

TOWN COUNCIL AGENDA  
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"  
50 Chapman Place  
EAST HARTFORD, CONNECTICUT  
February 6, 2024

Executive Session 6:30 PM

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Pursuant to Connecticut General Statutes § 1-225a this Town Council meeting is accessible through "**Microsoft Teams**" [929-235-8441](tel:929-235-8441) **Conference ID: 483 280 719#** 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. January 16, 2024 Public Hearing
  - B. January 16, 2024 Regular Meeting
  - C. January 23, 2024 Special Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Town Ordinance Section 10-52: Setting of Maximum Fund Balance Percentage for FY2023.
  - B. Allocation of Funds from National Development Impact Payment for Main Street Development Projects
  - C. Local Transportation Capital Improvement Program (LOTICIP) Application re: Forbes Street Roundabout
  - D. Bid Waiver from Fire Department re: Emergent Repairs to Fire Apparatus with Fleetmaster Sales and Service
  - E. Bid Waiver for Interim Assessor Services
  - F. Grant Applications
    1. Connecticut Department of Economic and Community Development (DECD) Brownfields Assessment Grant re: 164 School Street (United Steel, Inc.)
    2. Connecticut Department of Economic and Community Development (DECD) Brownfields Area-Wide Revitalization Grant re: Burnside and Church Street Village Study

- G. Amusement Permit Application re: Eversource Hartford Marathon
- H. Referrals to Personnel and Pensions Subcommittee:
  - 1. Proposed Revision to Job Description and Paygrade Increase for Position of Administrative Clerk II (Fire Department)
  - 2. Proposed Revision to Job Description, Paygrade Increase and Change in Title for Position of Administrative Clerk III (Police Department)
- I. Appointment of Salema Davis to Fill Constable Vacancy
- J. Appointments to Boards and Commissions
- K. Refund of Taxes

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

- A. The pending summary process eviction action known as TOWN OF EAST HARTFORD v. BROTHER'S APPLIANCE, LLC, HFH-CV23-6027036-S involving the real property located at 842-844 Silver Lane, East Hartford, CT.
- B. The pending notice to quit against and claim for relocation costs by Victoria T. Popik d/b/a CK Nails regarding 836 Silver Lane, East Hartford, CT.
- C. The pending notice to quit against and claim for relocation costs by Bare Bones Boxing EH, LLC involving the real property located at 826 Silver Lane, East Hartford, CT.
- D. The pending Law Enforcement Liability Claim known as JERMAINE FELICIANO V. EAST HARTFORD, No. 3:20-cv-01932(OAW).

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

- A. Other Elected Officials
- B. Other Residents
- C. Mayor

12. ADJOURNMENT (next meeting: February 20, 2024 at Community Cultural Center)

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

50 CHAPMAN PLACE

EAST HARTFORD, CONNECTICUT

January 16, 2024

PUBLIC HEARING- Fund Balance Reserve / Retiree Benefit Trust Fund

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

The following is a copy of the legal notice published in the East Hartford Gazette on Thursday, January 11, 2024.

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LEGAL NOTICE

Public notice is hereby given that The Town Council of the Town of East Hartford will hold a Public Hearing in the Community Cultural Center Auditorium, and via the Teams platform, on Tuesday, January 16, 2024 @ 7:15 pm. to hear public comment on revisions to Subsection (b) of Section 10-52 of the Town of East Hartford Code of Ordinances entitled "Retiree Benefit Trust Fund."

Any person(s) wishing to express an opinion on this matter may do so at this meeting.

Jason Marshall  
Town Council Clerk

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Chair Kehoe called the public hearing to order at 7:20 pm.

The Chair stated that the purpose of this meeting is to hear public comment on a possible change to the Town's Fund Balance Reserve Ordinance. The Chair shared that the Town has a savings account where funds are kept for financial security. By ordinance, the Town has a goal of keeping 10% of its annual budget available in this account at all times. At the end of a fiscal year, any surplus in the budget is put towards this fund balance. Any monies above 10% goes towards a separate reserve fund for the purposes of supporting the Town's obligation to provide retiree health benefits.

Fiscal advisors have recommended that to retain a positive bond rating, the Town should increase the reserve to 15% of its annual budget in time. Current ordinance has in place an annual increase requirement of increasing the reserve by .25%. As the Town has plans to go out for bonds in the future, the proposed change in Ordinance will allow the

Town Council flexibility to go beyond the .25% annual increase if additional funds are available, subject to a super-majority vote.

The Chair then opened the floor to public comment.

No one came forward to speak.

ADJOURNMENT

MOTION      By John Morrison  
                  seconded by Don Bell  
                  to adjourn at 7:25 p.m.

Motion carried 9/0.

Attest \_\_\_\_\_

Jason Marshall  
Town Council Clerk

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

January 16, 2024

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

**ABSENT**

**ALSO PRESENT** Mayor Connor S. Martin  
Melissa McCaw, Chief Administrative Officer and Finance Director (via Teams)  
Eileen Buckheit, Development Director  
Stephen Alsup, Assistant Fire Chief  
Ken Sayers, Chief Information Security Officer  
Robert Fitzgerald, Assistant Corporation Counsel  
Brian Zelman, Principal, Jasko Zelman 1 LLC

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:32 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

MOTION By Sebrina Wilson  
seconded by John Morrison

to **add** Item 8I “Appointment to the Metropolitan District Commission” to the Agenda.

Motion carried 9/0

RECOGNITIONS AND AWARDS

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Don Currey, 14 Martin Circle, spoke in favor of Esther Clarke’s nomination to the Metropolitan District Commission board.

Mayor Martin wished all a good evening and advised residents to take caution while traveling in the inclement weather.

APPROVAL OF MINUTES

January 2, 2024 Regular Meeting

MOTION       By Sebrina Wilson  
                  seconded by Travis Simpson

to **approve** the minutes of the January 2, 2024 Regular Meeting

Motion carried 9/0

COMMUNICATIONS AND PETITIONS

Update from Development Department re: Concourse Park Project

Eileen Buckheit, Development Director and Brian Zelman, Principal for Jasko Zelman 1 LLC, shared that the Concourse Park project is making progress with an anticipated closing date in March. Mr. Zelman believes that weather permitting, construction will begin in April and anticipates the project to take roughly 18 months before a portion of the units will be ready for occupancy.

OLD BUSINESS

NEW BUSINESS

Council Acting as Committee of the Whole re: Proposed Lease Agreement with AEF Realty LLC at 333 East River Dr. for the Purpose of Placement of Emergency Communications Devices

MOTION       By Angie Parkinson  
                  seconded by Travis Simpson

**WHEREAS**, the Fire Department shall be responsible for the protection of life and property within the town from fire and for the enforcement of all laws, ordinances and regulations relating to fire prevention and fire safety;

**WHEREAS**, in furtherance of this objective the Fire Department utilizes emergency communications facilities positioned throughout the Town in order to facilitate communications in the event an unforeseen issue disabled traditional communications; and

**WHEREAS**, the Town desires to enter into a lease agreement with AEF Realty LLC, a limited liability company with a principal place of business located at 333 East River Dr. East Hartford CT, 06108. The purpose of said agreement is to lease a ten (10) feet by ten (10) feet of area on the roof the building located at 333 East River Dr., along with all reasonably necessary space for wiring and conduits, in addition to the air space above such ground space for the placement of the Town's emergency communication equipment; and

**WHEREAS**, such lease shall be for an initial term of five (5) years with five (5) consecutive one (1) year extensions at the discretion of the town and under such lease the town shall not be charged rent.

**THEREFORE, BE IT RESOLVED**, that the East Hartford Town Council:

(1) waives the requirements of Town Ordinance 10-18 and authorizes the Town to enter into an agreement with AEF Realty LLC; provided such agreement shall be in a form reviewed and approved by the Corporation Counsel or designee and;  
(2) authorizes Mayor Connor S. Martin to make, execute and deliver all settlement 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 9/0*

Amendment to Tax Lien Agreement with RTLFC-CT, LLC re: Securitization

MOTION By Angie Parkinson  
seconded by Tom Rup

to **authorize** Mayor Connor S. Martin of the Town of East Hartford to execute and approve an amendment to tax lien agreements with RTLFC-CT, LLC regarding tax liens duly sold to RTLFC-CT, LLC by the Town at various times from October 2021 through present date. Such Amendment shall be on a form approved by the Office of Corporation Counsel and shall permit RTLFC-CT, LLC's parent company, Ram Tax Lien Fund LP, to sell its ownership interest in RTLFC-CT, LLC to a new entity fully owned by Ram Tax Lien Fund LP, Ram2023-1, LLC. No further transfer, assignment, or securitization shall be permitted absent express approval by this Council.

Motion carried 9/0

Request for Bid Waiver from IT Department re: Web Hosting Services provided by CivicPlus

MOTION By Harry Amadasun  
seconded by Tom Rup

pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council waive the bidding requirements of Section 10-7(a) of the Town of East Hartford Code of Ordinances to authorize the Town to enter into a contract with Civic Plus for a period of two years in the amount not to exceed \$16,332.82, paid over two years with the first installment of \$7,549.91 due immediately and the second of \$8,782.91 due after July 1, 2024. Said Contract is in the best interest of the Town as it will allow the Town to continue use of its public facing website without incurring further costs for redesign or paying additional hosting fees.

Motion carried 9/0

Recommendation from Ordinance Committee re: Fund Balance Reserve / Retiree Benefit Trust Fund

MOTION By Sebrina Wilson  
seconded by John Morrison

to amend the town of East Hartford Code of Ordinances by repealing Section 10-52 of the East Hartford Town Ordinances “Retiree Benefit Trust Fund” and substituting in lieu thereof language that is consistent with the draft dated December 20, 2023.

Motion carried 9/0

Referrals to Ordinance Committee

Bidding Procedure  
Installation and Maintenance of Sidewalks  
Food Trucks

MOTION By Sebrina Wilson  
seconded by John Morrison

to refer to the Town Ordinance Committee a review of the following Town Ordinances and report back to the full Council with its recommendations, if any.

Section 10-7: Bidding Procedure  
Sections 18 28-29, 32-35: Installation and Maintenance of Sidewalks  
Section 8-24: Food Trucks

Motion carried 9/0

Revised 2024 Town Council Regular Meetings Schedule

Rescission of November 21, 2023 Motion

MOTION By Harry Amadasun  
seconded by John Morrison

to **rescind** the motion made and approved at the November 21, 2023 Town Council meeting as follows:

to **approve** the 2024 Town Council meeting dates, which will be held on the following Tuesdays in the Community Cultural Center Auditorium, until such time when meetings will be held in the Town Council Chambers at Town Hall, and virtually with access information posted on the agenda; the start time for regular meetings is 7:30pm as follows:

January- 2nd and 16th



February- 6th and 20th

March- 5th and 19th

April 2nd and 16th

May 7th and 21st

June 4th and 18th

July 9th

August 6th and 20th

September 3rd and 17th

October 1<sup>st</sup> and 15th

November 5<sup>th</sup> and 19th

December 10th

On call of the vote to **rescind**, motion carried 9/0

Approval of Revised Schedule

MOTION

By Harry Amadasun  
seconded by John Morrison

to **approve** the 2024 Town Council meeting dates, which will be held on the following Tuesdays in the Community Cultural Center Auditorium, until such time when meetings will be held in the Town Council Chambers at Town Hall, and virtually with access information posted on the agenda; the start time for regular meetings is 7:30pm as follows:

January- 2nd and 16th

February- 6th and 20th

March- 5th and 19th

April 2nd and 16th

May 7th and 21st

June 4th and 18th

July 9th

August 6th and 20th

September 3rd and 17th

October 1st, 15th and 29th

November 19th

December 10<sup>th</sup>

Motion carried 9/0

Referrals to Personnel and Pensions Subcommittee

Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Head of Children's and Teen Services)

Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Reference & Cultural Assets Adult Services)

MOTION By Awet Tsegai  
seconded by Tom Rup

to refer to the Personnel and Pensions Subcommittee Proposed Revisions to the Job Description and Change in Title for Position of Librarian 2 (Head of Children's and Teen Services) and Proposed Revisions to the Job Description and Change in Title for Position of Librarian 2 (Reference & Cultural Assets Adult Services) as provided in a memo from Mayor Connor S. Martin to Rich Kehoe, Town Council Chair dated January 9, 2024 with instructions to review the positions and report back to the full Council with its recommendations, if any

Motion carried 9/0

Appointments to Boards and Commissions

MOTION By Harry Amadasun  
seconded by

to **approve** the following appointments to Boards and Commissions as follows:

Historic District Commission

- David Case – 59 Milwood Road, to be moved from an alternate position to a full term position, term to expire December 2028

Commission on Services for Persons with Disabilities

- Gary Roy, 61 Matthew Road, term to expire Dec 2025

Commission on Aging

- Kathleen LaBranche – 87 Scott Street – term to expire 12/25

Public Building Commission

- Gary Roy, 61 Matthew Road, term to expire Dec 2028

Veterans Commission

- Robin Parys- 1408 Silver Lane, term to expire Dec 2025
- Howard Satalino- 72 Spruce Drive, term to expire Dec 2025

Motion carried 9/0

Appointment to the Metropolitan District Commission

MOTION By John Morrison  
seconded by Don Bell

to appoint Esther Clarke, 197 Langford Lane to the Metropolitan District Commission, term to expire December 2026.

Motion carried 9/0

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councillor Tsegai acknowledged the efforts of the Town's Public Works in clearing roads in the inclement conditions.

Councillor Wilson asked for clarity the timeline of Silver Lane Plaza development project. *The Mayor stated that demolition of the central building located at 818-830 Silver Lane is planned for February, the costs of which will be paid from state bond funds allocated for Silver Lane development. 6 tenants remain in the other buildings and are still in negotiations for relocation benefits. The Town has taken eviction actions on those remaining businesses. The Town is currently vetting three options for development as submitted by the Grossman Realty Group.*

Chair Kehoe encouraged the Administration to advance demolition preparations for the two side buildings on Silver Lane Plaza so demolition can occur quickly after the final tenants are relocated. This will help expedite the timeline for future development on the site.

Councillor Simpson voiced caution regarding the failing heating and infrastructure at the Silver Lane Plaza site given the coming winter temperatures.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

Bridgitte Prince, 41 Bodwell Road

- expressed appreciation of the efforts of the East Hartford representatives on the Metropolitan District Commission and praised the appointment of Esther Clarke to the Commission.
- suggested a partnership with the University of Connecticut at the Port Eastside project.



Community Cultural Center Auditorium

January 23, 2024

Special Meeting Re: Town Employee Job Description Revision Process

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. (via Teams), Majority Leader Sebrina Wilson (via Teams, in person at 6:13 pm), Minority Leader John Morrison, Councilors Thomas Rup, Angie Parkinson, Awet Tsegai, and Travis Simpson

ABSENT Councilor Harry Amadasun, Jr

ALSO Mayor Connor S. Martin  
PRESENT Tyron Harris, Director of Human Resources  
Melissa McCaw, Chief Administrative Officer and Finance Director

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:04 p.m.

TOWN EMPLOYEE JOB DESCRIPTION REVISION PROCESS

Chair Kehoe stated that the purpose of this Special Meeting is to for the Council to discuss with the Town's Human Resources Director the current process for reviewing job descriptions and making changes to more accurately reflect duties for each position. As a number of descriptions have become dated over time, the goal of the administration is to modernize descriptions efficiently.

The Chair stated that due to the large number of positions that are under review, the Council requested this meeting to better understand the administration's approach to addressing the review process holistically. Any substantive changes to job descriptions including title and/or paygrade are first reviewed by the Council's Personnel and Pensions Subcommittee before requiring Council approval.

Director Harris provided background on the Administration's current process for review which begins by consulting with the appropriate department director. Additional points of emphasis that are evaluated include a review of specific tasks for each role followed by a review of education requirements and certifications to assure the qualifications needed to perform expected duties are met. Salary bands for each position are compared with similar roles in other municipalities. A final review of recommendations is made with the Mayor and Chief Administrative Officer to assure the Town's budget can accommodate any changes to salary before finally being referred to the Committee.

Since 2022, 44 positions have been referred to the Council with 19 pay grade changes. An agreement has been made with the CSEA Union to prioritize the evaluation of all positions with paygrades 1, 3 and 4 in FY2023 and FY2024. Additional priority is given to positions that become vacant to assure that any recruitment includes an up-to-date description that best suits the Town's needs.





## MEMORANDUM

**DATE:** December 28, 2023

**TO:** Connor S. Martin, Mayor

**FROM:** Melissa McCaw, Chief Administrative Officer & Director of Finance

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

**RE:** **Ordinance 10-52 – Unassigned Fund Balance**

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In April of 2023, at the recommendation of Finance, the Town Council amended the minimum fund balance ordinance to align with fiscal best practices as follows:

- (a) There is established a Retiree Benefit Trust Fund. The purpose of the fund is to provide funds to meet long-term obligations of the town of East Hartford regarding health benefits provided to retired town employees in accordance with provisions for such benefits contained in any agreement between town employees and the Town of East Hartford.
- (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 Budget for FY2023 closed with an estimated \$2.1 million revenue surplus pending finalization of the CLA audit in January 2023. This is primarily due to favorable property tax collections, licenses and permits related to building permits, police private duty job revenues and short-term investment income due to higher interest rates.

Recent presentations to Standard & Poor's rating agency resulted in a sustained strong investment grade bond rating of AA with a stable outlook. S&P states, "additional factors supporting the rating include our opinion of East Hartford's...strong available reserves and high cash balances, with a goal of increasing them further over the next few years to more than

15% of operating expenditures.” S&P also commented that actual evidence of progress towards this ordinance goal would be a credit positive for the Town. In light of the favorable results for the Town in FY23 and the open revaluation appeals under review, I am recommending that the Town Council adopt an ordinance to increase the minimum fund balance threshold to 11% for fiscal year ending June 30, 2023 to capture these favorable results, while maintaining the ability to make a sizeable supplemental contribution to the OPEB trust fund in early 2024.

With respect to the aforementioned proposed ordinance, specifically subsection (b), attached please find a worksheet which estimates the amount of transfer required from Fund Balance to meet the conditions of the proposed ordinance. The transfer of funds to the OPEB trust fund will not occur until the Town has issued audited financial statements. Please forward this memo to the Town Council for consideration at the January 2, 2024 Council meeting.

Should you have any questions or problems on the aforementioned, please feel free to contact me at 860-291-7246. Thank you in advance for your cooperation.



**The Town of East Hartford**  
**OPEB Contribution Calculation - Ordinance 10-52**  
**For the Fiscal Year Ending June 30, 2023**  
**Prepared as of December 28, 2023**

	<u>Ref.</u>	<u>Pre-Transfer</u>	<u>%</u>	<u>Post-Transfer</u>	<u>%</u>
Revised Budget: June 30, 2023	RSI - 2	209,393,077		209,393,077	
Estimated Unassigned Fund Balance: June 30, 2023	Exhibit III	24,738,000	11.81%	23,033,238	11.00%
Est. Revised Fund Balance @ 11%		<u>23,033,238</u>	11.00%	<u>23,033,238</u>	11.00%
Est. Excess Unassigned Fund Balance Over (Under) 11%		<u><u>1,704,762</u></u>		<u><u>-</u></u>	
Estimated Transfer to OPEB Trust		<u><u>1,704,762</u></u>			
Comparison of Revised Fund Balance @ 10.25%		21,462,790	10.25%		
Excess to Fund Balance		1,570,448			

FY2023 BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
40 PROPERTY TAXES	-137,898,219	-1,000,000	-138,898,219	-140,251,569.43	.00	1,353,350.43	101.0%
41 LICENSES AND PERMITS	-1,402,310	0	-1,402,310	-2,284,292.74	.00	881,982.74	162.9%
42 INTERGOVERNMENTAL	-60,184,511	-648,000	-60,832,511	-60,939,226.11	.00	106,715.11	100.2%
43 CHARGES TOWN CLERK	-1,823,000	0	-1,823,000	-1,875,357.00	.00	52,357.00	102.9%
44 CHARGES PUB SAFETY	-1,487,098	0	-1,487,098	-2,389,394.54	.00	902,296.54	160.7%
45 CHARGES BUILDING	-14,400	0	-14,400	-80,257.04	.00	65,857.04	557.3%
46 CHARGES PUBLIC WORKS	-158,700	0	-158,700	-151,753.44	.00	-6,946.56	95.6%
47 CHARGES LIBRARY	-16,500	0	-16,500	-14,930.20	.00	-1,569.80	90.5%
48 CHARGES RECREATION	-30,000	0	-30,000	-21,701.76	.00	-8,298.24	72.3%
49 CHARGES CEMETERIES	-240,000	0	-240,000	-267,178.00	.00	27,178.00	111.3%
50 FINES	-57,500	0	-57,500	-76,617.00	.00	19,117.00	133.2%
51 OTHER MISCELLANEOUS	-1,109,839	-1,100,000	-2,209,839	-2,392,069.41	.00	182,230.41	108.2%
52 OTHER TRANSFERS	-10,000	0	-10,000	-8,410.85	.00	-1,589.15	84.1%
55 TRANSFERS	0	-2,213,000	-2,213,000	.00	.00	-2,213,000.00	.0%
<b>GRAND TOTAL</b>	<b>-204,432,077</b>	<b>-4,961,000</b>	<b>-209,393,077</b>	<b>-210,752,757.52</b>	<b>.00</b>	<b>1,359,680.52</b>	<b>100.6%</b>

\*\* END OF REPORT - Generated by Melissa McCaw \*\*

FY2023 BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60 PERSONAL SERVICES	45,016,042	-100,112	44,915,930	44,826,123.73	.00	89,806.66	99.8%
61 BENEFITS & INSURANCE	33,858,630	1,946,682	35,805,312	35,787,355.20	.00	17,956.78	99.9%
62 CONSUMABLE SUPPLIES	3,249,436	-58,241	3,191,195	3,081,918.85	.00	109,276.57	96.6%
63 SERVICES AND CHARGES	9,210,233	2,128,246	11,338,479	10,897,493.75	-9,549.99	450,535.51	96.0%
64 CAPITAL IMPROVEMENTS	691,331	167,337	858,668	735,183.99	.00	123,483.84	85.6%
65 UTILITIES	8,307,362	175,284	8,482,646	8,446,450.99	.00	36,195.12	99.6%
66 DEBT SERVICE	8,105,180	0	8,105,180	8,105,179.01	.00	.99	100.0%
67 OTHER	0	701,803	701,803	701,803.00	.00	.00	100.0%
68 BOE	95,993,863	0	95,993,863	95,993,863.00	.00	.00	100.0%
GRAND TOTAL	204,432,077	4,961,000	209,393,077	208,575,371.52	-9,549.99	827,255.47	99.6%

\*\* END OF REPORT - Generated by Melissa McCaw \*\*

FY2023 BUDGET REPORT

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
40	PROPERTY TAXES	-137,898,219	-1,000,000	-138,898,219	-140,251,569.43	.00	1,353,350.43	101.0%
	TOTAL REVENUES	-137,898,219	-1,000,000	-138,898,219	-140,251,569.43	.00	1,353,350.43	
41	LICENSES AND PERMITS	-1,402,310	0	-1,402,310	-2,284,292.74	.00	881,982.74	162.9%
	TOTAL REVENUES	-1,402,310	0	-1,402,310	-2,284,292.74	.00	881,982.74	
42	INTERGOVERNMENTAL	-60,184,511	-648,000	-60,832,511	-60,939,226.11	.00	106,715.11	100.2%
	TOTAL REVENUES	-60,184,511	-648,000	-60,832,511	-60,939,226.11	.00	106,715.11	
43	CHARGES TOWN CLERK	-1,823,000	0	-1,823,000	-1,875,357.00	.00	52,357.00	102.9%
	TOTAL REVENUES	-1,823,000	0	-1,823,000	-1,875,357.00	.00	52,357.00	
44	CHARGES PUB SAFETY	-1,487,098	0	-1,487,098	-2,389,394.54	.00	902,296.54	160.7%
	TOTAL REVENUES	-1,487,098	0	-1,487,098	-2,389,394.54	.00	902,296.54	
45	CHARGES BUILDING	-14,400	0	-14,400	-80,257.04	.00	65,857.04	557.3%
	TOTAL REVENUES	-14,400	0	-14,400	-80,257.04	.00	65,857.04	
46	CHARGES PUBLIC WORKS	-158,700	0	-158,700	-151,753.44	.00	-6,946.56	95.6%
	TOTAL REVENUES	-158,700	0	-158,700	-151,753.44	.00	-6,946.56	
47	CHARGES LIBRARY	-16,500	0	-16,500	-14,930.20	.00	-1,569.80	90.5%
	TOTAL REVENUES	-16,500	0	-16,500	-14,930.20	.00	-1,569.80	
48	CHARGES RECREATION	-30,000	0	-30,000	-21,701.76	.00	-8,298.24	72.3%
	TOTAL REVENUES	-30,000	0	-30,000	-21,701.76	.00	-8,298.24	
49	CHARGES CEMETERIES	-240,000	0	-240,000	-267,178.00	.00	27,178.00	111.3%
	TOTAL REVENUES	-240,000	0	-240,000	-267,178.00	.00	27,178.00	
50	FINES	-57,500	0	-57,500	-76,617.00	.00	19,117.00	133.2%
	TOTAL REVENUES	-57,500	0	-57,500	-76,617.00	.00	19,117.00	
51	OTHER MISCELLANEOUS	-1,109,839	-1,100,000	-2,209,839	-2,392,069.41	.00	182,230.41	108.2%
	TOTAL REVENUES	-1,109,839	-1,100,000	-2,209,839	-2,392,069.41	.00	182,230.41	
52	OTHER TRANSFERS	-10,000	0	-10,000	-8,410.85	.00	-1,589.15	84.1%
	TOTAL REVENUES	-10,000	0	-10,000	-8,410.85	.00	-1,589.15	
55	TRANSFERS	0	-2,213,000	-2,213,000	.00	.00	-2,213,000.00	.0%
	TOTAL REVENUES	0	-2,213,000	-2,213,000	.00	.00	-2,213,000.00	
60	PERSONAL SERVICES	45,016,042	-100,112	44,915,930	44,826,123.73	.00	89,806.66	99.8%
	TOTAL EXPENSES	45,016,042	-100,112	44,915,930	44,826,123.73	.00	89,806.66	
61	BENEFITS & INSURANCE	33,858,630	1,946,682	35,805,312	35,787,355.20	.00	17,956.78	99.9%
	TOTAL EXPENSES	33,858,630	1,946,682	35,805,312	35,787,355.20	.00	17,956.78	
62	CONSUMABLE SUPPLIES	3,249,436	-58,241	3,191,195	3,081,918.85	.00	109,276.57	96.6%
	TOTAL EXPENSES	3,249,436	-58,241	3,191,195	3,081,918.85	.00	109,276.57	
63	SERVICES AND CHARGES	9,210,233	2,128,246	11,338,479	10,897,493.75	-9,549.99	450,535.51	96.0%
	TOTAL EXPENSES	9,210,233	2,128,246	11,338,479	10,897,493.75	-9,549.99	450,535.51	
64	CAPITAL IMPROVEMENTS	691,331	167,337	858,668	735,183.99	.00	123,483.84	85.6%
	TOTAL EXPENSES	691,331	167,337	858,668	735,183.99	.00	123,483.84	
65	UTILITIES	8,307,362	175,284	8,482,646	8,446,450.99	.00	36,195.12	99.6%
	TOTAL EXPENSES	8,307,362	175,284	8,482,646	8,446,450.99	.00	36,195.12	
66	DEBT SERVICE	8,105,180	0	8,105,180	8,105,179.01	.00	.99	100.0%
	TOTAL EXPENSES	8,105,180	0	8,105,180	8,105,179.01	.00	.99	
67	OTHER	0	701,803	701,803	701,803.00	.00	.00	100.0%
	TOTAL EXPENSES	0	701,803	701,803	701,803.00	.00	.00	
68	BOE	95,993,863	0	95,993,863	95,993,863.00	.00	.00	100.0%
	TOTAL EXPENSES	95,993,863	0	95,993,863	95,993,863.00	.00	.00	
	GRAND TOTAL	0	0	0	-2,177,386.00	-9,549.99	2,186,935.99	100.0%

**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: January 30, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RE: National Development MOU

---

Please find the enclosed request from Development Director Eileen Buckheit pertaining to an MOU between the Town of East Hartford and ND Acquisitions LLC (National Development).

The Town would like to use \$500,000 of these funds for development efforts related to Main Street, our downtown area, and business development. Council action is required to approve the specific use of the funds.

Please place this item on the town council agenda for the February 6, 2024 meeting.

C: E. Buckheit, Development Director



TO: Mayor Connor Martin

FROM: Eileen Buckheit, Development Director

DATE: January 30, 2024

RE: National Development MOU

---

I am requesting an item be placed on the Town Council agenda for February 6, 2024.

On August 16, 2022, the Town Council approved a Memorandum of Understanding with ND Acquisitions LLC (National Development) which would be providing the Town with an impact payment in the amount of \$4 million, due to the construction of the warehouse buildings at Rentschler Field.

As discussed, we would like to use \$500,000 of these funds for development efforts related to Main Street, our downtown area, and business development. Council action is required to approve the specific use of the funds.

We have spoken to Mr. Ed Marsteiner, Managing Partner at National Development, and he indicated that their interpretation of the MOU allows the Town flexibility to use the funds for projects other than the two mentioned in the MOU. He states that he “consents to use of the funds for other uses that benefit East Hartford”.

Thank you and let me know if you have questions.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 9, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: MOU: National Development

---

Please accept the following "Impact Memorandum of Understanding" from National Development for Town Council's approval.

The Mayor will be on hand Tuesday to discuss this payment in more detail.

Please place on the Town Council agenda for the August 16<sup>th</sup>, 2022 Town Council meeting.

Thank you.

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



Memorandum of Understanding (this "**MOU**") between ND Acquisitions LLC (the "**Developer**") and the Town of East Hartford, Connecticut (the "**Town**") regarding the so-called "Rentschler Field Development"

August \_\_\_\_, 2022

**I. Background**

The Developer is under contract with Raytheon Technologies Corporation ("**RTX**") to purchase approximately 300 acres of land commonly known as "Rentschler Field" in East Hartford, Connecticut (the "**Property**") for the purpose of developing and constructing the planned retail and mixed-use, high-tech manufacturing, research and development, light industrial, logistics and service and repair facilities development more particularly described in the Master Plan Application dated March 2, 2022 (the "**Master Plan Application**") submitted by the Developer to the Town of East Hartford Planning & Zoning Commission (the "**Commission**") as a zone change and map amendment under Regulations Section 603, Designed Development District (collectively, the "**Project**"). The Project is intended to include, without limitation, (a) two (2) warehouse and distribution buildings, identified as "Proposed East Building" and "Proposed West Building" in the Master Plan Application (each, a "**Warehouse/Distribution Building**"), and (b) two (2) high-tech manufacturing and/or research and development buildings, as more particularly shown and described in the Master Plan Application (collectively, and together with the Warehouse/Distribution Buildings, the "**Buildings**," and each, a "**Building**"). The Project is intended to serve the East Hartford and surrounding communities by, among other objectives, providing for job creation and increased tax revenue for the Town of East Hartford.

On April 13, 2022, the Town approved the Developer's Master Plan Application for the Project (the "**Approved Master Plan**"). On August 10, 2022 the Commission approved Developer's application for Site Plan approval for the Project (the "**Site Plan**").

In the event that (i) the Developer acquires fee simple title to the Property from RTX, (ii) all appeal periods relating to the Site Plan have lapsed, or any appeals relating thereto having been disposed of (the "**Site Plan Approval**"), (iii) all federal, state and local discretionary permits and approvals necessary for the development and the construction of the Project, including, but not limited to, any Order(s) of Conditions for the Project, are duly issued and effective with all appeal periods relating thereto having lapsed or with any appeals relating thereto having been disposed of and with all conditions thereunder being acceptable to the Developer in the Developer's sole discretion, and (iv) the Developer has notified the Town in writing of its intention to proceed with the development and construction of the Project ((i) through (iv), collectively, the "**Effectiveness Conditions**"), then this MOU between the Developer and the Town shall become effective and set forth certain additional mitigation measures to be provided by the Developer, as part of the Project, to help mitigate the impacts of the overall Project on the surrounding community and benefit the residents of East Hartford. These mitigation measures shall consist of a one-time contribution to the Town of \$1.50 per rentable square foot of space approved by the Town for development at the Project pursuant to the Approved Master Plan (the "**Contribution**"), which Contribution shall be allocated as set

forth below. Except as specifically set forth herein, this MOU shall not negate the obligations and commitments of the Developer pursuant to any other permit, certificate or approval issued, or which may later be issued, by the Town and/or the Commission in connection with the Project.

## **II. East Coast Greenway Trail Financial Commitment**

The Developer has agreed that up to twenty-five percent (25%) of the Contribution may be allocated by the Town as a financial contribution towards the planning, design and construction of the portion of the so-called "East Coast Greenway" project that is intended to be located in East Hartford (the "**ECG Contribution**"). One-half of the ECG Contribution shall be paid by the Developer to the Town within ten (10) Business Days (as defined below) following the Town's issuance of a building permit for the first Warehouse/Distribution Building to be constructed at the Project, and one-half of the ECG Contribution shall be paid by the Developer to the Town within ten (10) Business Days following the Town's issuance of the Certificate of Occupancy for such first Warehouse/Distribution Building constructed at the Project. The ECG Contribution is intended to provide the Town funding, to be used at the Town's sole discretion, for planned improvements and infrastructure for the East Coast Greenway.

## **III. Athletic Complex Financial Commitment**

The Developer has agreed that up to seventy-five percent (75%) of the Contribution may be allocated by the Town as a financial contribution (the "**Athletic Complex Contribution**") towards the planning, design, construction, or renovation of one or more athletic or recreational facilities, including but not limited to a so-called "bubble" athletic complex that is intended to be located in East Hartford (the "Athletic Complex Projects"). One-half of the Athletic Complex Contribution shall be paid by the Developer to the Town within ten (10) Business Days following the Town's issuance of a building permit for the first Warehouse/Distribution Building to be constructed at the Project, and one-half of the Athletic Complex Contribution shall be paid by the Developer to the Town within ten (10) Business Days following the Town's issuance of the Certificate of Occupancy for such first Warehouse/Distribution Building constructed at the Project. The Athletic Complex Contribution is intended to provide the Town funding, to be used at the Town's sole discretion, for the planning, design, construction or renovation of the Athletic Complex Projects.

## **IV. Miscellaneous**

### **A. Effective Date.**

This MOU shall become fully effective and binding on the Developer and the Town when the Effectiveness Conditions have been satisfied (the "**Effective Date**"). In the event that (a) the Effectiveness Conditions are not satisfied by December 30, 2022 (unless the parties mutually agree, in their reasonable discretion, to extend such deadline), (b) the Developer chooses not to proceed with the development and construction of the Project and notifies the Town accordingly prior to the Effective Date, (c) the Developer determines that, in its sole judgment, the Property will not be acquired from RTX or the Site Plan Approval or any other federal, state or local discretionary permit or approval will not be issued in a timely manner or in

a satisfactory form, or (d) any permit, approval or legislative action is appealed (including, without limitation, the Site Plan Approval), then, in any such case, the Developer may terminate this MOU upon written notice to the Town whereupon this MOU shall be null and void.

B. Cure Periods.

With respect to the Developer's obligations hereunder, the Developer shall have fifteen (15) days to cure any monetary default hereunder following receipt of written notice from the Town of such default.

C. Notice to Mortgagees.

If the Town gives written notice to the Developer of a default under this MOU with respect to any obligation of the Developer, then the Town shall simultaneously furnish a copy of such notice to the mortgagee(s) of record of the Project so long as the Town has prior written notice of the identity and address of each such mortgagee. If the Developer has received written notice from the Town of a default under this MOU by the Developer and such default is not cured by the Developer before the expiration of the cure period provided therefor, then a mortgagee may, but shall not be obligated to, cure any such default upon giving written notice of its intention to do so to the Town within sixty (60) days after mortgagee receives such notice of default, and, if the mortgagee chooses to cure such default, the mortgagee shall proceed with due diligence to cure the same. To facilitate the operation of this section, the Developer shall at all times provide the Town with an up-to-date list of the names and address of all mortgagees for the Project. Any mortgagee may notify the Town in writing of its address and request that the provisions of clause F. below, as they relate to notices with respect to the Project hereunder, apply to it. The Town agrees to comply with any such request.

D. Notices.

All notices under this MOU shall be in writing and shall be delivered personally or shall be sent by: (a) hand; (b) recognized overnight courier service (e.g., UPS or Federal Express); or (c) sent by electronic mail, addressed as follows; provided, that, in connection with sending notices pursuant to clause (a) or (b) above, a copy of such written notice shall also be delivered by electronic mail as set forth in clause (c) above:

If to the Town:           Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Attn: Town Counsel  
Email: [jtallberg@ehct.gov](mailto:jtallberg@ehct.gov)

If to the Developer:   ND Acquisitions LLC  
c/o National Development  
2310 Washington Street  
Newton Lower Falls, MA 02462  
Attn: Edward Marsteiner, Managing Partner  
Email: [emarsteiner@natdev.com](mailto:emarsteiner@natdev.com)



With a copy to: National Development  
2310 Washington Street  
Newton Lower Falls, MA 02462  
Attn: Richard P. Schwartz, Esq.  
Email: [rschwartz@natdev.com](mailto:rschwartz@natdev.com)

All notices shall be deemed to have been given upon the date and time of the confirmation of transmission generated by the sender's computer, in the case of a notice by electronic mail and, in all other cases, upon receipt; provided, that, such receipt occurs on or before 6:00 p.m. Eastern Standard Time on a Business Day, otherwise, such notice shall be deemed to have been given on the next succeeding Business Day. Any party hereto may change its address for purposes of receipt of notices under this MOU by notice given to the other parties hereto in accordance with the foregoing provisions of this Section. Notwithstanding the foregoing, the parties hereby agree that notice delivered by or to counsel for either party shall be deemed to constitute notice to or from the respective parties.

E. Estoppel Certificate.

Upon ten (10) days' prior written request from the Developer, the Town shall execute a certificate in a form acceptable for recording with the East Hartford Land Records that is addressed to the requesting party or a mortgagee, title insurance company, prospective purchaser, tenant or other interested party, confirming that this MOU is in full force and effect (or, if not, that this MOU has terminated or is no longer in force or effect) and certifying to the best of its knowledge that the Developer is in compliance with its obligations hereunder or, if not, specifying the respects in which the Developer is not in compliance or specifying the obligations which are unfulfilled.

F. Binding Effect; Successors and Assigns.

Provided that the Effectiveness Conditions have been satisfied, until the Termination Date (as defined below) this MOU shall be binding upon and inure to the successors and/or assigns of the Developer as the owner of the Property as to the obligations which arise under this MOU during their respective periods of ownership of the Property such that each successor and/or assign of the Property shall be liable hereunder only for any breaches occurring during the respective period of its ownership.

G. The Town's Independent Powers.

Nothing contained in this MOU shall in any way negate, limit or restrict the Town's jurisdiction and authority over the Project. This MOU shall not bind nor affect the independent powers of any authority, agency, inspector or board of the Town including, without limitation, the Commission, the Town's Inland Wetlands-Environment Commission, the Building Inspector, the Fire Marshall and/or the Town Council. Notwithstanding anything to the contrary in this MOU, any decision of the Town Council with respect to the fixing of building and fire permit fees with respect to the Project is independent of Developer's commitment under this MOU, and

the failure of the Town Council to agree to any fixing of permitting fees shall not, in any way, be considered an Effectiveness Condition.

H. Duration; Termination Date.

This MOU shall be enforceable for the maximum period permitted by applicable law; provided, that, upon the full payment by the Developer to the Town of the Commitments (the date upon which such full payment occurs, the "**Termination Date**"), the Town shall, within five (5) Business Days following the Developer's written request therefor, issue a statement in a form appropriate for recording with the East Hartford Land Records stating that all of the terms of this MOU have been satisfied, what the Termination Date is and that this MOU is of no further force and effect.

I. Amendments.

This MOU may be amended only by an instrument in writing signed by each party hereto.

J. Governing Law; Jurisdiction.

This MOU shall be governed by the laws of the State of Connecticut, as amended from time to time. Any action brought by the Developer or the Town hereunder may be brought in the Superior Court, Judicial District of Hartford at Hartford, Connecticut and the Developer hereby agrees to the jurisdiction of such court.

K. Severability.

If any term or provision of this MOU, or the application thereof to any person or circumstance shall, to any extent, be invalid, inoperative or unenforceable, the remainder of this MOU, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid, inoperative or unenforceable, shall not be affected thereby; it shall not be deemed that any such invalid, inoperative or unenforceable provision affects the consideration for this MOU; and each term and provision of this MOU shall be valid and enforceable to the fullest extent permitted by law.

L. No Recording.

If the Town records this MOU, it shall ipso facto become null and void; provided, that, promptly following the Developer's request therefor, the parties shall record a Notice of MOU in a customary form reasonably approved by the Developer and the Town.

M. Headings.

The headings used in this MOU are for convenience of reference and shall in no way define, increase, limit or describe the scope or intent of any provisions hereof.

N. Counterparts.

This MOU may be executed in any number of counterparts, which, when taken together, shall constitute one and the same instrument. Transmission by email of a .pdf copy of the signed counterpart of this MOU shall be deemed the equivalent of the delivery of the original, and any party so delivering a .pdf copy of the signed counterpart of this MOU by email transmission shall in all events deliver to the other party an original signature promptly upon request.

O. Cooperation.

Developer and the Town hereby agree to cooperate with the other on an ongoing basis to implement the specific provisions and the intent and purposes of this MOU.

P. Limitations on Liability.

The obligations of the Developer or any new successor entity or entities under this MOU do not constitute personal obligations of their members, trustees, partners, directors, officers or shareholders, or any direct or indirect constituent entity or any of their affiliates or agents. The Town shall not seek recourse against any of the foregoing or any of their personal assets for satisfaction of any liability with respect to this MOU.

Q. Time is of the Essence; Time Periods.

Time shall be of the essence for this MOU. Any reference in this MOU to the time for the performance of obligations or elapsed time shall mean consecutive calendar days or Business Days, months, or years, as applicable. As used in this MOU, the term "**Business Day**" shall mean any day other than a Saturday, Sunday, recognized federal holiday or recognized state holiday in the State of Connecticut. If the last date for performance by either party under this MOU occurs on a day which is not a Business Day, then the last date for such performance shall be extended to the next occurring Business Day.

R. Permitting.

The execution and delivery of this MOU does not constitute an agreement by the Town that any necessary permit, certificate or approval for the Developer's Project will in fact be granted, including, without limitation, the Site Plan Approval.

S. Enforcement; No Waiver.

The failure of the Town or the Developer to enforce this MOU shall not be deemed a waiver of the Town or the Developer's right to do so thereafter.

[SIGNATURES ON FOLLOWING PAGE]

Executed under seal as of the date first set forth above.

**TOWN OF EAST HARTFORD:**

\_\_\_\_\_  
Mayor of East Hartford, Duly Authorized

**DEVELOPER:**

ND ACQUISITIONS LLC, a Massachusetts  
limited liability company

By: ND Real Estate, Inc., its Manager

By: \_\_\_\_\_  
Name: Edward L. Marsteiner II  
Title: Executive Vice President



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 30, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RE: RESOLUTION: LOTCIP Application for Forbes Street Roundabout

---

The Town of East Hartford is eligible to submit up to two applications for transportation projects to the Capitol Regional Council of Government for funding under the Local Transportation Capital Improvement Program (LOTICIP), funded by the State DOT.

The current request for solicitation is due Wednesday, February 21, 2024.

Please place this item on the Town Council agenda for the February 6, 2024 meeting.

C: A. Trujillo, DPW Director  
P. O'Sullivan, Grants Manager  
D. Wilson, Town Engineer  
E. Buckheit, Development Director



CONNOR S. MARTIN  
MAYOR

# TOWN OF EAST HARTFORD

TELEPHONE  
(860) 291-7374

## Department Of Public Works

FAX (860) 291-7370


ALEXANDER M. TRUJILLO  
DIRECTOR


1 Ecology Drive  
East Hartford, Connecticut 06108

www.easthartfordct.gov

### MEMORANDUM

TO: Connor S. Martin  
Mayor

FROM: Alex Trujillo   
Director of Public Works

Doug Wilson, P.E.   
Town Engineer

DATE: January 29, 2024

RE: **LOTICIP Application for Forbes Street Roundabout  
Referral to Town Council**

---

As we reviewed with you previously, the Town is able to submit up to two applications for transportation projects to the Capitol Region Council of Governments (CRCOG) for funding under the Local Transportation Capital Improvement Program (LOTICIP), which is funded by the Connecticut Department of Transportation. The current request for solicitation is due Wednesday, February 21, 2024. The maximum amount of funding we can request is \$4M.

As we also reviewed with you, the existing, signalized intersection at Forbes Street, Roberts Street and Chester Street is prone to accidents and speeding along approaches and departing lanes. The problems at the intersection are exacerbated by the steepness of the approach/departure to the east along Chester Street and to the west along Roberts Street. Construction of a single-lane roundabout at this location will permanently reduce the number of conflict points at the intersection and significantly improve traffic operations at the intersection by:

- Reducing the frequency and severity of vehicle crashes at the intersection.
- Reducing the speed of vehicles approaching the intersection.
- Reducing the speed of vehicles departing the intersection (especially along Roberts Street and Chester Street).
- Reducing (or eliminating) delay at the intersection.
- Eliminating maintenance of the traffic signal.

We contracted with BETA Group to prepare a concept plan for the roundabout (attached). Their work including traffic counts and borings, allowing them to complete traffic analysis of the existing and proposed level of service and analysis of the appropriate pavement and base for the anticipated vehicles. In accordance with LOTICIP funding guidelines, BETA estimated that the cost of the project, including construction, inflation, inspection and a contingency, would be \$3,275,800. We do not need easements or property takings for this project. The Town will be required to pay for the design as our share of the project expenses, estimated at \$400,000.

If you are agreeable with this funding application, please forward the attached documents to the Town Council for consideration at their February 6, 2024 meeting. Let us know if you have any questions.

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

Grant Description: Local Transportation Capital Improvement Program (LOTICIP) funding for a Forbes Street Roundabout at Chester Street & Roberts Street

Funder: Connecticut Department of Transportation

Grant Amount: \$3,275,800

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

Is a local match required?     Yes     No

If yes, how much?    Cost of design – estimated at \$400,000

From which account? Road Improvement Program (C2820)

Grant purpose: Convert the traffic signal at Forbes Street/Chester Street/Roberts Street to a single-lane roundabout. The roundabout is anticipated to reduce accident severity and frequency. The roundabout is also anticipated to reduce vehicle speeds along Roberts Street and Chester Street.

Results achieved: Improved intersection safety.

Duration of grant: Through the end of construction – likely November 2026.

Status of application: Draft ready for Mayor's signature

Meeting attendee: Douglas R. Wilson, P.E., Town Engineer

Comments: The LOTICIP program provides 100% funding for the construction bid value and additional fund to cover inspection and contingency (10% of bid x 2). The Town fully funds the design phase. There are no easements of takings, so a right-of-way (ROW) effort is not anticipated. If ROW was needed, the LOTICIP program also funds those efforts at 100%.



# Connecticut Department of Transportation



## Local Transportation Capital Improvement Program Application

Municipality:	East Hartford, CT	COG: CRCOG
Route/Road:	Forbes St, Robert St, and Chester St.	
Project Title:	Forbes, Roberts, Chester Roundabout	
Roadway Functional Classification (if applicable):	Urban Minor Arterial-Roberts & Forbes St, Local-Chester St	
COG Contact Information:	Sotoria Montanari	Principal Program Manager
	Name	Title
	860-724-4220	smontanari@crcog.org
	Phone Number	Email
Municipal Contact Information:	Douglas Wilson	Town Engineer
	Name	Title
	860-291-7380	engineering@easthartfordct.g
	Phone Number	Email

The applicant must answer the questions below which are intended to address basic issues about existing conditions, project management, project costs, impacts on private property, utilities, wetlands, etc. You may provide your answer in the space provided below or submit separate answer sheets. **It is important that the application be as thorough as possible, as missing information will delay the review process. All project-related sections must be completely filled out or the application will be returned and will require resubmittal.**

The intent of the application is to establish eligibility, service life, and to ensure the Municipality is considering all pertinent aspects associated with major infrastructure improvements consistent with the purpose and need of the project.

## (A) Project Information

1. Select the type of proposed improvement (select all that apply):

**Please note: The entire application must be completed for all projects in addition to any necessary supplemental sections (K through P) as determined by the type of project.**

- Roadway Geometric Improvement
- Stand-Alone Sidewalk Construction
- Bicycle/Pedestrian Improvement, including Multi-Use Trail Facilities
- Intersection Improvement

Provide additional information as required in section L

- Bridge Rehabilitation/Replacement

Provide additional information as required in section M

- Major Drainage Improvement

Provide additional information as required in section N

- Pavement Structure Improvement

Provide additional information as required in section O

- Traffic Signal Replacement/Upgrade/New Installation/Coordination

Provide additional information as required in section P

- Other (please specify): \_\_\_\_\_

Provide additional information as required in section Q

2. Describe the purpose and need of the project (i.e., what are the problems to be corrected?). Please provide adequate detail to clearly convey the nature of the problem(s) to be corrected. Provide photographs to document the existing conditions and support the purpose and need. (Attachments acceptable)

The 4-way signalized intersection at Forbes St, Roberts St, and Chester St has been investigated due to poor levels of service (LOS C or greater) and safety concerns across all approaches. Intersection delays of more than 20 seconds are present during AM and PM peak conditions, with future PM peak conditions reaching 30 seconds. Converting this intersection into a roundabout was considered and provides significant LOS improvements for current and future year operations, from LOS C to as much as LOS A.

The current intersection configuration also has safety concerns with more than 5 crashes occurring each year causing property damage on non-fatal injuries. BY implementing a roundabout, vehicle speeds will be reduced as well as the number of conflict points, improving the overall safety for all users at this intersection by reducing vehicle speeds near crosswalks and providing safer crossings for pedestrians.

3. Provide a project description, including project limits and length, that specifically describe how the proposed improvements will correct the problem(s) identified in the purpose and need. Describe what alternative(s) were considered. (Attachments acceptable)

The proposed project includes converting the signalized intersection of Forbes St, Roberts St, and Chester St into a single lane roundabout. The project limits for pavement rehabilitation and approach transitions includes:

- 800 ft West along Roberts St (Eastbound taper from 2 lanes to 1 at the entrance of the roundabout)
- 500 ft East along Chester St (Adjustment of pavement markings)
- The entire corridor of Forbes St between the intersection of Scotland Rd and Forbes St (Southbound Forbes St changed from 2 lanes to 1 lane)
- South Forbes St approach to the interstate 84 overpass

The roundabout will alleviate the problem of deteriorating LOS at the current signalized intersection as well as provide capacity for future traffic volume growth. Most importantly, it will improve safety at this location by reducing vehicle speeds and reducing the number of collision points at the intersection. Both 1 and 2 lane roundabout designs were considered for the design.

4. Provide concept plans of the proposed improvement. The plans must be sufficiently developed and provide enough detail on a scaled drawing (including aerial photography base mapping if possible) to identify the following:

Inc. N/A

- Project location
  - Limits of project
  - Approximate limits and extent of any pavement widening or realignment
  - Proposed number of lanes, widths, and arrangements
  - Approximate limits and extent of any anticipated ROW acquisitions (based on available ROW information from Assessors maps, GIS data, etc.)
  - Structures (e.g., Retaining walls, bridges)
  - Watercourses
  - Typical Cross Section including lane and shoulder widths, pavement structure, etc.
5. Have the improvements at this location been previously submitted to the Department for funding?  No  Yes

If yes, when and under what program?

---

6. Have any other Federal or State funding sources been applied for or awarded for the improvements at this location?

If yes, please list source, amount, and when awarded in detail below:

No

7. Does the project impact any State-owned Facilities (e.g., roads, bridges, etc.)?  
 No       Yes

If yes, describe the impacts:

Roadway rehabilitation, new curbing, pavement striping, and street lighting improvement are proposed within the State ROW, just north of the I-84 overpass along Forbes Street. The area of these impacts is approximately 3,000 SF and are shown on the concept plan.

8. In the area of the project, are there any known proposed developments?

No       Yes

If yes, describe the proposed developments:

9. Design Standards to be used:

- Established municipal standards  
 AASHTO Policy on Geometric Design of Highways and Streets  
 Connecticut Department of Transportation Highway Design Manual  
 AASHTO LRFD Bridge Design Specifications and Connecticut Department of Transportation Bridge Design Manual  
 Other, please specify: PROWAG Standards and NCHRP Report 1043

## **(B) Rights of Way**

1. Are any Right of Way (ROW) impacts anticipated?  No       Yes

If yes, describe the nature, extent, and type of impacts:

No ROW acquisitions or easements are anticipated. There is potential for grading rights due to the proposed sidewalk at the northeast corner of the roundabout which will be further analyzed during the design phase.

2. If ROW acquisitions will be required, who does the Municipality plan to have perform acquisition activities?
- Municipal staff    Consultant hired by Municipality    State
3. If ROW acquisitions are to be performed by the Municipality's staff or their consultant, will the Municipality be seeking reimbursement for ROW costs?
- No    Yes

**(C) Utilities**

1. List all utilities within the project area, including their owners.

<u>Overhead</u>	<u>Underground</u>
Refer to attachment (C) Utilities	Refer to attachment (C) Utilities

2. Are any utility impacts anticipated?  No    Yes

If yes, explain the nature and extent of the impacts:

The removal of the existing traffic signal equipment may impact electrical and communication utilities. The existing utility poles and overhead utilities are anticipated to remain, but the light fixtures are to be removed. New light poles will be integrated into the existing electrical system.

**Note:** Costs associated with utility betterments/upgrades that are not required to accommodate the proposed transportation improvement are not eligible project costs.

3. Have the utility companies been contacted to identify any plans to expand or improve existing utilities that would compromise the service life of the proposed improvements?

No    Yes

If yes, describe any proposed improvements and their schedule:

No improvements have been proposed.



**(D) Storm water drainage system and under drains**

1. Do any existing storm water drainage problems exist?  No  Yes

If yes, describe the problem(s):

2. Is any storm water drainage system work anticipated, including any new or modified drainage outlets?  No  Yes

If yes, explain the nature and extent of the improvements:

Due to the construction of the proposed roundabout, new drainage structures and pipes will be required. They will connect into the existing drainage system.

3. Are there any existing watercourse crossings that are proposed to be modified, rehabilitated, or replaced as part of the project?  No  Yes

If yes, indicate the type of improvement needed and the reason for it. Please also indicate if any existing watercourse crossings have inadequate hydraulic capacity:

**(E) Rail Crossings**

1. Are there any railroad crossings that are likely to be impacted as part of the project?

- No  Yes  
 At-grade  
 Grade separated

If yes, describe impacts and any necessary modifications:

## **(F) Pedestrian/Bicycle Safety and Mobility**

1. Complete and attach the Department's Bicycle and Pedestrian Needs Assessment Form to this application (a copy of this form is included in Appendix D). In accordance with Connecticut General Statutes, Section 13a-153f, and the Department's focus on accommodating non-motorized travel modes, accommodation of all users shall be a routine part of the planning, design, construction, and operating activities of all highways. The need for inclusion of accommodations for bicyclists and pedestrians, including those with disabilities, must be reviewed for every project, regardless of funding source.

## **(G) Traffic**

**The information below needs to be provided or reviewed (as specified) by the designer for all project types** except for stand-alone sidewalk projects and bicycle/pedestrian improvements, and multi-use trail facilities that do not involve pedestrian crossings (Refer to Attachment - G)

### 1. Volumes

Provide existing and 20-year Projected ADTs and Turning Volumes. Refer to the Preliminary Engineering/Preliminary Design section for guidance on traffic volumes.

### 2. Crash Experience

Provide a summary of crash experience using the most current three-year data, including a crash summary diagram, and analysis noting any discernable crash patterns.

### 3. Traffic Signals

Review the existing traffic signal plans for projects involving signalized intersections

### 4. Speed Data

Provide 85<sup>th</sup> percentile speeds in the project area

Provide all posted speed limits in the project area

## **(H) Environmental Resource Involvement**

Refer to Application Process/Preliminary Project Submittals - Information provided by the Department for more information.

### 1. Parks, Cemeteries, Historic Structures

- a. Are there any parks, cemeteries, or historic structures that are likely to be affected by the project?  No  Yes

If yes, describe the type and extent of the anticipated impact.

2. Wetlands

- a. Are there any wetlands that are likely to be affected by the project?

No       Yes

If yes, describe the type and extent of the anticipated impact.

There will be no direct wetland impacts, however there will be work within the wetland buffer along Roberts Street. The project will be subject to Inland Wetland & Watercourse Commission review. Approximate wetland limits and buffers are shown on concept plan.

3. Hazardous or Contaminated Sites

- a. Has the potential for hazardous or contaminated sites and materials in the project area been investigated?  No       Yes

If yes, describe the type and extent of the anticipated impact.

A search through the CT DEEP Hazardous and Contaminated Sites List does not indicate hazardous or contaminated areas within the project limits.

## (I) Public Involvement

Refer to Preliminary Engineering/Project Design - Public Involvement section for more information.

1. Has public involvement been conducted?  No       Yes

If yes, describe the public involvement effort, when it was conducted, and any public support or opposition to the project:

If no, describe the planned public involvement effort should the project move forward:

## (J) Cost Estimate

1. Attach a preliminary cost estimate identifying:
  - a. Approximate quantities and assumed unit prices of the major contract items
  - b. An allowance for minor items (percentage of a)
  - c. Standard lump sum items (e.g., clearing and grubbing, mobilization, construction staking, maintenance and protection of traffic), as applicable (percentages of a + b)
  - d. Total contract items (a + b + c)
  - e. Contingencies (10% of d)
  - f. Incidentals to construction, (e.g., construction inspection, materials testing) (10% of d)
  - g. Rights of Way costs
  - h. Eligible utility relocation costs (in accordance with CGS 13a-98f)  
**Note:** Costs associated with utility betterments/upgrades that are not required to accommodate the proposed transportation improvement are not eligible project costs
  - i. Total project costs (d + e + f + g + h)

Sample cost estimate form provided in Appendix C and the Excel spreadsheet is available for download from the Department's LOTCIP webpage:

<https://portal.ct.gov/DOT/Office-of-Engineering/Highway-Design---Local-Roads---LOTCIP>

Refer to the Department's most current Cost Estimating Guidelines for cost estimate guidance or use town-generated unit prices. The anticipated costs for each phase of the project shall be well documented and based on reasonable anticipated costs.

The guidelines are located at:

<https://portal.ct.gov/DOT/Engineering-Applications/Submissions---Cost-Estimating>

## **ADDITIONAL INFORMATION TO BE PROVIDED BASED ON IMPROVEMENT TYPE SELECTED IN SECTION (A)1:**

### **(K) Roadway Geometric Improvements**

Proposed Design Speed

### **(L) Intersection Improvements** (Refer to Attachment - L)

Capacity Analyses (For build and no-build conditions using existing and projected traffic volumes).\*

### **(M) Bridge Rehabilitation/Replacement**

Latest Condition Report

### **(N) Major Drainage Improvement**

Material, Age, Hydraulic adequacy assessment of existing drainage system (Condition Report, post-cleaning is preferred)

### **(O) Pavement Structure Improvement** (Refer to Attachment - O)

The level of investigation will be dependent upon the proposed improvements. **Cores or test pits must be performed** such that a representative sample of the existing roadway condition is obtained. If varying pavement conditions exist along the roadway indicating the possibility of different pavement conditions, a test pit should be performed in each roadway section. **Pavement thickness and type, sub-base thickness and type**, and the presence of fines and/or groundwater must be noted. Attach the data obtained. If full depth reconstruction is proposed, cores or test pits may be required to justify the scope of the proposed improvements.

Approximate percentage of heavy vehicles:

What is the existing pavement type, condition, and thickness? Less than 0.5%

The existing pavement section consists of 10"-11" of asphalt over fill consisting of fine to coarse sand, little silt, and fine to coarse gravel to a depth of 3.5 feet. No discernible base or subbase material was encountered.

What is the anticipated pavement design? Describe the type and depth of each course including the base that is suitable for the ADT and percentage of heavy vehicles. Does it meet current design standards? Describe the cross-section (e.g., lanes and shoulder widths, etc.).

For the full depth areas at the roundabout, the section includes 2" HMA S0.5 over 4" HMA S1.0 over 12" Processed aggregate base. The approaches are to be milled and overlaid with 2" HMA S0.5.

Describe how the service life requirement for the proposed pavement design was determined:

ESAL calculations and a flexible pavement design has been prepared for each of the full depth and mill & overlay areas. The full depth areas are designed for a 20-year design life and the mill & overlay areas are designed for a 15-year design life which meets the LOTCIP guidelines requirements.

## **(P) Traffic Signal Replacement/Upgrade/New Installation/Coordination**

Who is/will be responsible for ownership, maintenance, and electrical costs

Age of existing signals

Capacity Analyses (For build and no-build conditions using existing and projected traffic volumes)\*

Warrant Analysis for new signals

Systems Engineering Analysis Form (SEAFORM) for Intelligent Transportation Systems (ITS) projects

## **(Q) Other**

To be determined based on type of improvement proposed.

**\*Capacity Analysis:** For the purposes of this application, a simplified analysis may be performed for signalized intersections that do not require detailed assumptions, proprietary software or specialized traffic engineering skills. The “Quick Estimation Method” is described in detail in the 2010 Highway Capacity Manual, with accompanying worksheets that can be completed by hand. A brief description of the method is also described in Section 3.3.6 of the FHWA Signal Timing Manual, where it is referred to as a “Critical Movement Analysis.” The relevant section of the FHWA publication can be accessed at: <http://ops.fhwa.dot.gov/publications/fhwahop08024/chapter3.htm>

This simplified analysis will yield an approximate critical volume/capacity ratio that can be used to assess overall operation of the intersection. The build and no-build conditions should be analyzed for the existing and projected traffic volumes.

# APPLICATION SUBMISSION

This application and supporting documents must be submitted by the Municipality to their COG. At such time when the application is to be forwarded to the Department of Transportation by the COG, it must be forwarded electronically to:

[DOTLOTICIPapp@ct.gov](mailto:DOTLOTICIPapp@ct.gov)

Prepared by: Jason Ouimet, P.E. BETA Group, Inc. Date: 1/24/24

Name, Title, and stamp of Responsible P.E. (Municipal or Consultant)

Jason Ouimet

Signature



Reviewed/Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title of Municipal Chief Administrative Officer

\_\_\_\_\_

Signature

Endorsed/Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_

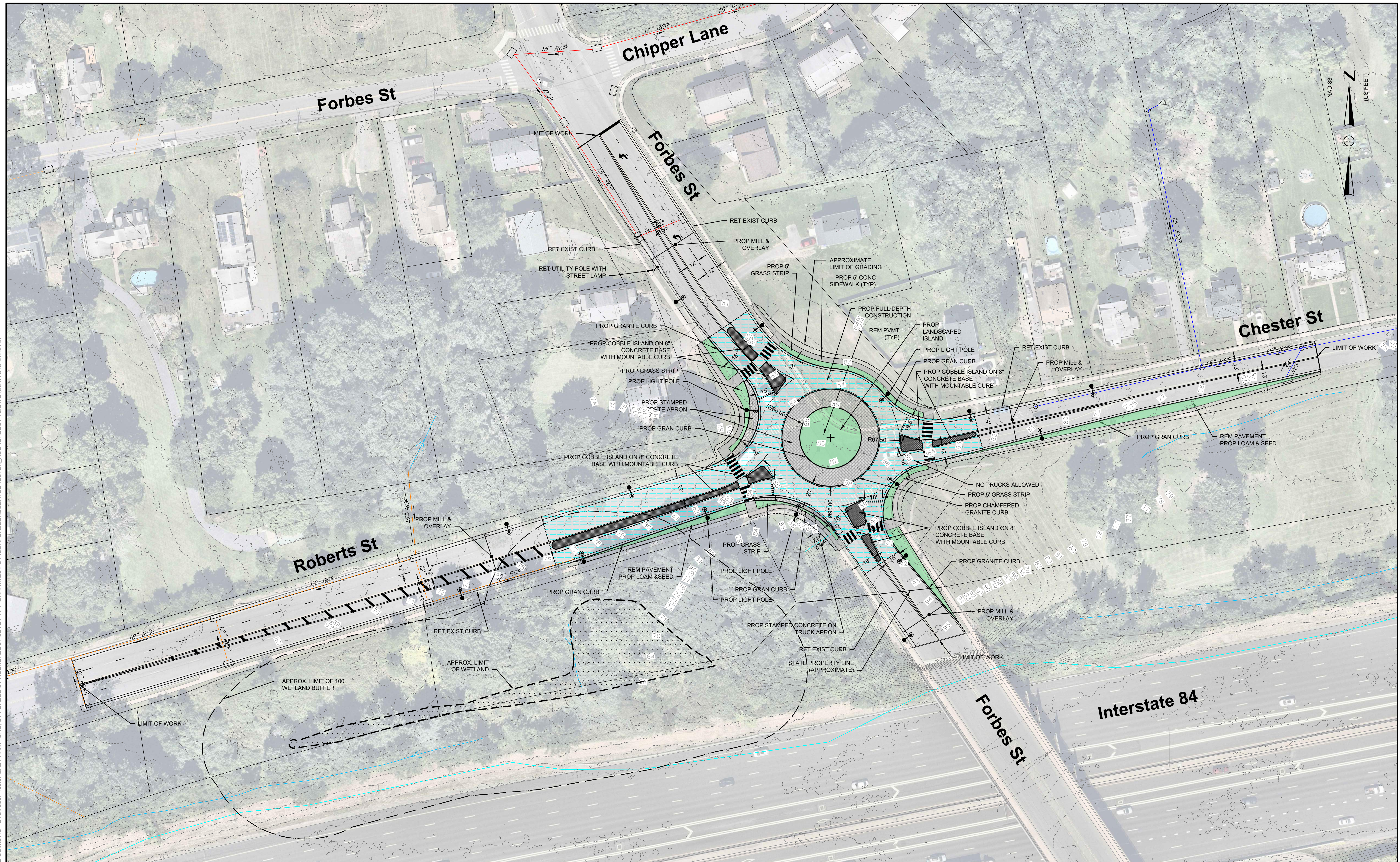
Name and Title of COG Executive Director

\_\_\_\_\_

Signature



BETA GROUP, INC. TEMPLATE (BETA\_STANDARD\_TEMP) DATE: 10/20/20 CIVIL 3D (4/14/18) PLOT STYLE (BETA STB BY STB) USER (JULIENET)  
 USER PING.COM\CTIC15\1700017468 OF EAST HARTFORD, CT FORBES ST ROUNDABOUT LOT 1 P AP DRAWINGS PLAN SET INFO BETA STB BY STB



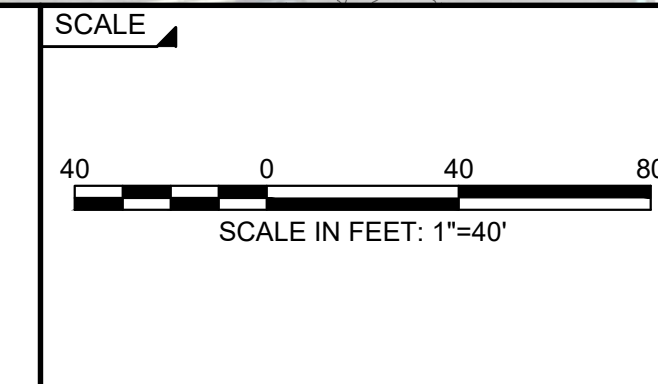
NUMBER	DATE	MADE BY	CHECKED BY	REVISIONS

DRAWN BY:  
 ADP / KL  
 DESIGNED BY:  
 ADP / KL  
 CHECKED BY:  
 KH / DJ

REGISTERED PROFESSIONAL  
**For Review Only**



SUBCONSULTANT



TITLE  
**ROUNDAABOUT CONCEPT PLAN  
 FORBES / CHESTER / ROBERTS  
 EAST HARTFORD, CT**

BETA JOB NO. CT 7406.07  
 ISSUE DATE 12/28/2023 2:48 PM  
 SHEET NO. 1 OF 1



Additional LOTCIP funding for the Forbes Street Roundabout Project

MOTION      By \_  
                  seconded by \_  
                  to **adopt** the following resolution:

**WHEREAS** the Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for transportation projects to be funded under the Local Transportation Capital Improvement Program (LOTICIP); and

**WHEREAS** the Forbes Street Roundabout Project is eligible for funding under this program;

**WHEREAS** roundabouts significantly reduce the frequency and severity of vehicle crashes and reduce the speed of traffic entering and exiting the roundabout without causing delays inherent in traffic signal operations;

**NOW THEREFORE LET IT BE RESOLVED** that the East Hartford Town Council strongly supports the Goodwin Street Reconstruction Project and 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 CRCOG as they pertain to the above project and the LOTICIP Program.

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 18, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Connor S. Martin, Mayor  
RE: BID WAIVER: Fire Department Emergent Repairs

---

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request and supporting materials from Fire Chief Kevin Munson for emergent repairs to Seagrave fire apparatus conducted by Fleetmasters Sales and Service. This request is a follow-up to an approved bid waiver for similar repairs at the December 12, 2023, Town Council meeting.

Please place this information on the Town Council agenda for the February 6, 2024 meeting.

C: M. McCaw, Finance Director  
M. Enman, Purchasing Agent  
K. Munson, Fire Chief

CONNOR S. MARTIN  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON  
FIRE CHIEF

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

January 18, 2024

TO: Connor S. Martin, Mayor

FROM: Kevin W. Munson, Fire Chief

RE: Request for waiver of bidding requirements

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver for emergent repairs to Seagrave fire apparatus conducted by Fleetmasters Sales and Service. This request is a follow-up to an approved waiver for similar repair services approved by the Town Council December 12, 2023. I am working cooperatively with our Purchasing Department to create a long term solution that will mitigate the need for bid waivers specific to fire apparatus repairs.

A review of the approved bid waiver details for emergent repairs to fire apparatus:

- EJ Boughton and Sons not to exceed \$40,000 in each occurrence
- Gowans and Knight not to exceed \$40,000 in each occurrence
- Atlantic Detroit Diesel not to exceed \$50,000 in each occurrence

With a limited and aged apparatus fleet, timely and often costly repairs are required to maintain adequate fire protection for the community. While many repairs are managed by our fire department repair division, Fleetmasters Sales and Service is the only Seagrave factory authorized service center in Connecticut. For certain specialized repairs and all work impacting warrantee coverage, Fleetmasters is the factory-authorized service center.

Recently, emergent repairs to Engine 1 and Engine 2 were completed by Fleetmasters. Engine 1 is a 2017 Seagrave that serves as the primary response unit for the downtown area. It suffered a significant motor issue requiring immediate attention. The total invoice for Engine 1 is \$15,835.67. Engine 2 is a 2005 Seagrave that serves as the primary response unit for the Northwest section of the community. It suffered a major pump failure, rendering it ineffective as a fire suppression unit. With only a single spare pumping apparatus available, the decision was made to conduct these repairs as quickly as possible and return the primary response unit to service. Total invoice for Engine 2 is \$13, 551.21.

Total outstanding invoices for Fleetmasters is \$29,386.88.

I request a bid waiver through June 30, 2024, for emergency repairs conducted by Fleetmasters Sales and Service not to exceed a total of \$40,000 in each occurrence. These timely repairs are necessary to maintain adequate levels of fire protection for the community. The cost of repairs will be absorbed into the fire department budget.

I appreciate your consideration of this request. Please let me know if you need additional information or clarification.

Respectfully Submitted,

Kevin Munson  
Fire Chief

Memo and Backup Materials for this item are forthcoming.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 26, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RE: RESOLUTION: CT Brownfields Assessment Grant Application

---

The Town of East Hartford is looking to apply to the Connecticut Department of Economic and Community Development (DECD) for a Brownfields Assessment Grant in the amount of \$200,000 for the assessment of suspected environmental contamination at 164 School Street (United Steel, Inc.).

No local match is required from the town.

Please place this item on the Town Council agenda for the February 6, 2024 meeting.

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

## GRANTS ADMINISTRATION MEMORANDUM

---

**TO:** Mayor Connor S. Martin

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

**SUBJECT:** Council Resolution – CT Brownfields Assessment Grant Application

**DATE:** January 26, 2024

---

Attached is a draft Town Council resolution requesting authorization for you as Mayor, on behalf of the Town, to apply to the Connecticut Department of Economic and Community Development (DECD) for a Brownfields Assessment Grant in the amount of \$200,000 for the assessment of suspected environmental contamination at 164 School Street (United Steel, Inc.).

The Site, an approximately 21.2 acre property, has been owned by Corneau Limited Partnership and operated as United Steel since 1996. Operations at the Site include structural steel fabrication and manufacturing of steel components necessary to erect structures. Phase I and II environmental site assessments (ESAs) have already been performed at the site. This grant would fund a Phase III ESA, which is the next step in the assessment process. The Phase III will further evaluate the degree and extent of releases identified at the Site and to prepare an order of magnitude opinion of probable remedial costs.

The Brownfields initiative provides opportunities to investigate, clean up, and revitalize blighted properties that have fallen into disrepair and puts them back into productive use in ways that benefit local economies. These funds are for investigation ONLY. It does not involve any property transfer to the Town.

The state has invested over \$223 million in more than 246 old or vacant factories, mills, warehouses, and other contaminated sites and structures under the program. This latest round will see an investment of up to \$4 million for remediation projects, and up to \$1 million of that amount will be reserved specifically for assessment projects.

I respectfully request that this resolution be included on the Town Council agenda for the February 6, 2024 meeting. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

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

Grant Description: Connecticut Brownfields Assessment Grant

Funder: State of CT Dept. of Economic and Community Development

Grant Amount: \$200,000

Frequency:     One time     Annual     Biennial     Other As funds are made available

First year received:	<u>2014</u>	
Last 3 years received:	<u>2017</u>	<u>2014</u>
Funding level by year:	<u>\$200,000</u>	<u>\$175,000</u>

Is a local match required?     Yes     No

If yes, how much? Not applicable                      From which account? Not applicable

Grant purpose:    The state's brownfields program provides opportunities to investigate, clean up, and revitalize blighted properties that have fallen into disrepair and puts them back into productive use in ways that benefit local economies.

Results achieved: Assessment of 164 School Street (United Steel, Inc.).

Duration of grant: Two years from signing of grant contract

Status of application: Application under development

Meeting attendee: Eileen Buckheit, Development Director, x7303

Comments: Previous grants were for assessment and demolition of Daley Court complex.



**Office of Brownfield Remediation and Development**  
**Municipal Grant Program (Assessment-only)**  
**Notice of Funding Availability (NOFA)**

*January 5, 2024*

Round 19AO (Assessment-only Grant)

**Announcement:** The [Office of Brownfield Remediation and Development](#) (OBRD) of the Dept. of Economic and Community Development (DECD) would like to announce the availability of funding under the Municipal Brownfield Grant Program (Assessment-Only) and is inviting applications for the same. The purpose of the Municipal Grant Program as per [C.G.S Section 32-763](#), is to provide grants for brownfield remediation and redevelopment. Additional program goals include encouraging public-private partnerships, leveraging the maximum amount of private funds to increase the economic impact of the State's investment, reactivating long-stalled sites and encouraging job creation.

OBRD has also simultaneously announced the availability of funding under the remediation and limited assessment grant and loan programs. The total funding pool available for all DECD Round 19 notices is up to \$25 million. The review and decision process for all programs will be simultaneous.

**“Brownfield” Definition:** As per [C.G.S Section 32-760](#), “Brownfield” means any abandoned or underutilized site where redevelopment, reuse or expansion has not occurred due to the presence or potential presence of pollution in the buildings, soil or groundwater that requires investigation or remediation before or in conjunction with the redevelopment, reuse or expansion of the property.

**Maximum and Minimum Requests Per Application or Project:**

- *For any project:* Maximum request: \$200,000; Minimum Request: \$100,000.
- *For Applicants who are Councils of Governments (COGs) and Brownfield Land Banks (BLBs) only:* Total grant requests of up to \$500,000 may be submitted per application and for multiple projects in one municipality or multiple municipalities. However, the maximum and minimum amounts thresholds per project will be as noted above. Please complete and submit the COG/BLB coversheet along with your project applications if you are submitting for multiple projects.

All applicants are welcome to submit multiple projects under separate applications. Municipalities can also submit for multiple unrelated sites under one application as long as the total request for the project is within the specified thresholds (minimum of \$100K and maximum of \$200K).

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 and correct copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 6th day of February, 2024

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

**WHEREAS**, pursuant to C.G.S Section 32-763, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

**WHEREAS**, it is desirable and in the public interest that the Town of East Hartford make an application to the State for \$200,000 in order to undertake the Brownfields assessment of 164 School Street (United Steel, Inc.) and to execute an Assistance Agreement.

### **NOW THEREFORE LET IT BE RESOLVED BY THE EAST HARTFORD TOWN COUNCIL:**

1. That it is cognizant of the conditions and prerequisites (including the match obligations) for the state financial assistance imposed by C.G.S Section 32-763;
2. That the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed \$200,000 is hereby approved and that Mayor Connor S. Martin is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of East Hartford.

**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 February, 2024.

Seal

Signed: \_\_\_\_\_  
Jason Marshall, Council Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 26, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RESOLUTION: CT Brownfields Area-Wide Revitalization Grant Application

---

The Town of East Hartford is looking to apply to the Connecticut Department of Economic and Community Development (DECD) for a Brownfields Area-Wide Revitalization Grant.

There is a local match of 10% required and the amount would come from the Town's EPA Brownfields Grant.

The goal of this program is to help eligible applicants develop a comprehensive implementation plan for the remediation and redevelopment of neighborhoods, districts, corridors, downtowns, waterfront zones or other areas burdened with multiple brownfields. Through this program DECD hopes to work with municipalities to transform the brownfields in these areas from liabilities to community assets.

Please place this item on the Town Council agenda for the February 6, 2024 meeting.

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

## GRANTS ADMINISTRATION MEMORANDUM

---

**TO:** Mayor Connor S. Martin

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

**SUBJECT:** Draft Council Resolution for  
CT Brownfields Area-Wide Revitalization Grant Application

**DATE:** January 26, 2024

---

Attached is a draft Town Council resolution requesting authorization for you as Mayor, on behalf of the Town, to apply for funding from the Connecticut Department of Economic and Community Development (DECD) for a Brownfields Area-Wide Revitalization Grant.

The goal of this program is to help eligible applicants develop a comprehensive implementation plan for the remediation and redevelopment of neighborhoods, districts, corridors, downtowns, waterfront zones or other areas burdened with multiple brownfields. Through this program DECD hopes to work with municipalities to transform the brownfields in these areas from liabilities to community assets.

The Town intends to use the Burnside and Church Street Village Area as the focus of this application. Possible uses of this funding include:

- Community visioning/public participation exercises;
- Analysis of existing environmental conditions and other issues/conditions in the area – building conditions survey, historic properties inventory, historic survey, hazardous building material survey etc.;
- Brownfields mapping;
- Market/demand studies and feasibility analyses;
- Site reuse/redevelopment plans;
- Conceptual designs;
- Implementation strategies;
- Local zoning revisions and other local law changes (including adaptive reuse code);
- Legal analysis of environmental liabilities;

Please note that the grant requires a 10 percent cash match (\$20,000) on the part of the applicant.

I respectfully request that this resolution be included on the Town Council agenda for the February 6, 2024 meeting. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

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

Grant Description: CT Brownfields Area-Wide Revitalization (BAR) Grant Application

Funder: State DECD

Grant Amount: \$200,000

Frequency:  One time  Annual  Biennial  Other Requests for Proposals are issued periodically, not according to a set schedule.

First year received:	<u>2016</u>		
Last 3 years received:	<u>2016</u>	<u>N/A</u>	<u>N/A</u>
Funding level by year:	<u>\$200,000</u>	<u>\$ N/A</u>	<u>\$ N/A</u>

Is a local match required?  Yes  No

If yes, how much? 10 percent (\$20,000)

From which account? Town's EPA Brownfields Grant

Grant purpose: The goal of this program is to help eligible applicants develop a comprehensive implementation plan for the remediation and redevelopment of areas burdened with multiple brownfields.

Results achieved: Through this program DECD hopes to work with municipalities to transform the brownfields in these areas from liabilities to community assets.

Duration of grant: 2 years from the time of grant contract execution.

Status of application: Under development

Meeting attendee: Development Director Eileen Buckheit, x7303

Comments: None

**Department of Economic and Community Development, Connecticut  
Office of Brownfield Remediation and Development**

**BROWNFIELD AREA-WIDE REVITALIZATION (BAR)  
PLANNING GRANT PROGRAM – ROUND 4**

**Request for Applications (RFA): Applications Due – March 1, 2024  
Date of Announcement: January 5, 2024**

The Department of Economic and Community Development (DECD) is soliciting proposals for funding under Round 4 of the Brownfield Area-Wide Revitalization (BAR) Planning Grant Program. The DECD in partnership with the Department of Energy and Environmental Protection (DEEP) and other agencies will review applications and select grantees in accordance with the provisions and the established scoring criteria of this RFA.

<b>Goals of the BAR Planning Grant Program</b>
--

The goal of this program is to help eligible applicants develop a comprehensive implementation plan for the remediation and redevelopment of neighborhoods, districts, corridors, downtowns, waterfront zones or other areas burdened with multiple brownfields. Through this program DECD hopes to work with municipalities to transform the brownfields in these areas from liabilities to community assets. The program provides an opportunity to move from the site-by-site approach in DECD's other brownfield programs to a more comprehensive area-wide approach to arriving at reuse and redevelopment strategies. The area-wide plan should include specific plan implementation strategies for assessing, cleaning up, and reusing the specific brownfields as well as for overall revitalization of the designated BAR Planning area.

To make this a successful strategy, applicants should establish an advisory/steering committee consisting of representatives from the community, the private sector, regional organizations and other entities and stakeholders from the initial stages of the planning process. At the end of the planning program, DECD expects applicants to submit a final report that includes the implementation plan and any individual deliverables such as market studies, infrastructure analyses etc.

The following are expected outcomes of the BAR Planning Process and Program:

- Comprehensive understanding of existing conditions and issues
- Community participation to develop a successful implementation strategy
- Effective implementation strategies (based on market studies and feasibility analyses)
- Prioritization of specific brownfield sites for cleanup and reuse
- Priorities for public and private investment
- Formation of an advisory/steering committee



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 and correct copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 6th day of February, 2024

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

**WHEREAS**, pursuant to C.G.S Section 32-763, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

**WHEREAS**, it is desirable and in the public interest that the Town of East Hartford make an application to the State for \$200,000 in order to undertake the Burnside and Church Street Village study and to execute an Assistance Agreement.

### **NOW THEREFORE LET IT BE RESOLVED BY THE EAST HARTFORD TOWN COUNCIL:**

1. That it is cognizant of the conditions and prerequisites (including the match obligations) for the state financial assistance imposed by C.G.S Section 32-763;
2. That the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed \$200,000 is hereby approved and that Mayor Connor S. Martin is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of East Hartford.

**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 February, 2024.

Seal

Signed: \_\_\_\_\_  
Jason Marshall, Council Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 9, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RE: AMUSEMENT PERMIT APPLICATION

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The following Amusement Permit is before you due to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3 (e), passed by the Town Council:

Sec. 5-3 (e):

(e) If the application is submitted pursuant to subsection (b) of section 5-1 of the Town Ordinances, within one week of receipt of written comments from the Directors, the Chief of Police shall forward those comments to the Town Council. The Chief of Police shall also forward to the Town Council written comments pertaining to the impact the proposed amusement would have on the areas under the purview of the Police Department and any recommended changes in the planned operations, as well as a statement as to whether the Police Department can supply adequate police protection.

Please add the following amusement permit on the Town Council agenda for the February 6, 2024 meeting.

- **Eversource Hartford Marathon**
  - October 19, 2024 from 7:30 AM to 1:30 PM, with music between 9 AM and 1:30 PM.

C: M. Hawkins, Interim Chief of Police

CONNOR MARTIN  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

MACK S. HAWKINS  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

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

To: Mayor Martin

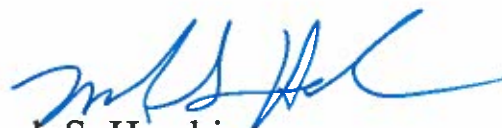
From: Chief of Police, Mack S. Hawkins

Date: January 9, 2024

Re: **Amusement Permit Application**  
**“Eversource Hartford Marathon 2024”**

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.



Mack S. Hawkins  
Chief of Police

CONNOR MARTIN  
MAYOR

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

TELEPHONE  
(860) 528-4401

MACK S. HAWKINS  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

January 9, 2024

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

**Re: Outdoor Amusement Permit Application  
"Eversource Hartford Marathon"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **The Hartford Marathon Foundation by Andris Briga, Operations Manager**. The applicant seeks to conduct a marathon, road races and outdoor musical entertainment with volunteers and several thousand spectators and runners on **Saturday, October 19, 2024 from 7:30 AM ~ 1:30 PM**, with music running between **9 AM and 1:30 PM**.

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

The **Risk Management** approves the application as submitted subject to the receipt of Certificate of Insurance sixty (60) days prior to the event.

The **Office of Corporation Counsel** states it has no issues with this application and that the applicant sign and execute a Limited License Agreement with the Town for the use of Town roads and facilities.

The **Fire Department** approves the application as submitted and indicates the anticipated cost for the Department's services is **\$4,997.00.**

The **Health Department** approves the application as submitted and states there are no anticipated costs to their Departments.

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

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

- Applicant shall obtain road closure permits from the appropriate jurisdictions.
- The applicant shall coordinate with the CT DOT regarding highway construction and associated detours.
- The anticipated cost to the Department for this event is **\$10,500.00.**

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

- There will be significant detours for several hours. Traffic on the adjacent streets can be maintained with a near-normal flow of traffic.
- Police manpower required for these events exceeds the Department's normal Patrol Complement and overtime hiring will be necessary. As an event that is not Town-sponsored, this expense will have to be borne by the applicant. The **anticipated** cost to the Department for this event is **\$39,333.66**.

Respectfully submitted for your information.

Sincerely,



Mack S. Hawkins  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

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**From:** Sasen, Christine  
**Sent:** Friday, December 15, 2023 12:56 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application- Eversource Hartford Marathon 2024

Okay subject to acceptable COI 30 days prior to the event.

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Wednesday, December 13, 2023 2:23 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application- Eversource Hartford Marathon 2024

Good afternoon,

Attached you will find the Director's Review and Notice and the application which includes the board of director's list and a map for the "Eversource Hartford Marathon" for 2024.

Please review and return your comments to me by **Wednesday, December 27<sup>th</sup>**.

Have a great rest of the day.

Tina

Augustina Rivera  
Administrative Clerk 3  
Support Services/Operations Bureau  
East Hartford Police Department  
31 School Street  
East Hartford, CT 06108  
Office: 860-291-7631 Fax: 860-610-6290  
[arivera@easthartfordct.gov](mailto:arivera@easthartfordct.gov)  
[www.easthartfordct.gov/police-department](http://www.easthartfordct.gov/police-department)

**Rivera, Augustina**

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**From:** Fitzgerald, Robert  
**Sent:** Tuesday, December 26, 2023 9:59 AM  
**To:** Rivera, Augustina  
**Cc:** Hawkins, Mack; Corp Counsel  
**Subject:** RE: Outdoor Amusement Permit Application- Eversource Hartford Marathon 2024  
**Attachments:** Hartford Marathon license agreement for 2024 race -- DRAFT.pdf

Tina:

As a follow-up, please see the attached draft license agreement. Please share this with your contact at Hartford Marathon Foundation for their review and signature. Once council approves and HMF signs, then Mayor Martin can sign.

Thanks,

Robert Fitzgerald

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**From:** Fitzgerald, Robert <[rfitzgerald@easthartfordct.gov](mailto:rfitzgerald@easthartfordct.gov)>  
**Sent:** Tuesday, December 26, 2023 9:38 AM  
**To:** Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>  
**Cc:** Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>; Corp Counsel <[corpcounsel@easthartfordct.gov](mailto:corpcounsel@easthartfordct.gov)>  
**Subject:** RE: Outdoor Amusement Permit Application- Eversource Hartford Marathon 2024

Tina:

Good morning, I hope you had a great weekend! This application is okay by me, but given the size of the event, we will need a license agreement similar to years past. I will update the one we used last year and send it to you shortly.

Robert Fitzgerald

---

**From:** Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>  
**Sent:** Friday, December 22, 2023 9:24 AM  
**To:** Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Dwyer, Sean <[SDwyer@easthartfordct.gov](mailto:SDwyer@easthartfordct.gov)>; Trujillo, Alexander <[atrujillo@easthartfordct.gov](mailto:atrujillo@easthartfordct.gov)>; Fitzgerald, Robert <[rfitzgerald@easthartfordct.gov](mailto:rfitzgerald@easthartfordct.gov)>; Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>  
**Subject:** FW: Outdoor Amusement Permit Application- Eversource Hartford Marathon 2024

Good morning,

Just a friendly reminder that the comments for the **Eversource Hartford Marathon** are due to me on Wednesday, December 27<sup>th</sup>. Thank you.

Happy **Holidays!!**

Tina





Mack S. Hawkins  
Interim Chief of Police

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



Connor Martin  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, October 19, 2024

Event: "Eversource Hartford Marathon"

Applicant: **Hartford Marathon Foundation, Andris Briga, Operations Manager**

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

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

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

Anticipated Cost(s) if known \$ 4997.00

*Stephen J. Alsup*

12/19/2023

Signature

Date

Stephen Alsup, Asst. Fire Chief.

Comments:

**TOWN OF EAST HARTFORD  
FIRE MARSHALS OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE: 12/15/2023**

**APPLICATION FOR: Eversource Hartford Marathon**

**APPLICANT Hartford Marathon Foundation INC**

351 Main St  
Hartford, CT 06118

**Andris Briga, Operations Manager**  
**(O) (860)652-8866 (C) (860)455-6260**

**DATE(S) OF EVENT: October 19, 2024**

Pursuant to your request, a review of the above application was completed and the following recommendation is made:

- The application is approved as submitted.
- The application be revised. Approved conditionally.
- The application is disapproved.
- No application to the Connecticut Fire Safety Code

**COMMENTS: will need an inspection of any food trucks or inflatables**



**JOHN PELOW  
FIRE MARSHAL  
TOWN OF EAST HARTFORD**

Health Dept



Mack S. Hawkins  
Interim Chief of Police

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



Connor Martin  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, October 19, 2024

Event: "Eversource Hartford Marathon"

Applicant: **Hartford Marathon Foundation, Andris Briga, Operations Manager**

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

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

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

Anticipated Cost(s) if known \$ 0

Michael O'Connell 12/14/2023

Signature

Date

Comments:

**Rivera, Augustina**

---

**From:** Dwyer, Sean  
**Sent:** Friday, December 29, 2023 5:30 PM  
**To:** Rivera, Augustina; Fravel, Theodore; Trujillo, Alexander; Fitzgerald, Robert; Hawkins, Mack  
**Subject:** RE: Outdoor Amusement Permit Application- Eversource Hartford Marathon 2024

Hi Tina,

Sorry if I'm late – no issues with Parks and Recreation.

Happy New Year,

Sean

*Sean Dwyer*

Assistant Director  
East Hartford Parks and Recreation  
50 Chapman Place  
East Hartford, CT 06108  
Phone: 860-291-7171  
Fax: 860-282-8239  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

---

**From:** Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>  
**Sent:** Friday, December 22, 2023 9:24 AM  
**To:** Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Dwyer, Sean <[SDwyer@easthartfordct.gov](mailto:SDwyer@easthartfordct.gov)>; Trujillo, Alexander <[atrujillo@easthartfordct.gov](mailto:atrujillo@easthartfordct.gov)>; Fitzgerald, Robert <[rfitzgerald@easthartfordct.gov](mailto:rfitzgerald@easthartfordct.gov)>; Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>  
**Subject:** FW: Outdoor Amusement Permit Application- Eversource Hartford Marathon 2024

Good morning,

Just a friendly reminder that the comments for the **Eversource Hartford Marathon** are due to me on Wednesday, December 27<sup>th</sup>. Thank you.

Happy **Holidays!!**

Tina

---

**From:** Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>  
**Sent:** Wednesday, December 13, 2023 2:23 PM  
**To:** Burnsed, Laurence <[burnsed@easthartfordct.gov](mailto:burnsed@easthartfordct.gov)>; Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Munson, Kevin



Mack S. Hawkins  
Interim Chief of Police

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

Public Works



Connor Martin  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, October 19, 2024

Event: "Eversource Hartford Marathon"

Applicant: **Hartford Marathon Foundation, Andris Briga, Operations Manager**

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

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

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

Anticipated Cost(s) if known \$ 10,500

Alexander M. Trujillo 12/13/2023  
Signature Date

Comments:

Rivera, Augustina

---

**From:** Hawkins, Mack  
**Sent:** Tuesday, January 2, 2024 10:34 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application- Eversource Hartford Marathon 2024

Tina,

I have reviewed the Outdoor Amusement Permit Application for Eversource Hartford **Marathon** Outdoor Amusement for 2024. I approve the application as submitted. The anticipated cost for this event is \$39,333.66.

Thanks,

*Mack S. Hawkins*

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

***Serving Our Community with Pride and Integrity***



---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Thursday, December 28, 2023 11:23 AM  
**To:** Fravel, Theodore <tfravel@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit Application- Eversource Hartford Marathon 2024

Hello. I realize some are on vacation, so if I could have the comments for the **Eversource Hartford Marathon** by Tuesday, January 2<sup>nd</sup> at the latest so that I can meet the deadline for it to be placed on Town Council agenda.

Many thanks.

Tina

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
**Eversource Hartford Marathon**
2. Date(s) of Event:  
**Saturday October 19, 2024**
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
**Hartford Marathon Foundation, Inc.  
351 Main Street  
East Hartford, CT 06118  
Contact: Andris Briga, Operations Manager  
Office: (860) 652-8866 Mobile: (860) 455-6260**
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
**Hartford Marathon Foundation, Inc.  
351 Main Street  
East Hartford, CT 06118**  
**See Board of Directors list attached**
5. List the location of the proposed amusement: (Name of facility and address)  
**See race course map attached**
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
**7:30 AM - 1:30 PM Saturday October 19, 2024**
7. Provide a detailed description of the proposed amusement:  
**Marathon road race, same as 2023 course**

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

Yes       No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? **9:00 AM - 1:30 PM**

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

**16 - 80+**

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

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

**3000 runners, 800 volunteers, several hundred spectators**

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

a. Crowd size impact:

**Runners will run on closed roads**

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

**We will work with police and DOT for street closures and delays**

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

**Runners to park in city of Hartford and run to and from Hartford - no impact to parking in East Hartford**

d. Noise impact on neighborhood:

**Minimal, music will not play until 9 AM only at select locations on course**

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

**Volunteers to clean their areas and garbage trucks to sweep entire route at conclusion of the event**

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

**Road closures/detours**

g. Other expected influence on surrounding neighborhood:

**Great opportunity for individuals/groups in community to run, volunteer, support/cheer, etc.**

12. Provide a detailed plan for the following:

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

**Roads will be accessible to emergency personnel and vehicles to access all areas**

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

**Command center for event will have representation from all departments involved**

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

**Medical services located at finish area with Command Center responding to event emergencies**

d. Crowd control plan:

**Runners will stay on streets directed by volunteers and signage**

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

**Streets used and then cleaned up by volunteers and public works at the conclusion of the event**



f. Provision of sanitary facilities:  
**Portable toilets will be placed along the route**

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

a. Food available: Yes  No AND

b. Contact has been made with the East Hartford Health Department Yes  No.

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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Hartford Marathon Foundation, Inc.

(Legal Name of Applicant)

Andris Briga

(Applicant Signature)

Andris Briga

(Printed Name)

8/30/23

(Date Signed)

Operations Manager

(Capacity in which signing)

• (Click button to send application electronically to [ehpdpermits@easthartfordct.gov](mailto:ehpdpermits@easthartfordct.gov))

**FOR OFFICE USE**

Insurance Certificate Included:	YES	<input checked="" type="radio"/> NO
Liquor Permit Included:	YES	<input checked="" type="radio"/> NO
Certificate of Alcohol Liability Included:	YES	<input checked="" type="radio"/> NO
Time Waiver Request Included:	YES	<input checked="" type="radio"/> NO
Fee Waiver Request Included:	YES	<input checked="" type="radio"/> NO

**Outdoor Amusement Permit Fees:**

Sport, athletic contest, musical, operatic, dramatic, theatrical or pictorial performance or other exhibitions	\$ 10/performance §5-6
Parades	\$ 25/each parade §5-6
Fireworks display or air show	\$ 25/performance §5-6
Carnival, rodeo, circus, or tent show	\$ 100/day §5-6

**Total Assessed Amusement Permit Fee**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 12/13/23 2 : 00 AM  PM

Time remaining before event: 311 days.

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

**Hartford Marathon Foundation, Inc.**  
**2023 Board of Directors**

Chairman

**Christine Andrews (Chris)**  
Farmington, CT 06034  
Tel: (860) 678-8888  
Cell: (860) 573-3716  
[csandrews0829@gmail.com](mailto:csandrews0829@gmail.com)

Vice Chairman

**Sivasenthil (Siva) Arumugam, M.D.**  
Partner, Woodland Anesthesiology  
Hartford, CT 06105  
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7/5/2023

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**David Polk**

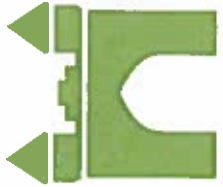
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**EVERSOURCE**  
**HARTFORD**  
**MARATHON**  
AND HALF MARATHON

# 2024 HALF MARATHON COURSE AND MARATHON COURSE MAP

- HALF & MARATHON ROUTE (M) MILES MARKERS
- HALF ROUTE ONLY (M) MILES MARKERS
- MARATHON ROUTE ONLY (M) MILES MARKERS
- ★ COURSES SEPERATE



## LIMITED LICENSE AGREEMENT

### TOWN OF EAST HARTFORD TO HARTFORD MARATHON FOUNDATION, INC.

IN THIS LICENSE AGREEMENT the words "we", "us" and "our" means the Licensor, the Town of East Hartford. The words "you" and "yours" means the Licensee, Hartford Marathon Foundation, Inc. and its agents, servants, employees and volunteers.

We grant you a limited license to utilize Town roads including East River Drive, East River Drive Ext., South Prospect Street, Prospect Street, Carroll Road, King Street, Brook Street, Main Street, Pitkin Street, Meadow Street, Hartland Street, Riverview Square, Great River Park and the Town levy system (the "Premises") for the running of the 2024 Eversource Hartford Marathon. The following terms shall govern this limited license:

1. TERM. The term of the limited license begins at 4 am and concludes at 11:59 pm on October 19, 2024, the day of the Eversource Hartford Marathon.

2. LICENSE FEE. There will be no charge for the grant of this limited license.

3. USE. You will only use the Premises for an event known as the Eversource Hartford Marathon. You also may not grant a sublicense for the use of the Premises to any other party. You may not charge the public or any party for use of the Premises. Charging an entry fee to participants will not be considered charging the public or any party for use of the Premises. Your use of the Premises will be subject at all times to the direction and authority of the Town of East Hartford and its Police and Fire Departments.

4. LAWS. You will comply with all laws and regulations regarding the Premises. You will not permit any others to violate any laws or regulations on the Premises. You will pay us the amount of any fines or penalties that we have to pay because you violated any laws or regulations on the Premises.

5. CARE OF PREMISES. You will keep the Premises in a clean and safe condition. You will remove all ashes, garbage, rubbish and other waste daily in a clean and safe manner. You will not destroy or damage any part of the Premises and will take all reasonable steps to ensure that your invitees do not damage the Premises.

6. ENTERING PREMISES. We may enter on the Premises at all times. You will not unreasonably deny us the right to do so. Should an emergency arise, we will have the right to block or close roadways even if it means stopping or delaying the Eversource Hartford Marathon.

7. REPAIR OF PREMISES. When this license terminates, you will leave the Premises in good and clean condition. You will repair any damage that you or your invitees have caused or permitted. Any environmental clean-up or remediation based on your, or your invitee's, use of the Premises will be cleaned up and/or abated at your sole expense.

8. REVOCABLE. This license is revocable, at any time, by us, should an emergency situation arise.

9. INSURANCE AND HOLD HARMLESS. As additional consideration for the use of the Premises you agree to indemnify, defend and hold harmless the Town of East Hartford and its agents, servants, employees and volunteers from any loss or damages as a result of any personal injury, bodily injury, property damage or wrongful death arising out of or in any way related to the use of the Premises by you or any vendor or member of the public, the only exception being loss or damages caused by the sole gross negligence of the Town of East Hartford. This indemnity shall include, but is not limited to, any environmental harm or damage to the Premises as a result of the use of the Premises under this Limited License Agreement. You further agree to obtain general liability and automobile liability insurance with limits of at least \$1,000,000 Each Occurrence/\$2,000,000 Aggregate that provides coverage for personal injury, property damage, bodily injury and wrongful death during the entire period any person, property, equipment or apparatus is on any portion of the Premises, including set-up times, take down times, times when the Eversource Hartford Marathon is in progress, after-hours and overnights. Said policies of insurance shall be specifically endorsed to name the Town of East Hartford and its agents, servants employees and volunteers as additional insureds; and shall be endorsed as primary to any insurance, including self-insurance, of the Town of East Hartford. Said policies of insurance shall also be specifically endorsed to provide coverage for the agreement by you to indemnify, defend and hold harmless the Town of East Hartford and its agents, servants, employees and volunteers described above. Your insurance policies must also provide coverage for environmental spills and/or contamination.

Evidence of Worker's Compensation coverage will be required. A copy of all policies of insurance shall be provided to the Town of East Hartford thirty days before the beginning of the term of this Agreement.

10. NO COST TO TOWN. You agree that all costs associated with the Eversource Hartford Marathon, including, but not limited to, advertising, clean-up, trash removal, repair of the Premises and Police, Fire and Public Works services, shall be at your sole expense. You will be asked to execute one or more separate agreements outlining your commitment to pay for Police and Fire services, and will be billed by the Public Works Department for overtime and other labor costs.

11. SEPARATE PROVISIONS. If any provision of this Limited License Agreement is invalid or unenforceable, the other provisions of this Limited License Agreement will still apply.

12. BINDING EFFECT. This Limited License Agreement shall be binding upon you and us and our respective successors, heirs, executors and administrators.

13. CONSTRUCTION. The license granted hereunder shall be construed under the laws of the State of Connecticut.

Dated 1/9/ 2024

TOWN OF EAST HARTFORD

By: Connor S. Martin, Mayor

HARTFORD MARATHON FOUNDATION, INC.

Andris Briga  
By: Andris Briga, Operations Manager



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 19, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Connor S. Martin, Mayor  
RE: REFERRAL: Personnel and Pensions Subcommittees

---

Please see attached revised job descriptions for the Administrative Clerk III at the East Hartford Police Department, and Administrative Clerk II at the East Hartford Fire Department, submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the February 6, 2024 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director



CONNOR S. MARTIN  
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

January 19, 2024

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

Re: Administrative Clerk II

Dear Mr. Martin:

Please see the attached job description for the Administrative Clerk II-Fire.

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 for the fire department. Receives information from internal and external customers and processes appropriately based on knowledge of fire department programs and procedures.

## **ESSENTIAL JOB FUNCTIONS:**

- Observes strict confidentiality in establishing and maintaining restricted files and records.
- Processes Electronic Patient Care Reporting requests for the Chief Medical Officer & Assistant Medical Officer.
- Perform payroll processing in the absence of the Fire Payroll Administrator.
- Assists the Fire Department with creating content, including press releases and website updates.
- Processes employee reimbursements for purchases made by employees.
- Maintains computer spreadsheets that show each vendor's up-to-date vendor information and payment history.
- Receives quotes and contracts from outside vendors regarding purchasing supplies and services.
- Gathers and completes Purchase Order Payment Request Form information, which is forwarded to the Finance Department to issue payments.
- Assist in the onboarding process for new hires
- Plan in-house or off-site activities, like parties, celebrations, and training materials for the Fire Academy.
- Gathers, orders, and distributes office supplies to all fire department divisions and maintains office equipment.
- Greets the public, determines the purpose of each person's visit, and directs the individual to the appropriate location.

- Assists in the preparation of department budget by compiling information and typing budget proposals.
- Transmits requested files, materials, or information to appropriate receiving agents.
- Arrange Meetings and schedule appointments for supervisor, and coordinates the scheduling of field personnel where applicable.
- Transmits and explains supervisor's directions to proper persons, and follows up for compliance, completeness, and conformance with deadlines.
- Compiles complex statistical and narrative reports.

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.*



- Receives quotes and contracts from outside vendors regarding the purchasing of supplies and services.
- Gathers and completes Purchase Order Payment Request Form information which is forwarded to the Finance Department for the issuing of payments.
- Assist in the onboarding process for new hires
- Plan in-house or off-site activities, like parties, celebrations and training materials for the Fire Academy.
- Gathers, orders and distributes office supplies to all fire department divisions maintains office equipment.
- Greets the public and determines the purpose of each person's visit and directs the individual to the appropriate location.

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- Assists in the preparation of department budget by compiling information and typing budget proposals.
- Transmits requested files, materials, or related information to appropriate receiving agents.
- Arranges/Arrange meetings and schedules appointments for supervisor, and coordinates the scheduling of field personnel where applicable.
- Transmits and explains supervisor's directions to proper persons, and followfollows up for compliance, completeness, and conformance with deadlines.
- Receives and records fees.
- Compilesompile statistical and narrative reports of some complexity.
- Maintains limited financial records for a department or a unit.
- Types letters, cards, reports, or forms from prepared material or rough copy.
- Composes and types routine letters or reports for review and signature by the supervisor.
- Prepares requisitions for materials and supplies.
- Performs arithmetical computations as required.
- Reports work accomplished to supervisor.

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**ADDITIONAL ADDITIONAL DUTIES JOB FUNCTION:**

- Performs general receptionist duties.
- Screens telephone calls or greets visitors, ascertains nature of ~~business~~business, and refers to the appropriate office as possible.
- Develops and maintains confidential and complex records and files.
- Maintains purchasing, personnel, or other administrative records.
- Maintains inventory of office and department materials and supplies.
- MaintainsMaintains accurate information on the department webpage and social media platforms
- Maintains office petty cash fund.
- OperatesOperates office equipment such as calculators, photocopying machines, collators, and mailing equipment.
- Performs-Performs special assignments, studies, and routine administrative functions as directed.
- Temporarily relieves other r-office staff asoffice staff as needed.

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Administrative Clerk II – Fire Department

~~• Provides~~ need requires.

• ~~Provides~~ provides secretarial services to departmental staff as required.

• Performs related tasks as required.

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#### SUPERVISED BY:

~~• Receives immediate supervision from an assigned supervisor or department head.~~

#### QUALIFICATIONS PROFILE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

~~• The skills and knowledge required would generally be acquired with a high school education, and two years experience in general office work.~~

• ~~Knowledge~~ Knowledge of basic office procedures, including filing, scheduling, posting, and basic bookkeeping.

• Ability to follow written and oral instructions.

• Ability to acquire a working knowledge of laws, regulations, and procedures pertaining to the mission of the assigned department.

• Ability to acquire working knowledge, including posting and maintaining accurate and timely information on ~~webpages~~ web pages, and social media platforms.

• Ability to collect and organize data.

• Ability to type accurately.

• Ability to acquire the skill to accurately operate data programs and word processing equipment.

• Ability to maintain accurate files and records.

• Ability to add, subtract, multiply, and divide all units to measure.

•

• Ability to deal cooperatively and effectively with others.

• Ability to transmit information to the public in a clear and concise manner.

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#### LICENSE OR CERTIFICATE:

Not applicable.

#### TOOLS AND EQUIPMENT USED

~~Computer, calculator, typewriter, copy machine, and other standard office equipment.~~

#### PHYSICAL AND MENTAL DEMAND EFFORT 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.

• Work requires the ability to push, lift, pull, and carry up to 20 pounds.

• Ability to operate equipment requiring eye and hand coordination.

• 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.

Administrative Clerk II – Fire Department

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, talk, and listen. The employee is occasionally required to walk; use hands to finger, handle, or operate office equipment; and reach with hands and arms. The employee must occasionally lift and/or move up to 120 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be able to read and interpret departmental documents and write routine reports and business correspondence. This position requires the ability to apply common sense understanding to carry 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 generally quiet.

### JOB QUALIFICATIONS:

The skills and knowledge required would generally be acquired with a high school education and two years of experience in general office work.

### GENERAL GUIDELINES

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

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

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

### 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.

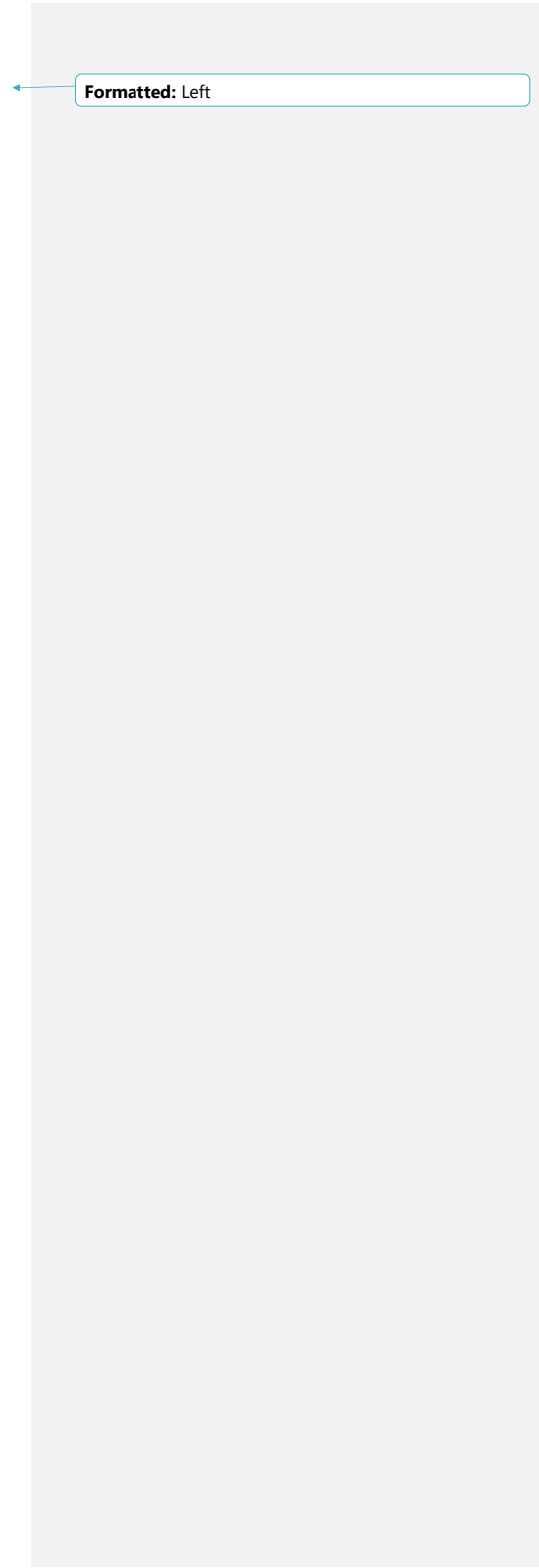
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CONNOR S. MARTIN  
MAYOR

# TOWN OF EAST HARTFORD

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TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

January 19, 2024

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

Re: Administrative Clerk III- Accounts Payable

Dear Mr. Martin:

Please see the attached job description for the Administrative Clerk III- Police.

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 office administrative and general clerical work of some complexity and variety; and specialized financial clerical administrative work in the Support Service Bureau. Provides information to town departments, public, and staff members, requiring a knowledge of department programs and procedures.

## **GENERAL DUTIES:**

- Receives oral and written instructions from the supervisor.
- Plans work according to established office or standard procedures.
- Establishes priorities within work assignments.
- Supports all Police Department Bureaus with purchases requiring knowledge of each Bureaus operational needs.
- Communicates and works collaboratively with all Town Departments regarding Police Departments' Budget Issues.
- Communicates and works collaboratively with outside vendors, including sales teams and customer Finance Departments.
- Requests W-9 Forms from Vendors when needed.
- Receives quotes and contracts from outside vendors regarding the purchasing of supplies and services.
- Completes Quarterly Budget Reports required by the State of Connecticut.
- Prepares financial records and financial reports for Bi-weekly Budget Meeting with Command Staff.
- Works with Police Command Staff, putting together each FY Budget Proposals and maintains the approved Police Budget once approved by the Town Council.
- Submits and records Beginning Budget Blanket Purchase Order information.
- Processes and records all Capital Improvement vehicle purchases and related documentation.
- Runs weekly Flexible Earnings Reports and forwards the information to the Command Staff.
- Runs weekly Year to Date Budget Reports which are forwarded to the Command Staff for review.

## **QUALIFICATIONS PROFILE:**



- The skills and knowledge required would generally be acquired with a high school education, and three years experience in general office work.

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.*



- Communicates and works collaboratively with East Hartford Purchasing Department when submitting information required for the issuing of Purchase Orders.
- Works with other Town Departments compiling and submitting information for joint purchases that require monies from other Departments budgets. (Ex. Fire Department)
- Gathers and enters Requisition information into Munis which is forwarded to the Purchasing Department for approval.
- Gathers and completes Purchase Order Payment Request Form information which is forwarded to the Finance Department for the issuing of payments.
- Processes employee reimbursements for purchases made by employees.
- Collects and views vendor Monthly Statements received by electronically and by mail.
- Receives invoices in mail and organizes information for payment processing.
- Organizes, Copies and scans payment request information which is presented to the Support Services Bureau Lieutenant for approval.
- Organizes and sends approved/signed Payment Requests to Finance through Inter-Office mail.
- Responsible for timely submission of monthly payment obligations of the Police Department.
- Works with Police Command Staff putting together each FY Budget Proposals and maintains the approved Police Budget once approved by the Town Council.
- Submits and records Beginning Budget Blanket Purchase Order information.
- Processes and records all Capital Improvement vehicle purchases and related documentation.
- Runs weekly Flexible Earnings Reports and forwards the information to the Command Staff.
- Runs weekly Year to Date Budget Reports which are forwarded to the Command Staff for review.
- Completes Budget Detail Reports and spreadsheets and forwards the information weekly to the Command Staff.
- Maintains computer spreadsheets which shows the up to date vendor information and payment history of each vendor.
- Runs various Munis Reports for meetings and daily operational needs.
- ~~Receives, classifies and processes criminal activity information to Career Criminal unit.~~
- ~~Coordinates police activity statistics for reports to Mayor's Office, State Police, State Attorney and the Federal Bureau of Investigation.~~
- ~~Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to assure fingerprint data and classification information is properly recorded.~~

- ~~Enters and retrieves information into and from State Police "Collect System" by computer terminal.~~
- ~~Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.~~
- ~~Receives, processes and transmits by teletype, information on missing persons, stolen cars and stolen car plates.~~
- **Develops and maintains filing systems as needed.**
- ~~As assigned, maintains unit attendance and leave records.~~
- ~~Provides information and referral services to public regarding unit programs and procedures.~~
- ~~Maintains schedule and appointment information for detective employees.~~
- ~~Prepares and types statistical information and reports.~~
- ~~Organizes, types and collates major case summaries in book form.~~
- ~~Types correspondence, narrative reports and documents from rough draft.~~
- ~~Observes strict confidentiality in maintaining restricted files and records.~~
- ~~Prepares file information for review by a supervisor or an approved administrator.~~
- **Reports work accomplished to Supervisor.**

#### **ADDITIONAL DUTIES:**

- **Enters and retrieves information in an electronic filing machine by computer terminal.**
- **Operates office equipment such as calculators, photocopying machines, collators, and mailing equipment.**
- ~~Temporarily relieves other office staff as need requires.~~
- **Performs related tasks as required.**

#### **SUPERVISED BY:**

Receives general supervision from an assigned Supervisor.

#### **QUALIFICATIONS PROFILE:**

- **The skills and knowledge required would generally be acquired with a high school education, and three years experience in general office work.**
- **Ability to acquire a working knowledge of department programs, policies and procedures.**
- **Ability to apply common sense understanding to carry out instructions furnished in oral, written or schedule form.**
- **Ability to add, subtract, multiply and divide all units to measure.**
- **Ability to perform routine bookkeeping in monitoring an operating budget.**
- **Ability to type accurately.**
- **Ability to acquire skill to operate data and word processing equipment.**
- **Ability to deal cooperatively and effectively with others.**

#### **LICENSE OR CERTIFICATE:**

Administrative Clerk III, [Accounts Payable](#), Police

**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 every task or responsibility.**



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 26, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin   
RE: RE(APPOINTMENTS): Boards and Commissions

---

The following names are for reappointments to serve on the following commissions.

### Appointments

#### **Beautification**

- (R) Florence Oten-45 Orchard St – term to expire 12/25

#### **Public Building Commission**

- Stephen Roczynski - 39 Fowler Lane- term to expire 12/28

### Re-appointments

#### **Board of Assessment Appeals**

- Matt Lauf – 26 Driver Road – term to expire 12/26

Please place these nominations on the Town Council agenda for the January 16, 2024 meeting.

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

East Hartford Republican Town Committee

January 16, 2024

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

Dear Chairman Kehoe:

At a Republican Town Committee meeting held on January 10, 2024 the following individual was nominated to fill a Republican vacancy as Constable.

Salema Davis – 11 Springside Avenue

If there is any other information required, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary J. Mourey". The signature is fluid and cursive, with the first name "Mary" being the most prominent.

Mary J. Mourey  
Acting Republican Town Chairman

cc: Kelly Bilodeau, Town Clerk

East Hartford Republican Town Committee

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

Dear Mayor Martin:

At a Republican Town Committee meeting held on January 10, 2024 the following were nominated to the various Republican Boards and Commissions.

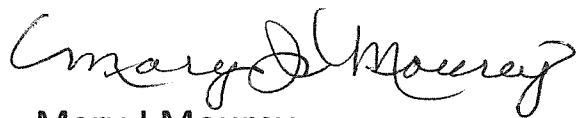
Beautification (full vacancy)- Florence Oten – 45 Orchard Street

Board of Assessment Appeal (reappointment)  
Matt Lauff – 26 Driver Road

Public Building Commission – (reappointment)  
Stephen Roczynski – 39 Fowler Lane

If there is any other information required, please contact me.

Sincerely,



Mary J Mourey  
Acting Republican Town Chairman

cc: Richard Kehoe, Chairman, East Hartford Town Council  
attachment



Town of East Hartford  
Boards and Commissions



Application

Date: 1/11/2024

Name: Florence Otten  
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 45 Orchard St Apt.# 1 West Zip: 06108

Home Phone: \_\_\_\_\_ Email: Florence\_otten@yahoo.com

Cell Phone: 860-205-9572 Years as an E.Hartford Resident: 5

Occupation: Bliss and Balance Healing Center Employer: 477 Connecticut Blvd Suite 108 East Hartford  
Employer/Work Address

Formal Education/Certifications: B.S. Holistic Science ; AADP

Party Affiliation: Unaffiliated  Democrat  Republican  Minority Party \_\_\_\_\_  
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Beautification Commission

**Interest statement:**  
Your reason for being interested in serving our Town in this capacity  
I'm interested in serving on the Beautification Commission because as a small business owner in the town, I take pride in my community.

**List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:**  
I'm a true asset to the board because I am easy to work with and have a clear understanding of how to manifest ideas into reality.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

understand that I may be required to complete training and/or continuing education.

understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Florence Otten 1/11/2024  
Signature Date

Please return completed and signed form to:	BCpost@easthartfordct.gov	or mail to:	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108
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For internal use only:

Mandatory Qualifications:  
Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 30, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Connor S. Martin, Mayor  
RE: REFERRAL: Refund of Taxes

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I recommend that the Town Council approve a total refund of taxes in the amount of \$15,934.19 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place this item on the Town Council Agenda for the February 6, 2024 Town Council meeting.

Thank you.

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

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**INTEROFFICE MEMORANDUM**

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**TO:** CONNOR S. MARTIN, MAYOR  
MELISSA MCCAWE, DIRECTOR OF FINANCE

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

**SUBJECT:** REFUND OF TAXES

**DATE:** 1/31/2024

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Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$15,934.19. Please see attached listing. Please place this item on the Town Council agenda for February 6, 2024.

Bill	Name/ Check Payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2021-04-0080062	ACOSTA MARTINEZ MARTA R	40 COLUMBUS ST	EAST HARTFORD, CT 06108-1709	2020/5NPD84LF6LH546245	0	-270.87
2021-03-0050819	ALFONSO ELITA	460 TALL TIMBERS RD	GLASTONBURY, CT 06033	2021/JF2SKAF CXMH507815	-18.95	-315.84
2022-03-0065814	ARKISON PAUL W	5423 HANOVER SQ DR	ST CLOUD, FL 34771	2015/5TFUX4EN5FX032919	0	-166.14
2022-03-0052168	AUDET MARIE G	34 SHAWNEE RD	EAST HARTFORD, CT 06118-2555	1989/1GCDC14K1KE120521	0	-67.78
2022-03-0053621	BIMONTE WILLIAM P	179 SANDRA DR	EAST HARTFORD, CT 06118-1956	2014/1C4NJDEB8ED528597	0	-191.76
2022-03-0054526	BROWN BARBARA A	229 WOODLAWN CIR	EAST HARTFORD, CT 06108-2801	2017/KMHD74LF0HU384835	0	-9.70
2019-03-0055084	BUSSIERE JOSEPH M	73 MIDLAND RD	COVENTRY, CT 06238-2724	2012/1VWAP7A33CC063112	0	-207.00
2020-03-0054854	BUSSIERE JOSEPH M	73 MIDLAND RD	COVENTRY, CT 06238-2724	2012/1VWAP7A33CC063112	-27.09	-200.70
2022-03-0056382	CHAPMAN CRYSTAL D	157 SISSON ST	EAST HARTFORD, CT 06118-1539	2022/2T3A1RFV9NC270857	0	-7.65
2021-04-0081343	CLIFFORD JAMES A	139 COUNTRY LN	EAST HARTFORD, CT 06118-3511	2016/4T3BK3BB6GU124041	0	-57.00
2022-01-0003624	DAMBOISE MILDRED G	4 COLONIAL PARK RD	EAST HARTFORD, CT 06118	4 COLONIAL PARK RD	0	-151.17
2021-03-0061380	ESPINAR WENDY L	75 DANIEL TRCE	BURLINGTON, CT 06013	2021/1C6SRFLT0MN515104	0	-112.29
2018-03-0061799	FALVEY LINEN SUPPLY INC.	50 BURNHAM AVE	CRANSTON, RI 02910	2011/5PVNJ8JT8B4S53136	0	-809.01
2022-03-0055100	FORD CREDIT PER. PROP. TAX	PO BOX 67000 DEPT 231601	DETROIT, MI 48267-2316	2019/3FA6P0HD2KR227809	0	-282.92
2022-01-0000435	FERNANDEZ STACEY	171 GRANDE RD	EAST HARTFORD, CT 06108	182 COLBY DR	0	-2,686.88
2022-03-0066738	HOANG JOHN N	15 SAINT JOHN ST	MANCHESTER, CT 06040-3911	2021/4S4BTANC0M3165023	0	-434.32
2022-03-0067102	HONDA LEASE TRUST	11675 GREAT OAKS WAY SUITE 200	ALPHARETTA, GA 30022	2020/3HGGK5H84LM724499	0	-257.91
2022-04-0083378	JENKINS OLIVIA R	26 SUFFOLK DR	EAST HARTFORD, CT 06118-2652	2005/2T1KR32E45C364671	0	-64.53
2022-02-0040907	KIA OF EAST HARTFORD	99 ASH ST	EAST HARTFORD, CT 06108	99 ASH ST	0	-5,991.76
2021-01-0008260	LINLAR INC	21 HIGH ST	EAST HARTFORD, CT 06118	31 HIGH ST 4108	0	-1,458.84

2022-03-0071378	LUCAR MARIN KEVIN G	56 LANDERS RD	EAST HARTFORD, CT 06118-3318	2011/JA32W8FV0BU008313	0	-125.40
2021-03-0070893	MAHONEY KELLY A	163 SCHOOL ST APT E2-9	EAST HARTFORD, CT 06108-1842	2018/1FADP3F22JL280601	0	-6.51
2019-03-0073246	MCDERMOTT SANDRA A	58 OCONNELL DR	EAST HARTFORD, CT 06118	2007/KMHCHN46C27U108674	0	-19.76
2022-03-0075324	MINH NGUYET LE	6 OVERBROOK DR	EAST HARTFORD, CT 06118-3142	2018/1HGCV2F99JA027663	0	-15.17
2021-04-0084560	MONRO INC	200 HOLLEDER PKWY	ROCHESTER, NY 14615	2016/1FM5K8GT7GGC55207	0	-9.55
2022-03-0075674	NISSAN INFINITI LT LLC	P O BOX 254648	SACRAMENTO, CA 95865	2020/1N4BL4BW5LC254840	0	-236.60
2022-03-0078013	PETROLITO PHYLLIS M	131 COUNTRY LN	EAST HARTFORD, CT 06118-3511	2009/4T4BE46K59R054203	0	-5.37
2022-01-0011286	PIEROG WALTER	399 FORBES ST	EAST HARTFORD, CT 06108	399 FORBES ST	0	-900.00
2022-03-0078613	PRESSAMARITA ANNE M	35 ALEXANDER DR	EAST HARTFORD, CT 06118-3002	2006/JYAVP11E16A087715	0	-5.45
2022-03-0079170	RAMOS THOMAS	25 GOODWIN PL	EAST HARTFORD, CT 06108-3711	2011/WBAPH7G51BNN04626	0	-10.71
2022-03-0081320	ROSA ROBERT F JR	1882 MAIN ST	EAST HARTFORD, CT 06108-1023	1996/1FALP45X3TF218284	-2.00	-16.23
2022-03-0081321	ROSA ROBERT F JR	1882 MAIN ST	EAST HARTFORD, CT 06108-1023	2013/SALVP2BG0DH811594	-15.44	-343.10
2022-03-0081322	ROSA ROBERT F JR	1882 MAIN ST	EAST HARTFORD, CT 06108-1023	2007/5N3AA08C87N804935	-7.29	-161.98
2022-02-0041754	TRELEVEN KIMBERLY	775 SILVER LANE B10	EAST HARTFORD, CT 06118	775 SILVER LANE B10	-7.98	-106.35
2022-02-0041769	TRELEVEN KIMBERLY	775 SILVER LANE B10	EAST HARTFORD, CT 06118	775 SILVER LANE B10	-9.97	-132.94
2021-03-0087281	WILLIAMS MAXINE C	768 SILVER LN	EAST HARTFORD, CT 06118-1230	2009/JN8AZ18W09W142369	0	-6.28
SUBTOTAL					<u>-88.72</u>	<u>-\$15,845.47</u>
<b>TOTAL</b>						<b><u>-15,934.19</u></b>