021/KNDPMCAC5M7875343		-660.56

2022-03-0067506	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/5XYPHDA5XLG662174		-429.97
2022-03-0067513	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/3KPF24ADXL226975		-242.64
2022-03-0067519	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/3KPF24AD6LE210255		-81.06
2022-03-0067604	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE 1900	IRVINE, CA 92612	2020/5XXGT4L32LG415973		-306.00
2022-03-0068161	JENNINGS JANNETT M	54 CARROLL RD	EAST HARTFORD, CT 06108-3045	2000/YS3DD58H9Y2004554		-16.23
2022-03-0068366	JOHNSON KENNETH L	26 MITCHELL CT	EAST HARTFORD, CT 06118-2227	2019/1C4PJMLB2KD483910		-93.20
2022-03-0068686	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2020/4S3GTAJ6XL1718006		-149.8
2022-03-0068687	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2020/JF2SKAGC3LH513405		-167.34
2022-03-0068702	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2019/4S3GTAJ64K3738948		-363.1
2022-03-0068704	JP MORGAN CHASE BANK NA	700 KANSAS LN LA4 4041	MONROE, LA 71203	2019/JF2GTAAC8KH373670		-270.39
2022-03-0068710	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2019/JM1BPBJM9K1146363		-88.70
2022-03-0069194	KEYBANK NATIONAL ASSOCIATION	17 CORPORATE WOODS BLVD	ALBANY, NY 12211	2018/4S8SZ1611JW031609		-6.30
2022-03-0069318	KING PIERSON O	2670 WINDSOR KNOLL DR	DACULA, GA 30019	2007/5FNRL38267B003891		-67.55
2022-03-0058672	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2020/WDDWK8GBXLF940582		-277.66
2022-03-0058695	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2019/WDC0G4KB1K1005636		-203.52
2022-03-0058696	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2019/WDDZH6JB8KA579051		-814.28
2022-03-0058698	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2019/4JGED6EB1KA153583		-1,367.22
2022-03-0058702	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2020/W1NTG4GB4LU040515		-260.08
2022-03-0058713	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2021/W1K3G5BB9MJ265574		-460.08
2022-03-0058718	MERCEDES-BENZ FINANCIAL SERV	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2020/W1KZF8EB1LA831896		-271.86
2022-03-0073628	MEYER RACHEL C	3423 ROXBURY DR	TROY, MI 48084	2012/JF1GPAR63CH204679		-131.92
2021-03-0072950	MILLER ROBERT	340 FOREST ST	EAST HARTFORD, CT 06118	2002/4F4YR12U52TM05990		-6.10
2019-03-0074763	MORENO EDWARD	80 GARDEN ST APT B	EAST HARTFORD, CT 06108-1742	2004/YV1CM91H741060619		-112.50
2020-03-0073548	MORENO EDWARD	80 GARDEN ST APT B	EAST HARTFORD, CT 06108-1742	2004/YV1CM91H741060619	-3.19	-106.20
2020-04-0086138	MORENO EDWARD	80 GARDEN ST APT B	EAST HARTFORD, CT 06108-1742	2011/1FMHK8D85BGA16762		-63.45
2021-03-0073543	MORENO EDWARD	80 GARDEN ST APT B	EAST HARTFORD, CT 06108-1742	2011/1FMHK8D85BGA16762		-278.51
2022-01-0005434	MY PROPERTY HOLDINGS LLC	601 OAKMONT LN #400	WESTMONT, IL 60559	630 TOLLAND ST		-5,360.68
2022-03-0075627	NISSAN INFINITI LT LLC TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2019/5N1DR2MMXKC645882		-445.26
2022-03-0075632	NISSAN INFINITI LT LLC TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2020/5N1AZ2BSXLN111193		-479.84
2022-03-0075717	NISSAN INFINITI LT LLC TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2020/1N4AA6DV9LC383178		-167.56
2022-03-0075777	NISSAN INFINITI LT LLC TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2020/JN8AT2MV2LW133989		-95.14

2021-03-0076002	PAGAN ROSELYN	6 HIGH PATH RD	WINDSOR, CT 06095	2015/5N1AT2MV9FC770908		-355.11
2019-03-0080991	RODAS MODESTO E	129 RISLEY ST	EAST HARTFORD, CT 06118-1533	2011/JHLRE4H52BC014955		-82.44
2018-04-0087338	RODRIGUEZ JOCELYN	617 MAIN ST	MIDDLETOWN, CT 06457	2003/JNRBS08W63X404685	-84.24	-216.00
2019-03-0081219	RODRIGUEZ JOCELYN	617 MAIN ST	MIDDLETOWN, CT 06457	2003/JNRBS08W63X404685	-52.52	-175.05
2022-03-0063148	SASKO WILLIAM	281 CHESTER ST	EAST HARTFORD, CT 06108	2005/3N1CB51AX5L502104		-8.75
2021-02-0040692	SKYLINE RECOVERY SERVICE	392 TOLLAND ST	EAST HARTFORD, CT 06108	392 TOLLAND ST		-259.94
2022-02-0040680	SKYLINE RECOVERY SERVICE	392 TOLLAND ST	EAST HARTFORD, CT 06108	392 TOLLAND ST		-206.32
2022-03-0084137	SOTO-TROCHE OTONIEL	9 COMANCHE RD	EAST HARTFORD, CT 06118-2523	2016/KM8SNDHF1GU147940		-43.72
2021-03-0084607	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/5TDJZRFH8KS714244		-151.04
2021-03-0084631	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/JTJBARBZ7K2194987		-479.54
2021-03-0084742	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/4T1B11HK0KU838960		-140.44
2022-03-0085809	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/JTHD81F25L5041478		-72.68
2022-03-0085813	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2021/JTDEPMAE4MJ175371		-337.42
2022-03-0085818	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/2T3A1RFV9LW105306		-205.64
2022-03-0085842	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/4T1G11BK8LU007609		-161.08
2022-03-0085843	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/5YFS4RCE8LP048803		-141.2
2022-03-0085860	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/5TDDZRFH9KS930908		-800.7
2022-03-0085862	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2021/2T3A1RFV8MC199195		-216.98
2022-03-0085866	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/4T1B11HKXKU695192		-365.24
2022-03-0085867	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/NMTKHMBOX3LR111466		-512.95
2022-03-0085868	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/2T2BZMCA4KC189380		-879.90
2022-03-0085870	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/JTJDZKCA9K2015723		-336.16
2022-03-0085874	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/4T1B11HK7KU769541		-410.68
2022-03-0085876	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2019/58ABZ1B10KU046101		-213.98
2022-03-0085893	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/JM1DKFB78L1466833		-89.80
2022-03-0085903	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/4T1G11BK7LU017323		-107.60
2022-03-0085908	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2021/JM1BPBBL2M1318760		-149.22
2022-03-0085946	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/3MVDMBCL0LM126561		-143.54
2022-03-0085968	TOYOTA LEASE TRUST	20 COMMERCE WAY SUITE 800	WOBURN, MA 01801-1057	2020/2T3A1RFV0LW110782		-343.00
2022-03-0087068	VCFS AUTO LEASING CO	1800 VOLVO PL	MAHWAH, NJ 07430-2032	2021/YV4A22PK1M1713049		-294.00
2022-03-0087693	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUABAF4XNN006698		-740.07
2022-03-0087695	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1GAAFY4N2033507		-834.71
2022-03-0087696	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EECF35N1088873		-899.05

2022-03-0087697	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1DECF32N1085411	-850.94
2022-03-0087698	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUAAAF45NA022027	-859.31
2022-03-0087699	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUABAF45NN001652	-740.07
2022-03-0087700	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUABAF49NA016341	-740.07
2022-03-0087701	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUAUDGYXNA064105	-577.69
2022-03-0087702	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1GAAFY4N2072744	-751.51
2022-03-0087703	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUAAAF44NN007835	-773.69
2022-03-0087704	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUDACF54NA029339	-758.34
2022-03-0087705	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUBBAF42NA034846	-746.41
2022-03-0087706	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA14AAFY1N2082943	-824.8
2022-03-0087707	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EAAFY1N2089637	-836.73
2022-03-0087708	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1GAAFY0N2089217	-751.51
2022-03-0087709	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA114AFY6N2082091	-976.47
2022-03-0087710	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EAAFY3N2081006	-836.73
2022-03-0087711	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUBBAF49NN009872	-746.41
2022-03-0087713	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EECF37N1132100	-809.46
2022-03-0087720	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EEDF38N1130510	-539.64
2021-04-0087265	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EECF32N1018781	-91.83
2022-03-0087730	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2019/WAUB4AF46KA101650	-745.94
2022-03-0088173	WELLS FARGO EQUIPMENT FIN INC	800 WALNUT STREET	DES MOINES, IA 50309	2018/4S8SZ1614JW031975	-381.78
2022-03-0088382	WICKHAM EDWARD J	150 WAKEFIELD CIR	EAST HARTFORD, CT 06118	2003/1HD1BXB133Y025153	-408.07
2022-03-0089151	YAWGEL STEPHEN J	105 DAVIS RD	EAST HARTFORD, CT 06118-3013	2019/1GC1KTEY3KF194408	-6.65
SUBTOTAL					(139.95) (51,579.68)
TOTAL					#####