

*Robert J. Boock*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
FEBRUARY 4, 2020

2020 JAN 29 P 1:32

TOWN CLERK  
EAST HARTFORD

6:45 P.M. Executive Session

7:15 P.M. Public Hearing

=====

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. January 21, 2020 Executive Session
  - B. January 21, 2020 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Recommendation from the Real Estate Acquisition & Disposition Committee re: Sale of 1450 Main Street
  - B. Referral to the Real Estate Acquisition & Disposition Committee re: 1 Hillside Street
  - C. Recommendation from Investigation & Audit Committee: Appointment of Town Auditor
  - D. Referral to Ordinance Committee re: Salon Ordinance – Public Act 19-117
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. Federal Court action: Shameka Hackman v Town of East Hartford, et al
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: February 18<sup>th</sup>)

*Robert J. Kehoe*

TOWN COUNCIL MAJORITY OFFICE

2020 JAN 27 A 8:38

JANUARY 21, 2020

TOWN CLERK  
EAST HARTFORD

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader Esther B. Clarke, Councilors Connor Martin, Angela Parkinson, Awet Tsegai, Patricia Harmon and John Morrison

ALSO Scott Chadwick, Corporation Counsel  
PRESENT Brian Smith, Assessor

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:57 p.m.

MOTION By Esther Clarke  
seconded by Sebrina Wilson  
to go into Executive Session to discuss the pending assessment (tax) appeal known as Islamic Institute of Ahl'Albait v. Town of East Hartford, Docket No. HHB-CV-19-6054842-S, involving real property located at 994 Tolland Street.  
Motion carried 9/0.

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

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Sebrina Wilson  
to **adjourn** (7:04 p.m.).  
Motion carried 9/0.

Attest

*Richard F. Kehoe*

Richard F. Kehoe  
Town Council Chair

*Robert J. Paek*

EAST HARTFORD TOWN COUNCIL 2020 JAN 27 A 8:38

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

JANUARY 21, 2020

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader  
Sebrina Wilson, Minority Leader Esther B. Clarke, Councillors Connor Martin,  
Angela Parkinson, Awet Tsegai, Patricia Harmon and John Morrison

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:35p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

RECOGNITIONS AND AWARDS

Former Town Councillor Caroline Torres

MOTION By Esther Clarke  
seconded by Pat Harmon  
to **adopt** the following resolution:

***Whereas** Caroline Torres was elected to the East Hartford Town Council in November 2017; and*

***Whereas** Caroline served on the Public Building Commission, the Town Council's Personnel and Pensions, Budget, and Real Estate Acquisition and Disposition Committees, and served as a liaison to the Board of Education; and*

***Whereas** her concerns have always been for the welfare and well-being of all the citizens of East Hartford, and*

***Whereas** the sincerity, honesty and dedication that Caroline has demonstrated deserves the highest degree of appreciation and recognition that the East Hartford Town Council can bestow on an individual.*

***Now Therefore Be It Resolved** that the Town Council, the governing body of the Town of East Hartford, along with Mayor Marcia A. Leclerc, does hereby express the community's appreciation for this faithful service and the highest honor it can bestow to:*

**Caroline Torres**

Motion carried 9/0.

Mayor Leclerc, along with Linda Russo, Ram Aberasturia, Shelby Brown, Joe Carlson and Marc Weinberg – Councillors from the 2017-2019 term, paid tribute to Caroline Torres' dedication and commitment to East Hartford. Caroline thanked all for their support and said she plans to stay involved in the community.

Susan Kniep, 50 Olde Roberts Street, (1) welcomed the newly elected Councillors; (2) suggested that the state legislators better communicate with the Council what they are working on at the state level that will benefit East Hartford; (3) said that the Mayor and Chair Kehoe should call a meeting with the East Harford Police Department to discuss an article that ranked East Harford in the top ten dangerous cities in Connecticut; and (3) stated that, in the future, she will send copies of the articles she writes for different publications to the Town Council, along with the facts to support her statements.

commented on the length of time it took to obtain federal approval of Dr. Martin Luther King, Jr. Day which was celebrated yesterday. The Vice Chair attested to the impact that Dr. King – and all who were involved in the civil rights struggle – had on his life.

#### OPEB Contribution for FY2019 re: §10-52 (b) of the East Hartford Code of Ordinances

Chair Kehoe explained that in 2008, the Council established the Other Post-Employment Benefits (OPEB) ordinance, which serves to address the long-term liabilities of the town by establishing a trust fund to save for future retiree health benefit costs. Funds are provided each fiscal year in the budget. In addition, any amount in the town's Fund Balance that is over 10% of the current fiscal year's budget is automatically transferred to the trust fund. This fiscal year \$2,727,700 has been transferred to the OPEB Trust Fund.

#### NEW BUSINESS

##### Presentation on the Amendment to the Town's Plan of Conservation & Development

Town Planner Jeffrey Cormier provided a PowerPoint presentation for the Council which gave an overview of the existing Plan of Conservation & Development (POCD) – last updated in 2014 – and the proposed amendment to that plan. The POCD currently has three special study areas: (1) Founders Plaza, (2) South Main Street College District, a.k.a. Goodwin College area, and (3) Rentschler Field. The proposed amendment, which was referred by the Planning and Zoning Commission, is to add an additional special study area for the Silver Lane Corridor. It was the consensus of the Planning and Zoning Commission that adding this special study area was essential to the growth of East Hartford, given the amount of work that has been done in the Silver Lane Corridor.

##### Plan of Conservation & Development

MOTION        By Sebrina Wilson  
                     seconded by Connor Martin  
                     to **endorse** the following proposed change to the Town's 2014 Plan of Conservation & Development, as outlined and attached to a memo dated January 15, 2020 from Town Planner Jeffrey Cormier to Mayor Marcia A. Leclerc: to add an additional "Special Study Area" section for the Silver Lane Corridor by incorporating Chapters 1, 2, 7 and 8 from the Silver Lane Revitalization Plan into the Plan of Conservation & Development, which would focus on the rezoning of the Corridor to reflect desired future uses of the land and spur economic development.  
                     Motion carried 9/0.

##### 2019-2020 LoCIP Projects

MOTION        By Awet Tsegai  
                     seconded by Connor Martin  
                     to **adopt** the following resolution:

**RESOLVED:** That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents as may be required by the

State of Connecticut Office of Policy and Management to secure Local Capital Improvement Program funds (LoCIP) in the amount of \$1,220,000.00 for the following projects:

- East Hartford Senior Center Renovation \$1,200,000.00
- Wickham Library Renovation Phase III \$ 20,000.00

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

At this point, Eileen Buckheit, Development Director and Michael MacDonald, Director of Project Development for Downes Construction Company, the Project Manager for the Senior Center, provided the Council with a PowerPoint presentation on the design update for the Senior Center and the cost to complete this project. Linda Trzetzak, Finance Director, reviewed the revenue sources for the Senior Center and answered questions from the Council.

#### Supplemental Budget Appropriation – Senior Center

MOTION By Sebrina Wilson  
seconded by Connor Martin  
to adopt the following resolution:

#### **RESOLUTION TO AUTHORIZE A SUPPLEMENTAL BUDGET APPROPRIATION AND A FUND BALANCE TRANSFER TO PROVIDE A FUNDING SOURCE FOR THE SENIOR CENTER RENOVATION PROJECT FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

**WHEREAS**, the Town of East Hartford approved Capital Improvement Plan Item 2017-105, New Senior Center construction/renovation in the amount of \$5 million, and

**WHEREAS**, the Town of East Hartford purchased the former Blessed Sacrament Church and intends to renovate the building to operate as the East Hartford Senior Center, and

**WHEREAS**, the total project cost is budgeted at \$9,900,000, and

**WHEREAS**, as a result of the aforementioned, it is necessary for the Town of East Hartford to provide funding in order to execute contracts and to begin construction in fiscal year 2019-20.

**NOW THEREFORE BE IT RESOLVED**, that the East Hartford Town Council does hereby approve this Supplemental Budget Appropriation of funds in the amount of \$850,000 from the Town's Undesignated Fund Balance to Public Works Construction/Renovation for the purpose of funding the renovations and does hereby amend the current 2019-20 fiscal year Operating Budget to reflect the attached Supplemental Revenue Appropriation and Expenditure Appropriation.

G0320-55900	Fund Balance Appropriation	\$850,000
G7800-64504	Public Works Construction/Renovation	\$850,000

Funds certified as unobligated and available.

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

#### Setting a Public Hearing Date of February 4, 2020 @ 7:15pm in Council Chambers re: Sale of 1450 Main Street

MOTION By Angie Parkinson  
seconded by Don Bell

that the East Hartford Town Council, in accordance with Section 7-163e of the Connecticut General Statutes, **set** a public hearing date of Tuesday, February 4, 2020 @ 7:15P.M. in Council Chambers to hear public comment on the possible sale of 1450 Main Street.  
Motion carried 9/0.

Referral to the Real Estate Acquisition and Disposition Committee re: 1241 R Burnside Avenue

MOTION      By Angie Parkinson  
                  seconded by Connor Martin  
                  to **refer** to the Real Estate Acquisition & Disposition Committee the possible acquisition of 1241 R Burnside Avenue, a 1 ½ acre parcel of land which contains wetlands and wildlife habitat and which the current property owner would donate to the Town, with instructions to investigate the issue and report back to the Town Council with its recommendations, if any.  
                  Motion carried 9/0.

Recommendation from the Fees Committee re: Cemetery Services Fees

MOTION      By Connor Martin  
                  seconded by Pat Harmon  
                  to **approve** (1) the increases in the cemetery services fees charged by the Town as presented by the Administration at the January 14, 2020 Fees Committee meeting and as outlined in a report from Mayor Marcia A. Leclerc, dated January 10, 2020, to become effective March 1, 2020; and (2) a 2% increase of such fees effective March 1, 2021 and annually thereafter.  
                  Motion carried 9/0.

*The schedule of fees referenced in the motion above follows these minutes.*

Appointments to Various Boards and Commissions

MOTION      By Esther Clarke  
                  seconded by John Morrison  
                  to **approve** the following appointments and reappointments:  
  
                  **Beautification Commission**  
                  Mary Mourey                      785 Burnham Street    term expires: December 2022  
  
                  **Commission on Services for Persons with Disabilities**  
                  Joseph Garabedian    39 Forest Street              term expires: December 2021  
  
                  **Commission on Aging**  
                  Anita Morrison                      34 Jonathan Lane              term expires: December 2022  
                  Motion carried 9/0.

Refund of Taxes

MOTION By Connor Martin  
 seconded by Don Bell  
 to **refund** taxes in the amount of \$22,446.68  
 pursuant to Section 12-129 of the Connecticut General Statutes.  
 Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2018-01-0000171	ABBOTT BARBARA S	32 MIDDLE DR		-12.46
2018-03-0050701	ALBINO JOSE A	2003/KMHDN45D83U562355		-74.25
2018-03-0051765	ARI FLEET LT OR	2013/NM0LS7DNXDT144825		-167.13
2018-03-0051773	ARI FLEET LT OR	2013/NM0LS7DN4DT144092		-167.13
2018-03-0051785	ARI FLEET LT OR	2012/NM0LS7DN5CT109365		-112.95
2018-03-0051790	ARI FLEET LT OR	2013/NM0LS7DN9DT144816		-167.13
2018-03-0054152	BRANTLEY MATTHEW	1991/1FTEX14H8MKA72792		-11.25
2018-03-0055015	CAB EAST LLC	2016/1FM5K8GT9GGC68525		-171.48
2018-03-0055022	CAB EAST LLC	2016/3FA6P0T98GR309604		-231.93
2018-03-0055019	CAB EAST LLC	2016/1FM5K8FH3GGC52348		-75.46
2017-03-0056430	CCAP AUTO LEASE	2015/3C4PDDGG4FT720975		-309.15
2017-01-0011665	COLON WILFREDO	235 EAST RIVER DR 1203		-3,657.43
2016-03-0058844	DAIMLER TRUST	2014/WDDSJ4EB0EN039470		-547.84
2016-09-0058844	DAIMLER TRUST	2014/WDDSJ4EB0EN039470		-119.84
2017-03-0058982	DAIMLER TRUST	2014/WDDSJ4EB0EN039470		-684.46
2018-03-0059126	DEALBA JESSICA I	2004/JH4CL96804C021942	-10.94	-145.80
2018-03-0059125	DEALBA JESSICA I	2007/1N4AL21E27C176600		-156.41
2018-04-0082123	DIAZ JOSE E	2019/1MDAPAR17KA669061		-7.43
2018-03-0060196	DONLEN TRUST	2017/1GCWGAFF3H1275648		-252.06
2017-03-0061365	EAN HOLDINGS LLC	2016/1N4AL3AP4GN360996		-201.34
2017-03-0061240	EAN HOLDINGS LLC	2017/JN8CS1MW9HM414429		-484.70
2017-03-0061333	EAN HOLDINGS LLC	2017/JN8AT2MV5HW023610		-420.79
2017-03-0061351	EAN HOLDINGS LLC	2016/1N4AL3AP3GC225519		-40.10
2017-03-0062016	EUGENE DAVID	2000/JH4KA9650YC016396		-121.50
2017-03-0062017	EUGENE DAVID	2004/JH4KA96644C004416		-156.15
2018-03-0061639	EUGENE DAVID	2004/JH4KA96644C004416		-126.90
2018-03-0061640	EUGENE DAVID	2000/JH4KA9650YC016396		-98.55
2018-03-0062206	FINANCIAL SER VEH TRUST	2015/5UXKR0C52F0P10918		-331.02
2017-04-0082956	FRANCIS HOWARD B	2017/1N4AL3AP7HC474519		-12.17
2017-03-0063952	GARNER HELEN	2013/JTEBU5JR9D5135487	-12.82	-854.56



2018-03-0063550	GARNER HELEN	2013/JTEBU5JR9D5135487		-395.33
2014-04-0083356	GISCOMBE JEFFERY	2001/YV1VS29531F651500		-41.67
2018-03-0066569	HONDA LEASE TRUST	2015/19XFB2F52FE293502		-263.25
2018-03-0066570	HONDA LEASE TRUST	2015/19UUB2F53FA007992		-474.85
2018-03-0066707	HONDA LEASE TRUST	2016/5J6RM4H57GL053705		-379.35
2018-03-0067103	HYUNDAI LEASE TITLING TRUST	2015/5XXGM4A78FG473271		-98.64
2018-03-0067138	HYUNDAI LEASE TITLING TRUST	2015/5XXGR4A69FG387623		-283.05
2015-04-0084945	JP MORGAN CHASE BANK NA	2016/JM3KE4DY4G0758670		-190.81
2016-03-0068723	JP MORGAN CHASE BANK NA	2016/JM3KE4DY4G0758670		-619.84
2016-09-0068723	JP MORGAN CHASE BANK NA	2016/JM3KE4DY4G0758670		-135.59
2017-03-0068835	JP MORGAN CHASE BANK NA	2016/JM3KE4DY4G0758670		-792.90
2018-03-0068402	JP MORGAN CHASE BANK NA	2016/JF1VA1J66G9822308		-505.44
2018-03-0068427	JP MORGAN CHASE BANK NA	2016/JM3KE4DY4G0758670		-685.36
2018-03-0068690	KEARNS DEBRA A	2008/1N4AL21E68C238842		-115.06
2018-03-0072873	MCGHEE MICHAEL	2009/1GYFK23239R122075		-221.84
2017-03-0074753	MORALES HECTOR F	2017/5NPE34AF0HH526263	-27.54	-612.00
2018-03-0075593	NISSAN INFINITI LT	2015/1N4AL3AP9FC578636		-230.85
2017-03-0077019	ORTIZ LOURDES	2007/JM3ER29L670139992		-182.56
2018-03-0076673	OWENS SHANA E	2004/1HGCM56364A012963		-140.85
2018-04-0086385	OWENS SHANA E	2006/ 1N4AL11D16N423948		-29.70
2018-03-0077160	PATIL UTKARSH K	2012/1HGCS1B37CA019830		-321.75
2018-03-0077982	PHILLIPS JOEANN L	2010/2T1BU4EE6AC242565		-33.52
2018-03-0079764	RIOS-MOSCOSO MARIA E	2000/1HGEJ8144YL099503		-24.97
2018-03-0072667	RIVAL BONNIE RYDER TRUCK	1999/1G2WR1213XF238254		-82.93
2017-03-0082364	RYDER TRUCK RENTAL LT	2012/1FVACWDT9CDBH0456		-300.28
2017-03-0082368	RYDER TRUCK RENTAL LT	2012/1FVACWDT8CDBH5258		-150.60
2017-03-0082372	RYDER TRUCK RENTAL LT	2012/1FDSE3FL2CDA16092		-132.85
2018-03-0081740	SALAMAN MARIAH R	2005/3FAHP31N35R146139		-91.82
2018-03-0081908	SANCHEZ JADIRA	2001/4T1BG22K81U077512		-63.76
2018-03-0083011	SHELDON NICOLE R	2006/JTEEP21A160137389		-18.00
2017-04-0087849	SIERRA ENRIQUE	2018/4T1B11HK7JU594352	-17.01	-378.00

2018-03-0083186	SIERRA ENRIQUE	2018/4T1B11HK7JU594352	-330.30
2017-03-0086598	TOYOTA LEASE TRUST	2014/JTKJF5C7XE3083363	-282.46
2017-04-0088523	TOYOTA LEASE TRUST	2018/5TDJZRFB1JS815852	-819.41
2018-03-0085755	TOYOTA LEASE TRUST	2018/5TDJZRFB1JS815852	-1,129.50
2018-03-0086562	USMAN ADAM	KMH DU46D19U691533	-148.58
2017-03-0079613	VELASQUEZ LUIS	2017/IHGFA16547L028619	-223.58
2017-03-0079614	VELASQUEZ LUIS	2005/2HGES16545H613378	-186.2
2018-03-0078959	VELASQUEZ LUIS	2005/2HGES16545H613378	-143.71
2018-03-0087641	VW CREDIT LEASING	2016/3VW267AJ5GM254895	-150.12
2018-03-0087651	VW CREDIT LEASING	2017/WVGSV7AX0HW503059	-54.30
2018-03-0087660	VW CREDIT LEASING	2016/3VW4T7AJ0GM321484	-279.90
2018-03-0087665	VW CREDIT LEASING	2016/3VW267AJ9GM273823	-180.00
2018-03-0087999	WATSON NATASHA D	2005/4S4BP61C857374544	-147.33
2017-04-0089088	WHEELS LT	2018/JF2SJAGC5JH477071	-386.19
SUBTOTAL			-68.31 \$(22,378.37)
TOTAL			<u>\$ (22,446.68)</u>

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

None

#### COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Pending Assessment (Tax) Appeal Known as Islamic Institute Of Ahl' Albait V. Town of East Hartford, Docket No. HHB-CV-19-6054842-S, 994 Tolland Street

MOTION By Sebrina Wilson  
seconded by Awet Tsegai  
to **accept** the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as Islamic Institute of Ahl' Albait v Town of East Hartford, Docket No. HHB-CV-19-6054842-S, involving real property located at 994 Tolland Street, for the Grand List Year of 2017, for a total sum of \$5,000.00, paid in twelve equal monthly installments of \$416.67 commencing on February 1, 2020, in satisfaction of the outstanding principal and interest of \$8,337.38.  
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Marc Weinberg, 68 Silver Lane, wished Esther Clarke a Happy Birthday.

ADJOURNMENT

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

The Chair announced that the next meeting of the Town Council would be February 4<sup>th</sup>.

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

**Town of East Hartford**  
**Cemetery Fee Increase Analysis**  
**Prepared as of January 10, 2020**

<b>Burial Plots</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Traditional	\$ 750	\$ 1,100
Cremation	\$ 200	\$ 500
Infant	\$ 200	\$ 250
Veteran	\$ -	\$ 500
Veteran Spouse	\$ -	\$ 1,100
Indigent	\$ -	\$ -

**Total**

<b>Grave Openings</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Resident	\$ 750	\$ 1,000
Non-resident	\$ 1,200	\$ 1,500
Cremation	\$ 200	\$ 500
Veteran	\$ 750	\$ 1,000
Veteran Spouse	\$ 750	\$ 1,000
Overtime - Cremation	\$ 420	\$ 550
Overtime - Traditional	\$ 420	\$ 550
Overtime-Veteran	\$ 420	\$ 550
Add'l overtime*	\$ -	\$ 200
Infant	\$ 200	\$ 550
Indigent	\$ 200	\$ 550
Disinterment - Cremation	\$ 750	\$ 1,000
Disinterment - Traditional	\$ 750	\$ 2,000

**Total**

<b>Misc. Fees</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Filing Fee	\$ -	\$ 45
Monument Application	\$ -	\$ 50

**Total**

Total Revenue/Revenue Increase

**\*\*Overtime Applies as follows:**

Weekdays after 2:30pm addtn'l \$200 per  
Saturday out by 12:30pm \$550  
Saturday after 12:30pm \$550 plus

*Robert J. Park*

2020 JAN 15 P 1:39

TOWN COUNCIL MAJORITY OFFICE  
TOWN CLERK  
EAST HARTFORD  
REAL ESTATE ACQUISITION AND DISPOSITION COMMITTEE

JANUARY 15, 2020

PRESENT Angie Parkinson, Temporary Chair; Councillors Awet Tsegai and John Morrison

ALSO PRESENT Marcia A. Leclerc, Mayor  
Rich Gentile, Assistant Corporation Counsel  
Eileen Buckheit, Development Director  
Mark Charette, Solidus, Inc.  
Brian Flemming, Solidus, Inc.  
Tom York, Broker, Goman & York  
Rich Kehoe, Town Council Chair

CALL TO ORDER

Temporary Chair Parkinson called the meeting to order at 5:19 p.m.

NOMINATION OF OFFICERS

Chair

MOTION By Awet Tsegai  
seconded by John Morrison  
to **appoint Angie Parkinson as Chair**  
of the Real Estate Acquisition & Disposition Committee.  
Motion carried 3/0.

Secretary

MOTION By Angie Parkinson  
seconded by John Morrison  
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 John Morrison  
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 John Morrison  
                  to **hold** meetings at the **call** of the Chair.  
                  Motion carried 3/0.

#### STORAGE OF RECORDS

MOTION      By Awet Tsegai  
                  seconded by John Morrison  
                  to **store** records in the Town Council office.  
                  Motion carried 3/0.

#### APPROVAL OF MINUTES

##### October 23, 2019 Meeting

MOTION      By John Morrison  
                  seconded by Awet Tsegai  
                  to **approve** the minutes of the October 23, 2019 meeting.  
                  Motion carried 3/0.

#### OPPORTUNITY FOR RESIDENTS TO SPEAK

None

#### NEW BUSINESS

##### Sale of 1450 Main Street to Solidus, Inc. or an Affiliate

Eileen Buckheit, Development Director, began a discussion on the background of this property. The building at 1450 Main Street housed the Second North School. Since 1999, it has been leased to a catering business known as "Tastebuds". The current owner of Tastebuds chose not to renew his lease which expired June 2019. The Town made some necessary repairs on the building, which included the roof, cupola, some wiring and exterior wood trim. An invitation to bid on the sale of 1450 Main Street was published

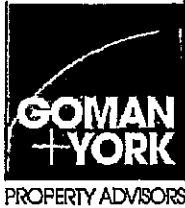
twice. The first bid – July 1<sup>st</sup> through August 27, 2019 – received no responses. The second bid – December 13, 2019 through January 2, 2020 – garnered one response. That bidder was Solidus, Inc. Mr. Charette, the CEO of Solidus, explained that they are a design/build company who will occupy the building – once purchased and renovated – with his office staff of approximately 25 people.

MOTION By Awet Tsegai  
seconded by John Morrison  
that this committee, having reviewed Town of East Hartford Bid # 20-13 with respect to the sale of 1450 Main Street (the "Property"), and the bid response of Solidus, Inc., the only bidder with respect to Bid #20-13, and having reviewed an appraisal of the Property dated October 26, 2017, and prepared by Wellspeak, Dugas & Kane, L.L.C., recommend that the Town Council hold a Public Hearing as required under Connecticut General Statutes section 7-163e, and vote to transfer the Property by Quit Claim Deed to Solidus, Inc., or an affiliate wholly owned by Solidus, Inc. and/or its principals and/or officers, for the sum of \$352,000 pursuant to the terms of Solidus, Inc.'s January 2, 2020 "Response to Town of East Hartford Bid #20-13/1450 Main Street, East Hartford, CT," a copy of which is attached hereto.  
Motion carried 3/0.

ADJOURNMENT

MOTION By Awet Tsegai  
seconded by John Morrison  
to **adjourn** (5:39 p.m.)  
Motion carried 3/0.

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



January 2, 2020

Michelle A. Enman  
Purchasing Agent  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06032

**RE: Response to Town of East Hartford BID #20-13 / #20-03 / 1450 Main Street, East Hartford, CT**

Dear Ms. Enman:

We are pleased to respond on behalf of our client Solidus Inc. and its assigns ("Purchaser") to the Town of East Hartford for the purchase of the property located at 1450 Main Street, East Hartford, CT. Goman+York Property Advisors has been authorized to issue this letter of intent and is pleased to assist in the process.

The following sets forth the basic terms and conditions upon which the Purchaser is willing to negotiate a final purchase and sale agreement (the "PSA").

<b>Descriptions:</b>	The fee simple interest in the 1450 Main Street, East Hartford, CT, a commercial building comprise of 6,430 sq.ft. plus a finished basement comprised of 2,388 sq. totaling 8,818 sq.ft. situated on 1.22-acres. (the "Property"). Purchaser understands that the Property consists of three (3) land parcels.
<b>Seller:</b>	Town of East Hartford .
<b>Purchaser:</b>	Solidus, Inc or or an affiliate wholly-owned by Solidus and/or its principals and/or officers.
<b>Purchase Price:</b>	<b>Three Hundred Fifty-Two Thousand Dollars (\$352,000).</b> As is customary, Seller pays real estate conveyance taxes (if any), transfer fees (if any) special assessments (if any), and similar customary closing costs related to the purchase and sale; all to be more specifically listed in the PSA.
<b>Deposit:</b>	Upon the full execution of the Purchase and Sale Agreement (PSA), Purchaser shall deposit Ten Thousand Dollars (\$10,000) with a mutually acceptable escrow agent. The deposit shall be fully applied to the purchase price or refunded due to any unacceptable Due Diligence or Contingency items.

**GOMAN+YORK PROPERTY ADVISORS, LLC**

Thomas D. York, SIOR : Principal T 860-528-0569 | C-860-416-2239 [tyork@gomanyork.com](mailto:tyork@gomanyork.com)  
111 Founders Plaza, Suite 101, East Hartford, CT 06108  
[www.gomanyork.com](http://www.gomanyork.com)





Response to Bid #20-13 re: 1450 Main Street, East Hartford, CT  
January 2, 2020

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**Due Diligence Period:** Upon full execution of the PSA shall have the earlier of the date of notice of waiving the Due Diligence contingency or a period of up to thirty (30) calendar days to complete its Due Diligence of the Properties which may include, but not be limited to a review of all leases, contracts, operating statements, property inspections, renovations plans, warranties, title, environmental reports and any other elements affecting the Property that Purchaser wishes to review.

Within five (5) calendar days from the execution of this Letter of Intent, Seller shall deliver to Purchaser any reports, appraisals, operating statements, leases, surveys, environmental reports, etc. in its possession and available to Seller related to the Property t. Purchaser and Purchaser's agents and contractors shall have reasonable access to the Premises to conduct its property inspections, to conduct environmental analyses, including testing, and to review renovation plans during the Due Diligence Period.

Approval of any of the aforementioned Due Diligence items shall be at Purchaser's sole discretion. If Purchaser deems any Due Diligence item to be unacceptable in its sole discretion, it may cancel the PSA and Purchaser's deposit shall be refunded promptly.

**Title:** The condition of the title to the Properties must be acceptable to Purchaser in all respects in its sole discretion. If the Purchaser is unsatisfied with the status of title of the Properties, in its sole discretion, the Purchaser may cancel the PSA and Purchaser's deposit shall be refunded promptly. Seller shall convey fee simple title to Purchaser at the closing by statutory form quit claim deed. Purchaser's title review shall be conducted during the Due Diligence period. Purchaser will accept a provision restricting the use of the Property to Office, Retail or Restaurant as defined by East Hartford zoning regulations for a period not to exceed five (5) years from the Closing Date.

**Closing:** Closing shall occur within thirty (30) calendar days after the Due Diligence Period.

**Risk of Loss:** Risk of loss regarding the Property shall remain with the Seller until closing.

**Counterparts:** This document may be executed and delivered in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and of which shall constitute one and the same instrument. A facsimile or portable document format (PDF) of a signature shall have the same legal effect as an originally drawn signature.

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Thomas D. York, SIOR (Principal) Y 860-528-0569 | C 860-416-2230 [tyork@gomanandYork.com](mailto:tyork@gomanandYork.com)  
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[www.gomanandYork.com](http://www.gomanandYork.com)



Response to Bid #20-13 re: 1450 Main Street, East Hartford, CT  
January 2, 2020

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**Brokerage:** In the event a transaction is completed, Goman+York shall be paid a sales commission by the Purchaser pursuant to a separate agreement.

**Documentation:** Promptly following the execution of this LOI by Seller, Purchaser will submit a PSA for Sellers review, including incorporating the terms, conditions, provisions set forth herein, Seller and Purchaser will utilize their best efforts to enter into the PSA in accordance with the terms of this LOI within fifteen (15) calendar days after Purchaser's receipt of the initial draft.

This offer is an outline of major sales provisions only and is neither a binding legal agreement nor should it be construed as a legal offer to purchase. Neither Purchaser nor Seller shall have any obligation resulting from this proposal, nor shall any obligation or liability be incurred by either party until and unless a purchase and sale agreement is executed by both parties. All terms are subject to the final terms and conditions of a mutually agreeable purchase and sale agreement and the approval of the East Hartford Town Council. In the event a purchase and sale agreement cannot be agreed upon and executed by the parties, or the transaction is not approved by the parties hereto, regardless of the reason, then neither party will have any liability hereunder, notwithstanding that either or both parties may expend substantial efforts and sums in anticipation of entering into a purchase and sale agreement. **This offer shall remain effective for a period of thirty (30) days from the date of the Bid Opening.**

If the foregoing is agreeable, please acknowledge by signing and returning a copy of this letter to my attention.

Please call me at 860-614-8445 if you have any questions. We look forward to working with you on a successful transaction.

Sincerely,

R. Michael Goman  
President

**Agreed and Accepted: Purchaser**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

JOHN CIGARETTE  
PRESIDENT

**Agreed and Accepted: Seller**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**GOMAN+YORK PROPERTY ADVISORS, LLC**

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January 2, 2020

Michelle A. Enman  
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Town of East Hartford  
740 Main Street  
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Response to Bid #20-13 re: 1450 Main Street, East Hartford, CT  
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President

**Agreed and Accepted: Purchaser**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

JOHN CIGARETTE  
PRESIDENT

**Agreed and Accepted: Seller**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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OFFICE OF THE  
TOWN COUNCIL

**TOWN OF EAST HARTFORD**

740 Main Street

East Hartford, Connecticut 06108

*Robert J. Probst*

2020 JAN 29 P (860) 291-7208

TOWN CLERK FAX (860) 291-7389  
EAST HARTFORD

DATE: January 29, 2020

TO: Town Council

FROM: Rich Kehoe  
Town Council Chair

RE: **Tuesday, February 4, 2020 7:15 P.M. Town Council Chambers**

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

**Tuesday, February 4, 2020**

**7:15 p.m.**

**Town Council Chamber**

The purpose of the meeting is to hear public comment on the possible sale of town-owned property at 1450 Main Street.

cc: Mayor Leclerc  
Rich Gentile, Assistant Corporation Counsel



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 9, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ma*  
RE: REFERRAL: Real Estate Acquisition and Disposition Committee

---

Please refer to the Real Estate Acquisition and Disposition Committee the consideration of town ownership of a lot at 1 Hillside Street.

Current property owner Larry Welch would like to donate the 0.39-acre lot to the Town of East Hartford. Please place this item on the Town Council Agenda for the February 4<sup>th</sup>, 2020 Town Council meeting.

Thank you.

C: R. Gentile, Assistant Corporation Counsel

1/9/2020

Mayor of East Hartford

I am the owner of a lot at  
1 Hillside St. I want to give this  
lot to the town. The Hockanum  
river & trail is close by and you may  
have use for the land for parking or  
other things. There is also a  
right of way off Burnside into this  
property.

My Info.

Larry Welch  
276 Mary Welch Rd.  
Windham Locks, CT. 06096  
860-623-0788

RECEIVED

JAN 09 2020

TOWN OF EAST HARTFORD  
OFFICE OF THE MAYOR



# Town of East Hartford Property Summary Report

## 1 HILLSIDE ST

MAP LOT:	36-205/206	CAMA PID:	6517
LOCATION:	1 HILLSIDE ST		
OWNER NAME:	WELCH EARL E & LARRY D / C/O LARRY WELCH		



6517 03/26/2016

### OWNER OF RECORD

WELCH EARL E & LARRY D

C/O LARRY WELCH

270 MARY WEBB ROAD

WINDSOR LOCKS, CT 06096

LIVING AREA:	null	ZONING:	R4	ACREAGE:	0.39
--------------	------	---------	----	----------	------

### SALES HISTORY

OWNER	BOOK / PAGE	SALE DATE	SALE PRICE
WELCH EARL E & LARRY D C/O LARRY WELCH	626/ 136	21-Apr-1977	\$44,000.00

### CURRENT PARCEL ASSESSMENT

TOTAL:	\$13,160.00	IMPROVEMENTS:	\$0.00	LAND:	\$13,160.00
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### ASSESSING HISTORY

FISCAL YEAR	TOTAL VALUE	IMPROVEMENT VALUE	LAND VALUE
4000	\$13,160.00	\$0.00	\$13,160.00
2018	\$13,160.00	\$0.00	\$13,160.00
2017	\$13,160.00	\$0.00	\$13,160.00
2016	\$13,160.00	\$0.00	\$13,160.00
2015	\$13,160.00	\$0.00	\$13,160.00



## TAX BILLS

### Taxpayer Name: WELCH EARL E & LARRY D

BILL #	TYPE	PAID DATE	TAX	INTEREST	LIEN	FEE	TOTAL	
2016-01-0015296	REAL ESTATE	07/31/2017	309.59	0.00	0.00	0.00	309.59	
Total			309.59	0.00	0.00	0.00	309.59	
2016-01-0015296	REAL ESTATE	01/08/2018	309.59	0.00	0.00	0.00	309.59	
2017-01-0015296	REAL ESTATE	07/31/2018	313.61	0.00	0.00	0.00	313.61	
Total			623.20	0.00	0.00	0.00	623.20	
2017-01-0015296	REAL ESTATE	01/22/2019	627.22	0.00	0.00	0.00	627.22	
2017-01-0015296	REAL ESTATE	04/03/2019	-313.61	0.00	0.00	0.00	-313.61	
Total			313.61	0.00	0.00	0.00	313.61	
Grand Total			1,246.40	0.00	0.00	0.00	1,246.40	

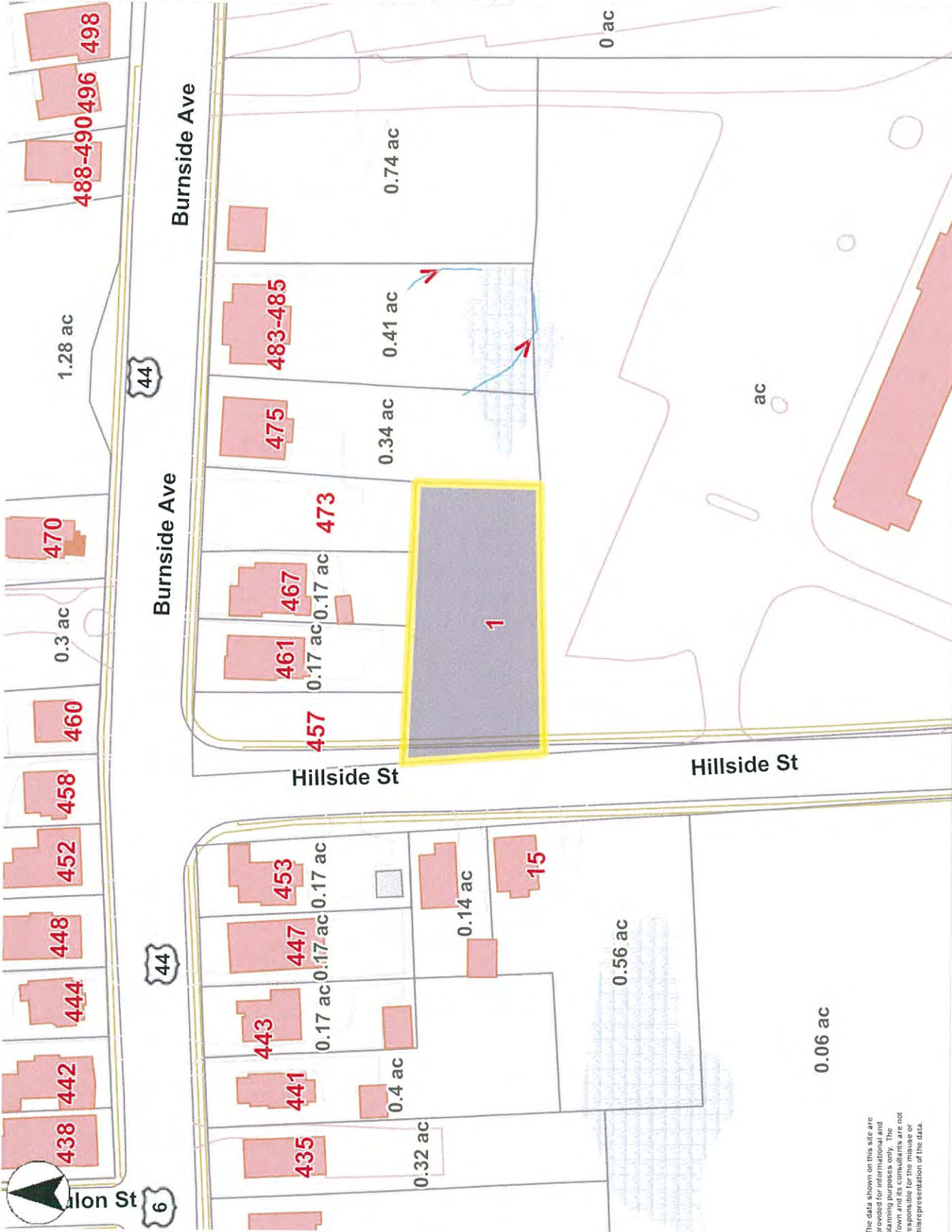
The information provided on this website is for information only,  
please consult your tax advisor, accountant or Internal Revenue Service to determine tax deductibility of payments.

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- Town Boundary
- Schools
- Buildings
- Shedding
- Cement
- Deck
- Foundation
- Greenhouse
- Tank
- Parcels
- Paved Features
- Droeway
- Road Edge
- Parking Lot
- Sidewalk
- Trail
- Tunnel
- Unpaved Arc
- Water
- Perennial Stream
- Draining Ditch
- Culvert
- Spillway
- Headwall
- Dam
- Directional Flow Arrow
- Water Features Poly
- Swamp
- Pier
- CT Highways
- Interstate
- US Highway
- State Highway
- Abutting Town Labels
- Abutting Towns
- Streets



# East Hartford MapsOnline

Printed on 01/22/2020 at 10:05 AM



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

*Robert J. Clark*

2020 JAN 28 A 8:38

INVESTIGATION AND AUDIT COMMITTEE  
TOWN COUNCIL MAJORITY OFFICE

TOWN CLERK  
EAST HARTFORD

JANUARY 27, 2020

PRESENT Awet Tsegai, Chair; Councillors Sebrina Wilson and Esther Clarke

ALSO Linda Trzetzak, Finance Director  
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 1:00 p.m.

APPROVAL OF MINUTES

December 12, 2019 Meeting

MOTION By Esther Clarke  
seconded by Sebrina Wilson  
to **approve** the minutes of the December 12, 2019 meeting of the  
Investigation & Audit Committee meeting.  
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Appointment of Auditor for Fiscal Year 2019-2020

Linda Trzetzak, Finance Director, explained to the Committee that if they agree to appoint Blum Shapiro for FY20, the existing contract with Blum Shapiro will be in force for two more years – FY21 and FY22. She also explained that the fee paid to the auditors is prorated between the Board of Education and the Town; the fee is accounted for in the Town Council's budget.

MOTION By Esther Clarke  
seconded by Sebrina Wilson  
to **recommend** that the Town Council hire Blum Shapiro to provide  
auditing services for the Town of East Hartford for fiscal year ending  
June 30, 2020 in the amount of \$73,500, as submitted in response to the  
Request for Proposal for Auditing Services dated February 1, 2018.  
Motion carried 3/0.

Esther Clarke referenced a communication from Vanessa Rossitto, Partner with Blum Shapiro to Michael Walsh, the former Finance Director, dated January 2015 in which Ms. Rossitto suggests five departments that she would recommend auditing: Tax, Student Activities Accounts (BoE), Parks & Recreation, Public Works and Building Departments. The only department that has not been audited since 2015 is Parks & Recreation.

ADJOURNMENT

C: Town Council  
Mayor Leclerc  
Linda Trzetzziak, Finance Director

## Appendix A – Submittal

# BlumShapiro

Accounting Tax Business Consulting

29 South Main Street  
P.O. Box 272000  
West Hartford, CT 06127-2000

Tel 860.561.4000  
Fax 860.521.9241  
blumshapiro.com

**Submitted By:**

Blum, Shapiro & Company, P.C.

**Submitted For:**

The Town of East Hartford, Connecticut

Signature: 

Firm:

Blum, Shapiro & Company, P.C.

Name: Vanessa E. Rossitto, CPA

Address:

29 South Main Street

Title: Partner

West Hartford, CT 06107

Telephone: (860) 561-6824

Professional Staff Size: Over 500

Government Audit Staff 64

Staff Assigned to Engagement 4 - 5

Connecticut Municipal Audit Clients:

- List 2017 Engagements for Municipalities of 40,000 Population or More and/or General Fund Expenditure Of \$125 Million or More

Bridgeport, Meriden, Middletown, Milford, New Britain, Norwich, Stamford, Waterbury, Groton, Manchester, Southington, Wallingford, and West Hartford

- Certificate of Achievement Clients:


Please refer to our client list on page 12 for the complete list of Certificate of Achievement Clients.

AUDIT FEE	FY 18	FY 19	FY 20	FY 21	FY 22
TOTAL AUDIT FEE (all inclusive)	\$71,200	\$72,400	\$73,500	\$74,700	\$74,700

Note: Fees submitted shall be fixed fees for the total engagement. No additional sums will be paid for expenses.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 21, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: REFFERAL: Ordinance Committee; Salon Ordinance

---

Pursuant to Public Act 19-117, Section 196(b), passed in July 2019, the Department of Public Health (DPH), in conjunction with the Connecticut Association of Directors of Health developed standardized guidelines to ensure the safe operation of salons, including the practices of barbering, hairdressing, cosmetology or the services of a nail technician, an esthetician or an eyelash technician.

Please refer this item to the Ordinance Committee for the adoption of a Salon Ordinance that would enable the licensing and inspection of salons to enforce health and safety standards. The Town will supply samples of the DPH guidelines and municipal Salon Ordinances to the Ordinance Committee for their review and consideration.

Please place this item on the Town Council Agenda for the February 4<sup>th</sup>, 2020 Town Council meeting.

Thank you.

C: J. Cordier, Health Department Director  
R. Gentile, Assistant Corporation Counsel

**House Bill No. 7424**

Sec. 195. (NEW) (*Effective January 1, 2020*) (a) Any person employed as a nail technician on or after September 30, 2020, who does not have evidence satisfactory to the commissioner of continuous practice as a nail technician for not less than two years prior to said date, may apply to the department for a nail technician trainee license, provided such person applies for an initial trainee license not later than January 1, 2021.

(b) Each person seeking an initial license as a nail technician trainee shall apply to the department on a form prescribed by the department, accompanied by an application fee of fifty dollars. Such application shall include the name and address of the spa or salon where such person is employed and the licensed nail technician who will be the applicant's supervisor. Upon the granting of a license under this section, the licensee may practice as a nail technician full-time or part-time under the supervision of a nail technician licensed under section 194 of this act, at a spa or salon managed by a person described in section 198 of this act. Such license shall be valid for one year, and shall be renewable once for an additional year, for a fee of fifty dollars. No person shall hold such a license for more than two years.

(c) Any person who has held a nail technician trainee license for at least one year and has obtained a statement signed by the supervising nail technician documenting such nail technician trainee has completed a minimum of twenty hours per week of training in the techniques associated with the licensure of a nail technician and infection prevention and control plan guidelines pursuant to section 19a-231 of the general statutes may apply for a nail technician license under section 194 of this act.

Sec. 196. Section 19a-231 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2019*):

(a) As used in this section, [:]



**House Bill No. 7424**

[(1) "Salon"] "salon" includes any shop, store, day spa or other commercial establishment at which the practice of barbering, as described in section 20-234, hairdressing and cosmetology, as defined in section 20-250, or the services of a nail technician, an esthetician or an eyelash technician, as such terms are defined in section 191 of this act, or any combination thereof, is offered and provided. [; and]

[(2) "Nail technician" means a person who, for compensation, cuts, shapes, polishes or enhances the appearance of the nails of the hands or feet, including, but not limited to, the application and removal of sculptured or artificial nails.]

(b) Not later than October 1, 2019, the Department of Public Health, in collaboration with the local directors of health of the state, shall establish a standardized inspection form and guidelines concerning standards for the inspection of the sanitary condition of a salon. Such guidelines shall include, but need not be limited to: (1) The use of personal protective equipment, including, but not limited to, disposable gloves as a barrier against infectious materials; (2) the immediate disposal after use in a covered waste receptacle of all articles that came into direct contact with the customer's skin, nails or hair that cannot be effectively cleaned or sanitized; (3) the proper cleaning and sanitizing of bowls used for soaking fingers; (4) the use of hospital-grade cleaner to clean the area and materials used in the practice of hairdressing, cosmetology and by nail technicians, estheticians and eyelash technicians, including, but not limited to, chairs, armrests, tables, countertops, trays, seats and soaking tubs for both hands and feet; and (5) the required availability of handwashing sinks in an area where the hairdresser, cosmetologist or nail technician is working. The department shall post such standardized inspection form and guidelines on the department's Internet web site.

[(b)] (c) The director of health for any town, city, borough or district department of health, or the director's authorized representative, shall,

**House Bill No. 7424**

on an annual basis, inspect all salons within the director's jurisdiction regarding their sanitary condition and on and after the adoption of standards under subsection (b) of this section, such inspection shall be in accordance with such standards. The director of health, or the director's authorized representative, shall have full power to enter and inspect any such salon during usual business hours. If any salon, upon such inspection, is found to be in an unsanitary condition, the director of health shall [make] issue a written order that such salon [be placed in a sanitary condition] correct any inspection violations identified by the director of health or the director's authorized representative.

(d) Not later than October 1, 2019, the Commissioner of Public Health, or the commissioner's designee, in collaboration with the local directors of health of the state, shall establish infection prevention and control plan guidelines for licensed nail technicians, eyelash technicians or estheticians, which shall be posted on the department's Internet web site.

(e) The director of health may collect from the operator of any such salon a reasonable fee, not to exceed [one] two hundred fifty dollars, for the cost of conducting any annual inspection of such salon pursuant to this section. Notwithstanding any municipal charter, home rule ordinance or special act, any fee collected by the director of health pursuant to this section shall be used by the town, city, borough or district department of health for conducting inspections pursuant to this section.

Sec. 197. (NEW) (*Effective January 1, 2020*) (a) Schools for instruction in services provided by estheticians, nail technicians or eyelash technicians may be established in this state. All such schools may be inspected regarding their sanitary conditions by the department whenever the department deems it necessary and any authorized representative of the department may enter and inspect the school during usual business hours. If any school, upon inspection, is found

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to be in an unsanitary condition, the commissioner or a designee shall make a written order that such school be placed in a sanitary condition.

(b) Any school for instruction in the occupations of estheticians, nail technicians or eyelash technicians, other than a hairdressing and cosmetology school approved under section 20-262 of the general statutes shall obtain approval pursuant to this section prior to commencing operation. Any such school established prior to January 1, 2020, shall apply for such approval not later than July 1, 2020. In the event that an approved school undergoes a change of ownership or location, such approval shall become void and the school shall apply for a new approval pursuant to this section. Applications for such approval shall be on forms prescribed by the commissioner. In the event that a school fails to comply with the provisions of this subsection, no credit toward the hours of study required pursuant to section 192, 193, 194 or 199 of this act shall be granted to any student for instruction received prior to the effective date of the school's approval.

(c) Any instructor employed at a school approved under this section shall have at least two years' experience in the occupation being taught and shall possess a license in such occupation under section 192, 193, 194 or 199 of this act, as applicable, or a license to practice such occupation from another state of the United States, the District of Columbia or a commonwealth or territory subject to the laws of the United States.

(d) The provisions of this section shall not apply to any school in the Technical Education and Career System established under section 10-95 of the general statutes.

Sec. 198. (NEW) (*Effective January 1, 2020*) (a) On and after July 1, 2021, each spa or salon that employs hairdressers and cosmeticians,

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estheticians, eyelash technicians or nail technicians shall be under the management of a hairdresser and cosmetician registered under chapter 387 of the general statutes, an esthetician licensed under section 192 or 199 of this act, an eyelash technician licensed under section 193 or 199 of this act or a nail technician licensed under section 194 or 199 of this act.

(b) Any such spa or salon shall be in compliance with the provisions of title 34 of the general statutes if applicable, and any applicable state law concerning the maintenance of payroll records, the classification of employees and the provision of workers' compensation coverage.

Sec. 199. (NEW) (*Effective January 1, 2020*) (a) On and after January 1, 2020, in lieu of applying under section 192, 193 or 194 of this act for an initial individual license or renewal thereof, a person may apply to the Department of Public Health for a combination license for the practice of two or three of the following occupations: Esthetician, eyelash technician and nail technician. Any such applicant shall apply to the department on a form prescribed by the department, accompanied by (1) either a fee of one hundred dollars if applying for the practice of two of such occupations or two hundred dollars if applying for the practice of three of such occupations, and (2) evidence that the applicant satisfies the applicable requirements set forth in section 192, 193 or 194 of this act.

(b) Any combination license issued under this section shall expire in accordance with the provisions of section 19a-88 of the general statutes and may be renewed every two years, for a fee of one hundred dollars. No person shall carry on the occupation of esthetician, eyelash technician or nail technician, as applicable, after the expiration of such person's license.

(c) No license issued under this section to any applicant against whom professional disciplinary action is pending or who is the subject

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of an unresolved complaint in any state or jurisdiction.

(d) The commissioner may adopt regulations, in accordance with the provisions of chapter 54 of the general statutes, to implement the provisions of this section.

Sec. 200. Section 54-234a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective January 1, 2020*):

(a) (1) The operator of any (A) establishment that provides massage services for a fee; (B) publicly or privately operated highway service plaza; (C) hotel, motel, inn or similar lodging; (D) public airport, as defined in section 15-74a; (E) acute care hospital emergency room; (F) urgent care facility; (G) station offering passenger rail service or passenger bus service; (H) business that sells or offers for sale materials or promotes performances intended for an adult-only audience; (I) employment agency, as defined in section 31-129, that offers personnel services to any other operator described in this subdivision; [or] (J) establishment that provides services performed by a nail technician, as defined in section 19a-231; or (K) establishment that provides services performed by an esthetician, as defined in section 191 of this act, and (2) each person who holds an on-premises consumption permit for the retail sale of alcoholic liquor pursuant to title 30, shall post the notice developed pursuant to subsection (b) of section 54-222 in plain view in a conspicuous location where labor and services are provided or performed, tickets are sold and other transactions, including sales, are to be carried on.

(b) The provisions of subsection (a) of this section shall not apply to any person who holds an on-premises consumption permit for the retail sale of alcoholic liquor pursuant to title 30 that consists of only one or more of the following: (1) A caterer, boat, military, charitable organization, special club, temporary liquor or temporary beer permit, or (2) a manufacturer permit for a farm winery, a manufacturer permit

**House Bill No. 7424**

for beer, manufacturer permits for beer and brew pubs, or any other manufacturer permit issued under title 30.

(c) Any operator or person who fails to comply with the provisions of subsection (a) of this section shall [be fined] pay a civil penalty of one hundred dollars for a first [offense] violation and two hundred fifty dollars for any subsequent [offense] violation, imposed by the appropriate authority, in addition to any proceedings for suspension or revocation of a license, permit or certificate that the appropriate authority may initiate under any other provision of law.

Sec. 201. Subsection (c) of section 19a-14 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective January 1, 2020*):

(c) No board shall exist for the following professions that are licensed or otherwise regulated by the Department of Public Health:

- (1) Speech and language pathologist and audiologist;
- (2) Hearing instrument specialist;
- (3) Nursing home administrator;
- (4) Sanitarian;
- (5) Subsurface sewage system installer or cleaner;
- (6) Marital and family therapist;
- (7) Nurse-midwife;
- (8) Licensed clinical social worker;
- (9) Respiratory care practitioner;
- (10) Asbestos contractor, asbestos consultant and asbestos training

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provider;

(11) Massage therapist;

(12) Registered nurse's aide;

(13) Radiographer;

(14) Dental hygienist;

(15) Dietitian-Nutritionist;

(16) Asbestos abatement worker;

(17) Asbestos abatement site supervisor;

(18) Licensed or certified alcohol and drug counselor;

(19) Professional counselor;

(20) Acupuncturist;

(21) Occupational therapist and occupational therapist assistant;

(22) Lead abatement contractor, lead consultant contractor, lead consultant, lead abatement supervisor, lead abatement worker, lead training provider, lead inspector, lead inspector risk assessor and lead planner-project designer;

(23) Emergency medical technician, advanced emergency medical technician, emergency medical responder and emergency medical services instructor;

(24) Paramedic;

(25) Athletic trainer;

(26) Perfusionist;

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(27) Master social worker subject to the provisions of section 20-195v;

(28) Radiologist assistant, subject to the provisions of section 20-74tt;

(29) Homeopathic physician;

(30) Certified water treatment plant operator, certified distribution system operator, certified small water system operator, certified backflow prevention device tester and certified cross connection survey inspector, including certified limited operators, certified conditional operators and certified operators in training;

(31) Tattoo technician;

(32) Genetic counselor; [and]

(33) Behavior analyst; [.]

(34) Esthetician;

(35) Eyelash technician; and

(36) Nail technician.

The department shall assume all powers and duties normally vested with a board in administering regulatory jurisdiction over such professions. The uniform provisions of this chapter and chapters 368v, 369 to 381a, inclusive, 383 to 388, inclusive, 393a, 395, 398, 399, 400a and 400c, including, but not limited to, standards for entry and renewal; grounds for professional discipline; receiving and processing complaints; and disciplinary sanctions, shall apply, except as otherwise provided by law, to the professions listed in this subsection.

Sec. 202. Subdivision (2) of subsection (e) of section 19a-88 of the general statutes is repealed and the following is substituted in lieu



2019

**Connecticut Local Health Salon Inspection Form Guidelines**

Connecticut Department of Public Health in Collaboration with the Connecticut Association of Directors of Health

The following Guidelines were established pursuant to Public Act 19-117, Section 196(b), that enhanced the existing local health annual salon inspection requirements found in Connecticut General Statutes Section 19a-231 by requiring the Department of Public Health to collaborate with local health directors to establish a standardized inspection form and guidelines concerning inspection standards related to the sanitary conditions of a salon.

Public Act 19-177 defines a salon as any shop, store, day spa, or other commercial establishment at which the practice of barbering, hairdressing and cosmetology, or the services of a nail technician, esthetician, or eyelash technician is offered and provided.

Local health districts and departments are free to incorporate more stringent standards for salons in their jurisdiction. Local modifications may also be made to incorporate additional standards and requirements for services provided at salons or similar businesses that were not included in the language of Public Act 19-117 (e.g. tanning, electrology, tattooing, etc.).

**A. Sanitary Condition/Infection Control**

1. Proper use of personal protective equipment (PPE) and disposable gloves as a barrier against infectious materials provided as needed. (See Infection Prevention and Control Plan Guidelines for technicians)
2. Immediately dispose, in a covered waste receptacle, (A) all single use items and any items that cannot be effectively cleaned and disinfected after direct contact with a customer's skin, nails, or hair; (B) any debris after a client receives a service. (C) Remove and place used linen, towels and sheets in a separate and appropriately labeled container.
3. All re-usable tools, equipment, implements, including fingerbowls, must be properly disinfected after use on a client. All implements must be constructed of hard materials with smooth non-porous surfaces such as metal, glass, or plastic that can be used on more than one client. (A) After each client use, reusable implements and equipment must be cleaned with warm water and soap or detergent, rinsed thoroughly, allowed to dry, and completely immersed in an EPA hospital grade disinfectant. EPA registered hospital grade disinfectant must be used in accordance with the manufacturers' directions for the intended implements or surface. (B) Such implements shall be soaked for 10 minutes or per manufacturers suggested contact time, removed, rinsed, air dried and stored in a drawer, cabinet or covered container. The disinfecting solution must be free of debris and contaminants at all times and must be changed as necessary per manufacturer directions.

NOTE: Electrical equipment that cannot be immersed in liquid shall be wiped cleaned of all visible debris and disinfected prior to use on a client with and EPA registered disinfectant. Also

counters, chairs, mirrors and sinks need to be disinfected after use. Once again, those items need to be visibly wet with a spray or wipe for ten minutes, then wiped with a clean cloth. The ten minute contact time is vital for proper infection control.

NOTE: All equipment/tools, shall be disinfected or sterilized by means of: (A) an EPA registered bactericide, viricide, and fungicide disinfectant; (B) a steam autoclave using fifteen (15) pounds of pressure for thirty (30) minutes at two hundred fifty (250) degrees Fahrenheit; or (C) a dry heat sterilizer. Use of either an autoclave or dry heat sterilizer, requires strict adherence to manufacturer's instructions or US FDA instructions.

4. Hospital-grade disinfectant must be used to clean the area and materials used in the practice of hairdressing, cosmetology and by nail technicians, estheticians and eyelash technicians, including, but not limited to, chairs, armrests, tables, countertops, trays seats and soaking tubs for both hands and feet.

5. Handwashing sinks in an area where the hairdresser, cosmetologist or nail technician provide services are required. Hand washing is required before and between providing services to each client. Soap must be used to cleanse the hands and the exposed portions of arms before providing services and after smoking, drinking, eating, or using the restroom.

6. Re-use of single use implements is prohibited; these items must be immediately discarded into a covered waste receptacle after use. Some implements cannot be adequately disinfected between clients because they are made of porous/permeable material and/or become degraded by use on a client. (some examples include, but not limited to: buffers, pumice stone, wooden sticks used for waxing, toe separators, gloves, cotton balls/pads/swabs, sponges, paraffin, emery boards, sponge tip applicators, single-use eyelash brushes and neck strips)

7. Pedicure basins (foot spas, foot basins and spa liners) must be cleaned and disinfected after each client using this sequence regardless of liners used or not:

- All water shall be drained and all debris shall be removed from spa basin.
- Next the pedicure tub must be cleaned with soap or detergent and water, any removable part must be take off for further cleaning. (this includes: jet covers and screens)
- The spa basin must be disinfected with an EPA registered disinfectant labeled as bactericidal, fungicidal, and virucidal for at least 10 minutes or according to the manufacturer's instructions. Whirlpool jets with recirculation waters must be filled and turned on to adequately disinfect. Please select this link for a [photo](#).
- The spa basin must be wiped dry with a clean towel or allowed to sufficiently air dry

8. A practitioner should not perform services on a client if the practitioner has reason to believe the client has a contagious condition such as head lice, nits, ringworm, conjunctivitis; or inflamed, infected, broken, raised or swollen skin or nail tissue; or an open wound or sore in the area to be serviced.

## B. Customer Protection

1. A hand sink must be accessible for clients and employees, to prevent the spread of infection. At least one dedicated hand washing sink must be located in each service area, the restroom hand sink does **not** meet this criteria. The hand washing sink must be kept in a clean and sanitary condition at all times.
2. Soap and single service paper towels or a towel (one per client) must be provided at all hand sinks. If the salon chooses to use cloth towels they must be properly cleaned and disinfected.
3. All products and chemicals shall be stored in labeled containers, and all original containers must be accompanied by dilution and use instructions. Chemicals should be safely stored and assessable to employees only. Safety Data Sheets (SDS) sheets should be available for all chemicals used in the salon.
4. Prohibited items should not be in use, nor present in permitted/licensed facility. (A) In order to reduce the chance of injury or infection, implements designed to remove layers of skin shall not be used. Examples include but are not limited to: razor-type callus shavers designed to cut growth of skin such as corns or calluses; credo blade, microplane/graters, cutters, and scrapers. (B) Shaving brushes, mugs, brush neck dusters, brushes and sponges are prohibited unless they are single use disposable implements or can be properly cleaned and sanitized.

*Per Sec. 19a-903c "Cosmetic Medical Procedures"*

5. Service providers must wear appropriate clean protective clothing and footwear at all times during the provision of clinical services. Good hygienic practices must be followed such as, no smoking or eating while providing services to a customer or in a service/treatment areas.
6. A separate utility sink shall be provided for proper cleaning of surfaces and equipment.
7. All clean and disinfected utensils/tools and material when not in use shall be stored in a clean, dry, debris-free environment which includes but not limited to drawers, cases, tool belt, rolling trays. They must be stored separate from soiled utensils/tools. Ultraviolet (UV) electric sanitizers are permissible for use as a dry storage container, not as a form of disinfection
8. In order to minimize skin contact, a neck barrier strip or clean towel should be used with all reusable capes.

Licensure

1. The current permit or license issued (if applicable) from the Local Health Department or District must be prominently displayed.
2. All individuals per CT State Law, who are required to hold a license to perform a service, must have a current/active license available for review during inspection. The State of Connecticut eLicense [website](#) is a resource that can be used to also "verify a license" by entering an individual's first and last name.

Note: Any employee working as an apprentice through a Department of Labor Apprenticeship program must provide documentation confirming their participation in the program upon the request of the Local Health Department or District.

#### Facility

1. An adequate supply of hot or cold running water from a municipal or approved private source shall be provided.
2. Waste water from all plumbing fixtures shall be discharged into municipal sewer or suitable subsurface sewage disposal systems in accordance with the provisions of the CT Public Health Code.
3. The salon shall be properly and adequately ventilated to comply with State and Local building code ordinances and regulations.
4. Floors, walls and ceiling should be cleanable and kept in good repair and clean, with no accumulation of hair or other waste at work stations
5. Towels and other laundered items must be properly cleaned and stored. A commercial linen service shall be used if not done on the premises.
6. Covered containers shall be provided and maintained in a sanitary condition. All waste receptacles should not be allowed to overflow and trash bags may not be allowed to accumulate inside or outside the salon.
7. Storage of extra chemicals, lotions, glues, creams, callus removers and other cosmetology products should be safely stored and accessible to employees only. Safety Data Sheets (SDS) sheets must be available for all chemicals used in the salon
8. Lighting fixtures shall be sufficient and properly placed as to provide adequate illumination.
9. No animals or pets with the exception of designated service animals, are allowed in establishments.
10. All areas of a salon must be clearly separated from a residential space with a closed door and must be equipped with the facilities and instruments required.

#### Restrooms

1. All restrooms, for employees and clients should be accessible, sanitary, clean and in good repair. A separate hand sink with an adequate supply of hot or cold running water in each restroom shall be provided.
2. An adequate supply of soap, with dispenser, and disposable towels, or an approved hand-drying device shall be available. Bar soap and common cloth towels are prohibited. Waste

receptacles shall be easily cleanable and available in all restrooms, emptied at least once a day. A covered waste receptacle shall be provided in ladies restrooms.

## Town/City Salon Inspection Form

Name of Facility:	Date:
Owner/Operator:	Address:

<input type="checkbox"/> Inspection	<input type="checkbox"/> Re-Inspection	<input type="checkbox"/> Complaint	<input type="checkbox"/> Pre-Operational
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Services provided:

- ☐ Hair    ☐ Nails    ☐ Esthetics (facials, skin treatments, waxing, body treatments)  
☐ Eyelash extensions    ☐ Other \_\_\_\_\_

C = Comply, DNC = Does Not Comply, N/A = Not Applicable	C	DNC	N/A
<b>A. SANITARY CONDITION/INFECTION CONTROL</b>			
1. Proper PPE/Glove Use Observed			
2. Covered receptacle for hair, skin, or nail debris/separate receptacle for towels/linen			
3. Proper disinfection of re-usable equipment, implements & fingerbowls after each client			
4. Work areas/surfaces cleaned with hospital-grade disinfectant after each client			
5. Availability of hand sinks in all service areas			
6. No re-use of single-use implements (discarded after use)			
7. Pedicure basins are cleaned & sanitized after each client			
8. Technician/Customer with infection prohibited			
<b>B. CUSTOMER PROTECTION</b>			
1. Hands washed with soap & water between clients			
2. Soap & towels provided			
3. Products stored in labeled containers with directions of use			
4. Prohibited items not in use			
5. Clean outer garments, good hygienic practices, no smoking or eating			
6. Separate sink provided for instrument cleaning			
7. Disinfected utensils/tools stored in a sanitary covered containers			
8. Sanitary paper strip or clean towel placed around neck before reusable cape			

C = Comply, DNC = Does Not Comply, N/A = Not Applicable	C	DNC	N/A
<b>C. LICENSURE</b>			
1. Establishment permit/license displayed			
2. Individual performing work licensed, license onsite for review			
<b>D. FACILITY</b>			
1. Hot/Cold water available, adequate & safe			
2. Approved method of waste water and sewage disposal			
3. Adequate ventilation			
4. Floors/wall/ceilings are clean and in good repair			
5. Laundry properly cleaned, sanitized and stored			
6. Garbage receptacles maintained (inside and outside)			
7. Proper storage of supplies & chemicals			
8. Adequate lighting provided as required			
9. No animals or pets in establishment (service animals ONLY)			
10. Work area separate from private home			
<b>E. RESTROOMS</b>			
1. Accessible, sanitary, clean & in good repair, separate hand sink available			
2. Liquid soap dispenser & paper towels or air dryer and a clean covered waste container provided			

NOTE: Those violations highlighted in red represent a significant risk to public health and must be corrected immediately.

Disinfection method for tools, equipment, implements & towels:

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Inspection Outcome:    ☐ Satisfactory    ☐ Unsatisfactory    Re-Inspection Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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Sanitarian: \_\_\_\_\_

Owner/Operator: \_\_\_\_\_

OFFICE OF THE  
TOWN COUNCIL

**TOWN OF EAST HARTFORD**

740 Main Street

East Hartford, Connecticut 06108



*Robert J. Bask*  
2020 JAN 29 2:21 PM 2020  
PHONE (860) 291-7208

TOWN CLERK  
EAST HARTFORD  
FAX (860) 291-7389

**DATE:** January 29, 2020

**TO:** Town Council Members

**FROM:** Rich Kehoe, Chair

**RE:** Tuesday, February 4, 2020 6:45 p.m. Town Council Majority Office

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

**Tuesday, February 4, 2020**

**6:45 p.m.**

**Town Council Majority Office**

The purpose of the meeting is to meet in executive session to discuss the pending Federal Court action known as Shameka Hackman v. Town of East Hartford, et.al., Docket No. 3:17-CV-1344 (JAM).

C: Mayor Leclerc  
Scott Chadwick, Corporation Counsel  
Christine Sasen, Risk Manager