

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
February 21, 2023

=====

This Town Council meeting is accessible through **"Microsoft Teams" 929-235-8441**
Conference ID: 105 787 532# 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. February 7, 2023 Executive Session
- B. February 7, 2023 Regular Meeting

6. COMMUNICATIONS AND PETITIONS

- A. Overview of Town's Long Term Obligations
 - 1. Annual Pension and OPEB Fund Review
 - a. Segal Company- Pension Contributions for FY 2023-24
 - b. 3D/L Capital Management: Discussion of the Town's Portfolio- Equity Side
 - c. Fiducient Advisors: Discussion of the Town's Portfolio- Fixed Income Side
 - 2. Finance Director
 - a. Expense and Projection Analysis - OPEB trust fund
 - b. Expense and Projection Analysis - Medical Claims / Health Insurance Trust Fund
 - c. Expense and Projection Analysis - Long Term Debt
 - d. Expense and Projection Analysis - Lease Purchase

7. OLD BUSINESS

8. NEW BUSINESS

- A. Bid Waiver: Community Cultural Center Fire Alarm Audio Panel

- B. Grant Applications:
 - 1. 2023 DEEP Recreational Trails Grant Program
 - 2. Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG)
 - 3. CT Coronavirus State and Local Fiscal Recovery Funds (SLFRF)
- C. Referral to Ordinance Committee re: Fair Rent Commission
- D. Referral to Personnel and Pensions Committee re: Job Descriptions
 - 1. Chief Administrative Officer & Finance Director
 - 2. Deputy Development Director
 - 3. Director, East Hartford Works
 - 4. Career Coach

- E. Setting of Public Hearing re: Sale of Town Properties to Jasko Zelman, LLC
- F. Amusement Permit Application re: Eversource Hartford Marathon

- 9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

- 10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. The pending workers' compensation claims of former Town employee, Robert Jones.

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

- 12. ADJOURNMENT (next meeting: March 7, 2023 at Community Cultural Center)

Community Cultural Center Room 111

February 7, 2023

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councilors Angela Parkinson, Harry O. Amadasun, Jr. Awet Tsegai, Thomas Rup and Travis Simpson

ABSENT Vice Chair Donald Bell, Jr.

ALSO James Tallberg, Corporation Counsel
PRESENT Attorney Jonathan Reik, McGann Bartlett and Brown
Brian Smith, Tax Assessor
Attorney Joe Hope, Alter Pearson

CALL TO ORDER

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

MOTION By John Morrison
seconded by Harry Amadasun

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

- A. The pending workers' compensation claims of former Town employee, Christopher Moquin
- B. The pending assessment (tax) appeal known as INTERCOMMUNITY, INC. v. TOWN OF EAST HARTFORD – HHB-CV22-6155974-S
- C. The pending assessment (tax) appeal known as EAST HARTFORD BUSINESS PARK v. TOWN OF EAST HARTFORD – HHB-CV22-6073434-S

Motion carried 8/0

MOTION By John Morrison
seconded by Harry Amadasun

to **go back to** Regular Session.

Motion carried 8/0

ADJOURNMENT

MOTION By John Morrison
seconded by Harry Amadasun

to **adjourn** at 7:33 pm

Motion carried 8/0

Attest _____
Richard F. Kehoe
Town Council Chair

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

February 7, 2023

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. (arrived 8:03 pm), Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angela Parkinson, Awet Tsegai, Travis Simpson, Thomas Rup and Harry Amadasun, Jr.

ABSENT

ALSO Mayor Michael P. Walsh
PRESENT Connor Martin, Chief of Staff (via Teams)
Melissa McCaw, Finance Director
Marilynn Cruz-Aponte, Director of Public Works
Tom Baptist, Public Works Project Manager
Eileen Buckheit, Director of Development (via Teams)
Robert Fitzgerald, Assistant Corporation Counsel
Douglas Wilson, Town Engineer

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:44 pm. The Chair stated that this meeting was also available to the public through the "Teams" platform.

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

AMENDMENTS TO THE AGENDA

RECOGNITIONS AND AWARDS

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Tom Russo, 70 Sisson Street, spoke to encourage the Council to consider improvements to Department of Public Works facilities.

Gary McKeon, 99 Appletree Drive, also feels improvements to DPW facilities are necessary.

Mayor Walsh

- wished all a good evening
- Relocation of residents at 860 Main Street (Church Corners Inn) is currently underway. On February 4th, the sprinkler system froze causing a blown water pipe at the building which flooded a number of areas of the building and damaged electrical and fire panels. Approximately 25-30 residents were relocated to the Econo Lodge, 490 Main Street. The building has been condemned temporarily pending an assessment on the reopening of the building.

- Eminent domain proceedings on Silver Lane Plaza are close to finalization pending an agreement with the state to clarify that its easement on the property is not subject to the taking..
- The Town currently maintains three private roads in East Hartford; Roberts Court, St. Regis Street and Rosenthal Street. He supports not taking Rosenthal Street until it is improved to town standards.
- Currently 77% of Town curbside bulky waste collection consists of single family homes. The remainder are primarily rental units of 6 units or less.
- National Development will be hosting a ribbon cutting on Rentschler Field on March 6th at 10:30 am. Construction work has begun on the site.
- Roberts Street will receive additional LED street lighting for safety purposes.
- Moody's Investors Service has maintained an Aa3 issuer rating to the Town of East Hartford which is good news in light of challenging economy.
- The Town Clerk's vault will be closed from Tuesday, February 14th and until Tuesday, February 21th. This may affect access to some vital and land records prior to 1960. The Town Clerk's office itself will remain open and operational during this period and will try to accommodate requests for access to such records during that time period.
- AARP Tax Assistance Program will be available to residents at the East Hartford Senior Center beginning Feb 7, 2023 and through April 14, 2023.
- All town offices, including the East Hartford Transfer Station, will be closed Monday, February 13, 2023 in observance of President Lincoln's Birthday and Monday, February 20, 2023 in observance of President Washington's Birthday. Curbside trash and recycling pick-up will run on schedule with NO delays.
- "Coffee with a Cop" will occur on Tuesday February 14th from 8-9 am at Dunkin' located at 639 Main Street. All are welcome.
- A virtual program "Galentine's Day Friendship Zine" is available through the East Hartford Library, Wednesday, February 15th at 6:30 pm
- "Threads of Assumption" will perform at the East Hartford Makerspace on Thursday, February 16th from 6-7:30 pm at Raymond Library
- A Percussion Workshop with Jocelyn Pleasant and Friends will occur Thursday February 16th at 7:00 pm at Raymond Library
- A Living History Program on Private William Webb, Soldier in the Connecticut 29th Regiment from Kevin Johnson will be held at Raymond Library on Thursday February 23rd at 4:00 pm
- A Town Hall Meeting is scheduled for Thursday February 16th from 6:30-8:30 pm in the CCC Auditorium. The Mayor will be presenting the 2023 Control Tower to the public.
- The East Hartford Health & Social Services is available to support residents and basic needs through the Emergency Food and Shelter Program (EFSP). This program is intended to expand the ongoing work of the department to provide shelter, food, and supportive services to individuals and families who are experiencing, or at risk of experiencing, homelessness and/or hunger.
- East Hartford Little League Spring 2023 Registration is open through February 19th at www.ehll.org.
- East Hartford Parks and Recreation is now hiring for summer program positions.
- Tax exemption programs that benefit the elderly, persons with disabilities, and veterans are available through the Assessor's page of www.easthartfordct.gov.
- The town is partnering with the YWCA to promote equitable representation on municipal boards and commissions.

Commission. The Council expressed their appreciation to Mr. Matta for his service to the community and encouraged residents to consider participating on one of the Town's various boards and commissions.

OLD BUSINESS

NEW BUSINESS

Grant Application: Brownfields Funding for Church Corners Inn from Capitol Region Council of Governments (CRCOG)

MOTION By Sebrina Wilson
seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS, the Capitol Region Council of Governments (CRCOG) has made funds available for the assessment and remediation of environmentally compromised properties, known as Brownfields; and

WHEREAS, detection and assessment of potential contaminants such as lead paint, asbestos and PCBs is an essential step in the redevelopment of the Church Corners Inn property.

NOW THEREFORE LET IT BE RESOLVED; That Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the CRCOG as they pertain to this Metrohartford Brownfields Assessment Program.

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

Waiver of Qualifications: Educational Requirements for Public Works Director Applicant

MOTION By Angie Parkinson
seconded by Tom Rup

that the Town Council **waive** the Education Requirements as detailed in the job description for the position of Public Works Director for the purposes of hiring Alex M. Trujillo to the position as recommended in a memo from Mayor Michael P. Walsh to Council Chair Richard Kehoe on January 24, 2023

Motion carried 9/0

Mayor Walsh then introduced Mr. Trujillo to the Council and welcomed him to the East Hartford staff.

Bid Waiver: Westlaw Legal Research Service

MOTION By Don Bell
seconded by Tom Rup

that pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the requirement to obtain three quotes under Section 10-7(a) of the Town of East Hartford Code of Ordinances to ratify entry and further authorize the Town to enter into a contract with Thomson Reuters for the Westlaw Precision Service, that such waiver is in the best interest of the Town as it will allow the Office of Corporation Counsel to more efficiently provide legal advice and guidance to the Town.

Motion carried 9/0

Recommendation from Real Estate Acquisition and Disposition Committee re: Rosenthal Street

MOTION By Angie Parkinson
seconded by Awet Tsegai

that the Town Council **not accept** Rosenthal Street as a Town Road in its current condition as recommended by the Real Estate Acquisition and Disposition Committee based on discussion at the committee's January 30, 2023 meeting.

Motion carried 9/0

Recommendations from Personnel and Pensions Committee re: Revised Job Descriptions

Police Records Clerk I

MOTION By Don Bell
seconded by Tom Rup

to **approve** the revised Job Description for the position of "Police Records Clerk I" dated October 13, 2022 as amended by the Department of Human Resources and presented at the Personnel and Pensions Subcommittee meeting held on January 23, 2023.

Motion carried 9/0

Police Records Clerk II

MOTION By Don Bell
seconded by Tom Rup

to **approve** the revised Job Description for the position of "Police Records Clerk II" dated October 13, 2022 as amended by the Department of Human Resources and presented at the Personnel and Pensions Subcommittee meeting held on January 23, 2023.

Motion carried 9/0

Supervisor Public Safety Communications

MOTION By Don Bell
seconded by Tom Rup

to **approve** the revised Job Description for the position of “Supervisor Public Safety Communications” dated October 13, 2022 as amended by the Department of Human Resources and presented at the Personnel and Pensions Subcommittee meeting held on January 23, 2023.

Motion carried 9/0

Animal Control Officer

MOTION By Don Bell
seconded by Tom Rup

to **approve** the revised Job Description for the position of “Animal Control Officer” dated October 13, 2022 as amended by the Department of Human Resources and presented at the Personnel and Pensions Subcommittee meeting held on January 23, 2023.

Motion carried 9/0

Telecommunications Officer - Public Safety

MOTION By Don Bell
seconded by Tom Rup

to **approve** the revised Job Description for the position of “Telecommunications Operator - Public Safety” dated October 13, 2022 as amended by the Department of Human Resources and presented at the Personnel and Pensions Subcommittee meeting held on January 23, 2023.

Motion carried 9/0

Police Patrol Officer

MOTION By Don Bell
seconded by Tom Rup

to **approve** the revised Job Description for the position of “Police Patrol Officer” dated October 13, 2022 as amended by the Department of Human Resources and presented at the

Personnel and Pensions Subcommittee meeting held on January 23, 2023.

Motion carried 9/0

Chief of Staff

MOTION By Don Bell
seconded by Tom Rup

to **approve** the revised Job Description for the position of “Chief of Staff” dated January 1, 2023 as amended by the Department of Human Resources and presented at the Personnel and Pensions Subcommittee meeting held on January 23, 2023.

Motion carried 9/0

Refund of Taxes

MOTION By Harry Amadasun
seconded by Awet Tsegai

to approve a total refund of taxes in the amount of \$8,386.29 pursuant to Section 12-129 of the Connecticut General Statutes.

Motion carried 9/0

Bill	Name/ Check payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int	Over Paid
2021-03-0053161	BENJAMIN MICHAEL M	156 LARRABEE ST	EAST HARTFORD, CT 06108-2736	2021/4T3B6RFV2MU036496	0	-369.24
2021-03-0054336	BROWN AUDREY A	86 LAFAYETTE AVE	EAST HARTFORD, CT 06118-2629	2013/JM1B1TG7D1740885	0	-48.27
2021-01-0008905	CHELSEA GROTON BANK ATT	PO BOX 869	GROTON, CT 06340	112 SHADYCREST DR	0	-1,019.00
2021-03-0074429	HANCOCK MANUFACTURINC	247 BURNHAM ST	EAST HARTFORD, CT 06108-1131	2021/JF2GTAEC3M8288331	0	-205.95
2020-03-0064697	HERNANDEZ AIDALUZ G	51 RENE CT	EAST HARTFORD, CT 06108-1338	2005/1N4BA41E55C830590	0	-91.08
2021-03-0066160	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2019/1HGCV1F58KA093453	0	-520.98
2021-03-0066279	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2019/2HKRW6H35KH226001	0	-617.40
2021-03-0066748	HYUNDAI LEASE TITLING TRU	4100 WILDWOOD PARKWAY	ATLANTA, GA 30339	2019/5XXGT4L31KG304717	0	-249.94
2021-03-0067233	JANANGELO FRANK P 2ND	26 LARAIA AVE	EAST HARTFORD, CT 06108-2731	1999/1NXBR12E4XZ193832	0	-10.81
2020-03-0082898	SOTOMAYOR ORLANDO	35 WOODBRIDGE AVE	EAST HARTFORD, CT 06108	2002/4A3AA46G72E133709	0	-52.48
2020-04-0088688	SOTOMAYOR ORLANDO	35 WOODBRIDGE AVE	EAST HARTFORD, CT 06108	2000/2HKRL1856YH604798	-2.00	-22.50
2020-03-0084707	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2020/JTDP4RCE3LJ039050	0	-399.56
2021-03-0084552	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2020/JTDL9RFU2L3018150	0	-414.85
2021-03-0084556	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2018/2T3BFREVXJW806361	0	-193.17
2021-03-0084590	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2018/2T3BFREV2JW841720	0	-519.99
2021-03-0084591	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2018/JTMBFREV2JW250910	0	-483.20
2021-03-0084616	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2020/4T1K61BK8LU015155	0	-536.97
2021-03-0084622	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2018/5TD8ZRFH5J5494578	0	-715.10
2021-03-0084633	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2018/JTMBFREV9J249750	0	-96.86
2021-03-0084635	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2019/2T3G1RFV3KC005664	0	-442.99
2021-03-0084651	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2019/4T1B11HK9KU715397	0	-327.58
2021-03-0084656	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2019/JTMF1RFV3KD502768	0	-110.92
2021-03-0084659	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2019/3TMCZ5AN4KM279608	0	-148.22
2021-03-0084660	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2019/5TDJZRFH8K5607730	0	-75.04
2021-03-0084665	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2020/JTDP4RCE3LJ039050	0	-582.34
2021-03-0084941	TU HUONG N	49 PARK AVE	EAST HARTFORD, CT 06108-4021	2015/WA1LFAFP0A015665	0	-101.92
2019-03-0089573	WOOD FLORENCE C	79 REDWOOD LN	SOUTH GLASTONBURY, CT 06073-	2018/1C4BJWFG0JL850319	0	-16.13
2019-03-0089578	WOOD JOSHUA V	79 REDWOOD LN	SOUTH GLASTONBURY, CT 06073-	2014/3GCUKREC5EG231272	0	-11.80
SUBTOTAL					(2.00)	(8,384.29)
TOTAL						\$(8,386.29)

Bid Waiver: McAuliffe Park Railroad Crossing

MOTION By Harry Amadasun
seconded by Don Bell

that the Town Council **waives** the bidding procedures required by Section 10-7(b) and allows the Town to partner with Connecticut Southern Railroad for design and construction services coordinated by Connecticut Southern Railroad for an at-grade pedestrian crossing over the railroad adjacent to McAuliffe Park.

Motion carried 9/0

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councillor Simpson asked how long the administration anticipates residents from Church Corners Inn will need to be relocated. *The Mayor stated that an official date is difficult to provide given the condition of the building and needs of the residents.*

Councillor Amadasun asked if the Harm Reduction Alliance mobile support unit has been made available to the relocated residents. *The Mayor stated that the Town has partnered with InterCommunity Health Care and services have been offered.*

Councillor Tsegai thanked the administration for adding lighting fixtures to Roberts Street.

Councillor Simpson suggested that more options be provided for people with basic shelter and food needs.

Councillor Amadasun requested a report from the Health Department on the greater relocation strategy for the Church Corners residents.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

The pending workers' compensation claims of former Town employee, Christopher Moquin

MOTION By Sebrina Wilson
seconded by John Morrison

to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending workers' compensation claims of former Town employee, Christopher Moquin, for a total sum of \$31,750.00.

Motion carried 9/0

The pending assessment (tax) appeal known as INTERCOMMUNITY, INC. v. TOWN OF EAST HARTFORD – HHB-CV22-6155974-S

MOTION By Don Bell
seconded by Tom Rup

to accept the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as INTERCOMMUNITY, INC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6155974-S, involving real property located at 287 Main Street, East Hartford from the fair market value of \$2,005,860 to the fair market value of \$561,640 which shall generate a reduction of \$41,448.95 in property taxes, for the Grand List Year of 2021.

Motion carried 9/0

MOTION By Don Bell
seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as INTERCOMMUNITY, INC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6155974-S, involving real property located at 287 Main Street, East Hartford from the fair market value of \$2,005,860 to the fair market value of \$160,471.00 which shall generate a reduction of \$52,962.57 in property taxes, for the Grand List Year of 2022.

Motion carried 9/0

The pending assessment (tax) appeal known as EAST HARTFORD BUSINESS PARK v. TOWN OF EAST HARTFORD – HHB-CV22-6073434-S.

MOTION By Don Bell
seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as EAST HARTFORD BUSINESS PARK v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073434-S, involving real property located at 88 Long Hill Street, East Hartford from the fair market value of \$13,482,210.00 to the fair market value of \$12,942,915.00 which shall generate a reduction of \$15,478.00 in property taxes, for the Grand List Year of 2021.

Motion carried 9/0

MOTION By Don Bell
seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as EAST HARTFORD BUSINESS PARK v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073434-S, involving real property located at 1036 Tolland Street, East Hartford from the fair market value of \$69,114.00 to the fair market value of \$66,350.00 which shall generate a reduction of \$79.00 in property taxes, for the Grand List Year of 2021.

Motion carried 9/0

MOTION By Don Bell

seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as EAST HARTFORD BUSINESS PARK v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073434-S, involving real property located at 26 Long Hill Street, East Hartford from the fair market value of \$111,080.00 to the fair market value of \$106,630.00 which shall generate a reduction of \$128.00 in property taxes, for the Grand List Year of 2021.

Motion carried 9/0

MOTION By Don Bell
seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as EAST HARTFORD BUSINESS PARK v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073434-S, involving real property located at 54 Long Hill Street, East Hartford from the fair market value of \$129,280.00 to the fair market value of \$124,105.00 which shall generate a reduction of \$149.00 in property taxes, for the Grand List Year of 2021.

Motion carried 9/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

ADJOURNMENT

MOTION By John Morrison
seconded by Don Bell
to **adjourn** (10:16 pm)

Motion carried 9/0

The Chair wished all a good evening and announced that the next regular meeting of the Town Council would be on February 21, 2023.

Attest _____
Jason Marshall
TOWN COUNCIL CLERK



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 9, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: COMMUNICATION: Presentations

Please allocate time at the February 21st, 2023 town council meeting for the following presentations:

1. Segal Company- Pension Contributions for FY 2023-24
2. 3D/L Capital Management: Discussion of the Town's Portfolio- Equity Side
3. Fiducient Advisors: Discussion of the Town's Portfolio- Fixed Income Side

Please place this item on the Town Council agenda for the February 21st, meeting.

C: M. McCaw, Finance Director



Town of East Hartford Pension Plan

July 1, 2022 Valuation Results for Town Council Meeting
(used to develop Contribution for Fiscal Year Ending June 2024)
February 21, 2023

Henry Nearing, FCA, MAAA, EA

9613429
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Agenda

Glossary

General Cost of a Pension Plan

Plan Population

Annual Benefit Payments

Plan Assets

Determination of Actuarial Value of Assets

Funded Status

Actuarially Determined Contribution (ADC)

Change in ADC

ADC by Employee Type

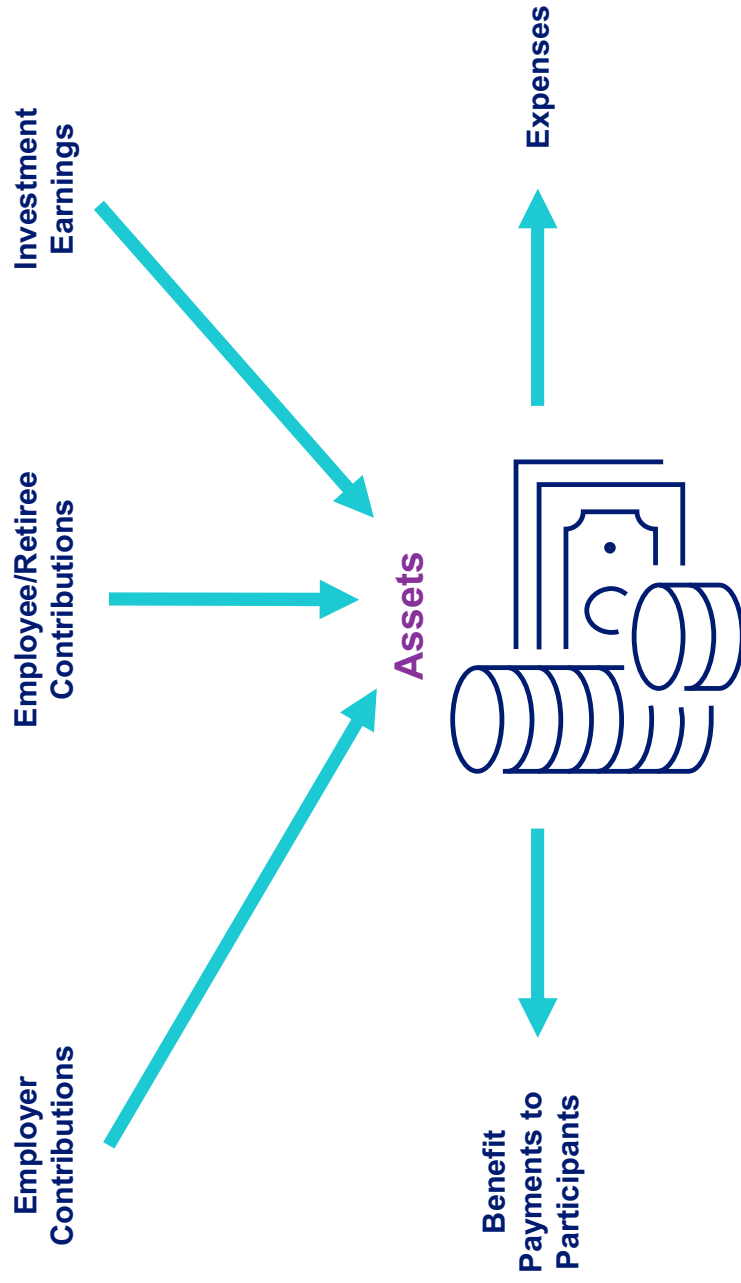
Town Contributions

Assumptions, Provisions, and Methodologies

Glossary of Pension Terms

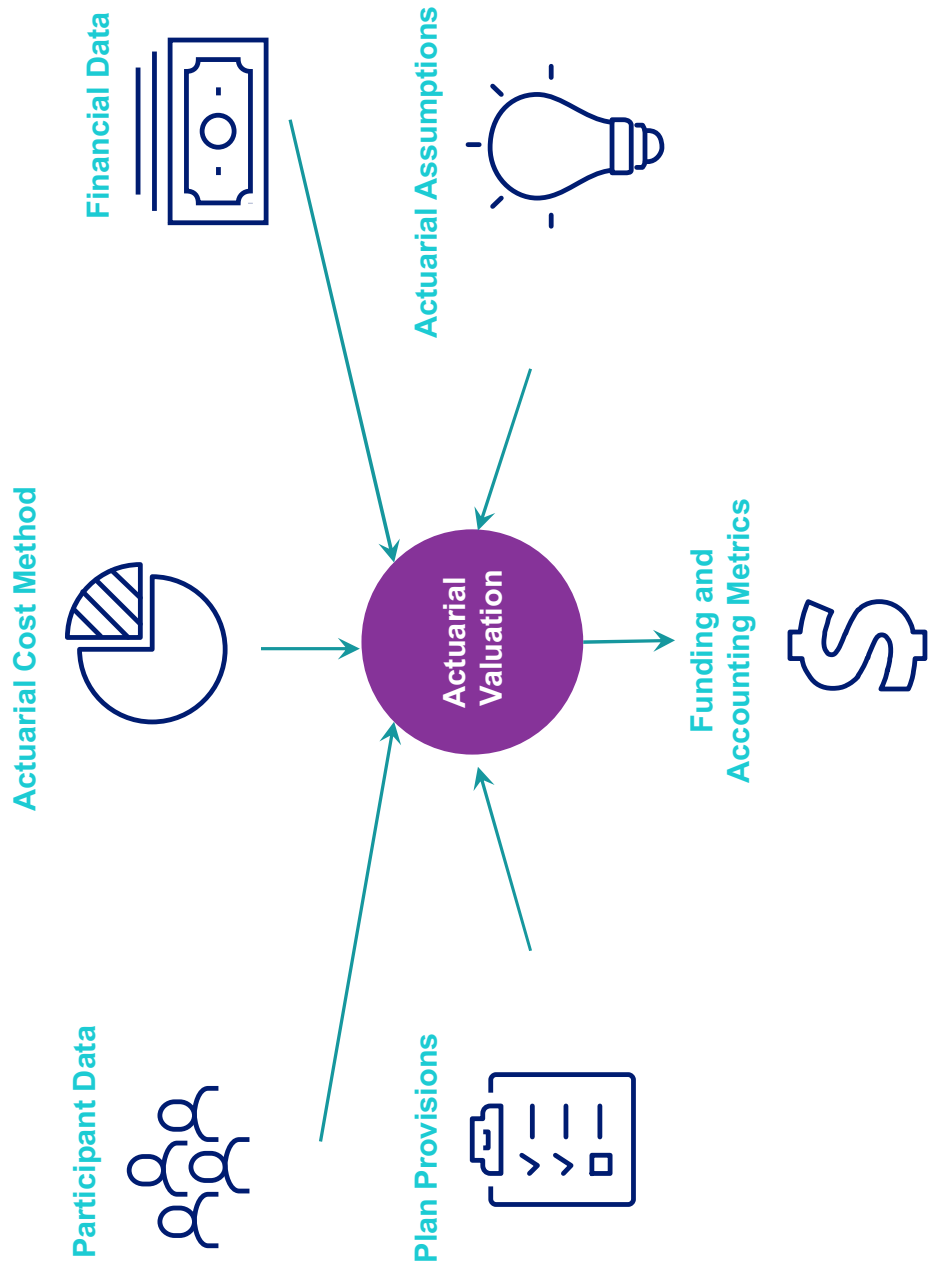
- **Actuarial Accrued Liability (AAL)** – For active participants, the equivalent of the accumulated normal costs allocated to the years before the valuation date. For annuitants, the single-sum value of lifetime benefits, taking into account life expectancies appropriate to the ages of the annuitants and the interest that the sum is expected to earn before it is entirely paid out in benefits.
- **Actuarial Value of Assets (AVA)** – The value of the Fund’s assets as of a given date, used by the actuary for valuation purposes. This value is smoothed over 5 years in order to reduce the year-to-year volatility of calculated results, such as the funded ratio and the ADC.
- **Unfunded Actuarial Accrued Liability (UAAL)** – The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets.
- **Actuarially Determined Contribution (ADC)** – The employer’s periodic contribution, expressed as a dollar amount or a percentage of covered plan compensation, determined under the Plan’s funding policy. The ADC consists of the Employer Normal Cost and the Amortization Payment.
- **Employer Normal Cost** – Equal to the Total Normal Cost, plus assumed administrative expenses, less expected member contributions. The Normal Cost is the portion of the Actuarial Present Value of pension plan benefits and expenses allocated to the valuation year.
- **Amortization Payment** – The portion of the ADC that is designed to pay interest on and to amortize the Unfunded Actuarial Accrued Liability (21 years remaining as of July 1, 2022)
- **Amortization Method** – A method for determining the Amortization Payment. East Hartford uses the Level Percentage of Pay method where the Amortization Payment is one of a stream of increasing payments that increase at 3.25% annually.

Ultimate Cost of Retirement Plan

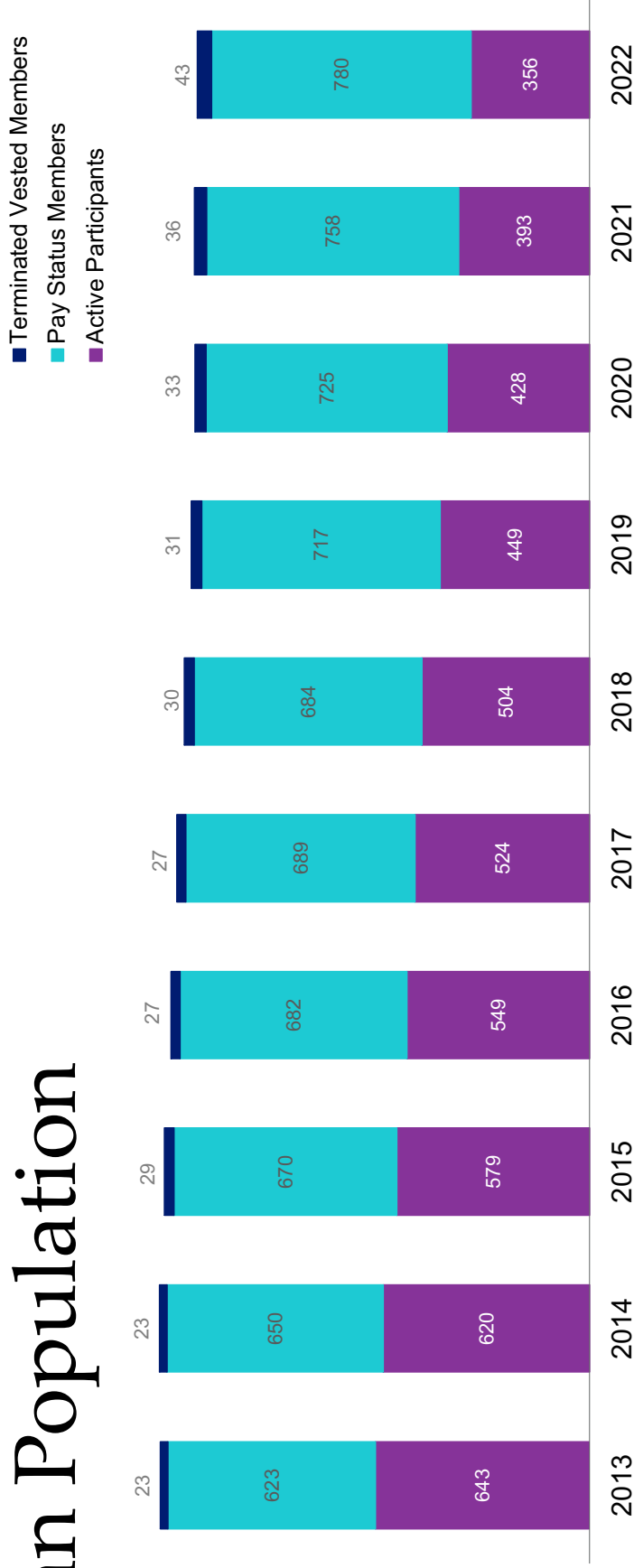


$$\text{ULTIMATE TOTAL COST} = \text{Benefits Paid} + \text{Expenses} - \text{Employee/Retiree Contributions} - \text{Investment Income}$$

How are the Annual Plan Costs Determined?



Plan Population



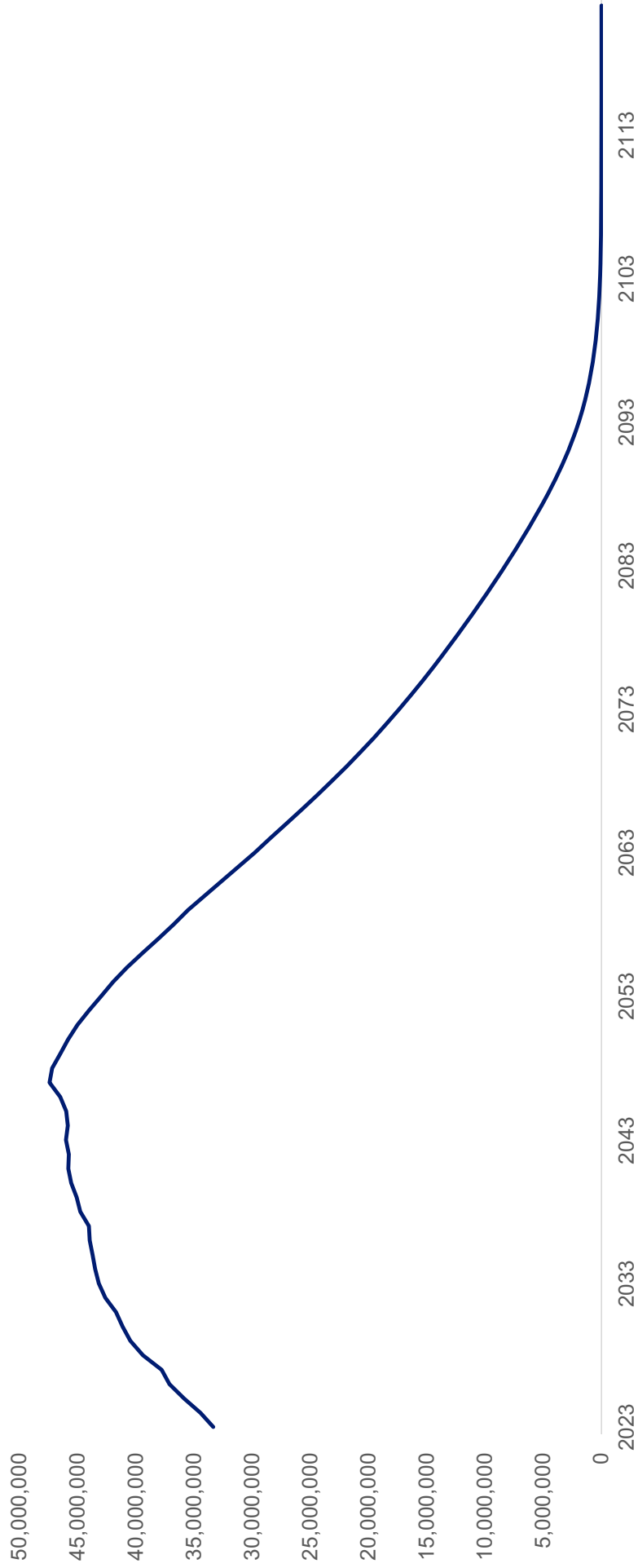
- The Plan was closed to new General employee and BOE entrants on July 1, 2006.
- The Plan was closed to Paraprofessional employees on July 1, 2015.
- The Plan is still open to Police, Fire and Dispatchers employees.
- The population of retirees and beneficiaries has generally grown over time.
- The terminated vested population has slowly grown over time, but overall counts remain low.
- As of July 1, 2022, there are 67 terminated non-vested former employees due a refund of employee money.
- The overall population has generally decreased over time.

Plan Population by Group

	General (Town & BOE)				
	Paras	Fire	Police	Dispatch	
July 1, 2021 Counts	497	271	262	26	
Additions to the plan (e.g. new hires, alternate payees, etc.)	1	7	14	1	
Left the plan (e.g. death, lump sum, etc.)	16	2	9	0	
July 1, 2022 Counts	482	276	267	27	

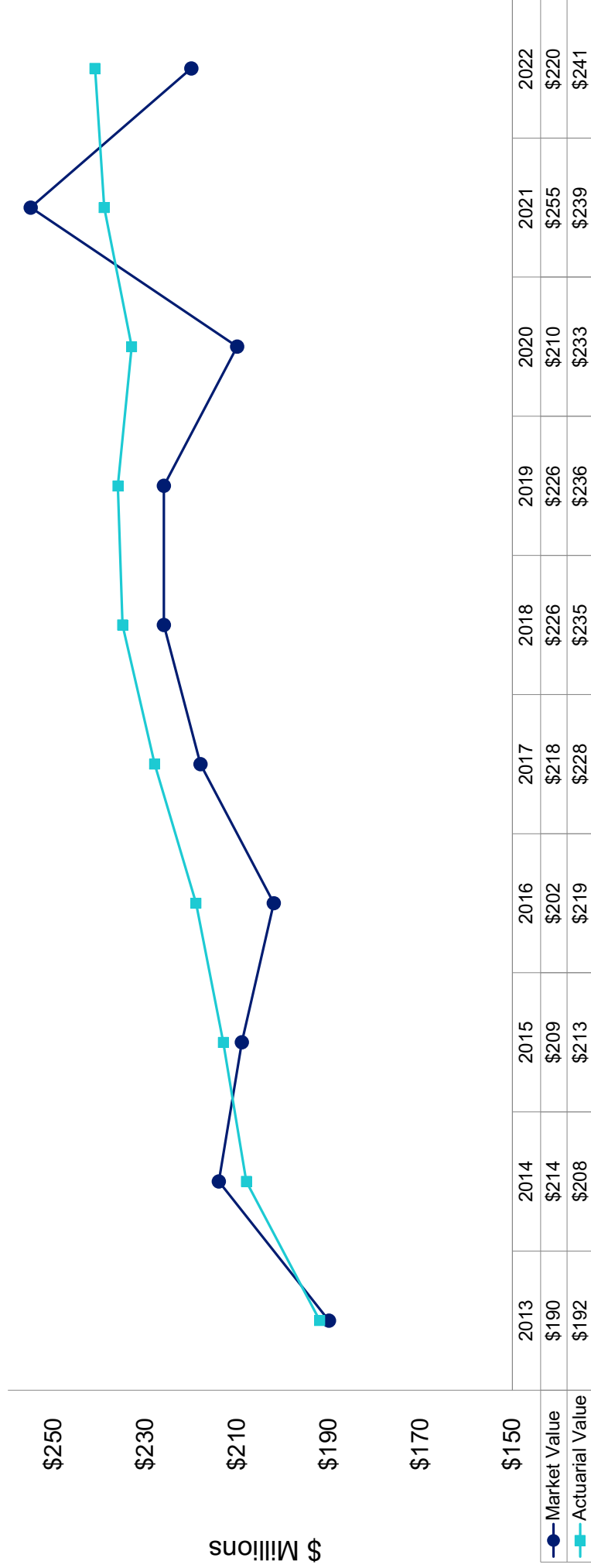
- Because the Town & BOE and Paraprofessional groups are closed to new hires, membership in these groups continues to decline.
- Membership in the Fire, Police, and Dispatch groups has remained relatively stable over time.

Annual Benefit Payments – Closed Group



- Peak benefit payments of \$47,400,000 are expected to occur in the year ending June 30, 2047.

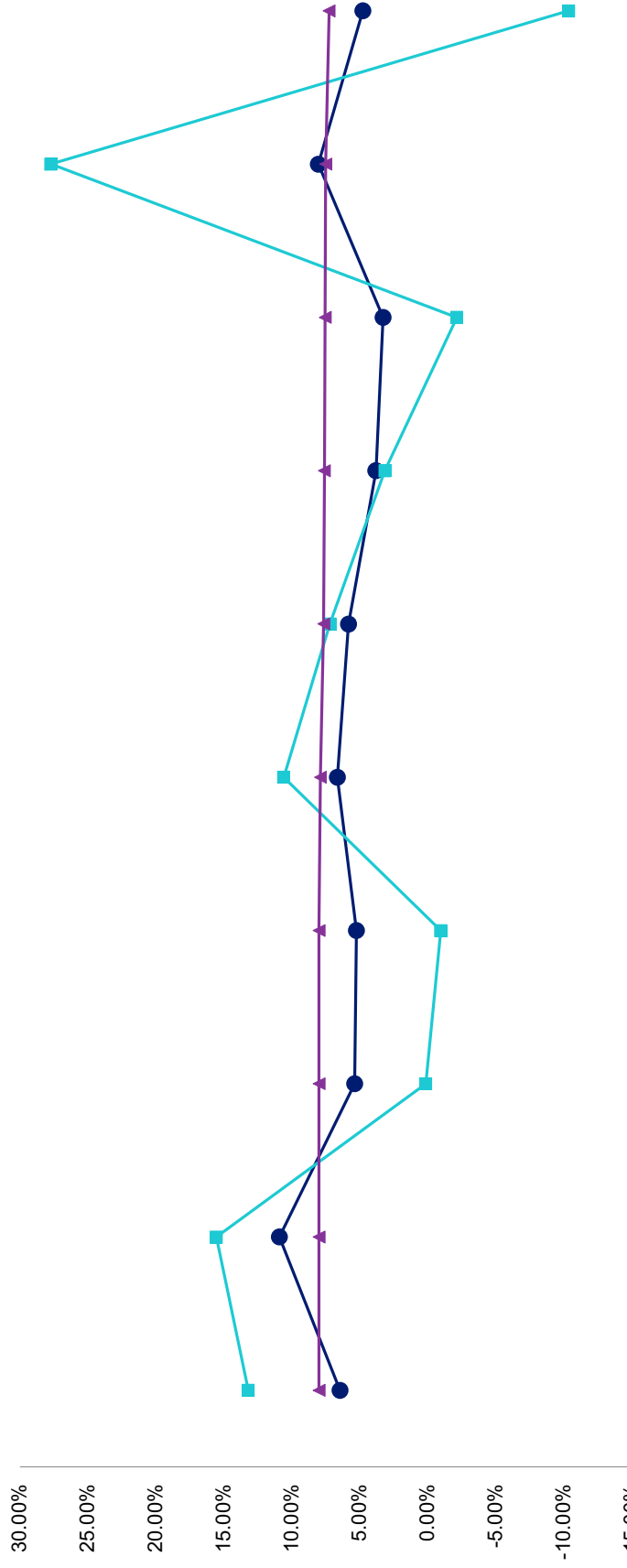
Plan Asset Values as of July 1



Actuarial Value of Assets is based on a 5-year average of the Market Value

As of June 30, 2022, there are \$21.0M in investment losses to be reflected in future years with a \$35.2M loss caused by 2021/2022 plan year

Plan Assets – Investment Return



	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
AVA Return	8.00%	10.91%	5.38%	5.25%	6.65%	5.82%	3.81%	3.29%	8.05%	4.77%
MVA Return	13.20%	15.55%	0.14%	-0.94%	10.60%	7.20%	3.16%	-2.13%	27.72%	-10.35%
Prior Assumed Return	8.00%	8.00%	8.00%	8.00%	7.90%	7.65%	7.60%	7.55%	7.50%	7.25%
Difference (MVA - assumed)	5.20%	7.55%	-7.86%	-8.94%	2.70%	-0.45%	-4.44%	-9.68%	20.22%	-17.60%

Returns on the AVA generally below the assumption, demonstrating that the assumed return should be lowered



Determination of Actuarial Value of Assets for Year Ended June 30, 2022

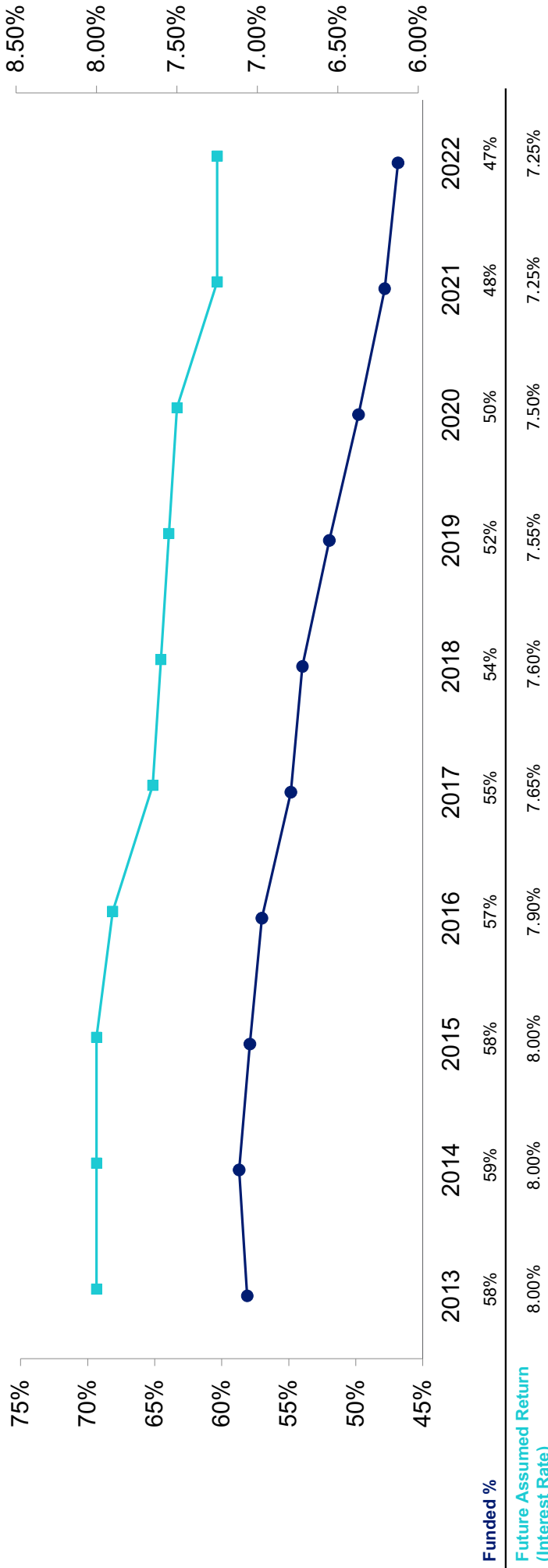
	Actual AVA Returns	Actual MVA Returns	Initial Gain/(Loss) ¹	Percent Deferred ²	Unrecognized Amount ³	
1. Market value of assets , June 30, 2022						\$219,631,604
2. Calculation of unrecognized return						
(a) Year ended June 30, 2022	4.77%	-10.35%	(\$44,061,969)	80%	(\$35,249,575)	
(b) Year ended June 30, 2021	8.05%	27.72%	41,351,663	60%	24,810,999	
(c) Year ended June 30, 2020	3.29%	-2.13%	(21,349,837)	40%	(8,539,934)	
(d) Year ended June 30, 2019	3.81%	3.16%	(9,876,170)	20%	(1,975,234)	
(e) Year ended June 30, 2018	5.82%	7.20%	(957,333)	0%	0	
(f) Total unrecognized return						(\$20,953,744)
3. Actuarial value of assets as of June 30, 2022: (1) – (2f)						\$240,585,348
4. Expected return on actuarial value of assets:						\$16,982,265
5. Actual return on actuarial value of assets:						\$11,172,922
6. Investment gain/(loss): (5) - (4)						(\$5,809,343)
7. Change in ADC due to investment gain/(loss): (6) / Amortization Factor x 1.0325						\$407,000

¹ Total return minus expected return on a market value basis

² Percent deferred applies to the current valuation year

³ Recognition at 20% per year over five years

Funded Status



- Funded status each July 1 is the actuarial value of assets (AVA) divided by the actuarial accrued liability (AAL).
- Assumed rate of return affects the AAL and actuarially determined contribution for the following fiscal year.

Actuarially Determined Contribution (ADC)

	FYE 2023 ADC July 1, 2021 Val 7.25% Interest	FYE 2024 ADC July 1, 2022 Val 7.25% Interest
1) Net Employer Normal Cost	\$3,640,000	\$3,490,000
2) Actuarial Accrued Liability	\$499,630,000	\$513,480,000
3) Market Value of Assets (Funded %)	\$255,190,000 (51%)	\$219,630,000 (43%)
4) Actuarial Value of Assets (Funded %)	\$239,060,000 (48%)	\$240,590,000 (47%)
5) Unfunded Actuarial Accrued Liability (UAAL): (2) – (4)	\$260,570,000	\$272,890,000
6) Amortization of UAAL *	\$17,150,000	\$18,510,000
7) ADC: (1) + (6) (adjusted for timing)	\$21,460,000	\$22,720,000

*assumes 3.25% increase in amortization payments

Other than interest rate change noted above, the July 1, 2022 results reflect the following assumption / plan changes since the July 1, 2021 valuation:

- The interest crediting rate assumption for employee contributions was increased from 2.00% to 3.00%
- The male mortality tables were projected an additional year

Change in Actuarially Determined Contribution (ADC)

ADC for Fiscal Year ending June 30, 2023	\$21,464,000
Expected Amortization Increase (based on 3.25% payroll growth) ¹	575,000
Change Due to Demographic Experience ²	216,000
Change Due to Recognition of Investment Loss ³	407,000
Change Due to Assumptions (summarized on page 12)	72,000
Other Plan Actuarial Experience	(16,000)
Total Increase	<u>1,254,000</u>
ADC for Fiscal Year Ending June 30, 2024	\$22,718,000



- ¹ Final year expected amortization increase is \$1.19 million compared to \$0.58 million for current year.
² Includes gains and losses due to mortality, pay, turnover, and retirement different than expected.
 (Net loss was about \$3M; assumptions 99.5% accurate)
³ See page 10 for details.

Actuarially Determined Contribution (ADC) by Employee Type

		Employee Type					
	Fiscal Year Ending	General	Police	Fire	Para	Dispatchers	Total
ADC at 7.25%	June 30, 2023	\$5.8M	\$7.4M	\$7.7M	\$0.4M	\$0.2M	\$21.5M
ADC at 7.25%	June 30, 2024	\$6.0M	\$8.0M	\$8.1M	\$0.4M	\$0.2M	\$22.7M

Town Contributions

Year Ended June 30,	Actuarially Determined	Actual
2019	\$15,430,438	\$15,430,456
2020	\$16,416,732	\$16,414,737
2021	\$17,508,860	\$17,508,860
2022	\$18,964,310	\$18,964,310
2023	\$21,464,439	TBD
2024	\$22,718,000	TBD

- Town contribution for year ended June 30, 2024 is based on an Assumed Rate of Return of 7.25% and amortization increase of 3.25%
- The portion of the contribution attributable to the Paraprofessionals group is \$390,000

Assumptions, Provisions, and Methodologies

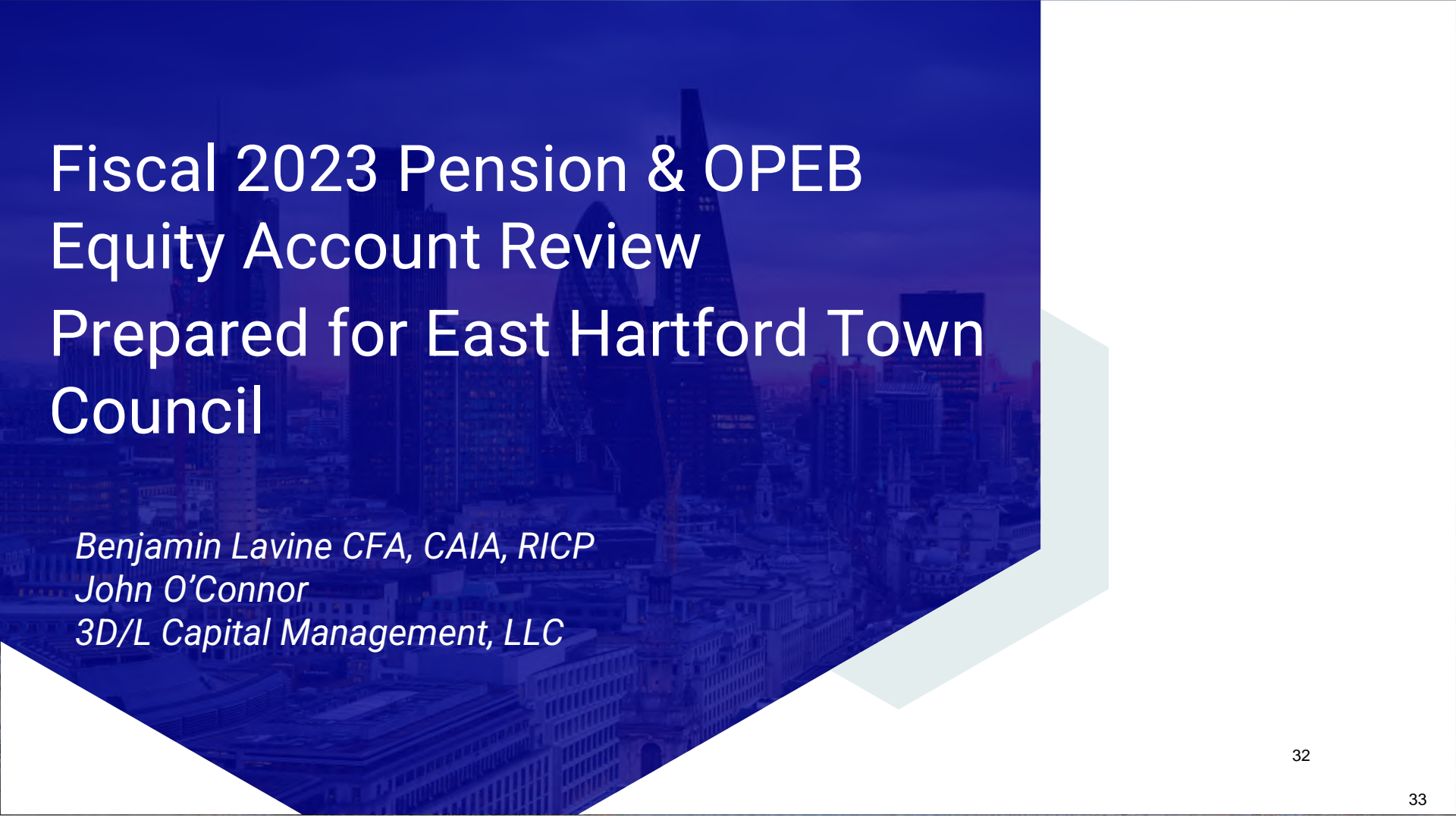
Preliminary ADC results are based on updated June 30, 2022 data. The plan provisions, assumptions, and methodologies used are the same as those noted in the July 1, 2021 valuation report (dated March 30, 2022), except as noted on page 12.

Future actuarial measurements may differ significantly from the current measurements due to such factors as the following: experience that deviates from the assumptions, changes in assumptions, increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional contribution requirements based on the plan's funded status) and changes in plan provisions or applicable law.

Segal valuation results are based on proprietary actuarial modeling software. The actuarial valuation models generate a comprehensive set of liability and cost calculations that are presented to meet regulatory, legislative and client requirements. Our Actuarial Technology and Systems unit, comprised of both actuaries and programmers, is responsible for the initial development and maintenance of these models. The models have a modular structure that allows for a high degree of accuracy, flexibility and user control. The client team programs the assumptions and the plan provisions, validates the models, and reviews test lives and results, under the supervision of the responsible actuary.

The projected costs contained in this presentation are intended to illustrate possible future events for your plans. They are based on various assumptions as to future events, and may not be appropriate for purposes other than those stated. Other assumptions could generate different results. Actual amounts will deviate from projected values to the extent the actual experience differs from the assumptions used in the projections. Estimates shown in the projections should be considered as point estimates within a wide range of results. A more detailed risk assessment should be performed. We are prepared to work with the Town to model additional scenarios.

The actuarial calculations were directed under Henry Nearing's supervision. He is a member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein. To the best of his knowledge, the information supplied in this presentation is complete and accurate. Further, in his opinion, the assumptions (other than the expected return on assets) as approved by the Town are reasonably related to the experience of and the expectations for the Plan.



Fiscal 2023 Pension & OPEB Equity Account Review Prepared for East Hartford Town Council

*Benjamin Lavine CFA, CAIA, RICP
John O'Connor
3D/L Capital Management, LLC*

3D/L Capital Management, LLC Disclosures

Date: 2/3/2023

This presentation has been created by 3D/L Capital Management, LLC. (“3D/L”). For information about 3D/L, its services and its fee structure, please refer to 3D/L’s Form ADV Part 2A before investing. A copy may be requested by calling 860.291.1998. All material presented was compiled from sources believed to be reliable and current, however the accuracy cannot be guaranteed. This material is intended for educational purposes and does not constitute an offer to sell or a solicitation of an offer to purchase interests in any investment vehicles or securities.

3D/L employs indexing strategies using no-load institutional share class mutual funds and exchange-traded funds (“ETFs”) to structure globally diversified portfolios. The 3D/L strategies are based on Fama/French capital market research and CRSP data provided by the Center for Research in Security Prices, University of Chicago. 3D/L’s strategic investment approach is a solution designed for fiduciary stewards of qualified retirement plans including defined benefit, 401(k), money purchase and profit-sharing plans, in which 3D/L serves as an ERISA section 3(38) defined “investment manager”. 3D/L also offers separately managed investment accounts to individual investors, family trusts and IRA accounts through a nationwide network of select financial professionals who serve the broad investment and financial planning needs of their clients.

This presentation also includes historical index performance. Investors cannot invest directly in an index. Indexes have no fees. Historical performance does not reflect trading in actual accounts and does not take into account transaction costs or other expenses associated with the management of actual portfolios. Actual performance of client accounts may also differ from the model allocations shown due to timing of cash flows in and out of a client’s account. Performance figures assume reinvestment of dividends and capital gains with annual portfolio rebalancing. The information in this presentation is provided solely as background information and these materials should not be copied, reproduced, duplicated, or transmitted without prior written consent of 3D/L Capital Management, LLC.



Firm Overview

- ◆ Founded as 3D Asset Management (now 3D/L Capital Management, LLC) in 2006 – AUM/AUA: \$708 Million (as of 12/31/22). 3D/L is based in Hartford, CT.
- ◆ 3D/L manages risk-based strategic and tactical asset allocation models using cost effective exchange-traded funds (“ETFs) and Dimensional Fund Advisors’ (“DFA”) institutional funds .
- ◆ 3D/L provides Turnkey Asset Management Program (3DMAP) services to independent financial advisors and broker/dealers.
- ◆ 3D/L offers managed portfolios for institutional clients, 401(k) retirement plan sponsors and participants and wealth management clients.

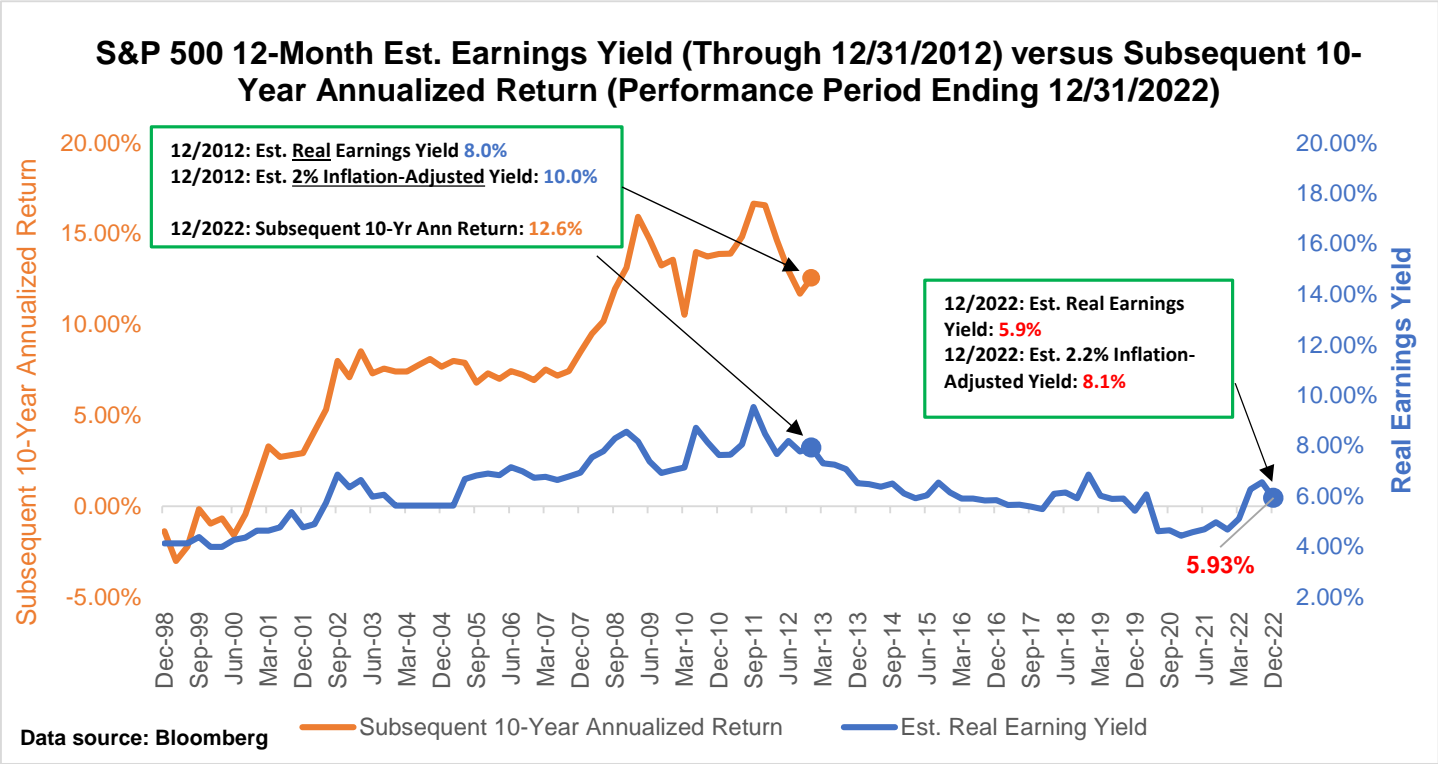


Equity Outlook: Lower Expected Returns

- ◆ In calendar year 2022, the S&P 500 returned -18.1% following a 28.7% return in 2021.
- ◆ Starting valuations should matter: the price that you pay today is what will largely determine what you earn over the long run.
- ◆ On **6/30/2012**, the forward price/earnings (P/E) multiple of the S&P 500 was 12.2x, which translates into an inflation-adjusted earnings yield of 8.2%. Add 2% inflation, this comes out to a **10.2%** nominal annualized return forecast.
- ◆ For the 10 years ending **6/30/2022**, the S&P 500 Index returned an annualized **13.0%** (nominal terms).
- ◆ **Notwithstanding 2022's downturn, today's market returns continue to enjoy tailwinds of lower valuations 10 years ago.**



Enjoying the Tailwinds of Cheaper Valuations From 10 Years Ago



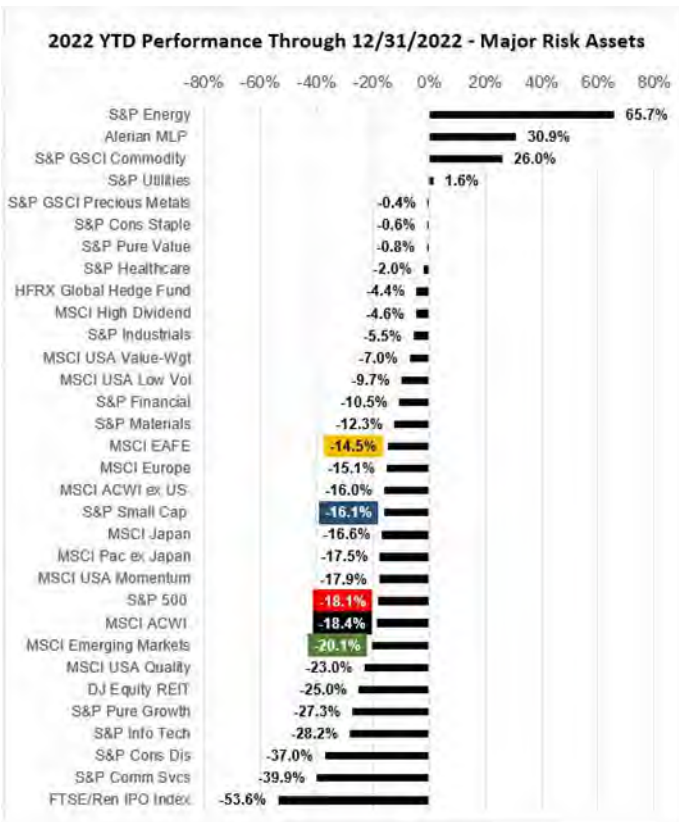
The Base Case for Longer-Term Expectations

- ◆ Over the past 140 years*, the US Stock Market P/E averaged **15x**, which corresponds to a **6.7%** real rate of return on stocks. This is roughly the rate of return realized over this period.*
- ◆ At year-end 2022, the S&P 500 traded at **16.9x** Forward P/E, which corresponds to a **5.9%** real rate of return on stocks (**8.1%** if you assume 2.2% inflation).
- ◆ At year-end 2022, the Bloomberg US Aggregate Bond Index yielded **4.6%**.
- ◆ A 65% / 35% U.S. Equity / Bond allocation implies a long-run nominal expected rate of return **6.9%**.
- ◆ To arrive at a nominal 7% expected return, the S&P would need to trade at 14x P/E and the investment grade bond market yielding 3.0%.

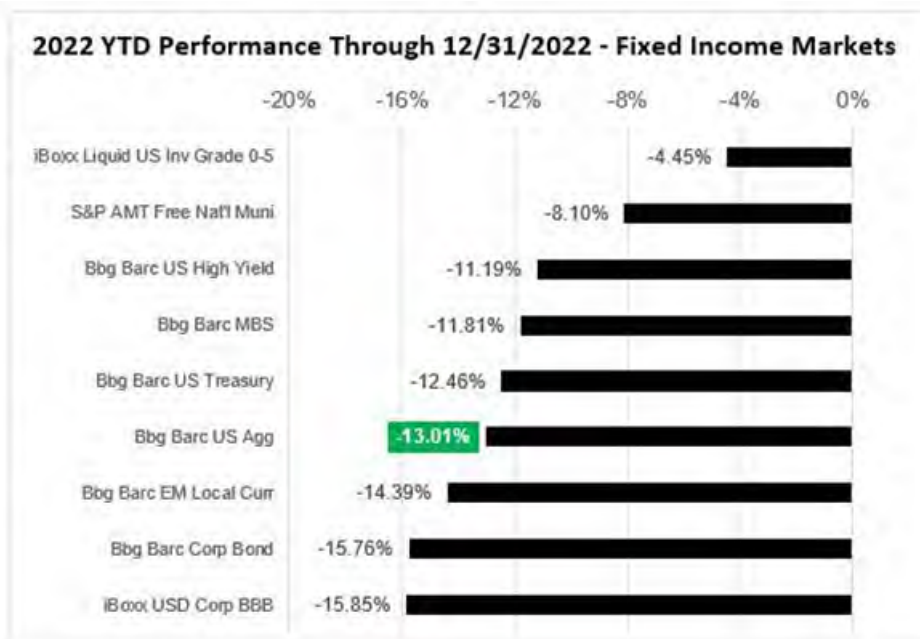
* Source: Siegel, Jeremy J., Univ of Pennsylvania (Wharton), "Stocks, Bonds and Future Returns", 2/1/2018 citing S&P Global Research (1/18/2018)



2022: A Challenging Year for Both Stocks and Bonds



Source: Bloomberg



East Hartford Pension and OPEB – Asset Allocation (12/31/2022)

	Portfolio Net	Bmark Net
Cash	0.40	0.00
US Stock	65.62	59.48
Non US Stock	33.92	40.47
Bond	0.00	0.00
Other	0.06	0.05
Not Classified	0.00	0.00
Total	100.00	100.00

Equity Investment Style %

	Large	Mid	Small
22	25	14	
9	9	3	
8	8	2	
Value	Core	Growth	
0-10	10-25	25-50	>50

	Portfolio %	Bmark %
Defen	24.64	22.94
Cons Defensive	7.93	7.50
Healthcare	11.64	12.54
Utilities	5.07	2.90
Sens	37.57	42.08
Comm Svcs	4.31	7.33
Energy	6.18	5.39
Industrials	13.56	10.08
Technology	13.52	19.28
Cycl	37.80	34.99
Basic Matls	6.13	4.95
Cons Cyclical	10.65	10.72
Financial Svcs	17.78	16.58
Real Estate	3.24	2.74

	Portfolio %	Bmark %
Americas	68.61	63.75
North America	67.42	62.67
Central/Latin	1.19	1.08
Greater Asia	17.43	17.73
Japan	5.92	5.51
Australasia	1.03	2.12
Asia Developed	4.26	4.18
Asia Emerging	6.22	5.92
Greater Europe	13.96	18.52
United Kingdom	3.35	4.07
Europe Developed	8.93	12.91
Europe Emerging	0.28	0.18
Africa/Middle East	1.40	1.36

Data source: Morningstar 12/31/2022.

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Fiscal Year 2022 Performance – Pension and OPEB

Name	Group Inception	Beginning Market Value	Ending Market Value	Period	Rolling 1-Year	Rolling 3-Year	Rolling 5-Year	Rolling 10-Year	Inception
CASH-Pen Trust	2008-11-11	4,577,973	356,872	0.01	0.01	0.14	0.28	0.15	0.14
INVESTMENT-Pen Trust	2008-11-03	166,291,656	133,320,734	-10.99	-10.99	3.95	4.64	7.70	9.91
<i>MSCI ACWI (TR Net)</i>	2008-11-11			-15.75	-15.75	6.21	7.00	8.76	9.63
<i>Bloomberg 1-3 Month T-Bill</i>	2008-11-03			0.18	0.18	0.57	1.05	0.60	0.47
OPEB-Pen Trust	2009-06-22	9,525,222	8,684,844	-10.79	-10.79	3.79	4.30	7.70	9.79
<i>MSCI ACWI (TR Net)</i>	2009-06-22			-15.75	-15.75	6.21	7.00	8.76	9.44

The performance returns stated above are gross of fees through 6/30/2022.



12/31/2022 Performance – Pension and OPEB

Name	Group Inception	Beginning Market Value	Ending Market Value	Period	Rolling 1-Year	Rolling 3-Year	Rolling 5-Year	Rolling 10-Year	Inception
CASH-Pen Trust	2008-11-11	356,872	6,968,845	0.19	0.19	0.10	0.30	0.16	0.15
INVESTMENT-Pen Trust	2008-11-03	133,320,734	139,361,751	4.92	-11.06	3.18	3.41	7.47	9.91
<i>MSCI ACWI (TR Net)</i>	2008-11-11			2.28	-18.36	4.00	5.23	7.98	9.45
<i>Bloomberg 1-3 Month T-Bill</i>	2008-11-03			1.36	1.52	0.70	1.22	0.73	0.55
OPEB-Pen Trust	2009-06-22	8,684,844	8,138,478	4.03	-11.23	2.79	2.98	7.21	9.73
<i>MSCI ACWI (TR Net)</i>	2009-06-22			2.28	-18.36	4.00	5.23	7.98	9.25

The performance returns stated above are gross of fees through 12/31/2021.



Questions?



FIDUCIENT
Advisors

Helping Clients Prosper

Town Council Meeting

East Hartford

February 2023

Table of Contents



Section 1	Firm and Market Update
Section 2	Fixed Income Investment Review
Section 3	Asset Allocation Summary Analysis

Firm and Market Update

Fiducient Advisors At A Glance

Helping Clients Prosper

Placing client interests first
 Delivering personalized service
 Driving decisions and results

Who We Serve

401(k) and **403(b)** Plans
Defined Benefit and
Cash Balance Plans
Endowments and **Foundations**
Individuals and **Families**
Financial Institutions

Why Choose Fiducient Advisors?

ZERO proprietary investments or commissions
14 years average associate industry experience
>16% of associates are owners

A Look Forward... Beyond Investments

Advancing **diversity**, equity and inclusion
Mission-aligned investing
 Supporting **charities** and communities
Job creation and internship programs

Who We Are

27+ years servicing clients
200+ Associates
7 Locations
1,000+ clients
80 Research & Analytics Professionals
2,400+ Meetings with
 Investment Managers annually

**"Large Enough to Serve,
 Small Enough to Care"**

Our Clients

275+ Endowments & Foundations
550+ Defined Contribution Plans
150+ Defined Benefit Plans
500+ Private Wealth Clients
40+ Family Offices
60+ Financial Institutions

For more information, contact us at 800.392.9998

Information and assets under advisement as of June 30, 2022 are approximate. Headcount and ownership as of January 1, 2022, percentages are approximate. There may be overlap in responsibilities of some research professionals. Manager interactions counted from January 2021-December 2021. On December 31, 2020, Fiduciary Investment Advisors LLC merged with Fiducient Advisors LLC (formerly known as DiMeo Schneider & Associates, L.L.C.). Information prior to 2020 is representative of Fiducient Advisors, which started conducting business in 1995.



CT Public Funds We Serve



As of January 1, 2023. The CT public fund clients listed have granted written permission to Fiducient Advisors to include their names. It is not known whether clients listed approve or disapprove of Fiducient Advisors' advisory services provided. References provided upon request.

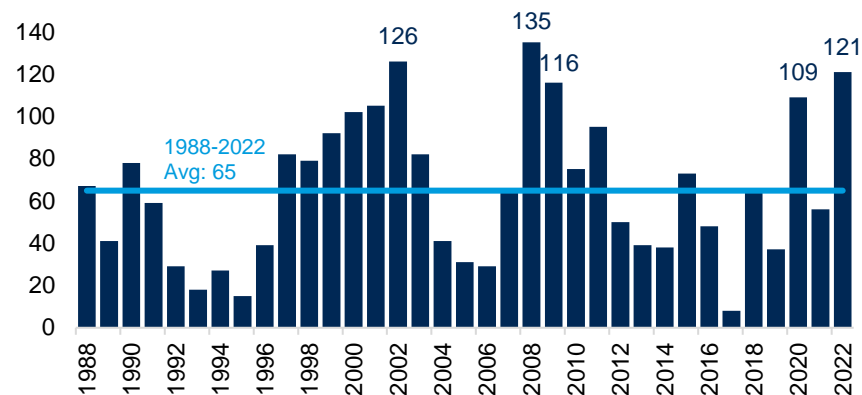


Market Themes

1. High inflation, which catalyzed the Fed's hike campaign, fears of recession and geopolitical risks all contributed to the elevated volatility environment in 2022. We expect volatility to persist in 2023 and the abnormally low volatility regime of the last decade may be over.
2. Returns in 2022 were driven by multiple compression, which typically precede earnings declines in the business cycle. While difficult to call the bottom, we believe we are closer to the bear market end rather than the beginning.
3. The Bloomberg Agg Bond Index had its worst year on record, but the pain from falling prices pushed yields to levels not seen in nearly 15 years making prospective fixed income returns more compelling.

Number Of Days With S&P 500 Return At Least +/- 1%

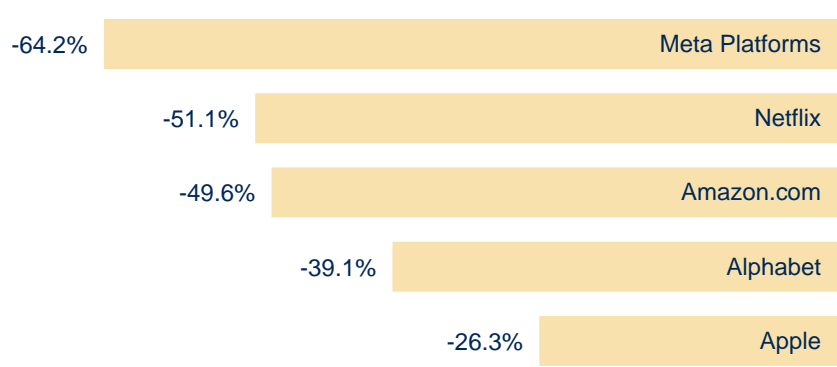
The S&P 500 had the most days of moving at least +/- one percent since the global financial crisis in 2008.



Sources: Fiducient Advisors analysis, Morningstar Direct. As of December 31, 2022.

FAANG Stocks Performance 2022

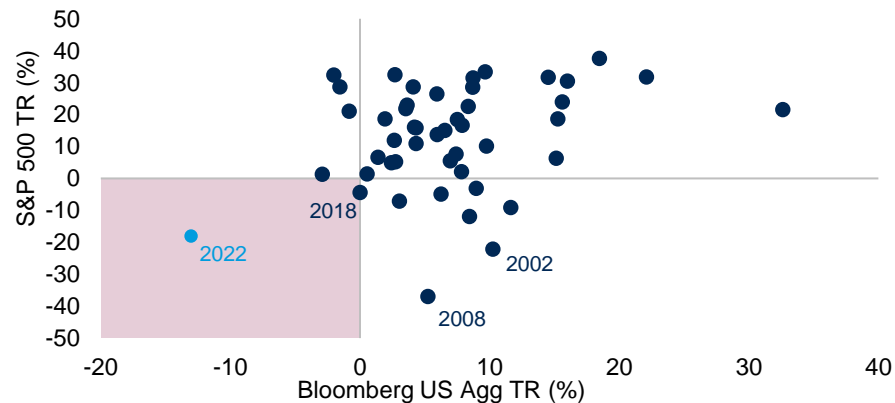
Multiple compression has been the driver of performance this year for equities and many higher P/E stocks have re-rated materially lower. The S&P 500 has seen modest earnings growth this year, however, if the energy component is removed, earnings for the S&P 500 are expected to decline by 1.8 percent in 2022.



Sources: Morningstar Direct, FactSet. As of December 31, 2022.

Nowhere To Hide In 2022 – Equity vs. Fixed Income Returns

2022 was the first year on record where both the Bloomberg Agg and S&P 500 indices experienced negative returns. The traditional diversification benefits of fixed income were muted in 2022, but with interest rates higher we expect this paradigm to revert to historical norms.



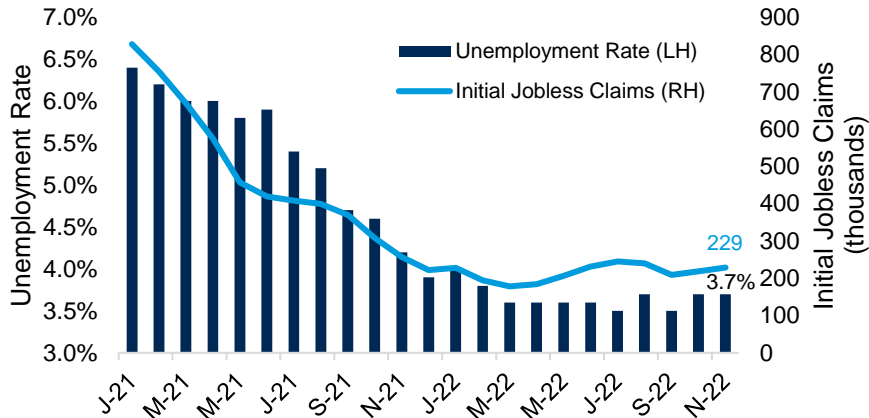
Source: Morningstar Direct. Calendar year data 1976 to 2022.



Economic Review

Tight Labor Market

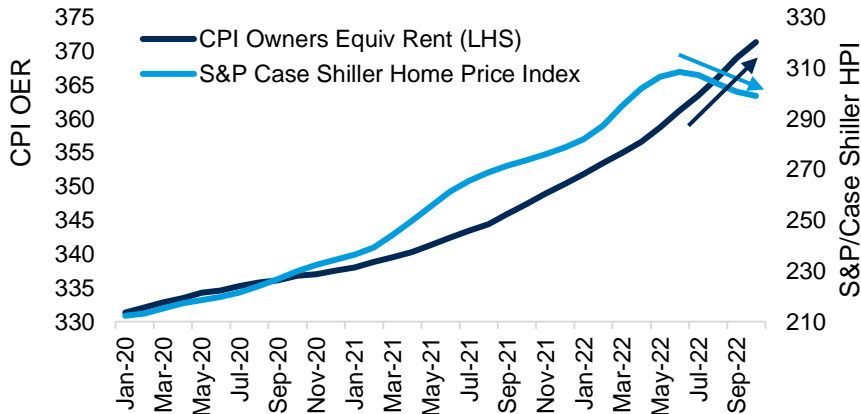
The U.S. labor market has been resilient, providing a solid foundation for the U.S. consumer, the backbone of the economy. However, strong labor data may support further Fed action in its effort to combat elevated inflation.



Sources: FactSet, DOL. As of November 30, 2022.

Will Rents Follow Home Prices?

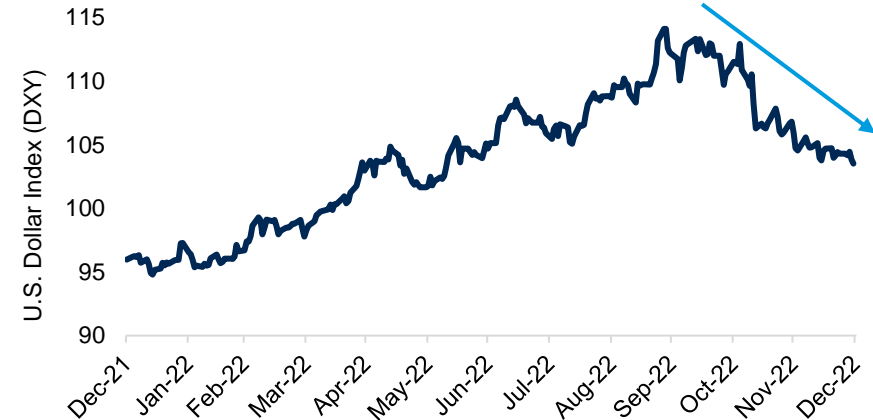
Tighter financial conditions have led to higher mortgages rates and subsequently lower home prices. However, owners equivalent rent, one of the primary components of CPI, has yet to show signs of slowing.



Sources: FactSet, BLS, S&P/Case Shiller. As of October 31, 2022

U.S. Dollar Falls of Recent Highs

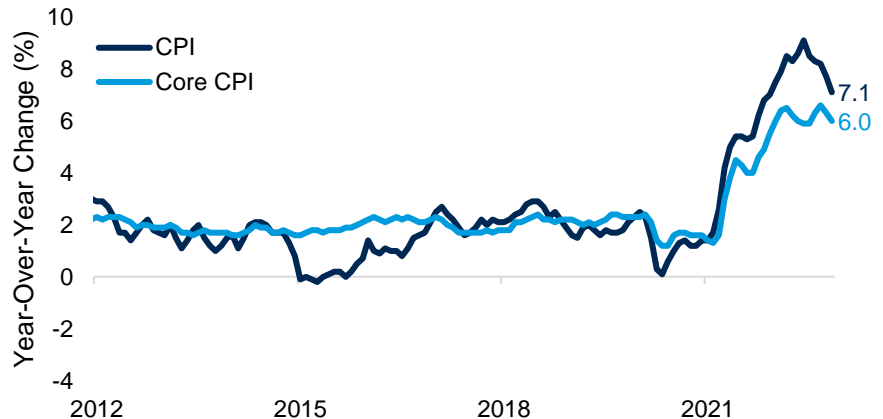
Softening inflation in the U.S., expectations for less hawkish Fed actions, and the BOJ shifting its yield curve control target higher led to a weakening U.S. dollar late in the year; DXY declined 7.7 percent in the fourth quarter.



Source: FactSet. As of December 31, 2022

U.S. Inflation

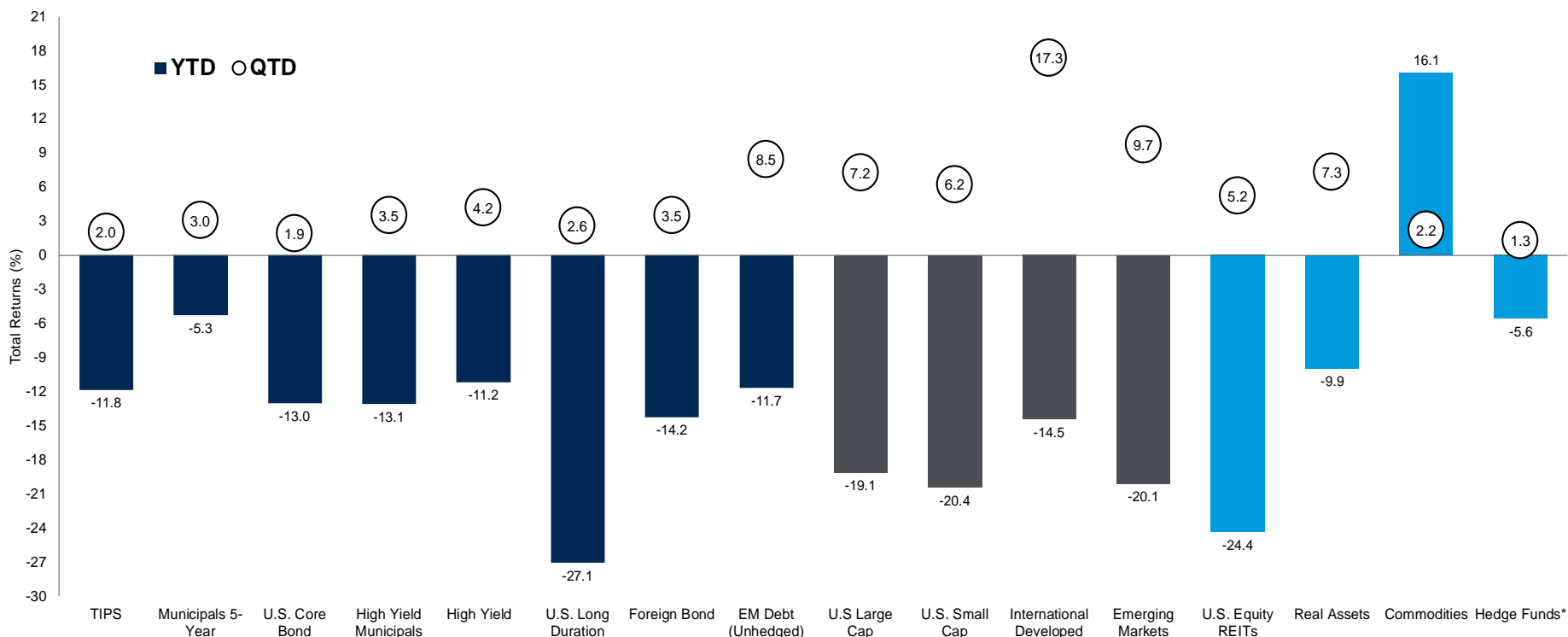
Inflation is trending lower. Fed policy impacts prices on a lagged basis and we may see inflation moderate further as its actions work through the system. The shelter component remains a driving factor as rents remain elevated.



Sources: FactSet, BLS. As of November 30, 2022.



Asset Class Returns



Source: Morningstar Direct. As of December 31, 2022. *Hedge fund returns as of November 30, 2022.

Fixed Income (4Q)

+ Lower inflation readings mid-quarter pushed rates lower and helped drive fixed income returns for the quarter. The Fed raised rates by 50 basis points in December, marking its seventh increase of the year.

+ Spread sectors generally outpaced governments in the quarter in the risk-on environment. High yield generated favorable returns.

+ A weaker U.S. dollar and favorable news out of emerging countries, in particular China on “zero-Covid”, helped propel non-US bond prices higher.

Equity (4Q)

+ Risk assets rallied in the fourth quarter, fueled by favorable inflation prints and expectations for subdued central bank action in 2023.

+ International developed markets had a standout quarter. Notable strength came from Europe as energy price concerns diminished and a weakening U.S. dollar provided further support.

+ Clarity around China’s “zero-Covid” policy provided a tailwind for the country and subsequently the broader EM space. Mexico also performed well on the back of positive economic news.

Real Asset / Alternatives (4Q)

+ Commodity markets rose modestly in the quarter and remain the standout for the calendar year. Industrial and precious metals drove returns, while energy detracted as prices continued to moderate from post-Russia invasion peaks.

+ REITs had a strong quarter. Retail oriented and data centers were among the top contributors while residential REITs declined.

+ Hedge Funds were modestly positive in the quarter and continue to provide favorable results relative to traditional equities and fixed income. 50

See disclosures for list of indices representing each asset class. Past performance does not indicate future performance and there is a possibility of a loss.

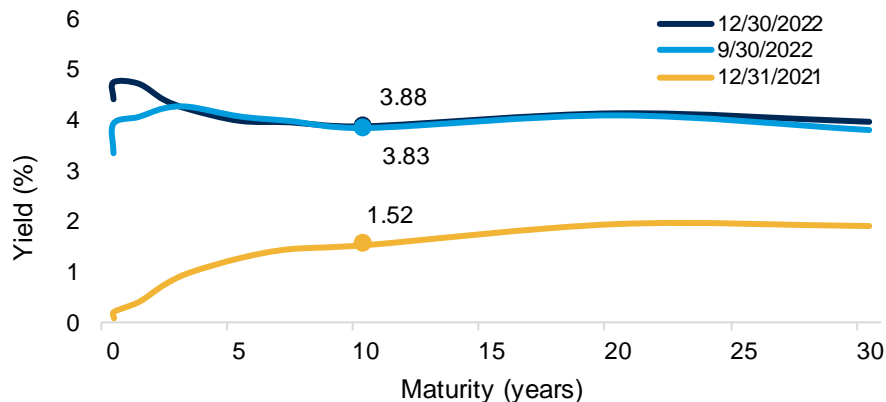
Indices cannot be invested in directly.



Fixed Income Market Update

U.S. Treasury Yield Curve

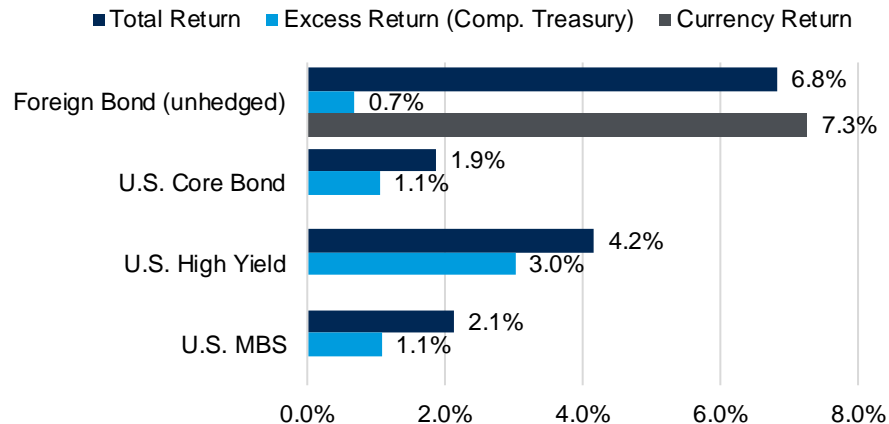
The Fed raised its target rate by 50 basis points in December, capping off the year with its seventh hike for a total of 425 basis points in 2022. Rates were volatile in the quarter as the 10-year pushed past 4.2 percent before falling below 3.7 percent and ultimately ending 5 basis points higher than it started.



Source: FactSet. As of December 30, 2022.

Index Performance Attribution (4Q 2022)

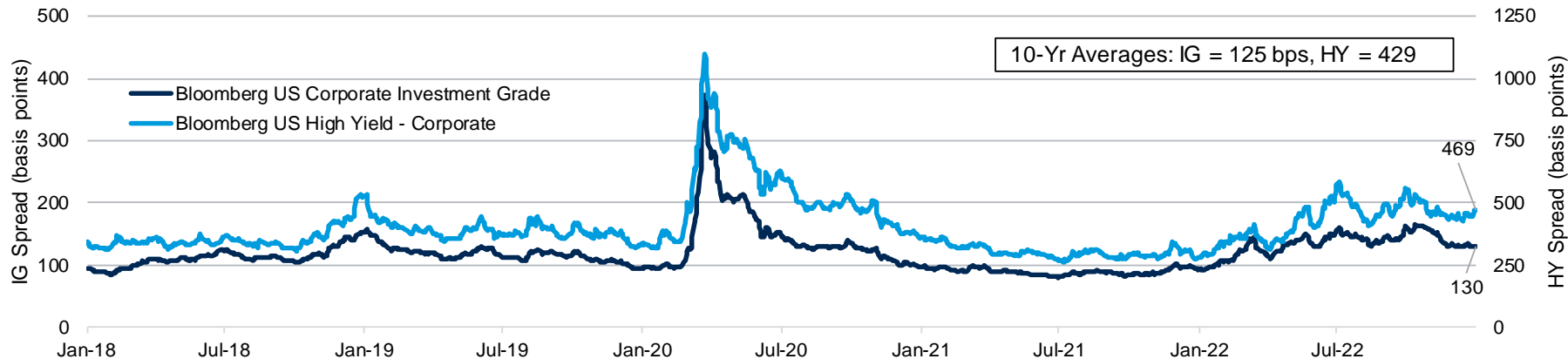
Spread sectors of the bond market outpaced Treasuries in the fourth quarter in the risk-on environment. A falling U.S. dollar against major currencies proved to be beneficial for non-U.S. bonds.



Source: FactSet. As of December 30, 2022.

Corporate Market Spreads – Trailing 5 Years

Corporate credit spreads were tighter during the fourth quarter. Investment grade spreads compressed 34 basis points while high yield spreads were 92 basis points lower. Risk-on sentiment helped fuel the sector. Additionally, limited issuance in both quality segments provided a technical tailwind.



Source: FactSet. As of December 30, 2022.

See disclosures for list of indices representing each asset class. Past performance does not indicate future performance and there is a possibility of a loss.

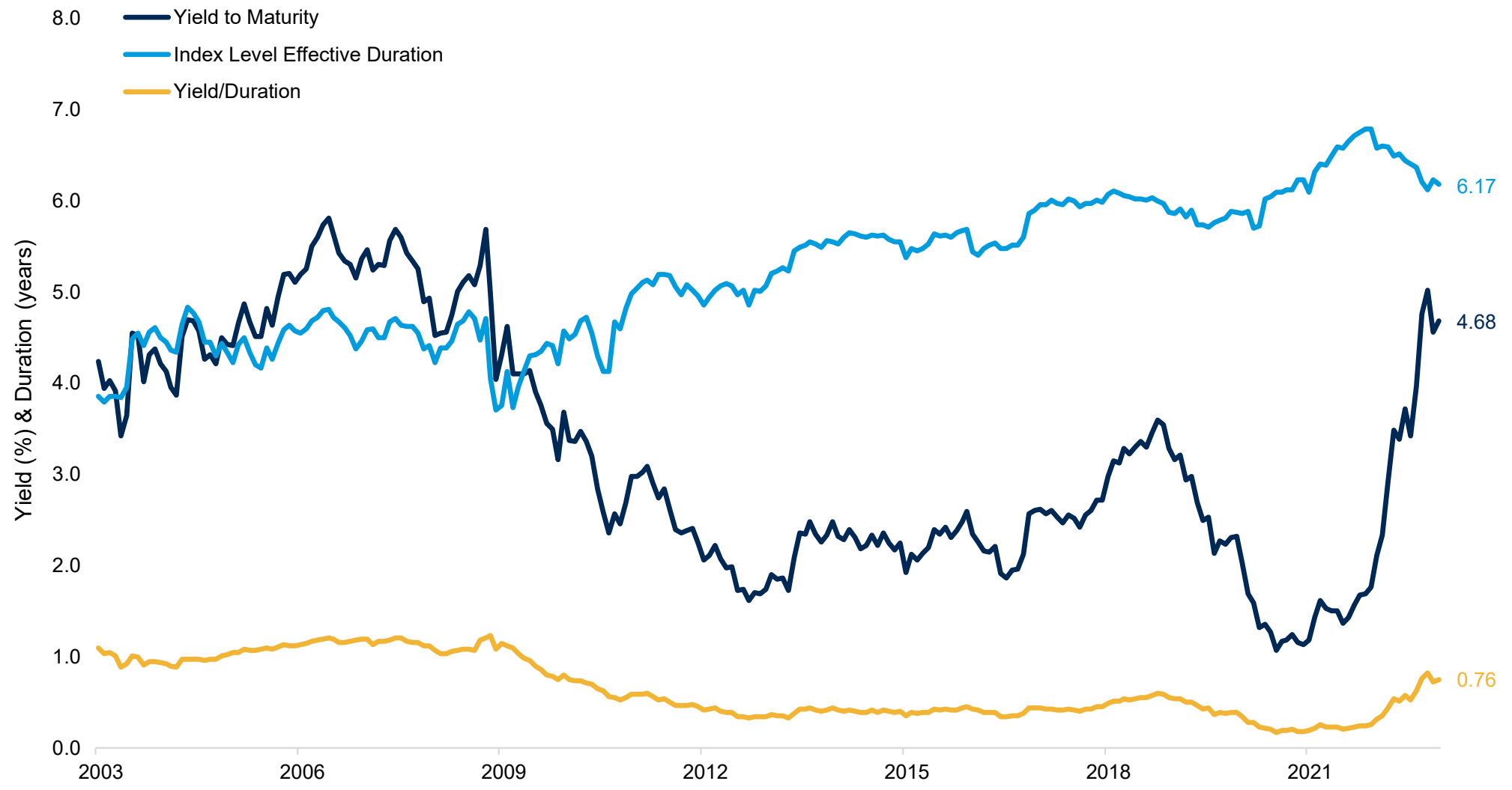
Indices cannot be invested in directly.

Fixed Income Investment Review



Bloomberg U.S. Aggregate Yield & Duration Profile

Bloomberg US Aggregate Bond Yield and Duration



Sources: FactSet, Bloomberg. As of December 30, 2022.



More Favorable Long-term Return Outlook for Fixed Income

Treasury Yields and Subsequent Fixed Income Performance



Sources: FactSet, Morningstar Direct, Fiducient Advisors. For the period January 1, 1976 to December 31, 2022.



Pension Allocation Review

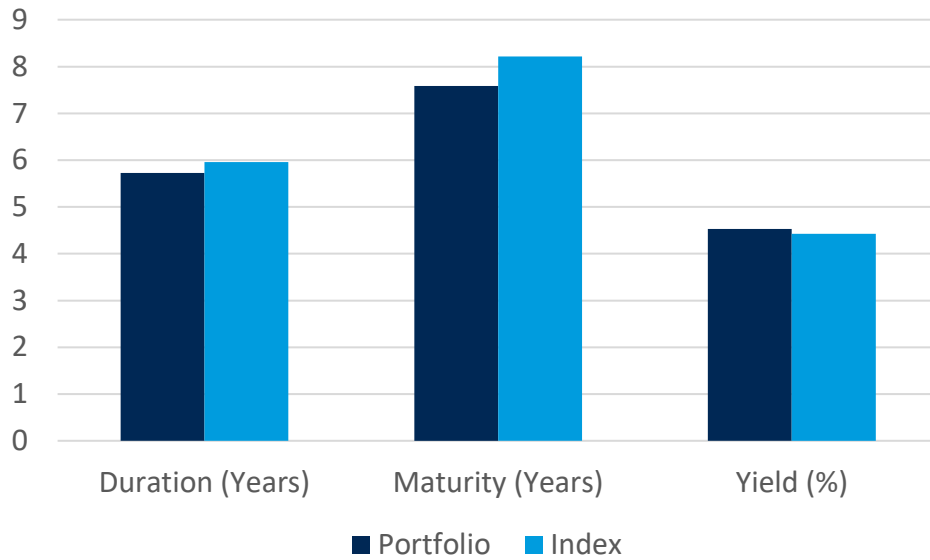
Investment Manager/Fund	Mandate	Market Value (\$)	Asset Allocation (%)	Target Allocation (%)
Vanguard Total Bond Market Index Instl	Index	\$18,012,470	22.3%	22.5%
Metropolitan West Total Return Plan Shares	Multi-Sector	\$22,174,017	27.4%	27.5%
Doubleline Total Return Bond Fund I	Amortizing Asset Focused	\$8,010,195	9.9%	10.0%
Loomis Sayles Investment Grade Bond N	Credit Focused	\$8,197,908	10.1%	10.0%
BlackRock Strategic Income Opportunities Fund Instl	Unconstrained/Flexible	\$18,699,699	23.1%	22.5%
BradywineGlobal Global Opps Bond Fund IS	Global	\$5,708,610	7.1%	7.5%
Fixed Income Total		\$80,802,899	100.0%	100.0%

Source: Schwab Institutional; all values as of 12/31/2022

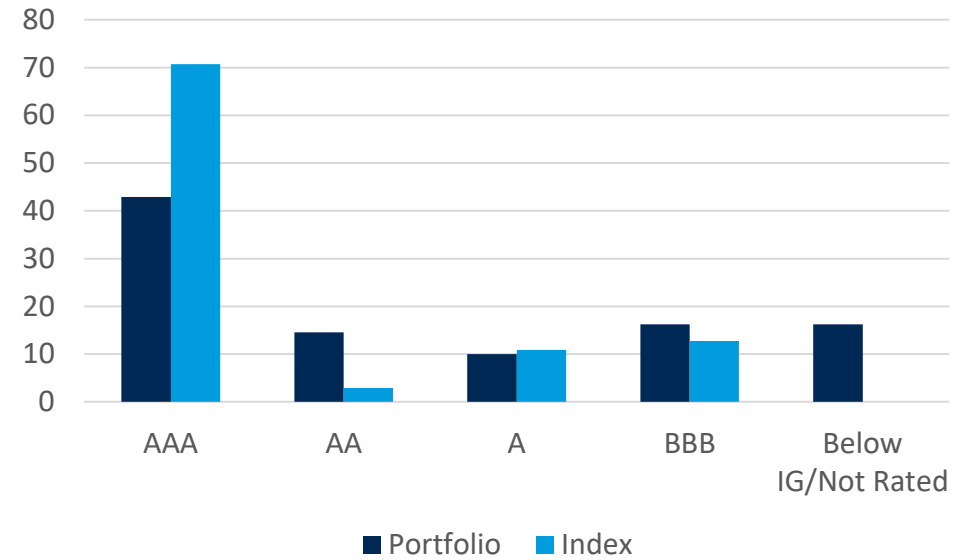


Pension Fixed Income Characteristics

Fixed Income Characteristics



Quality





Pension Performance vs Benchmark

Investment Manager/Fund	Portfolio Performance	Benchmark Performance	Relative Performance
Performance Since Inception (thru 12/31/2022)	3.0%	2.2%	0.8%
3 Year	-1.8%	-2.7%	0.9%
5 Year	0.4%	0.0%	0.4%
10 Year	1.3%	0.9%	0.4%
Fiscal Year Ending:			
June 30, 2022 (two quarters thru Dec.)	-2.4%	-2.9%	0.5%

Investment Manager/Fund	Portfolio Performance	Benchmark Performance	Relative Performance
Performance Since Inception (thru 6/30/2022)	3.3%	2.5%	0.8%
3 Year	-0.4%	-1.0%	0.6%
5 Year	1.1%	0.9%	0.2%
10 Year	2.0%	1.4%	0.6%
Fiscal Year Ending:			
June 30, 2022	-9.8%	-10.4%	0.6%



OPEB Allocation Review

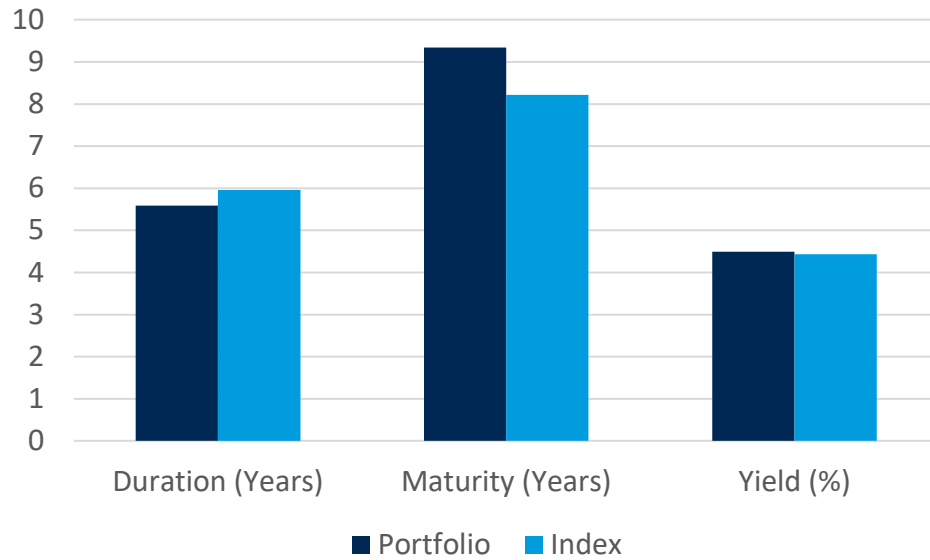
Investment Manager/Fund	Mandate	Market Value (\$)	Asset Allocation(%)	Target Allocation (%)
Cash		\$14,871	0.3%	0.0%
Western Asset Core Plus Bond IS	Multi-Sector	\$1,739,073	35.2%	35.0%
Metropolitan West Total Return Plan Shares	Multi-Sector	\$1,714,842	34.7%	35.0%
BlackRock Strategic Income Opportunities Fund Instl	Unconstrained/Flexible	\$1,229,064	24.9%	25.0%
Vanguard Short-Term Inflation Protection Adm	Inflation Protected	\$242,482	4.9%	5.0%
Fixed Income Total		\$4,940,332	100.0%	100%

Source: Schwab Institutional; all values as of 12/31/2022

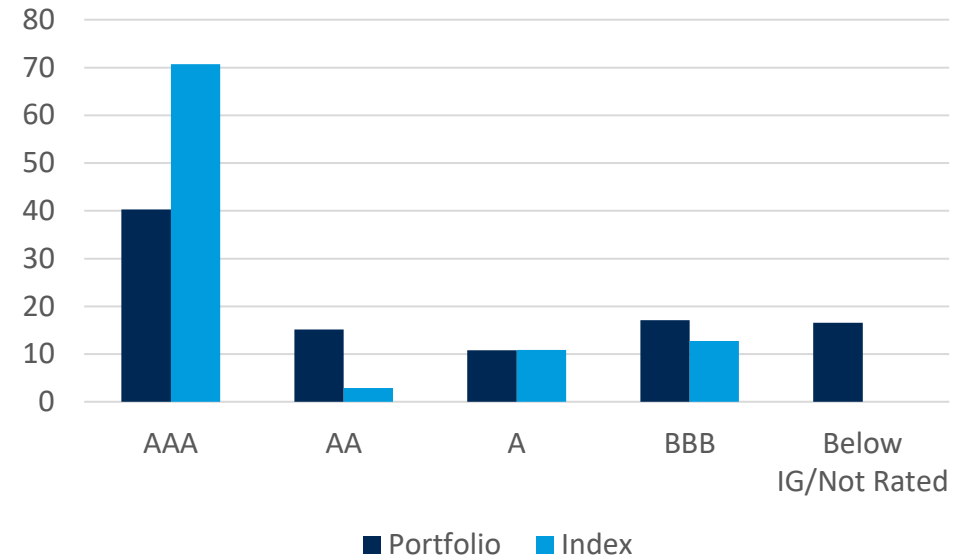


OPEB Fixed Income Characteristics

Fixed Income Characteristics



Quality





OPEB Performance vs Benchmark

Investment Manager/Fund	Portfolio Performance	Benchmark Performance	Relative Performance
Performance Since Inception (thru 12/31/2022)	3.2%	2.5%	0.7%
3 Year	-2.1%	-2.5%	0.4%
5 Year	0.5%	0.2%	0.3%
10 Year	1.3%	0.9%	0.4%
Fiscal Year Ending:			
June 30, 2022 (two quarters thru Dec.)	-2.3%	-2.9%	0.6%

Investment Manager/Fund	Portfolio Performance	Benchmark Performance	Relative Performance
Performance Since Inception (thru 6/30/2022)	3.5%	2.8%	0.7%
3 Year	-0.3%	-0.7%	0.4%
5 Year	1.3%	1.0%	0.3%
10 Year	1.9%	1.4%	0.5%
Fiscal Year Ending:			
June 30, 2022	-11.0%	-9.7%	-1.3%

Asset Allocation Summary Analysis



2023 Allocation Updates

Y / Y
Change

Fixed Income

A ~200% year-over-year increase in intermediate investment grade yields coupled with greater potential for volatility across markets makes high-quality fixed income materially more compelling. Reducing but not eliminating dynamic bonds is the primary source of capital for this allocation. Corporate high yield is also compelling at today's yield with relatively low expected default rates.

U.S. Bonds	▲▲
TIPS	▲
Dynamic Bonds	▼▼
High Yield Bonds	▲
Global Bonds	▼
Muni Bond	▲▲
Muni High Yield	--

Global Equity

Following years of runaway performance relative to other market caps and geographies, we're reducing large cap in favor of U.S. mid/small cap based on compelling valuations and upside potential. Non-U.S. equities remain compelling and overweight.

U.S. Large Cap	▼
U.S. Mid/Small Cap	▲
Int'l Developed Equity	--
Emerging Markets	--

Real Assets & Alternatives

After increasing real assets coming into 2022, we are holding our positioning to real assets overall with a fairly consistent mix of broad real assets and real estate.

Real Estate	--
Broad Real Assets	--



2023-2042 Twenty-Year Outlook

Fixed Income

The 2022 pull back in fixed income was painful, but it has also sowed the seeds for opportunity going forward. Yields across many fixed income sectors are multiple times higher from year-end 2021 producing greater opportunity for meaningfully higher returns in the years to come. Additionally, the diversifying principles of fixed income with recharged yields makes owning fixed income and duration more compelling than it was in 2022 and doing so may add to portfolio resiliency going forward.

	2023	2022	Y / Y Change
U.S. Bonds	5.0%	2.4%	2.6%
TIPS	4.6%	2.1%	2.5%
Dynamic Bonds ¹	5.6%	2.8%	2.8%
High Yield Bonds	7.1%	5.6%	1.5%
Global Bonds	5.1%	2.2%	2.9%
Muni Bond ²	5.8%	2.1%	3.7%
Muni High Yield	9.9%	5.6%	4.3%

Global Equity

Our global equity outlook has improved, bolstered by more attractive valuations. U.S. valuations are near averages relative to history while International and Emerging Markets remains more attractive, but with elevated risks.

U.S. All Cap	6.7%	6.8%	-0.1%
Intl Developed Equity	8.9%	8.6%	0.3%
Emerging Markets	10.8%	10.5%	0.3%

Real Assets & Alternatives

A continued bid for inflationary assets and more attractive valuations across some subsets of assets contributed to higher forecasts.

The opportunity set for marketable alternatives rose with more attractive valuations in both global equities and fixed income.

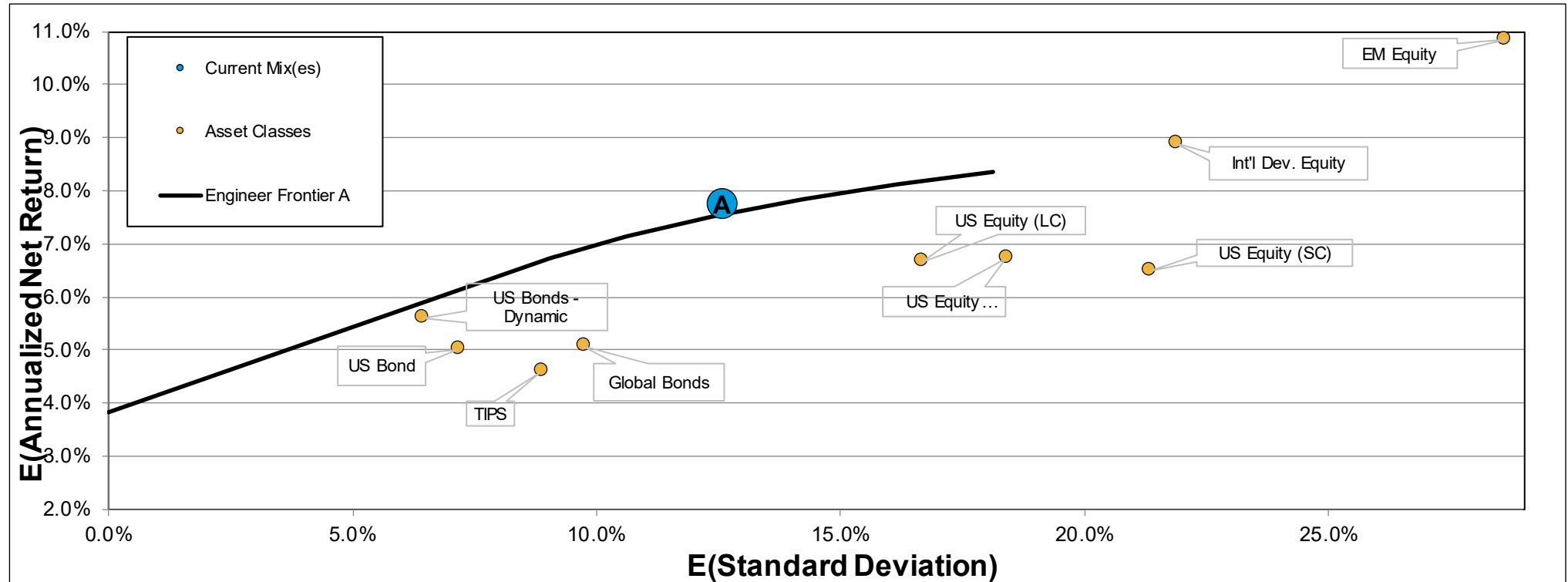
Real Estate	6.4%	6.3%	0.1%
Broad Real Assets ³	6.8%	5.6%	1.2%
Marketable Alts	8.1%	6.8%	1.3%
Private Equity	9.7%	9.8%	-0.1%

1) Dynamic bonds are a blend of 33% Cash, 33% Corp HY, and 34% Global Bonds. 2) Tax Equivalent yield based on highest marginal Federal tax rate (37%). 3) Broad Real Assets is 20% REITS, 20% Global Infrastructure, 20% Commodities, 20% US Bonds, 15% Corp High Yield, 5% TIPS Outputs and opinions are as of the date referenced and are subject to change based on market or economic conditions. Information is intended for general information purposes only and does not represent any specific investment recommendation. Please consult with your advisor, attorney and accountant, as appropriate, regarding specific advice. There is no guarantee that any of these expectations will become actual results. For additional information on forecast methodologies, please speak with your advisor. Please see Index Proxy Summary slide at the end of this presentation for summary of indices used to represent each asset class. Past performance does not indicate future performance and there is a possibility of a loss. Please see the Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information.



Frontier Engineer® Analysis

12/31/2022	Asset Allocation													Forecasts				Past (1/88-12/22)	
	Fixed Income	Equity	Real Assets	Alternatives	TIPS	US Bond	US Bonds - Dynamic	Global Bonds	US Equity (LC)	US Equity (MC)	US Equity (SC)	Int'l Dev. Equity	EM Equity	Annualized Net Return	Annualized Volatility	Normal 100 Year Flood*	Non-Normal 100 Year Flood**	Annualized Net Return	Annualized Volatility
Current Target Allocation (A)	35%	65%				24.5%	7.9%	2.6%	26.0%	8.0%	6.0%	17.5%	7.5%	7.7%	12.6%	-21%	-27%	8.4%	10.3%



*The expected one in a hundred worst case calendar year return based on normally distributed capital market assumptions. Greater losses are possible (1% expected likelihood).

**The expected one in a hundred worst case calendar year return based on non-normally distributed capital market assumptions (factoring in skewness & kurtosis). Greater losses are possible (1% expected likelihood).

Historical Returns and Risk Metrics for each Mix represent back-tested calculations developed with the benefit of hindsight. Return calculations use an asset-weighted methodology based on the target asset allocation of each mix and the total return of index proxies used to represent each asset class and are net of fees. Historical returns are hypothetical and do not represent returns earned by a client. It is not possible to invest in an index. Please see the Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information, including index proxies used to represent each asset class. Please ask for a copy of Fiducient Advisors' white paper titled 10-Year Capital Market Forecasts. Past performance does not indicate future performance and it is possible to lose money when investing. Please refer to the Capital Markets Assumptions Slide for the hypothetical alpha and hypothetical fee inputs used in the calculation methodology.



Historical Annual Total Return

<i>Annualized net returns as of 12/31/2022</i>	Fixed Income	Equity	Real Assets	Alternatives	Past 3 Months (Not Annualized)	1-Year Return	3-Year Return	5-Year Return	7-Year Return	10-Year Return	15-Year Return	20-Year Return	25-Year Return	30-Year Return	35-Year Return
Current Target Allocation (A)	35%	65%	0%	0%	-6.3%	-17.8%	1.3%	3.2%	5.4%	6.2%	5.0%	7.2%	6.4%	7.5%	8.4%
Cash	100%				0.8%	1.2%	0.6%	1.2%	1.0%	0.7%	0.6%	1.2%	1.8%	2.3%	2.9%
TIPS	100%				-6.4%	-13.2%	1.7%	2.5%	2.6%	1.2%	3.1%	4.1%	4.8%	5.1%	5.9%
US Bond	100%				-6.0%	-16.3%	-2.6%	0.2%	0.9%	1.1%	2.7%	3.2%	4.0%	4.6%	5.5%
US Bonds - Dynamic	100%				-2.0%	-8.1%	-0.1%	1.5%	2.4%	2.3%	3.4%	4.1%	4.0%	4.7%	5.6%
For. Dev. Bond	100%				-5.7%	-21.2%	-5.3%	-1.8%	0.1%	0.0%	1.6%	2.9%	3.4%	4.3%	4.8%
Global Bonds	100%				-5.3%	-20.1%	-4.5%	-1.7%	0.1%	-0.5%	1.4%	2.9%	3.3%	4.0%	5.0%
HY Bond	100%				-2.1%	-11.4%	0.9%	2.5%	4.8%	4.3%	6.2%	7.4%	5.9%	6.9%	7.6%
EM Bond	100%				-3.7%	-16.3%	-5.5%	-2.5%	0.9%	-2.0%	1.4%	4.9%	5.7%	6.8%	7.6%
Global Equity		100%			-7.8%	-20.8%	7.1%	6.9%	9.0%	9.2%	5.6%	8.5%	6.6%	8.0%	8.1%
US Equity (AC)		100%			-7.6%	-20.2%	10.3%	10.3%	11.7%	12.9%	9.1%	9.9%	8.0%	9.9%	10.9%
US Equity (LC)		100%			-7.5%	-19.0%	10.9%	11.0%	12.2%	13.3%	9.2%	9.8%	8.0%	9.9%	10.9%
US Equity (MC)		100%			-6.6%	-18.8%	8.7%	8.5%	10.1%	11.8%	8.8%	10.9%	9.4%	10.8%	11.9%
US Equity (SC)		100%			-6.1%	-20.5%	6.4%	5.4%	8.1%	10.1%	7.6%	9.4%	7.5%	9.0%	10.0%
Non-US Equity (ACWI)		100%			-7.9%	-21.4%	2.2%	2.0%	5.1%	4.7%	1.9%	7.1%	5.2%	6.2%	5.7%
Int'l Dev. Equity		100%			-4.3%	-18.8%	2.4%	2.3%	4.8%	5.5%	2.1%	6.7%	5.0%	6.1%	5.5%
EM Equity		100%			-15.6%	-28.8%	0.5%	0.0%	5.4%	2.4%	1.1%	9.0%	6.4%	6.6%	9.6%
Real Estate			100%		-14.2%	-22.4%	2.1%	5.4%	6.6%	8.0%	6.6%	9.7%	8.5%	10.0%	10.1%
Broad Real Assets			100%		-7.6%	-11.4%	3.2%	3.6%	5.2%	3.8%	4.1%	7.7%	7.4%	7.6%	6.7%
Marketable Alternatives				100%	-1.0%	-6.0%	4.1%	3.1%	3.2%	3.6%	1.7%	3.6%	3.9%	5.4%	7.1%
Private Equity				100%	0.0%	0.0%	10.3%	11.9%	11.8%	12.9%	10.3%	12.5%	13.1%	15.2%	14.3%

¹The expected one in a hundred worst case calendar year return based on normally distributed capital market assumptions. Greater losses are possible (1% expected likelihood).

²The expected one in a hundred worst case calendar year return based on non-normally distributed capital market assumptions (factoring in skewness & kurtosis). Greater losses are possible (1% expected likelihood).

Historical Returns and Risk Metrics for each Mix represent back-tested calculations developed with the benefit of hindsight. Return calculations use an asset-weighted methodology based on the target asset allocation of each mix and the total return of index proxies used to represent each asset class and are net of fees. Historical returns are hypothetical and do not represent returns earned by a client. It is not possible to invest in an index. Please see the Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information, including index proxies used to represent each asset class. Please ask for a copy of Fiducient Advisors' white paper titled 10-Year Capital Market Forecasts. Past performance does not indicate future performance and it is possible to lose money when investing.



Calendar Year Total Return

Calendar Net Year Returns	Fixed Income	Equity	Real Assets	Alternatives	YTD 12/31/2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	
Current Target Allocation (A)	35%	65%	0%	0%	-18%	12%	13%	13%	0%	17%	5%	0%	8%	17%	12%	4%	10%	29%	-31%	11%	16%	10%	14%	19%	-5%	-3%	-1%	15%	11%	12%	15%	20%	4%	17%	12%	21%	-5%	22%	22%	
Cash	100%				1%	0%	1%	2%	2%	1%	0%	0%	0%	0%	0%	0%	0%	0%	2%	5%	5%	3%	1%	1%	2%	4%	6%	5%	5%	5%	5%	6%	4%	3%	4%	6%	8%	9%	7%	
TIPS	100%				-13%	6%	11%	8%	-1%	3%	5%	-1%	4%	-9%	7%	14%	6%	11%	-2%	12%	0%	3%	8%	8%	17%	8%	13%	2%	4%	3%	4%	18%	-3%	10%	7%	16%	9%	15%	8%	
US Bond	100%				-16%	-2%	8%	9%	0%	4%	3%	1%	6%	-2%	4%	8%	7%	6%	5%	7%	4%	2%	4%	4%	10%	8%	12%	-1%	9%	10%	4%	18%	-3%	10%	7%	16%	9%	15%	8%	
US Bonds - Dynamic	100%				-8%	1%	5%	8%	1%	4%	7%	-1%	3%	2%	7%	4%	7%	19%	-7%	4%	7%	3%	6%	10%	3%	6%	3%	3%	6%	9%	8%	14%	0%	10%	9%	21%	1%	15%	8%	
For. Dev. Bond	100%				-21%	-6%	8%	7%	1%	6%	3%	-2%	4%	-2%	4%	5%	4%	3%	9%	8%	5%	-2%	9%	10%	14%	1%	4%	-1%	15%	3%	8%	19%	1%	14%	6%	14%	9%	0%	6%	
Global Bonds	100%				-20%	-5%	9%	7%	-1%	7%	2%	-3%	1%	-3%	4%	6%	6%	7%	5%	9%	7%	-4%	9%	13%	17%	2%	3%	-5%	14%	4%	5%	20%	0%	11%	6%	16%	11%	15%	8%	
HY Bond	100%				-11%	5%	7%	14%	-2%	8%	17%	-4%	2%	7%	16%	5%	15%	58%	-26%	2%	12%	3%	11%	29%	-1%	5%	-6%	2%	2%	13%	11%	19%	-1%	17%	16%	46%	-10%	1%	13%	
EM Bond	100%				-16%	-9%	3%	13%	-6%	15%	10%	-15%	-6%	-9%	17%	-2%	16%	22%	-5%	18%	15%	6%	23%	17%	14%	10%	13%	20%	-8%	11%	38%	27%	-19%	17%	16%	46%	-10%	1%	13%	
Global Equity		100%			-21%	19%	17%	27%	-9%	25%	8%	-2%	5%	23%	17%	-7%	13%	35%	-42%	12%	22%	11%	16%	35%	-19%	-16%	-14%	27%	22%	15%	13%	19%	5%	25%	-4%	20%	-16%	18%	24%	
US Equity (AC)		100%			-20%	26%	21%	31%	-5%	21%	13%	0%	13%	34%	16%	1%	17%	28%	-37%	5%	16%	6%	12%	31%	-22%	-11%	-7%	21%	24%	32%	22%	37%	0%	11%	10%	34%	-5%	29%	18%	
US Equity (LC)		100%			-19%	29%	18%	31%	-4%	22%	12%	1%	14%	32%	16%	2%	15%	26%	-37%	5%	16%	5%	11%	29%	-22%	-12%	-9%	21%	29%	33%	23%	38%	1%	10%	8%	30%	-3%	32%	17%	
US Equity (MC)		100%			-19%	23%	17%	31%	-9%	19%	14%	-2%	13%	35%	17%	-2%	25%	40%	-41%	6%	15%	13%	20%	40%	-16%	-6%	8%	18%	10%	29%	19%	34%	-2%	14%	16%	42%	-11%	26%	20%	
US Equity (SC)		100%			-21%	15%	20%	26%	-11%	15%	21%	-4%	5%	39%	16%	-4%	27%	27%	-34%	-2%	18%	5%	18%	47%	-20%	2%	-3%	21%	-3%	22%	16%	28%	-2%	19%	18%	46%	-19%	16%	25%	
Non-US Equity (ACWI)		100%			-21%	8%	11%	22%	-14%	28%	5%	-5%	-3%	16%	17%	-13%	12%	42%	-45%	17%	27%	17%	21%	41%	-15%	-19%	-15%	31%	14%	2%	7%	10%	7%	35%	-11%	14%	-23%	12%	28%	
Int'l Dev. Equity		100%			-19%	12%	8%	23%	-13%	26%	2%	0%	-4%	23%	18%	-12%	8%	32%	-43%	12%	27%	14%	21%	39%	-16%	-21%	-14%	27%	20%	2%	6%	12%	8%	33%	-12%	12%	-23%	11%	29%	
EM Equity		100%			-29%	-2%	19%	19%	-14%	38%	12%	-15%	-2%	-2%	19%	-18%	19%	79%	-53%	40%	33%	35%	26%	56%	-6%	-2%	-31%	66%	-25%	-12%	6%	-5%	-7%	75%	11%	60%	-11%	65%	40%	
Real Estate			100%		-22%	41%	-5%	29%	-4%	9%	9%	3%	28%	3%	20%	8%	28%	28%	-38%	-16%	35%	12%	32%	37%	4%	14%	26%	-5%	-18%	20%	35%	15%	3%	20%	15%	36%	-15%	9%	13%	
Broad Real Assets			100%		-11%	15%	1%	17%	-6%	11%	11%	-10%	5%	4%	14%	3%	15%	33%	-28%	11%	23%	10%	20%	26%	25%	-3%	28%	10%	-14%	2%	14%	14%	4%	4%	4%	4%	4%	-6%	2%	3%
Marketable Alternatives				100%	-6%	6%	11%	8%	-4%	8%	1%	0%	3%	9%	5%	-6%	6%	11%	-21%	10%	10%	7%	7%	12%	1%	3%	4%	26%	-5%	16%	14%	11%	-3%	26%	12%	14%	18%	23%	19%	
Private Equity				100%	0%	0%	32%	16%	13%	16%	9%	8%	15%	23%	12%	12%	18%	10%	-20%	18%	25%	21%	22%	14%	-16%	-21%	10%	125%	21%	32%	33%	32%	14%	23%	14%	14%	4%	9%	9%	

Historical Returns for each Mix based on back-tested return calculations developed with the benefit of hindsight. Return calculations use an asset-weighted methodology based on the target asset allocation of each mix and the total return of index proxies used to represent each asset class and are net of fees. Historical returns used are hypothetical and do not represent returns earned by a client. It is not possible to invest in an index. Please see the Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information, including index proxies used to represent each asset class. For additional information on forecast methodologies, please ask for a copy of Fiducient Advisors' white paper titled '10-Year Capital Market Forecasts'. Past performance does not indicate future performance and it is possible to lose money when investing.



Capital Market Assumptions

Return & Risk Assumptions (Forecasts)	Arithmetic Return	Geometric Return	Standard Deviation	Skewness	Kurtosis
TIPS	5.0%	4.6%	8.9%	-0.86	4.83
US Bond	5.3%	5.0%	7.2%	-0.65	1.95
US Bonds - Dynamic	5.8%	5.6%	6.4%	-1.01	6.58
Global Bonds	5.5%	5.1%	9.7%	-0.36	1.26
US Equity (LC)	8.0%	6.7%	16.6%	-0.57	0.83
US Equity (MC)	8.4%	6.7%	18.4%	-0.71	2.18
US Equity (SC)	8.8%	6.5%	21.3%	-0.47	1.21
Int'l Dev. Equity	11.3%	8.9%	21.9%	-0.56	1.30
EM Equity	14.9%	10.8%	28.6%	-0.65	2.01

Correlation Assumptions (Forecasts)	TIPS	US Bond	US Bonds - Dynamic	Global Bonds	US Equity (LC)	US Equity (MC)	US Equity (SC)	Int'l Dev. Equity	EM Equity
TIPS	1.00	0.77	0.53	0.68	0.14	0.17	0.09	0.18	0.19
US Bond	0.77	1.00	0.56	0.72	0.21	0.21	0.12	0.17	0.07
US Bonds - Dynamic	0.53	0.56	1.00	0.51	0.60	0.65	0.58	0.55	0.56
Global Bonds	0.68	0.72	0.51	1.00	0.27	0.26	0.17	0.43	0.30
US Equity (LC)	0.14	0.21	0.60	0.27	1.00	0.94	0.84	0.70	0.66
US Equity (MC)	0.17	0.21	0.65	0.26	0.94	1.00	0.94	0.69	0.69
US Equity (SC)	0.09	0.12	0.58	0.17	0.84	0.94	1.00	0.63	0.66
Int'l Dev. Equity	0.18	0.17	0.55	0.43	0.70	0.69	0.63	1.00	0.71
EM Equity	0.19	0.07	0.56	0.30	0.66	0.69	0.66	0.71	1.00

October 31, 2022 Ten-Year Forecasted CMA's

*Historical mix return calculations assume a weighted average excess return assumption of 0.5% with a Fiducient Advisors' hypothesis

For additional information on forecast methodologies, please speak with your advisor. Please see Index Proxy Summary slide at the end of this presentation for summary of indexes used to represent each asset class. Past performance does not indicate future performance. Please see the Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information.



Indices for Past Return & Risk Metrics

Indices used to generate historical risk and return metrics	Most Recent Index	Index Dates		Linked Index 1	Index Dates		Linked Index 2	Index Dates		Linked Index 2	Index Dates	
TIPS	Bloomberg US Treasury US TIPS TR USD	12/22	- 3/97	Bloomberg US Agg Bond TR USD	2/97	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
US Bond	Bloomberg US Agg Bond TR USD	12/22	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
US Bonds - Dynamic	*Custom Blend of Indices	12/22	- 2/90	Bloomberg US Agg Bond TR USD	1/90	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
Global Bonds	Bloomberg Global Aggregate TR USD	12/22	- 2/90	Bloomberg US Agg Bond TR USD	1/90	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
US Equity (LC)	S&P 500 TR USD	12/22	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
US Equity (MC)	Russell Mid Cap TR USD	12/22	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
US Equity (SC)	Russell 2000 TR USD	12/22	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
Int'l Dev. Equity	MSCI EAFE GR USD	12/22	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
EM Equity	MSCI EM GR USD	12/22	- 1/88	MSCI EAFE GR USD	12/87	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.

*US Bonds - Dynamic Index - 1/3 Bloomberg Gbl Agg Ex USD TR Hdg USD, 1/3 FTSE Treasury Bill 3 Mon USD & 1/3 Bloomberg US Corporate High Yield TR USD

%.

Note: Private Equity Index is frequently 3-6 months behind the other indices. For historical return calculation purposes, it is given 0% returns during the most recent period where gaps may exist. Past performance, actual or hypothetical, is no guarantee of future results and there is a possibility of a loss. Please see Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information, including index proxies used to represent each asset class.



Disclosure

The historical performance information derived from the Frontier Engineer and used or presented in charts, tables, or graphs represent simulated historical performance, which has been derived by retroactively applying an asset allocation modeling process in its most recently developed form with its most recently derived ten-year (forward-looking) capital market assumptions. Such historical return simulations (or back testing) was performed by simulating the combination of actual index returns for the historical period with a buy and hold strategy effective January 1, 1988 through the most recently available month-end date with simulated rebalancing occurring every month-end (with the reinvestment of dividends and capital gains from each index).

Back tested performance is hypothetical and does not reflect actual trades or actual client performance. As with all models, there are inherent limitations which are derived from the retroactive application developed with the benefit of hindsight, including the risk that certain factors such as material economic and market conditions could have contributed to materially different (either higher or lower) performance results than those depicted, or that certain material factors may have been included or excluded from consideration. As such, actual results during the applicable back tested period would have been different than those depicted.

The asset allocation modeling process currently used was initially developed in 2002, and was not offered as a strategy prior to that time. The output of a forward-looking model (or process) is a representation of allocation percentages among specific asset classes. Clients cannot invest directly in a target allocation, but rather, in underlying securities within designated asset classes. Advisor may change its models from time to time, and regularly updates its model as additional capital market assumption information becomes available or to increase or decrease relative weightings or emphasis on certain factors. Consequently, the Advisor may choose to deviate from a stated model over time as the model itself is revised, which could have a materially positive or negative impact on performance.

During the period represented, numerous modelling changes were made, including the regular changes in (ten-year) forward-looking expected returns, expected volatilities, expected non-normal return distribution assumptions, as well as tracking-error assumptions and risk budgets. Furthermore, such assumptions can be modified client-by-client depending on certain preferences, priorities, constraints or unique considerations applicable to each client.

Other economic and market factors may have impacted decision-making when using the model to manage client funds, including the list of approved asset classes by a client or client type as well as any client-directed or Advisor implemented constraints.

All investments bear the risk of loss, including the loss of principal. Past performance, actual or hypothetical, is no guarantee of future results.

The returns displayed on the preceding pages are gross of fees. Actual performance would be reduced by investment advisory fees and other expenses that may be incurred in the management of the client's portfolio. The collection of fees produces a compounding effect on the total rate of return net of management fees. As an example, the effect of investment management fees on the total value of a client's portfolio assuming (a) quarterly fee assessment, (b) \$1,000,000 investment, (c) portfolio return of 8% a year, and (d) 0.50% annual investment advisory fee would be \$5,228 in the first year, and cumulative effects of \$30,342 over five years and \$73,826 over ten years. Additional information on advisory fees charged by Fiduciant Advisors are described in Part 2 of the Form ADV.



INDEX DEFINITIONS

FTSE Treasury Bill 3 Month measures return equivalents of yield averages and are not marked to market. It is an average of the last three three-month Treasury bill month-end rates.

Bloomberg Barclays Capital US Treasury Inflation Protected Securities Index consists of Inflation-Protection securities issued by the U.S. Treasury.

Bloomberg Barclays Muni 5 Year Index is the 5 year (4-6) component of the Municipal Bond index.

Bloomberg Barclays High Yield Municipal Bond Index covers the universe of fixed rate, non-investment grade debt.

Bloomberg Barclays U.S. Aggregate Index covers the U.S. investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities.

FTSE World Government Bond Index (WGBI) (Unhedged) provides a broad benchmark for the global sovereign fixed income market by measuring the performance of fixed-rate, local currency, investment-grade sovereign debt from over 20 countries,

FTSE World Government Bond Index (WGBI) (Hedged) is designed to represent the FTSE WGBI without the impact of local currency exchange rate fluctuations.

Bloomberg Barclays US Corporate High Yield TR USD covers the universe of fixed rate, non-investment grade debt. Eurobonds and debt issues from countries designated as emerging markets (sovereign rating of Baa1/BBB+/BBB+ and below using the middle of Moody's, S&P, and Fitch) are excluded, but Canadian and global bonds (SEC registered) of issuers in non-EMG countries are included.

JP Morgan Government Bond Index-Emerging Market Index (GBI-EMI) is a comprehensive, global local emerging markets index, and consists of regularly traded, liquid fixed-rate, domestic currency government bonds to which international investors can gain exposure.

JPMorgan EMBI Global Diversified is an unmanaged, market-capitalization weighted, total-return index tracking the traded market for U.S.-dollar-denominated Brady bonds, Eurobonds, traded loans, and local market debt instruments issued by sovereign and quasi-sovereign entities.

MSCI ACWI is designed to represent performance of the full opportunity set of large- and mid-cap stocks across multiple developed and emerging markets, including cross-market tax incentives.

The S&P 500 is a capitalization-weighted index designed to measure performance of the broad domestic economy through changes in the aggregate market value of 500 stocks representing all major industries.

Russell 3000 is a market-cap-weighted index which consists of roughly 3,000 of the largest companies in the U.S. as determined by market capitalization. It represents nearly 98% of the investable U.S. equity market.

Russell Mid Cap measures the performance of the 800 smallest companies in the Russell 1000 Index.

Russell 2000 consists of the 2,000 smallest U.S. companies in the Russell 3000 index.

MSCI EAFE is an equity index which captures large and mid-cap representation across Developed Markets countries around the world, excluding the US and Canada. The index covers approximately 85% of the free float-adjusted market capitalization in each country.

MSCI Emerging Markets captures large and mid-cap representation across Emerging Markets countries. The index covers approximately 85% of the free-float adjusted market capitalization in each country

The Wilshire US Real Estate Securities Index (Wilshire US RESI) is comprised of publicly-traded real estate equity securities and designed to offer a market-based index that is more reflective of real estate held by pension funds.

Alerian MLP Index is a float adjusted, capitalization-weighted index, whose constituents represent approximately 85% of total float-adjusted market capitalization, is disseminated real-time on a price-return basis (AMZ) and on a total-return basis.

Bloomberg Commodity Index (BCI) is calculated on an excess return basis and reflects commodity futures price movements. The index rebalances annually weighted 2/3 by trading volume and 1/3 by world production and weight-caps are applied at the commodity, sector and group level for diversification.

Treasury Inflation-Protected Securities (TIPS) are Treasury bonds that are indexed to inflation to protect investors from the negative effects of rising prices. The principal value of TIPS rises as inflation rises.

HFRI Fund of Funds Composite is an equal-weighted index consisting of over 800 constituent hedge funds, including both domestic and offshore funds.

Cambridge Associates U.S. Private Equity Index (67% Buyout vs. 33% Venture) is based on data compiled from more than 1,200 institutional-quality buyout, growth equity, private equity energy, and mezzanine funds formed between 1986 and 2015.

HFN Hedge Fund Aggregate Average is an equal weighted average of all hedge funds and CTA/managed futures products reporting to the HFN Database. Constituents are aggregated from each of the HFN Strategy Specific Indices.

Goldman Sachs Commodity Index (GSCI) is a broadly diversified, unleveraged, long-only composite index of commodities that measures the performance of the commodity market.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 10, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: BID WAIVER: CCC Emergency Repairs

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request submitted by Public Works Director Marilyn Cruz-Aponte to enable immediate replacement of a failed fire alarm audio panel at the Community Cultural Center at 50 Chapman place.

Please place this information on the Town Council agenda for the February 7th, 2023 meeting.

C: M. McCaw, Finance Director
M. Cruz-Aponte, Public Works Director



**TOWN OF EAST HARTFORD PUBLIC WORKS
MEMORANDUM**

To: Mayor Michael P. Walsh
From: Marilynn Cruz-Aponte, Director of Public Works
Date: February 10, 2023
RE: Request for Waiver of Bidding Requirements

In accordance with Section 10-79(c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to enable the immediate replacement of a failed fire alarm audio panel at the Community Cultural Center (CCC), at 50 Chapman Place. The bid waiver is essential to assure the safe use of CCC, both as existing and temporary offices for Town Hall departments and for the residential occupants of the upper floors.

As a result of the failed fire alarm audio panel, the auditorium cannot be used unless an East Hartford employee serves as an “on-site fire watch” while the auditorium is in use. The fire watch is an additional cost to the Town.

In addition, the existing Simplex fire alarm panel has been discontinued and new parts have not been available for more than fifteen (15) years. Consequently, Cintas (our on-call fire alarm repair contractor) will not install after-market or used parts in the alarm panel. In the event of any failure, a repair may not be made due to the lack of available factory new parts.

A copy of the Cintas proposal to replace the fire alarm system panels (both the audio and fire panels) in the amount of \$21,288.38 is attached herewith.

A contract that includes insurance and indemnification guarantees will be prepared in accordance with Town contracting policies with Cintas.

Thank you for your consideration of this request. I am available to provide additional information as required.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 10, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION: 2023 DEEP Recreational Trails Grants

Attached for approval is a resolution to authorize the Mayor to apply to the CT Dept. of Energy and Environmental Protection (DEEP) for funding under the 2023 Recreational Trails Grant Program.

Funds from this program may be requested for planning, design and construction of new trails and maintenance and restoration of existing trails. If received, these funds will help perform design and permitting work to improve the lower Great River Park walkway between the parking lot and Charter Oak Landing.


The project would seek to address serious erosion problems on the walkway and to enhance trail accessibility by making connections to AEFCU, CREC Magnet and housing development.

Please place this item on the Town Council agenda for the February 21st, meeting.

C: M. McCaw, Finance Director
E. Buckheit, Development Director
P. O'Sullivan, Grants Manager
J. Carrero, Project Manager

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Michael P. Walsh

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – 2023 DEEP Recreational Trails Grants

DATE: February 9, 2022

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the CT Dept. of Energy and Environmental Protection (DEEP) for funding under the 2023 Recreational Trails Grant Program.

Funds from this program may be requested for planning, design and construction of new trails and maintenance and restoration of existing trails. The current request for applications makes \$9 million available to improve Connecticut's trail infrastructure, which has seen significant usage increases since the onset of the pandemic.

Funds will be sought to perform design and permitting work to improve the lower Great River Park walkway between the parking lot and Charter Oak Landing. The project would seek to address serious erosion problems on the walkway and to enhance trail accessibility by making connections to AEFCU, CREC Magnet and housing development.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on February 21, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Jessica Carrero, Durational Project Manager
Melissa McCaw, Finance Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2023 Recreational Trails Grants

Funder: CT Dept. of Energy and Environmental Protection (DEEP)

Grant Amount: \$250,000

Frequency: One time Annual Biennial Other As funding permits

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

Is a local match required? Yes No

If yes, how much? 20 percent of project cost

From which account? To the extent practicable, matching funds will be provided as in-kind services. Contributions to required matching funds will also be sought from application partners, including American Eagle Financial Credit Union, CREC Academy of Computer Science and Engineering and Simon Konover.

Grant purpose: Connecticut Recreational Trails Program funds may be requested for planning, design and construction of new trails and maintenance and restoration of existing trails.

Results achieved: Funds will be sought to perform design and permitting work to improve the lower Great River Park walkway between the parking lot and Charter Oak Landing. The project would seek to address serious erosion problems on the walkway and to enhance trail accessibility by making connections to AEFCU, CREC Magnet and housing development.

Duration of grant: To be determined

Status of application: Under development

Meeting attendee: Marc Nicol, Riverfront Recapture, (860) 713-3131;

Comments: None

I, Jason Marshall, Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the Town Council of said corporation, duly held on the 21st day of February, 2023.

WHEREAS, the CT Dept. of Energy and Environmental Protection (DEEP), has made funding available under the Recreational Trails Grants Program; and

WHEREAS, these funds could be used to address serious erosion issues at the lower Great River Park walkway and to construct trail connections with educational and commercial partners;

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, 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 under the Recreational Trails Grants Program.

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 have hereunto set my hand and affixed the corporate seal of the Town of East Hartford, Connecticut this ____ day of February, 2023.

Signed: _____
Jason Marshall
Town Council Clerk

seal

Connecticut Department of Energy & Environmental Protection

[CT.gov Home](#) (/) [Department of Energy & Environmental Protection](#) (/DEEP) [News Releases](#) (/DEEP/About/News--Releases) DEEP Requests Proposals for Recreational Trails Grants

Press Releases



News Release
Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106

12/02/2022

DEEP Requests Proposals for Recreational Trails Grants

Program to Allocate \$9M; Applications due by March 1, 2023

(HARTFORD, CT) – Connecticut’s Department of Energy and Environmental Protection (DEEP) is now accepting proposals for the State’s Recreational Trails Grants. This request for applications is the largest funding round in the history of the Recreational Trails Grant program since it was established in 1997. It will make \$9 million available to improve Connecticut’s trail infrastructure, which has seen significant usage increases since the onset of the pandemic. Applications will be accepted through March 1, 2023.

Trails are an important contributor to Connecticut’s growing \$3.9 billion outdoor recreation economy, so their design, construction, expansion, and maintenance is a critical need.

Any private nonprofit organizations, municipalities, state departments, and tribal governments may apply. This grant program will help support communities’ management of increases in trail usage that have endured as more residents and visitors are recreating on the more than 2,000 miles of multi-use trails and bike paths that crisscross the state.

DEEP has revamped the application and scoring to create more equitable competition for projects connecting Environmental Justice communities to the outdoors, and DEEP encourages organizations supporting these communities to apply. The updated application reviews whether proposed projects are in [DECD distressed municipalities](#) (<https://portal.ct.gov/DEEP/Environmental-Justice/Environmental-Justice-Communities>), evaluates “community connections” enhanced by proposals, and ensures community engagement in the project planning process.

Connecticut Recreational Trails program funds may be requested for uses including:

- Planning and design of trails
- Construction of new trails (motorized and non-motorized)
- Maintenance and restoration of existing recreational trails (motorized and non-motorized)
- Access to trails by persons with disabilities
- Purchase and lease of trail construction and maintenance equipment
- Acquisition of land or easements for a trail, or for trail corridors
- Operation of educational programs to promote safety and environmental protection as related to recreational trails

Connecticut awarded a total of \$3 million in trail grants to 20 projects earlier this year during the last call for proposals. Those grants were selected by the Connecticut Greenways Council from among 65 applications, and awarded amounts ranged from \$2,023 to \$457,100. Examples of the various projects selected included:

- A grant to the City of Danbury for a multiuse trail route planning
- Funding maintenance of the Hockanum River Trail in Vernon
- A boardwalk replacement at Dinosaur State Park in Rocky Hill

Visit <https://portal.ct.gov/DEEP/Outdoor-Recreation/Trails/CRT--Funding> (<https://portal.ct.gov/DEEP/Outdoor-Recreation/Trails/CRT--Funding>) for details and applications. DEEP will hold a webinar on January 11, 2023, to provide an overview on the CT Recreational Trails Grant program and application; refer to our website for more details. For further information contact, Kimberly Bradley, DEEP Recreational Trails & Greenways Program, at (860) 424-3938.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 10, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION: Assistance to Firefighters Grant

Attached for approval is a resolution to authorize the Mayor to apply to the Federal Emergency Management Agency (FEMA) for an Assistance to Firefighters Grant (AFG).

The primary goal of the AFG program is to meet the firefighting and emergency response needs of fire departments and non-affiliated emergency medical service organizations.

The application requests funding for the following:

Equipment

5 Thermal Imaging Camera @ \$9775 \$ 48,875

Personal Protective Equipment

16 sets Turnout Gear @ \$4,730.06 \$ 75,680

Training

40 Officer Training for all officers \$461,400


Total Request: \$589,956

The grant requires a local match from the town in the amount of \$53,268.74. These funds are available in the existing fire department budget.

Please place this item on the Town Council agenda for the February 21st, meeting.

C: M. McCaw, Finance Director
E. Buckheit, Development Director
P. O'Sullivan, Grants Manager
K. Munson, Fire Chief

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Michael P. Walsh
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – Assistance to Firefighters Grant (AFG)
DATE: February 10, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Federal Emergency Management Agency (FEMA) for an Assistance to Firefighters Grant (AFG).

The primary goal of the AFG program is to meet the firefighting and emergency response needs of fire departments and non-affiliated emergency medical service organizations.

The application requests funding for the following:

Equipment

5 Thermal Imaging Camera @ \$9775 \$ 48,875

Personal Protective Equipment

16 sets Turnout Gear @ \$4,730.06 \$ 75,680

Training

40 Officer Training for all officers \$461,400

Total Request: \$589,956

The program requires match from the town in the amount of \$53,268.74.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on February 21, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Melissa McCaw
Kevin Munson, Fire Chief

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2023 Assistance to Firefighter Grant Program

Funder: U.S. Federal Emergency Management Agency (FEMA)

Grant Amount: \$585,956

Frequency: One time Annual Biennial Other

First year received:	<u>2006</u>		
Last 3 years received:	<u>2022</u>	<u>2018</u>	<u>2015</u>
Funding level by year:	<u>\$874,687</u>	<u>\$59,437</u>	<u>\$47,760</u>

Is a local match required? Yes No

If yes, how much? \$53,268.74

From which account? Sufficient funds will be found within existing fire department budget lines to fund the match

Grant purpose: The AFG program supports critical needs such as operations, safety, vehicle acquisition, and emergency personnel training.

Results achieved: This grant will provide the department with thermal imaging cameras, turnout gear and training for officers.

Duration of grant: 24 months from the date of award

Status of application Submitted

Meeting attendee: Fire Chief Kevin Munson, x7403

Comments: Application deadline did not allow for Council consideration prior to due date. If Council approval is not received, application will be withdrawn.

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 6th day of September, 2023

R E S O L U T I O N

WHEREAS; the Federal Fire Protection and Control Act of 1974 established a competitive financial assistance program through the Federal Emergency Management Agency (FEMA) entitled “Assistance to Firefighters Grant” program and

WHEREAS; the East Hartford Fire Department wishes to apply to this program for firefighting equipment and training,

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, 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 FEMA as they pertain to this Assistance to Firefighters Grant program grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ____ day of February, 2023.

Seal

Signed: _____
Jason Marshall, Council Clerk

Assistance to Firefighters Grant Program

Objectives The objectives of the AFG Program are to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience.

Overview

The Fiscal Year (FY) 2022 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG Program provides financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies (SFTAs) for critical training and equipment. The AFG Program has awarded approximately \$8.1 billion in grant funding to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. Since FY 2018, the AFG Program has awarded more than 600 fire apparatuses, 102,000 personal protective equipment items, and 124,000 other fire equipment to over 3,800 unique recipients. During the same period, the AFG Program awarded 588 recipients approximately \$90 million to modify department facilities or implement wellness and fitness priorities to protect firefighter health. Information about success stories for this program can be found at Assistance to Firefighters Grants Program | FEMA.gov.

The AFG Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the DHS Strategic Plan for Fiscal Years 2020-2024, the AFG Program supports the goal to Strengthen Preparedness and Resilience. In awarding grants, the FEMA Administrator is required to consider:

The 2022-2026 FEMA Strategic Plan creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The AFG Program directly supports Goal 3 to Promote and Sustain a Ready FEMA and Prepared Nation. We invite all our stakeholders and partners to join us in building a more prepared and resilient nation.

In 2021, the National Fire Protection Association (NFPA) published a needs assessment survey, highlighting challenges that departments across the nation faced with a lack of equipment, training, and health programs. The results revealed nearly two-thirds of departments have firefighters wearing personal protective clothing that is 10 years old or older; 21% of department personnel who perform emergency medical services have no certifications; 72% of fire departments do not have programs to maintain basic firefighter fitness and health; and nearly three-quarters (73%) of all fire departments in the U.S. do not have a behavioral health program. The needs assessment underscores the widespread lack of equipment, training, and health programs required for the life and safety of emergency personnel. The AFG Program seeks to meet those needs and bring such entities into compliance with industry standards.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 10, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION: East Hartford Works' ARPA Application

Attached for approval is a resolution to authorize the Mayor to apply for the CT Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan Act (ARPA).

These state ARPA funds will enhance the work that East Hartford Works (EHW) to continue to support town residents in need of training, education and employment and addressing any barriers that stand in their way.

Please place this item on the Town Council agenda for the February 21st, meeting.

C: M. McCaw, Finance Director
E. Buckheit, Development Director
P. O'Sullivan, Grants Manager
A. Peltier, East Hartford Works Director

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Michael P. Walsh

FROM: Amy Peltier, East Hartford Works! Director

SUBJECT: Council Resolution – Town Council Authorization to apply for State of CT Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan Act (ARPA)

-

DATE: February 10, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply for the State of CT Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan Act (ARPA).

These state ARPA funds will enhance the work that East Hartford Works! (EHW) is already doing supporting town residents in need of training, education and employment and addressing any barriers that stand in their way. In particular, these funds will allow us to provide enhanced case management staffing for our summer youth employment program, address gaps in developing career pathway programs at East Hartford High School, support digital navigation and access efforts already happening at the Raymond Library and offer enhanced supports for housing and utility needs of those working with EHW staff and programs.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on February 21, 2023. Please contact me at 290-4345 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Melissa N. McCaw, Finance Director
Paul O'Sullivan, Grants Manager

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan Act (state of CT ARPA funds)

Funder: State of CT

Grant Amount: \$200,000

Frequency: One time Annual Biennial Other

First year received:	<u>None yet</u>		
Last 3 years received:	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Funding level by year:	<u>N/A</u>	<u>\$N/A</u>	<u>\$ N/A</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: To implement workforce assistance that responds to the public health emergency or its negative economic impacts such as: assistance to unemployed individuals, job training for individuals who want and are available for work (including those who have looked for work in the past 12 months), assistance/training for part-time workers who want and are available for full-time work. The grant also offers support for educational disparities caused by the pandemic and emergency housing and utility assistance.

Results achieved: East Hartford Works gains about 10 clients per month for 1 to 1 Career Coaching services. These clients have an array of experiences but almost all of them need referrals for additional services whether it's to a specific training or education program or a referral to address social or human services. This grant will allow us to improve outcomes in digital navigation, appropriately staffing and supporting career pathway programming for youth and offering wrap around housing supports.

Duration of grant: July 1, 2023 through June, 2024

Status of application: Under development

Meeting attendee: Amy Peltier, East Hartford Works Director

Comments: None

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 21st day of February, 2023

R E S O L U T I O N

WHEREAS; The State of CT has made available funding through its Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan Act (ARPA), and;

WHEREAS; these funds can be used to provide East Hartford residents utilizing the programs and services of East Hartford Works with employment and training supports as well as wrap around services to address any barriers to success,

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the State of CT as they pertain to this Coronavirus State and Local Fiscal Recovery Funds (SLFRF) grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the 21st day of February, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 6, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Ordinance Subcommittee

The Town of East Hartford is required to establish a Fair Rent Commission before July 2023. This is in accordance with the Connecticut legislature's [Public Act 22-30](#), which mandates each town with a population greater than 25,000 to adopt a Fair Rent Commission Ordinance.

Please place this item on the Town Council agenda for the February 21st, 2023 meeting for referral to the Ordinance Subcommittee.

C: C. Martin, Chief of Staff

From: Sandra Amado <SAmado@CCM-CT.ORG> **On Behalf Of** CCM Public Policy and Advocacy

Sent: Monday, February 6, 2023 2:01 PM

Subject: Fair Rent Commission Workshop

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Municipal Leader,

Last legislative session, the Connecticut legislature passed [Public Act 22-30](#), which mandates each town with a population greater than 25,000 to adopt a fair rent commission ordinance. While covered towns must adopt an ordinance by July 1, 2023, towns are free to act sooner. Towns are required to notify the Commissioner of Housing that such commission has been created, and transmit a copy of the ordinance adopted by the town, city, or borough to the commissioner.

While the statute provides municipalities with flexibility based on your individual community's needs, housing advocates have offered their expertise and are holding their own workshop on February 17th at 10:00 AM, directed to municipalities and any employee of a town that may oversee the implementation of these fair rent commissions.

Please click the attached flyer for more information.

To register – <https://us02web.zoom.us/meeting/register/tZYqd-CrrzlrHdTXexaVrqOKYKaEWIGHy--h>

If you have any questions, please contact [Zachary McKeown](#) of CCM.

Zachary McKeown | Senior Legislative Associate

545 Long Wharf Drive, 8th Floor | New Haven, CT 06511

C: (860) 462-9556

Toolkit:

Fair Rent Commissions in Connecticut

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Developed in collaboration with:



Introduction to Toolkit: Fair Rent Commissions in Connecticut

August 15, 2022

During the past year, residential rents have dramatically increased across the state. For more than 50 years, Connecticut towns have been authorized by state law to create fair rent commissions to address these very issues. Twenty-four towns already have such ordinances, many of them in place for decades. Such commissions are empowered to stop or delay an unconscionable rent increase and also to limit rent to a fair level when there are health or safety violations. Fair rent commissions have been proven to be an important municipal tool to prevent unreasonable rent increases and to buttress housing code enforcement.

In 2022, the Connecticut legislature passed Public Act 22-30, which requires each town with a population greater than 25,000 to adopt a fair rent commission ordinance in accordance with the Fair Rent Commission Act (C.G.S. 7-148b through 7-148f). While covered towns must adopt an ordinance by July 1, 2023, towns are free to act sooner, since existing law already encourages such commissions. The current spate of rent increases, many by out-of-state investors, illustrates the desirability of acting without delay. This toolkit was developed as a resource for those towns looking for guidance and best practices for adopting a fair rent commission ordinance. We anticipate this toolkit will be reviewed and updated periodically to provide the most up-to-date guidance regarding fair rent commissions in Connecticut.

The authors of this toolkit are available for consultation and technical assistance in the drafting, adoption, and implementation of your town's fair rent commission ordinance. Please feel free to reach out with questions regarding these matters.

This toolkit was developed by HOMEConnecticut¹, with input provided by the Connecticut Conference of Municipalities. The following members of the Drafting Committee are available for consultation:

- Raphael Podolsky, *Connecticut Legal Services*, rpodolsky@ctlegal.org
- Sarah White, *Connecticut Fair Housing Center*, swhite@ctfairhousing.org
- Melissa Marichal Zayas, *Connecticut Fair Housing Center*, mmarichal@ctfairhousing.org

If you have questions about the toolkit, please reach out to Kayleigh Pratt at Kayleigh@pschousing.org.

¹ HOMEConnecticut, which is a campaign of the Partnership for Strong Communities, works to address Connecticut's affordable housing shortage with the goal to **ensure that all Connecticut residents have access to a range of affordable housing choices in all communities in the state.**

Fair Rent Commission Act

Fair Rent Commission Act

P.A. 22-30

FAIR RENT COMMISSION ACT **As amended through October 1, 2022** **(Subsection headings added by editor)**

Sec. 7-148b. Creation of fair rent commission. Powers.

(a) **Definitions.** For purposes of this section and sections 7-148c to 7-148f, inclusive, “seasonal basis” means housing accommodations rented for a period or periods aggregating not more than one hundred twenty days in any one calendar year and “rental charge” includes any fee or charge in addition to rent that is imposed or sought to be imposed upon a tenant by a landlord.

(b) **Powers.** Any town, city or borough may, and any town, city or borough with a population of twenty-five thousand or more, as determined by the most recent decennial census, shall, through its legislative body, adopt an ordinance that creates a fair rent commission. Any such commission shall make studies and investigations, conduct hearings and receive complaints relative to rental charges on housing accommodations, except those accommodations rented on a seasonal basis, within its jurisdiction, which term shall include mobile manufactured homes and mobile manufactured home park lots, in order to control and eliminate excessive rental charges on such accommodations, and to carry out the provisions of sections 7-148b to 7-148f, inclusive, section 47a-20 and subsection (b) of section 47a-23c. The commission, for such purposes, may compel the attendance of persons at hearings, issue subpoenas and administer oaths, issue orders and continue, review, amend, terminate or suspend any of its orders and decisions. The commission may be empowered to retain legal counsel to advise it.

(c) **Report of adoption of ordinance.** Any town, city or borough required to create a fair rent commission pursuant to subsection (b) of this section shall adopt an ordinance creating such commission on or before July 1, 2023. Not later than thirty days after the adoption of such ordinance, the chief executive officer of such town, city or borough shall (1) notify the Commissioner of Housing that such commission has been created, and (2) transmit a copy of the ordinance adopted by the town, city or borough to the commissioner.

(d) **Joint fair rent commissions.** Any two or more towns, cities or boroughs not subject to the requirements of subsection (b) of this section may, through their legislative bodies, create a joint fair rent commission.

Sec. 7-148c. Considerations in determining rental charge to be excessive. In determining whether a rental charge or a proposed increase in a rental charge is so excessive, with due regard to all the circumstances, as to be harsh and unconscionable, a fair rent commission shall consider such of the following circumstances as are applicable to the type of accommodation:

(1) **Rents of comparable dwelling units.** The rents charged for the same number of rooms in other housing accommodations in the same and in other areas of the municipality;

(2) **Sanitary conditions.** The sanitary conditions existing in the housing accommodations in question;

(3) **Plumbing facilities.** The number of bathtubs or showers, flush water closets, kitchen sinks and lavatory basins available to the occupants thereof;

(4) **Services supplied.** Services, furniture, furnishings and equipment supplied therein;

(5) **Bedrooms.** The size and number of bedrooms contained therein;

(6) **Condition of the premises.** Repairs necessary to make such accommodations reasonably livable for the occupants accommodated therein;

(7) **Landlord's costs.** The amount of taxes and overhead expenses, including debt service, thereof;

(8) **Health and safety compliance.** Whether the accommodations are in compliance with the ordinances of the municipality and the general statutes relating to health and safety;

(9) **Income of tenant.** The income of the petitioner and the availability of accommodations;

(10) **Utilities.** The availability of utilities;

(11) **Tenant-caused damage.** Damages done to the premises by the tenant, caused by other than ordinary wear and tear;

(12) **Size and frequency of rent increase.** The amount and frequency of increases in rental charges;

(13) **Reinvestment in property.** Whether, and the extent to which, the income from an increase in rental charges has been or will be reinvested in improvements to the accommodations.

Sec. 7-148d. Order for limitation on amount of rent. Suspension of rent payments. Cease and desist orders for retaliatory actions.

(a) **Commission orders after hearing.** If a commission determines, after a hearing, that the rental charge or proposed increase in the rental charge for any housing accommodation is so excessive, based on the standards and criteria set forth in section 7-148c, as to be harsh and unconscionable, it may order that the rent be limited to such an amount as it determines to be fair and equitable. If a commission determines, after a hearing, that the housing accommodation in question fails to comply with any municipal ordinance or state statute or regulation relating to health and safety, it may order the suspension of further payment of rent by the tenant until such time as the landlord makes the necessary changes, repairs or installations so as to bring such housing accommodation into compliance with such ordinance, statute or regulation. The rent during said period shall be paid to the commission to be held in escrow subject to ordinances or provisions adopted by the town, city or borough.

(b) **Retaliation.** If the commission determines, after a hearing, that a landlord has retaliated in any manner against a tenant because the tenant has complained to the commission, the commission may order the landlord to cease and desist from such conduct.

Sec. 7-148e. Appeal. Any person aggrieved by any order of the commission may appeal to the superior court for the judicial district in which the town, city or borough is located. Any such appeal shall be considered a privileged matter with respect to the order of trial.

Sec. 7-148f. Penalty for violations. Any person who violates any order of rent reduction or rent suspension by demanding, accepting or receiving an amount in excess thereof while such order remains in effect, and no appeal pursuant to section 7-148e is pending, or violates any other provision of sections 7-148b to 7-148e, inclusive, and section 47a-20, or who refuses to obey any subpoena, order or decision of a commission pursuant thereto, shall be fined not less than twenty-five dollars nor more than one hundred dollars for each offense. If such offense continues for more than five days, it shall constitute a new offense for each day it continues to exist thereafter.

Fair Rent Commission Model Ordinance

Fair Rent Commission Model Ordinance

Last updated: 08.10.22

Fair Rent Commission Model Ordinance

Section 1. Creation of Fair Rent Commission

- (a) Pursuant to and in conformity with C.G.S. §§ 7-148b through 7-148f, 47a-20 and 47a-23c, there is hereby created a Fair Rent Commission (“Commission”) for the purpose of controlling and eliminating excessive rental charges for housing accommodations within the town, and to carry out the purposes, duties, responsibilities and all provisions of the above described sections and any other sections of the statutes, as they may be amended from time to time, pertaining to fair rent commissions.
- (b) The Commission shall consist of seven (7) members and three (3) alternates, all of whom shall be residents of the [Town/City of _____]. Of the seven (7) regular members, at least two (2) shall be landlords and two (2) shall be tenants. Among the alternate members, at least one (1) shall be a landlord and one (1) shall be a tenant.

The members and alternates shall be appointed by the [Town Council/Mayor]. A quorum shall consist of four (4) members or seated alternates. Members of the commission shall serve without compensation.

- (c) Members of the Commission shall be appointed for staggered terms of four (4) years. Vacancies on the Commission shall be filled, within a reasonable time, in the manner of original appointment for the unexpired portion of the term. Any member of the Commission may be reappointed in the manner of original appointment.

Section 2. Powers of the Commission

- (a) The Commission’s powers shall include the power to:
- (1) Receive complaints, inquiries, and other communications concerning alleged excessive rental charges and alleged violations, including retaliation, of C.G.S. §§ 7-148b to 7-148f, inclusive, C.G.S. § 47a-20, C.G.S. 21-80a and C.G.S. § 47a-23c in housing accommodations, except those accommodations rented on a seasonal basis, within its jurisdiction, which jurisdiction shall include mobile manufactured homes and mobile manufactured home park lots. “Seasonal basis” means housing accommodations rented for a period or periods aggregating not more than 120 days in any one calendar year. “Rental charge” includes any fee or charge in addition to rent that is imposed or sought to be imposed upon a tenant by a landlord, and includes any charge that is already in effect;

- (2) Make such studies and investigations regarding rental housing within the [town/city] as are appropriate to carry out the duties and responsibilities delegated hereunder, and subject to the terms, limitations and conditions set forth herein;
- (3) Conduct hearings on complaints or requests for investigation submitted to it by any person, subject to the terms, limitations and conditions as set forth herein;
- (4) Compel the attendance of persons at hearings, issue subpoenas and administer oaths, issue orders and continue, review, amend, terminate or suspend any of its orders and decisions;
- (5) Determine, after a hearing as set forth herein, whether or not the rent for any housing accommodation is so excessive as to be harsh and unconscionable;
- (6) Determine, after a hearing as set forth herein, whether the housing accommodation in question fails to comply with any municipal ordinance or state statute or regulation relating to health and safety;
- (7) Determine, after a hearing as set forth herein, whether a landlord has engaged in retaliation in violation of Section 6 below and make such orders as are authorized herein;
- (8) Order a reduction of any excessive rent to an amount which is fair and equitable, and make such other orders as are authorized herein;
- (9) Order the suspension or reduction of further payment of rent by the tenant until such time as the landlord makes the necessary changes, repairs or installations so as to bring such housing accommodation into compliance with any municipal ordinance or state statute or regulation relating to health and safety;
- (10) Establish an escrow account with a local bank or financial institution into which it shall deposit all rent charges or other funds paid to it pursuant to Section 5 herein; and
- (11) Carry out all other provisions of C.G.S. §§ 7-148b to 7-148f, inclusive, C.G.S. § 47a-20, 21-80a and C.G.S. § 47a-23c as now existing and as hereinafter amended, as they apply to fair rent commissions.

Section 3. Determination of Excessive Rent

- (a) In determining whether a rental charge or a proposed increase in a rental charge is so excessive, with due regard to all the circumstances, as to be harsh and unconscionable, the Commission shall consider such of the following circumstances as are applicable to the type of accommodation:
 - (1) The rents charged for the same number of rooms in other housing accommodations in the same and in other areas of the municipality;
 - (2) The sanitary conditions existing in the housing accommodations in question;

- (3) The number of bathtubs or showers, flush waste closets, kitchen sinks and lavatory basins available to the occupants thereof;
- (4) Services, furniture, furnishings and equipment supplied therein;
- (5) The size and number of bedrooms contained therein;
- (6) Repairs necessary to make such accommodations reasonably livable for the occupants accommodated therein;
- (7) The amount of taxes and overhead expenses thereof;
- (8) Whether the accommodations are in compliance with the ordinances of the [town/city] and the General Statutes of the State of Connecticut relating to health and safety;
- (9) The income of the petitioner and the availability of accommodations;
- (10) The availability of utilities;
- (11) Damages done to the premises by the tenant, caused by other than ordinary wear and tear;
- (12) The amount and frequency of increases in rental charges; and
- (13) Whether, and the extent to which, the income from an increase in rental charges has been or will be reinvested in improvements to the accommodations.

Nothing in this section shall preclude the Commission from considering other relevant circumstances.

- (b) The rent of a tenant protected by C.G.S. § 47a-23c who files a complaint with the Commission pursuant to C.G.S. § 47a-23c(c)(2) may be increased only to the extent that such increase is fair and equitable, based on the criteria set forth in C.G.S. § 7-148c.

Section 4. Procedures and Hearing on Complaints

- (a) Upon the filing of a complaint, the Commission shall promptly notify all parties in writing of the receipt of the complaint. Such notice shall also inform the parties that the landlord is prohibited from retaliating against the tenant due to the filing of the complaint. It shall also inform the parties that, until a decision on the complaint is made by the Commission, the tenant's liability shall be for the amount of the last rent prior to the increase complained of or, if there is no such increase, the last agreed-upon rent, and that an eviction based upon non-payment of rent cannot be initiated against a tenant who continues to pay the last agreed-upon rent during the pendency of the fair rent commission proceeding.

- (b) If a complaint alleges housing conditions that violate a housing, health, building or other code or statute, the Commission shall notify the appropriate municipal office or agency, which may then concurrently exercise its own powers. In addition, the Commission may request that the appropriate municipal official or agency promptly investigate and provide a report to the Commission.
- (c) If two or more complaints are filed against the same landlord by tenants occupying different rental units in the same building, complex, or mobile home park that appear to raise the same or similar issues, the Commission may consolidate such claims for hearing.
- (d) The Commission or municipal staff may, to the extent practicable, encourage the parties to the complaint to reach a mutually satisfactory resolution through informal conciliation. Municipal staff may serve as informal conciliators. Any agreement to resolve the complaint shall be in writing and signed by the parties.
- (e) A hearing on the complaint shall be scheduled no later than thirty (30) days after the filing of the complaint, unless impracticable. Written notice of the date, time, and place of the hearing shall be given to the parties to the complaint at least ten (10) days prior to the hearing by first class and certified mail and, if practicable, by electronic mail.
- (f) All parties to a hearing shall have the right to be represented, to cross-examine witnesses, to examine documents introduced into evidence, and to call witnesses and introduce evidence. The testimony taken at a hearing shall be made under oath. Hearings shall be recorded.
- (g) In the event that there is insufficient time to complete a hearing or for other cause, the Commission shall have the power to adjourn the hearing to another time and date.
- (h) No sale, assignment, transfer of the housing accommodation in question or attempt to evict the tenant shall be cause for discontinuing any pending proceeding nor shall it affect the rights, duties and obligations of the Commission or the parties.

Section 5. Rent Reduction Order and Repairs

- (a) The Commission shall render its decision at the same meeting at which the hearing on the complaint is completed or within thirty (30) days following such date, unless impracticable. In accordance with the state Freedom of Information Act, both the hearing itself and the deliberation by the Commission shall be open to observation by the public. Until a decision on the complaint is made by the Commission, the tenant's liability shall be for the amount of the last rent prior to the increase complained of or, if there is no such increase, the last agreed-upon rent.
- (b) If the Commission determines after a hearing that the rental charge or proposed increase in the rental charge for any housing accommodation is so excessive, based on the standards and criteria set forth in Section 3, as to be harsh and unconscionable, it may order that the rent be limited to such an amount as it determines to be fair and equitable, effective the month in which the tenant filed the complaint. A Commission's orders may include, but are not limited to, a reduction in a rental charge or proposed rent increase; a delay in an increased rental charge

until specified conditions, such as compliance with municipal code enforcement orders, have been satisfied; or a phase-in of an increase in a rental charge, not to exceed a fair and equitable rent, in stages over a period of time. Commission orders shall be effective for at least one (1) year from the date of issuance, unless the Commission otherwise orders.

- (c) If the Commission determines after a hearing that a housing accommodation fails to comply with any municipal ordinance or state statute or regulation relating to health and safety, the Commission may order the suspension or reduction of further payment of rent by the tenant until such time as the landlord makes the necessary changes, repairs or installations so as to bring the housing accommodation into compliance with such laws, statutes, or regulations. If the Commission's order constitutes a complete suspension of all rent, the rent during such period shall be paid to the Commission to be held in escrow subject to such ordinances or provisions as may be adopted by the town, city or borough. Upon the landlord's full compliance with such ordinance, statute or regulation for which payments were made into such escrow, the Commission shall determine after hearing such distribution of the escrowed funds as it deems appropriate.

Section 6. Retaliation

- (a) No landlord shall engage in retaliatory actions. Retaliatory actions by a landlord include but are not limited to the following:
 - (1) Engaging in any action prohibited by C.G.S. § 47a-20 or § 21-80a within six months after any event listed in such statutes, including but not limited to within six months after the tenant has filed a complaint with the Commission;
 - (2) Refusing to renew the lease or other rental agreement of any tenant; bringing or maintaining an action or proceeding against the tenant to recover possession of the dwelling unit; demanding an increase in rent from the tenant; decreasing the services to which the tenant has previously been entitled; or verbally, physically or sexually harassing a tenant because a tenant has filed a complaint with the fair rent commission;
 - (3) Engaging in any other action determined by the Commission, after a hearing, to constitute landlord retaliation as set forth in C.G.S. 7-148d(b).
- (b) In the initial notice scheduling a hearing or conciliation on a complaint, and in its notice of decision, the Commission shall include notice, in plain language, to landlords and tenants that retaliatory actions against tenants are prohibited.
- (c) Any tenant who claims that the action of his or her landlord constitutes retaliatory action may file a notice of such claim with the Commission. If the Commission determines, after a hearing, which hearing shall be expedited, that a landlord has retaliated in any manner against a tenant because the tenant has complained to the Commission, the Commission may order the landlord to cease and desist from such conduct and order the landlord to withdraw or remediate such conduct as has already occurred.

Section 7. Appeals

Any person aggrieved by any order or decision of the Commission may appeal to the Superior Court within thirty (30) days of the issuance of the written notice of the decision to the parties. Such notice shall include notice of the right to appeal, the court to which an appeal may be taken, and the time in which an appeal must be filed. Unless otherwise directed by the Commission or the court, the filing of an appeal shall not stay any order issued by the Commission.

Section 8. Failure to Comply with Commission Orders

- (a) Any person who violates any order of rent reduction or rent suspension by demanding, accepting or receiving an amount in excess thereof while such order remains in effect, and no appeal pursuant to § 7-148e is pending, or who violates any other provision of this chapter or C.G.S. § 47a-20 or 21-80a or who refuses to obey any subpoena, order or decision of the Commission pursuant thereto shall be fined not less than \$25 nor more than \$100 for each offense. If such offense continues for more than five days, it shall constitute a new offense for each day it continues to exist thereafter.
- (b) The Commission, in its own name or through the municipality, may bring a civil action to any court of competent jurisdiction or take any other action in such a court to enforce any order of the Commission made pursuant to this subchapter, or to enjoin a violation or threatened violation of any order of the Commission.

**Annotations to
Fair Rent Commission Model Ordinance**

Annotations to Fair Rent Commission Model Ordinance

Last updated: 08.10.22

The Fair Rent Commission Model Ordinance is intended to be a “best practices” guide for towns adopting their own ordinances. All fair rent commission ordinances must comply with the requirements of the Fair Rent Commission Act (C.G.S. §§ 7-148b through 7-148f), but that act leaves room for procedural variations among the towns. For example, it does not designate the number of members a fair rent commission is to have.

Based on our knowledge and experience with fair rent commission ordinances and practices, the Model Ordinance incorporates both statutory requirements and supplementary provisions we believe are beneficial for a fair rent commission carrying out its duties under the act. This Annotation explains why particular provisions are required or recommended. The Annotation follows the section numbers in the Model Ordinance and should be read in conjunction with that document.

Section 1. Creation of Fair Rent Commission

- **Statute:** C.G.S. § 7-148b(b)
- **Subsection (a):** This subsection enacts the ordinance and broadly states the purpose of the commission. The phrase “to control and eliminate excessive rental charges” comes from C.G.S. § 7-148b(b). The definitions in C.G.S. § 7-148b(a) can be found in Section 2(a)(1) of the Model Ordinance. The statute leaves membership, terms, appointing authority, and similar matters to the municipality to determine. Those can be found in Subsection (b) of this section.
- **Subsection (b):**
 - **Number of members and alternates:** With one exception, all existing commissions have either five (12 commissions), seven (7 commissions), or nine (4 commissions) members. The Model is written for seven members and three alternates as the best size for a commission. It may be easier for a town to fill all slots in a smaller commission, but a seven-member commission makes it easier to deal with member absences. As is common, the Model requires that all commission members be residents of the municipality and that they serve without compensation.
 - **Landlord/tenant distribution:** The Model recommends that a seven-member commission include at least two landlords and two tenants and that alternates include at least one landlord and one tenant. The remaining members of the commission could be landlords, tenants, or others, meaning a person who is neither a landlord nor a tenant, i.e., a single-family homeowner who is not a landlord. For a five-member commission, a minimum of at least one landlord and one tenant is recommended.

The existing ordinances vary widely in how – or whether – membership among landlords, tenants, and others is explicitly balanced. The Model is intended to provide towns with flexibility but also to ensure that some members will bring their perspective as either a landlord or a tenant. The requirements for membership adopted by existing ordinances include:

- Equal number of landlords and tenants: This could be a specific number of each or simply a requirement that the number be equal. Since all commissions have an odd number of members, this approach effectively results in at least one member of the commission being neither a landlord nor a tenant.
- Minimum number of landlords and tenants: This approach assures that some minimum number of members will be either a landlord or a tenant. It does not require exact equality of membership between landlords and tenants and does not preclude all commission members being landlords, tenants, or others.
- No minimum: This alternative has no minimum requirements for either participation or balance, i.e., the members of the commission, without restriction, may be landlords, tenants, or others.
- One commission (New Haven) requires a minimum number of tenants with no minimum requirement for landlords.
 - Appointing authority: The appointing authority is ordinarily the Mayor or the municipality's legislative body. The Model expresses no preference as to this choice.
- Model Subsection (c) – Terms: The Model recommends four-year terms, with initial appointments staggered. The most common terms under existing ordinances are two, three, or four years. The Model recommends four-year terms for greater stability.

Section 2. Powers of the Commission

- Statute: C.G.S. §§ 7-148b, 7-148c, and 7-148d
- Summary: The Model identifies eleven categories of powers based on the statute and various existing ordinances. The list is not exclusive, and commissions have other powers ancillary to their functions, similar to other municipal boards.
- Subpart (1) – Range of powers:
 - Commission jurisdiction: The Model Ordinance follows C.G.S. § 7-148b in excluding only what the statute calls “seasonal” rentals of 120 days or less. Based on the statutory definition, this exclusion is not really “seasonal” but rather “short-term,” i.e., units that are rented out for no more than 120 days per year. These are the only rentals that the Fair Rent Commission Act authorizes an ordinance to exclude from commission jurisdiction, and that is in fact the rule followed by most existing ordinances. Commission jurisdiction regarding C.G.S. §§ 47a-20 (retaliatory conduct) and 47a-23c (seniors and persons with disabilities in buildings and complexes with five or more units) is specifically referenced in C.G.S. § 7-148b(b). C.G.S. § 21-80a is the companion retaliation statute to § 47a-20 in mobile home parks. Mobile home parks are explicitly included in the Fair Rent Commission Act under C.G.S. § 7-148b.
 - Definitions: The definitions of “seasonal basis” and “rental charge” are taken from C.G.S. § 7-148b(a), which makes clear that a “rental charge” does not have to be a new or increased rental payment and that complaints can be based on a reduction in services or substandard conditions.
 - Subparts (2) through (11) – Explicit powers: This is a listing of powers commonly exercised by fair rent commissions.

Section 3. Determination of Excessive Rent

- Statute: C.G.S. §§ 7-148c and 47a-23c

- **Subsection (a) – Statutory factors:** This subsection lists the statutory “circumstances” (i.e., factors or criteria) the commission must consider if they “are applicable to the type of accommodation.” The Model makes explicit that other applicable circumstances can be considered if relevant.
 - **Interpretation of factors:** The Model Ordinance recites the exact statutory language of the factors. Not all factors are necessarily of equal importance, and the significance of various factors depends on the individual case. The statute was written in 1969 and some factors may feel dated, but commissions commonly apply a common sense meaning. The factors are often interrelated, and it may be helpful to group them as follows:
 - Size and history of rent increases (Item #12);
 - Landlord operating costs (Item #7);
 - Condition of the premises, including whether it is substandard (Items #2, #6, #8, #11, and #13);
 - Comparable rents in the neighborhood and municipality (Item #1);
 - Facilities and services included in the rent (#3, #4, #5, and #10);
 - The tenant’s income and the availability of alternative housing (Item #9).
 - **Relationship to C.G.S. § 7-148d:** Under C.G.S. § 7-148d(a), these same factors are used by the commission to set a fair and equitable rent.
 - **Relationship to commission decision-making:** Section 5(b) of this Annotation identifies common commission decisions and orders that arise from the application of these factors.
- **Subsection (b) – Complaints under § 47a-23c:** This subsection makes explicit that these same 13 factors are applied in complaints originating under C.G.S. § 47a-23c, which protects elderly and disabled tenants in buildings with five or more units and allows their rents to be increased “only to the extent that such increase is fair and equitable, based on the criteria set forth in section 7-148c.” It also specifically authorizes such tenants to bring a complaint to their local fair rent commission.

Section 4. Procedures and Hearing on Complaints

- **Subsection (a) – Immediate notice:** The Model requires that the initial notice upon the filing of the complaint inform the parties that retaliation is prohibited. It also states that the tenant can continue to pay the last agreed-upon rent (or the last rent before a disputed rent increase) and that a landlord cannot initiate or maintain eviction proceedings against a tenant for non-payment of rent or lapse of time who continues to pay this rent while the complaint is pending. This is an important requirement that addresses the problem of landlords attempting to avoid commission jurisdiction or discourage tenant complaints by trying to evict tenants. The commission has the power to prevent retaliatory conduct, and notice is critical to deter retaliation. While the statute is silent as to what rent is to be paid, substantive law is clear that “rent” cannot be set unilaterally but only through an agreed-upon contract. The filing of the complaint inherently demonstrates the absence of agreement.
- **Subsection (b) – Housing code violations:** This subsection incorporates the common practice of commissions requesting code inspections and reports by the municipality’s relevant agency if the tenant’s complaint claims code-related violations or problems with conditions as a reason for objecting to the rental charge. The code agency will typically conduct an inspection; issue corrective orders to the landlord under the agency’s own authority, if appropriate; and notify

the commission of the result of the inspection, of any orders that have been issued, and of compliance with such orders if it occurs.

- Subsection (c) – Consolidation of complaints for hearing: This subsection incorporates the common practice of consolidating complaints for a hearing when multiple tenants in the same complex file complaints that appear to raise similar issues (e.g., the same rent increase demanded from many units or shared problems with conditions). The commission may continue to treat complaints individually even if the hearings are consolidated. This practice encourages a more efficient presentation of evidence to the commission and minimizes redundancy.
- Subsection (d) – Conciliation: This subsection incorporates the common practice of attempting to resolve complaints by the agreement of the parties prior to a hearing through informal conciliation. The Model makes explicit that conciliation is appropriate and encouraged, including through participation of municipal staff.
- Subsection (e) – Timing of hearings: This subsection requires that a hearing on the complaint be scheduled within 30 days of the filing of the complaint unless impracticable. This benefits both the tenant and the landlord by minimizing the pendency period. It also encourages the code agency to promptly carry out its inspection and produce at least an initial report, and for the parties to at least begin informal conciliation. Nothing precludes a hearing from being continued or rescheduled if sufficient information is not yet available. The Model also requires ten days' notice of the hearing, using both first-class and certified mail as well as email, if practicable. The use of multiple methods of notice increases the likelihood that the parties receive the notice.
- Subsection (f) – Hearing procedure: The procedures in this subsection are common practice among existing commissions. Hearings do not have the formality or rigidity of a court hearing, but it is important that they be orderly, that all parties are heard, and that an adequate record is retained.
- Subsection (g) – Continuances: The ability to continue the hearing is necessary when information is incomplete or more time is needed for a decision.
- Subsection (h) – Transfer of the property: The Model makes explicit that a landlord cannot avoid commission jurisdiction by transferring title. The commission's decision concerning the complainant will apply to the new owner. The landlord also cannot avoid commission jurisdiction by attempting to evict the tenant. The filing of an eviction action does not deprive the commission of jurisdiction or prevent the commission from asserting jurisdiction.

Section 5. Rent Reduction Order and Repairs

- Statute: C.G.S. § 7-148d(a)
- Subsection (a) – Determination that rent is excessive
 - Time to render decision: This section clarifies that a commission can, but is not required to, render its decision at the same commission meeting as the hearing. Commissions commonly do this if the hearing provides all information needed to decide. The memories of commission members are fresh, and all members who have heard the evidence are present. The commission otherwise has 30 days to decide. The time is measured from the date of the completion of the hearing. If the commission is waiting for additional information, it should continue the hearing, and the 30 days will not begin to run until the continued hearing is completed.

- Open meetings: The state Freedom of Information Act (C.G.S. § 1-200 et seq.) applies to municipal agencies. Both the hearing portion of the meeting and the commission’s deliberations must be open to the public.
- Rent liability: The Model limits tenant liability to the last rent prior to the increase complained of or, if the excessive rental charge is not an increase, to the last agreed-upon rent. Holding the tenant liable for a larger amount that was not agreed upon creates a difficult situation for the tenant and discourages complaints. If the tenant loses, the tenant will be liable for the increase going forward. If the tenant wins, the decision is effective retroactive to the month in which the tenant filed the complaint.
- Subsection (b) – Reduction of rent orders
 - Effective date of rent reduction order: Upon a finding of harsh and unconscionable rent, the statute directs the commission to set a rent that is fair and equitable. The Model makes the order retroactive to the month in which the tenant filed the complaint.
 - Common decisions and orders: To help commissioners understand the kind of orders that can be issued other than a denial of the complaint, the Model identifies some of the most common ones as examples: a reduction in the rental charge, a delay of a rental increase pending correction of defective conditions, or a phase-in of a rental increase. Note that under the statute (and therefore under the Model ordinance), the commission’s jurisdiction is not limited to rent increases but rather to any “rental charge.” There are at least two types of situations in which the commission may find a rental charge unconscionable, even though it is not a rental increase. One is a reduction in services, such as when a service previously paid by the landlord (e.g., electricity) is transferred to the tenant. The second is when the landlord’s failure to repair defective conditions or adequately maintain the property devalues the rental so as to make the existing rental unconscionable. Other situations may arise as well.
 - Duration of commission orders: The Model adopts the best practice of specifying a duration for commission orders, which the commission can modify in particular cases. The Model recommends one year, which is the most commonly set duration. This means that a rent reduction will last for one year. Nothing precludes the landlord from seeking a modification sooner, but, after one year, the landlord need not return to the commission to propose a rent increase. A tenant who objects to an increase would have to file a new complaint with the commission.
 - Written decisions: Although a commission decision may initially be made orally on motion, it should always be reduced to a written decision, with at least a brief statement of the reasons.
- Subsection (c) – Correction of code violations and escrow payments
 - Suspension or reduction of rent payments: If the commission finds after hearing that the property fails to comply with state or local health and safety codes, statutes, or regulations, it can reduce or suspend the rent until the landlord complies. Such an order can be part of an interim or a final decision. A commission order can be based on an order of a code enforcement agency, but a code enforcement agency order is not required. A commission order can also be based on evidence it receives at its own hearing.
 - Escrowing of payments: The Fair Rent Commission Act, and therefore the Model Ordinance, requires the escrow of rent payments to the municipality only in limited circumstances. Escrow payments are required only if the commission orders the suspension of any further payment of rent. Escrow is not required if the rent is reduced rather than suspended while the landlord brings the property into compliance with

codes. If the rent is reduced, the amount should be what the commission determines is fair and equitable. In practice, most commissions have been reluctant to assume responsibility for the receipt and management of escrow payments and are more likely to reduce rather than suspend rent. A rent reduction avoids the statute's escrow requirement, however, since escrow is only required if the obligation to pay the landlord is also suspended. If escrowing is not ordered, the tenant pays the amount ordered to the landlord rather than to the commission.

- Payout of escrowed payments: If payments are escrowed, the commission should order the distribution of the escrowed funds once the landlord fully brings the property into compliance with codes as ordered by the commission. Escrowed funds can be released to the landlord, the tenant, or divided between them as the commission determines is equitable in light of the circumstances.

Section 6. Retaliation

- Statute: C.G.S. §§ 7-148b(b), 7-148d(b), 7-148f, 47a-20, and 21-80a
- Subsection (a) – Retaliatory actions: The Fair Rent Commission Act explicitly gives the commission authority to act on complaints of retaliation because of the filing of a complaint to the commission or under C.G.S. § 47a-20. C.G.S. § 21-80a is the equivalent of § 47a-20 for residents in mobile home parks, which are covered by the Fair Rent Commission Act pursuant to C.G.S. § 7-148b(b). The Model ordinance spells out retaliation in more detail:
 - Engaging in any action prohibited by C.G.S. §§ 47a-20 or 21-80a: These statutes do not require retaliatory motive but instead bar certain actions for six months after the occurrence of one of five trigger events:
 - A good faith attempt by the tenant to remedy any condition violating health or safety codes or violation of any other state statute, explicitly including the filing of a complaint with a fair rent commission;
 - The filing by a municipal agency or official of any notice, complaint, or order regarding a violation;
 - A good faith request by the tenant to the landlord to make repairs;
 - A good faith institution by the tenant of a Housing Code Enforcement Act action under C.G.S. § 47a-14h; or
 - The tenant's organizing or joining a tenants' union.

Under the wording of C.G.S. §§ 47a-20 and 21-80a, these statutes apply to any good faith complaint to a fair rent commission, and it is not necessary for the complaint to be related to code violations.

 - Refusing to renew the lease, bringing an eviction, raising the rent, reducing services, or harassing the tenant because the tenant filed a complaint with the commission.
 - Engaging in any other action determined by the commission, after a hearing, to violate C.G.S. § 7-148d.
- Subsection (b) – Notice concerning retaliation: The Model Ordinance requires both the notice of a hearing or conciliation and the notice of the decision to include the prohibition against retaliation.
- Subsection (c) – Commission jurisdiction: The Model Ordinance explicitly authorizes the tenant to notify the commission of retaliation and to request relief. The tenant does not need to initiate a new proceeding but can raise the issue during the complaint process or, as part of the case, after the commission's order on the original fair rent complaint has been issued. The

commission can also act to prevent retaliation, even if the tenant has not prevailed in the action before the commission. A cease-and-desist order issued by the commission can include the landlord's withdrawing or remediating the challenged retaliatory conduct.

Section 7. Appeals

- Statute: C.G.S. § 7-148e
- Time for appeal: The statute authorizes appeals to the Superior Court but does not impose a time limit on taking an appeal, leaving unclear what the time limit is. The Model Ordinance provides a limit of 30 days, measured from the date of the written notice. While many commission decisions will initially be made orally at the hearing, the parties will not necessarily be present, nor will the reasons for the decision be stated. Parties cannot be expected to take an appeal without a formal notice. The Model requires that the notice of decision also include information about the right to appeal.
- Rental liability during an appeal: The issuance of a decision by the commission, as a practical matter, changes the presumption as to what amount of rent the tenant should be paying during further proceedings. The Model Ordinance incorporates the rule that the commission's decision is effective during an appeal, unless the commission itself or the court to which the decision has appealed issues a contrary order.

Section 8. Failure to Comply with Commission Orders

- Statute: C.G.S. § 7-148f
- Subsection (a) – Criminal penalties: This subsection is taken directly from C.G.S. § 7-148f. For consistency with C.G.S. § 47a-20, C.G.S. § 21-80a is added.
- Subsection (b) – Civil remedies: This subsection makes clear that the commission, in its own name or through the municipality, can seek to enforce its orders civilly.

Fair Rent Commission Factsheet



Fair Rent Commission Factsheet

Last updated: 08.10.22

What is a Fair Rent Commission (FRC)?

It is a municipal board with the primary power to restrict rental charges in residential housing that are “so excessive as to be harsh and unconscionable.” It holds hearings and makes decisions in response to tenant complaints in the same way as other municipal boards.

What does P.A. 22-30 do?

It requires each town with a population greater than 25,000 to adopt a fair rent commission ordinance in accordance with the Fair Rent Commission Act (C.G.S. 7-148b through 7-148f).

What standards does a FRC apply?

C.G.S. 7-148c lists 13 standards that must be considered if applicable. The most important are size of the rent increase, the landlord’s operating costs, the condition of the premises, and the rents for comparable housing in the town.

What are the most common FRC decisions?

- A rent increase is reduced or denied.
- The landlord is required to phase in a rent increase.
- A rent increase is delayed until the landlord has complied with health and safety requirements or has made necessary repairs.
- The tenant’s claim is denied.

Are complaints worked out without a hearing?

They often are. In addition, many FRC decisions are themselves compromises. When rent complaints are driven by the landlord’s failure to maintain the property, the commission will often reinforce the town’s code enforcement agencies by preventing a rent increase while awaiting compliance with code orders. When a fair rent complaint is generated by poor housing conditions, commissions will often request a code agency to make an inspection.

How expensive is a commission to the town?

Most towns that have fair rent commissions currently use existing staff to support a commission.

Why can’t tenants just go to court?

With certain exceptions, Connecticut tenants have no right to challenge a rent increase except in a town with a fair rent commission. In the absence of a fair rent commission, a tenant who refuses to accept an increase can either move or risk eviction by refusing to pay the higher rent. Connecticut courts have no general authority to decide whether a rent increase is unconscionable or unfair.

Is this rent control?

No, it is completely different. It does not restrict rents generally and landlords remain free to charge whatever they want. It is triggered only by a tenant complaint and only by a showing by the tenant that the rental charge is “so excessive as to be harsh and unconscionable.”

How Many Towns Already Have Such Ordinances?

The FRC Act was adopted as an enabling act in 1969. FRC ordinances exist in 24 towns, of which 18 have populations greater than 25,000. FRC towns include:

Large cities (4): Hartford, New Haven, Stamford, Bridgeport

Mid-size cities (6): Norwalk, Danbury, New Britain, Manchester, Groton, Enfield

Suburbs (11): West Hartford, Hamden, Glastonbury, Newington, West Haven, Windsor, Wethersfield, Farmington, Simsbury, Rocky Hill, Bloomfield

Smaller towns (3): Colchester, Clinton, Westbrook

Fair Rent Commission FAQs

Fair Rent Commission FAQs

Last updated: 08.10.22

What is a fair rent commission?

A fair rent commission is a municipal board with the primary power to prevent rental charges in residential housing that are “so excessive, with due regard to all the circumstances, as to be harsh and unconscionable,” Connecticut General Statutes (C.G.S.) 7-148c. It holds hearings and makes decisions in response to tenant complaints in the same way as other municipal boards. Under C.G.S. 7-148b through 7-148f, Connecticut law has, since 1969, authorized towns to adopt such boards by ordinance. P.A. 22-30 requires that every town with a population of 25,000 or more as of the last decennial census create such a commission.

How many towns presently have fair rent commission ordinances?

Twenty-four Connecticut towns already have fair rent commission ordinances, most going back at least 30 years. Eighteen of those towns have populations above 25,000 (six towns with commissions have fewer than 25,000 people). Twenty-seven towns with a population above 25,000 do not presently have an ordinance and are therefore directly affected by P.A. 22-30.

Which towns have fair rent commission ordinances?

Large cities (4):	Hartford, New Haven, Stamford, Bridgeport
Mid-size cities (6):	Norwalk, Danbury, New Britain, Manchester, Groton, Enfield
Suburbs (11):	West Hartford, Hamden, Glastonbury, Newington, West Haven, Windsor, Wethersfield, Farmington, Simsbury, Rocky Hill, Bloomfield
Smaller towns (3):	Colchester, Clinton, Westbrook

Which additional towns are required to create a fair rent commission under P.A. 22-30?

Waterbury	114,403	Wallingford	44,396	Branford	28,273
Greenwich	63,518	Southington	43,501	New Milford	28,115
Fairfield	61,512	Shelton	40,869	East Haven	27,923
Meriden	60,850	Norwich	40,125	New London	27,367
Bristol	60,833	Trumbull	36,827	Newtown	27,173
Stratford	52,355	Torrington	35,515	Westport	27,141
Milford	52,044	Naugatuck	31,519	So. Windsor	26,918
East Hartford	51,045	Vernon	30,215	Mansfield	25,892
Middletown	47,717	Cheshire	28,733	Ridgefield	25,033

To what extent do these 45 towns cover Connecticut’s residential renters?

The 45 covered towns (about 27% of the state’s 169 towns) have about 80% of all residential rental units in Connecticut.

By when must towns adopt their ordinances?

P.A. 22-30 requires that covered towns have their ordinances in place no later than July 1, 2023. There is, however, no need for towns to wait until 2023 to adopt an ordinance, since existing law has

long authorized towns to do so. P.A. 22-30 requires towns to notify the Commissioner of Housing within 30 days of adoption of its ordinance and provide the Commissioner with a copy of the ordinance.

Why can't tenants just go to court if they object to a rent increase?

Courts in Connecticut have no general power to adjudicate the fairness of rents or rent increases. With certain limited exceptions, tenants have a right to challenge the fairness of a rent increase only in a town that has a fair rent commission. In towns without fair rent commissions, the tenant can accept the rent increase or move. Tenants who refuse to pay the increase will face eviction.

What about tenants protected by "just cause eviction"?

In theory, elderly and disabled tenants who live in apartment buildings of five or more units are allowed to take a rent dispute to court. In practice, however, this almost never happens, because initiating a judicial proceeding is not practical for tenants, and especially not for tenants who are elderly or disabled. It is expensive and would be very difficult to do without an attorney. It is also not realistic for such tenants – many of whom are long-term renters with little capacity to move – to risk their tenancy by refusing to pay a rent increase and gambling that they can win an eviction. The risk of loss is extremely high. If the court doesn't agree with the tenant, the tenant is evicted. At that point, it is too late to save the tenancy by agreeing to pay the rent increase. Just the filing of a summary process action may also negatively impact the tenant's record, hindering their ability to secure future housing or credit.

How expensive are fair rent commissions?

Fair rent commissioners, like commissioners of most other local boards, are not paid. In most locations, towns use existing staff to provide whatever support for fair rent commissions is needed. While particularly large towns might consider adding an employee if large numbers of complaints are received, it is anticipated that medium-sized towns would not.

What are the necessary elements of a fair rent commission ordinance?

The primary necessity is that the ordinance should adopt the state Fair Rent Commission Act. Some towns do this by reference to the state statute (C.G.S. 7-148b through 7-148f). Some do it by copying the text of the state statute into the ordinance. Other than that, the only necessary elements are to identify (1) who appoints the members and (2) the number and terms of the commissioners.

How detailed are most ordinances?

The degree of detail varies widely. The practical difference is in how much is left to the commission to decide and how much is to be controlled by the ordinance. There appear to be two types of ordinances:

- **Minimum ordinance:** The ordinance contains only the necessary elements referred to above, i.e., adoption of the state statute by cross-reference or by copying the language of the state statute into the ordinance, identification of the appointing authority, and establish the number and terms of commission members.
- **Detailed ordinance:** The ordinance includes a more comprehensive framework for their fair rent commission. Such ordinances may include complaint-filing and hearing procedures, time deadlines, staffing (if any), appeal procedures, and other matters.

How large are fair rent commissions?

Existing fair rent commissions vary from 3 to 9 members. Most have either 5 or 7.

Who names the members of the commission?

The appointing authority is usually the municipal executive, particularly in the larger towns (sometimes with confirmation by the legislative body required) or the legislative body.

Do commission ordinances balance landlords and tenants?

The Fair Rent Commission Act leaves it to each town to decide on how to balance a fair rent commission. About half of the existing ordinances are silent on the question of balancing, leaving the matter to the appointing authority as to the balance of landlords, tenants, and neither (i.e., a homeowner who is not a landlord). Any mixture is acceptable. The other half of the ordinances require some degree of balance, usually in one of two ways:

- **An equal number of landlords and tenants:** This number might or might not be specified in the ordinance. Since all existing commissions have an odd number of members, this approach means that at least one member will have to be neither a landlord nor a tenant.
- **A minimum number of landlords and tenants:** Some ordinances include a specific number. For example, a five-member commission could be required to have at least two landlords and two tenants. In that case, the fifth member could be a landlord, a tenant, or a non-landlord homeowner.

Unless the ordinance requires a specific or a minimum number of landlords and tenants, it is possible for a commission to be made up entirely of non-landlord homeowners.

Are commission members required to have special expertise?

No. The background of members is left to the municipal appointing authority. It is expected that it will be possible to obtain member training if it is desired.

Is there a required political party distribution?

Yes, fair rent commissions are government agencies subject to the Minority Party Representation statute (C.G.S. 9-167a), which limits the maximum number of members of a board who can be registered in the same political party.

Are fair rent commissions advisory only?

No, they have the power to make binding decisions, in the same manner that other municipal boards can make binding decisions. Most fair rent commissions, however, encourage conciliation of disputes, and most fair rent complaints are resolved without the need for a formal hearing. The very existence of a fair rent commission often generates a bargaining process that results in agreements between the landlord and the tenant.

What is the legal standard that fair rent commissions apply?

Under C.G.S. 7-148c, a rental charge must be “**so excessive, with due regard to all the circumstances, as to be harsh and unconscionable.**” That statute also requires the commission to consider 13 “circumstances” “as are applicable.” Under C.G.S. 47a-23c, a rental increase involving a tenant who resides in a building with five or more units and who is either sixty-two years of age or older or disabled must be “fair and equitable.”

What are those standards?

Fair rent commissions do not treat all 13 numbered circumstances as equally important. The literal wording of some of the circumstances, as originally written in 1969, may at times seem a bit

dated. **In practice, the primary circumstances are usually the size of the rent increase, the landlord's costs, and the condition of the premises.** The 13 circumstances can be grouped into these six categories. The numbers in the parentheses are the numbers they are given in the statute.

- Size and history of rent increases
 - The amount and frequency of increases in rental charges (#12).
- Landlord operating costs
 - The amount of taxes and overhead expenses (#7).
- Condition of the premises, including whether the premises are substandard:
 - Whether the accommodations are in compliance with the ordinances of the municipality and general statutes relating to health and safety (#8);
 - The sanitary conditions existing in the housing accommodations in question (#2);
 - Repairs necessary to make such accommodations reasonably livable for the occupants accommodated therein (#6);
 - Whether, and the extent to which, the income from an increase in rental charges has been or will be reinvested in improvements to the accommodations (#13);
 - Damages done to the premises by the tenant, caused by other than ordinary wear and tear (#11).
- Comparable rents in the neighborhood and municipality:
 - The rents charged for the same number of rooms in other housing accommodations in the same and in other areas of the municipality (#1).
- Facilities and services included in the rent
 - The size and number of bedrooms contained therein (#5);
 - The availability of utilities (#10);
 - The numbers of bathtubs or showers, flush water closets, kitchen sinks and lavatory basins available to the occupants thereof (#3);
 - Services, furniture, furnishings and equipment supplied therein (#4).
- Income of the tenant and the availability of places to which the tenant can move
 - The income of the petitioner and the availability of accommodations (#9).

Can a commission consider other circumstances?

Yes. The statute does not preclude consideration of other circumstances if they are relevant to the statutory standard of harsh and unconscionable.

Can a town make up its own standard?

No. The statutory standard is mandatory.

Is there a formula for weighing the factors?

No, it is within the discretion and judgment of the commission.

How are these circumstances proven to the commission?

It is usually up to the parties to provide the commission with evidence upon which it can base a decision. If, however, a tenant objects to a rental charge based on the condition of the premises, it is common for a commission to request that a town health or safety inspector (e.g., a housing, building, or fire code official) inspect the premises in the same manner as if a complaint had been made with the agency by the tenant.

If the commission finds that rental charges are harsh and unconscionable, what can it do?

It can limit the rent to an amount that is “fair and equitable.” In setting that amount, C.G.S. 7-148d requires that the same 13 circumstances be applied.

What commission orders are most common?

Commissions have considerable discretion to fashion a result that is fair and equitable. For example, a commission can:

- Reduce the rent increase or rental charge to an amount that is fair and equitable.
- Phase in a rent increase over time.
- Condition a rent increase or lower a rental charge until the landlord complies with housing code orders or other property maintenance standards. In this way, when health and safety issues are raised, commissions can buttress health and safety code enforcement.

A commission can also deny relief to the tenant (i.e., by holding that the rental charge is not harsh and unconscionable).

Can a complaint be filed about charges other than the monthly rent?

Yes. C.G.S. 7-148b(a) explicitly provides that “rental charge” includes “any fee or charge in addition to rent.”

Can a tenant file a complaint when there is no rent increase?

Yes. The requirement for fair rent commission jurisdiction is that the rental “charge” must be “so excessive” as to be “harsh and unconscionable.” There are at least two types of circumstances where this may apply in the absence of a rent increase. One is when the services provided by the landlord have been reduced. For example, the landlord could provide that utilities once paid by the landlord will in the future be switched to the tenant with no adjustment of the rent. This is functionally a rent increase. The other is that the building has been allowed to deteriorate because of lack of landlord maintenance to the point that the rent has become significantly out of balance with what the tenant is receiving.

Who bears the burden of proof?

The tenant bears the burden of proof that the rental charge is harsh and unconscionable. On other issues, it will depend on who has access to the information.

Can't a tenant go to the housing court to resolve a fair rent complaint?

No. Courts can enforce rights, but, with narrow exceptions (see just cause eviction below), the right to challenge rent increases exists only for tenants in towns with fair rent commissions.

Can the parties be represented by attorneys?

They can be, but often they are not. As with other administrative agencies, a certain amount of structure and formality is required at hearings, but hearings are ordinarily much less formal than court hearings. Testimony, however, is under oath.

Can the commission group cases complaining about the same rent increase?

Yes. For purposes of the hearing, if multiple dwelling units in the same building or complex complain about the same rent increase, the commission can group them for hearing. It will, however, have to decide each case individually.

What rent do tenants pay while the complaint is pending?

The Fair Rent Commission Act is silent on this question, and different commissions have different practices. We believe that the only proper answer is that the tenant should pay the last agreed-upon rent or the amount of the last rent prior to the increase complained of.

The Fair Rent Commission Act speaks of rent being paid into escrow. Do most tenants pay rent to the commission in escrow?

No. Rent escrows are rare. The Fair Rent Commission Act mandates the use of a municipal escrow account only if the commission suspends the payment of all rent while waiting for the landlord to comply with orders to make repairs required by the code agency. The tenant instead would continue to pay the landlord either the last agreed-upon rent, the last rent before a disputed rent increase, or some other interim rent set by the commission.

Are the commission hearings public?

Yes, commissions are municipal agencies and are subject to the state Freedom of Information Act. Both the hearing itself and the commission deliberation are open to the public to observe. Members of the public cannot speak, however, unless they are called as witnesses.

When does a commission make its decision?

It depends, and different commissions may have different practices. Once the hearing is completed, commissions often move directly into the decision portion of the meeting so as to be able to decide the case the same day. Sometimes, however, a decision may have to wait for a subsequent event (e.g., a housing code inspection), if it was not arranged before the hearing.

Who gets to testify at a fair rent commission hearing?

Each commission sets its own procedures. Fair rent commission hearings are usually run like other administrative hearings. They are less formal than court hearings but must still be orderly and structured. The parties can each testify and can call witnesses. Anyone testifying can be questioned by commission members or by the parties themselves (or by their representative, if they have one). The tenant (who is the complainant) and the tenants' witnesses usually go first, after which the landlord and the landlord's witnesses would usually testify. Testimony is ordinarily under oath. The commission can also hear testimony from other witnesses with relevant information (such as a municipal housing code inspector who has inspected the property), even if not called by a party. Members of the public do not have a right to testify at their own initiative.

Are expert witnesses required?

No. The parties, or other individual witnesses, can testify as to matters within their own knowledge. For example, the tenant or the landlord can testify as to the condition of the premises, the history of past rent increases, or other rents in the neighborhood. If testimony is in conflict, it is up to commission members to decide whom to believe. On some objective matters, however, evidence may be needed. For example, a landlord who claims to be losing money without a large rent increase may be expected to present documentary evidence of income and expenditures.

Do fair rent commissions need an appraiser?

No. Commissions deal with rentals, not home purchases. More important, if comparative rents are an issue, it is up to the parties to bring such comparables to the attention of the commission.

Do the parties have to testify?

As a practical matter, the tenant must testify or otherwise provide evidence, since the tenant must show that the rental charge is harsh and unconscionable. The commission's decision must be based on the evidence before it. If the landlord does not appear at the hearing or otherwise provide testimony, the commission must make its decision based on what the tenant or other witnesses provide.

Does evidence have to be documented in writing?

Not necessarily. The testimony of the parties themselves is evidence.

What if a party refuses to produce written evidence of something important, like the property's revenue and costs, or the tenant's income?

To some extent, it depends on the relevance of the evidence. For example, if a landlord claims that a rent increase is necessary to cover increased costs but refuses to provide the commission with a breakout of income and expenditures, the commission could assume that the increase is not necessary to cover costs. It would, however, still need to consider other factors affecting the fairness of the increase. Similarly, if a tenant claims to have insufficient income to pay a rent increase but refuses to disclose income, the commission could assume that the tenant could afford the increase but would still have to consider other reasons why the increase might be unconscionable. The commission also has the power to subpoena information if it chooses to do so.

Should commission hearings be recorded?

Yes. There is no need for a stenographer or a transcript, but a recording can be necessary if a decision is appealed to the courts.

Can the parties appeal?

Yes, either party can appeal to the courts. In more than 50 years of fair rent commissions, however, only a small number of appeals have ever been taken.

Can a fair rent commission protect a tenant against retaliation?

Yes. C.G.S. 7-148d(b) explicitly authorizes the issuance by the commissioner of a cease and desist order to prevent retaliation. C.G.S. 7-148f explicitly authorizes fines for violating orders of a commission.

Can a landlord proceed with an eviction against a tenant who has filed a complaint with a commission?

A commission can issue a cease and desist order to stop retaliatory behavior by a landlord. If, however, the landlord disobeys such an order, only a court can stop further proceedings in the court. If properly presented, it is expected that a court would do so.

Can new tenants get a rent reduction by claiming that the rent is too high?

No. Fair rent commissions apply only to tenants, not applicants. A person must already be living in the dwelling unit to be able to complain about an unconscionable rent. In practice, fair rent commissions provide a mechanism that can protect existing tenants. In that sense, they have the capacity to help "stabilize" the rent for tenants who are already in place.

How do fair rent commissions differ from rent control?

They are entirely different. Fair rent commissions respond to cases from individual renters and apply an equitable unconscionability standard to address particularly unfair situations. Rent control, in

contrast, regulates the rents in the entire housing market. Rent control systems usually authorize an annual inflation adjustment (e.g., 3%) by which landlords can raise the rent without need for approval, but they require a showing of justification and permission for rent increases above that level. The market impact of rent control is quite substantial. Fair rent commissions do not have the same impact on the housing market.

How is a fair rent commission different from a housing authority?

A housing authority manages or builds government-owned public housing. A fair rent commission is a local board that responds to complaints from renters about excessive rental charges.

What is the connection between fair rent commissions and housing code enforcement?

For some towns, the impact of a fair rent commission on code enforcement is at least as important as addressing the fairness of rent increases. It is not unusual for a fair rent commission to delay a proposed rent increase, or even lower an existing rent, until the landlord brings the apartment into compliance with the enforcement orders issued by the town's housing or health code agency. In this way, fair rent commissions often support municipal code enforcement and avoid the need for the town to go to court to enforce code orders.

Are any types of housing excluded from fair rent commissions?

The only exclusion explicitly permitted by the Fair Rent Commission Act is for "seasonal" rentals, which are defined as short-term rentals cumulating less than 120 days per year. However, there are some other arrangements that may be excluded by other laws. For example, arrangements that are not subject to the Landlord-Tenant Act under C.G.S. 47a-2 are ordinarily not covered (e.g., nursing homes or transient occupancy in a hotel or motel).

Can towns choose to exclude additional categories of rentals?

No. Exclusions are limited to those contained in the Fair Rent Commission statute itself unless preempted by other laws.

Are college dormitories covered?

No. They are excluded from the Landlord-Tenant Act by C.G.S. 47a-2(a)(1). Student-occupied apartments, however, are covered.

Are mobile home parks covered by fair rent commissions?

Yes, they are explicitly covered by C.G.S. 7-148b(b). In mobile home parks, most residents own their home but rent the lot. They are therefore renters and are covered by all of the landlord-tenant laws, including the Fair Rent Commission Act. In fact, residents of mobile home parks have often been the driving force behind the creation of fair rent commissions in smaller towns. That was the case in Westbrook, Colchester, and Clinton.

Can two or more towns create a regional fair rent commission?

Yes. This is explicitly permitted by C.G.S. 7-148b(d).

Connecticut Acts of the 2022 Regular Session (2022)

HB 5205, P.A. 22-30

AN ACT CONCERNING FAIR RENT COMMISSIONS.

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

Section 1. Section 7-148b of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2022*):

(a) For purposes of this section and sections 7-148c to 7-148f, inclusive, "seasonal basis" means housing accommodations rented for a period or periods aggregating not more than one hundred twenty days in any one calendar year and "rental charge" includes any fee or charge in addition to rent that is imposed or sought to be imposed upon a tenant by a landlord.

(b) [Except as provided in subsection (c) of this section, any] Any town, city or borough may, and any town, city or borough with a population of twenty-five thousand or more, as determined by the most recent decennial census, shall, through its legislative body, [create] adopt an ordinance that creates a fair rent commission. [to] Any such commission shall make studies and investigations, conduct hearings and receive complaints relative to rental charges on housing accommodations, except those accommodations rented on a seasonal basis, within its jurisdiction, which term shall include mobile manufactured homes and mobile manufactured home park lots, in order to control and eliminate excessive rental charges on such accommodations, and to carry out the provisions of sections 7-148b to 7-148f, inclusive, section 47a-20 and subsection (b) of section 47a-23c. The commission, for such purposes, may compel the attendance of persons at hearings, issue subpoenas and administer oaths, issue orders and continue, review, amend, terminate or suspend any of its orders and decisions. The commission may be empowered to retain legal counsel to advise it.

(c) Any town, city or borough [in which the number of renter-occupied dwelling units is greater than five thousand, as determined by the most recent decennial census, and which does not have a fair rent commission on October 1, 1989, shall, on or before June 1, 1990, conduct a public hearing or public hearings and decide by majority vote of its legislative body whether to create a fair rent commission as provided in subsection (a) of this section. Any such town, city or borough which fails to act pursuant to the requirements of this subsection shall, not later than June 1, 1991, create such fair rent commission] required to create a fair rent commission pursuant to subsection (b) of this section shall adopt an ordinance creating such

commission on or before July 1, 2023. Not later than thirty days after the adoption of such ordinance, the chief executive officer of such town, city or borough shall (1) notify the Commissioner of Housing that such commission has been created, and (2) transmit a copy of the ordinance adopted by the town, city or borough to the commissioner.

(d) Any two or more towns, cities or boroughs not subject to the requirements of subsection [(c)] (b) of this section may, through their legislative bodies, create a joint fair rent commission.

Approved May 17, 2022



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 6, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached job descriptions for Deputy Development Director, Chief Administrative Officer and Finance Director submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the February 21st, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

TOWN OF EAST HARTFORD

TITLE: Chief Administrative Officer and Finance Director
Director

LEVEL: 13

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DEPARTMENT: Finance
02/06/011-3-2022

DATE:

POSITION DEFINITION:

The Chief Administrative Officer (CAO) and Financial Director (FD) is the senior leader in the Mayor's Office with oversight that supports the Mayor with oversight over all municipal administrative operations. The CAO supports the Mayor in executing the operational and strategic vision, addressing any constraints runs in the town's day-to-day operations. The CAO works with the Directors to create strategies to meet operational goals, and reports on the performance of key departments to the Mayor. The CAO is a strategic thinker who evaluates and optimizes current workflow systems to achieve an efficient town government that is nimble, responsive to the needs of residents, and prepared for the future. Receives policy direction from the Mayor. Manages the Town's finances. Plans, organizes, and directs the accounting, cash management, payroll, risk management and purchasing programs, of the Town. Prepares operating and capital improvement budget recommendations. Oversees revenue collection, assessment operations, budget administration, pension plan administration and data processing. Performs all duties contained in Sections 5.5 and 5.6 of the Town Charter.

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ESSENTIAL JOB FUNCTIONS:

- Supervise and manage town departments in executing daily operations and tasks and ensure coordination and communication across departments.
- Work closely with the Mayor and Deputy Finance Director on all financial matters, including reviewing and signing off on warrants, contracts, budgets, and other financial obligations.
- Establish department and town performance goals with the directors, and allocate needed resources accordingly.
- Partner with Finance teams to ensure the timely creation and implementation of the annual operating budget.
- Partner with East Hartford Public Schools leadership to work toward smooth operations across both institutions.
- Ensure that the town operations proceed in accordance with local ordinances, East Hartford Charter, and all relevant state and federal laws.
- Plans work according to fiscal year and five-year financial planning schedule.
- Establishes priorities in departmental work and, through unit administrators, supervises the functional areas of accounting, cash management, data processing, investment, payroll, property assessment, purchasing and revenue collection.

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- Coordinates the preparation and administration of the Town budget and indebtedness program.
- Oversees budget administration to ensure budget related programs and policies are carried out.
- Coordinates revenue and expenditures of Town funds and account groups.
- Provides budgetary control information to departments.
- Coordinates short term and ~~long-range~~long-range investment and borrowing strategy.
- Provides revenue forecasts, equipment schedules, and debt service schedule.
- Confers with banking and investment personnel as needed.
- Provides cash management of Town funds.
- Prepares financial information for bond offerings.
- Oversees purchasing and insurance risk programs.
- Oversees activities and flow of information to the data processing unit.
- Prepares statistical and technical information for ~~budget, and~~budget and submits to the Mayor as budget recommendations.
- Assists department heads in the organization and administration of unit budgets.
- Recommends changes in departments procedures to effect improvements in services and to attain operational efficiencies.
- Prepares statistical and narrative reports, including financial statements for the Mayor and the Town Council.
- Administer personnel policies and collective bargaining agreements for department employees.
- Reports work accomplished to the Mayor.

ADDITIONAL JOB FUNCTIONS:

- Works in a team with Directors to devise strategies, policies and action plans to meet goals.
- Coordinate inter-departmental activities.
- Analyzes audit reports and formulates improvements to departmental workings.
- Provides fiscal consultation to all Town departments, commissions, and boards.
- Establishes and administers new accounts.
- Provides fiscal management of grants.
- Administratively reviews purchase orders and bill Payments.
- Assists external auditors by compiling statistical and program information.
- Oversees contracted financial services.
- Reviews technological methods, systems and equipment to update as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Through knowledge of financial administration, including accounting, budgeting, purchasing and investing.
- Ability to prepare financial statements in accordance with generally accepted accounting principles.

- Ability to recognize weaknesses in Town financial systems and to effect improvements for increased efficiency and productivity.
- Knowledge of departmental administration procedures, including planning, coordination and program evaluation.
- Knowledge of data processing capabilities and computer operations.
- Ability to manage and supervise.
- Ability to interpret complex financial/statistical data.
- Ability to prepare statistical as well as narrative reports.
- Ability to apply State, and Federal laws, Town Ordinances, Departmental policies, rules and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public.
- Uses a computer terminal to enter and retrieve information.
- Ability to understand municipal operations and their budgetary impact.
- Must be able to access and process information contained in file records and computer databases.
- Ability to perform mathematical computations.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

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

JOB QUALIFICATIONS:

The [Chief Administrative Officer and](#) Director of Finance shall have a Bachelor's degree in Public or Business Administration, Public Finance or some closely related field, and six years of increasingly responsible experience in financial management, including two years supervising a major unit within a finance department [and two years in a senior leadership role municipal or state government](#). A Master's degree in Business or Public Administration, or some closely related field [is](#) desirable.

LICENSING REQUIREMENTS:

- None.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

This job description is compliant with Section 2-114, 2-115, and 2-116 of the Town Code of Ordinances, as repealed and enacted by the Town Council at the regular meeting of May 2, 2000.

TOWN OF EAST HARTFORD

TITLE: Deputy Development Director

LEVEL:

DEPARTMENT: Development

DATE: 2-6-2023

POSITION DEFINITION:

The Deputy Development Director will assist in integrating the Town's vision, goals, and talent focus with the organizational strategy of the Development Department; devising, directing, planning, and organizing Community Development land use and building services, programs, and operations; developing and implementing policy; crafting and accomplishing department and town objectives, goals, and performance metrics within guidelines established by the Town Council and Mayor; overseeing and coordinating the work of employees and selecting, supervising, training, and evaluating Division staff; managing department-wide process improvement initiatives and performing other related duties as assigned. The Deputy Development Director must exercise a high degree of judgment and discretion, political acumen, and an understanding of the business community's needs and town land use regulations. The Deputy Development Director will successfully manage multiple concurrent projects with strict deadlines while facing frequent interruptions and stakeholder pressure. An adept relationship builder, the successful candidate will bring reliability, accessibility, outstanding character, and integrity.

ESSENTIAL JOB FUNCTIONS:

- Develop, implement, and monitor long-term plans, goals, and objectives focused on achieving the Department's mission and priorities.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Participate in developing the Department's annual budget and forecast funds needed for the Division's staffing, equipment, materials, and supplies.
- Evaluate new construction products, research technical reports, and develop acceptance criteria for the use of products.
- Maintain current knowledge of practices, rules, and regulations relating to plan review and attend and participate in professional group meetings and development activities.
- Serves as liaison to state, federal, and community representatives to assure awareness of development opportunities.
- Oversees, through planning, marketing, and coordination staff and external consultants, the securing, implementation, and completion of approved projects.
- Works to form strong relationships between the business functions, including sourcing leads, drafting proposals, negotiating development agreements, and representing the city to outside stakeholders and partners.
- Provide staff support to various town boards, commissions, and task force groups.
- Assist the Director with managing and coordinating the department's day-to-day operations, including supervision of staff, budgeting, departmental management, and other operational issues.
- Research and seek out potential development partners who could serve to build new commercial space.

ADDITIONAL JOB FUNCTIONS:

- Provides technical services to the Planning and Zoning Commission and departments, boards and commissions as needed.
- Participates in professional planning and development organizations to maintain knowledge in the field.

- Attends civic and professional meetings, trade shows and related functions to promote the interests of the Town of East Hartford.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to apply principles of urban planning to define problems, collect data, establish facts, and draw valid conclusions.
- A working knowledge of urban development
- A working knowledge of urban renewal and housing problems.
- Knowledge of research methods applied to community affairs.
- Knowledge of sources of funds and assistance available.
- Ability to establish and maintain positive relationships with those contacted.
- Supervisory ability.
- Ability to speak effectively before groups.
- Ability to apply State, and Federal laws, Town Ordinances, Departmental policies, procedures, rules, and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to understand municipal operations and their budgetary impact.
- Must be able to access and process information in file records and computer databases.
- Ability to give clear, concise written and oral instructions and work effectively with staff, superiors, and the general public.

PHYSICAL AND MENTAL 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.

JOB QUALIFICATIONS:

The Deputy Development Director shall have a Master's degree in Urban Planning, Business Administration, or a closely related field and four years of increasingly responsible experience in community affairs, urban planning, or municipal development or an equivalent combination of education and practical work experience.

Experience in a local government setting; experience in a rapidly growing community; experience in supervision, budgeting, marketing, and research principles. Certifications: A "Certified Economic Developer" (CEcD) is desirable.

LICENSING REQUIREMENTS:

- Valid Motor Vehicle Operator's License.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 6, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached job descriptions for East Hartford Works Director and Career Coach, submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the February 21st, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

February 6th 2023

The Hon. Mayor Mike Walsh
740 Main Street
East Hartford, CT 06108

Re: Director, East Hartford Works and Career Coach
Dear Mr. Walsh:

Please see the attached Director, East Hartford Works, and Career Coach job descriptions to align with the new organizational structure.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Career Coach

LEVEL:

DEPARTMENT: East Hartford Works

DATE: 2-6-2023

POSITION DEFINITION:

East Hartford Works is a municipal workforce and economic development program in East Hartford. Our commitment is to work with regional stakeholders to invest in strategies and opportunities leading to economic prosperity for EH residents. Our mission is to provide workforce development opportunities, including job training and matching, increase career and workplace learning opportunities for students, and support community engagement through resident leadership and capacity-building opportunities. All our strategies focus on reducing racial earning and achievement gaps, and all services are available in Spanish and English. The EHW Career Coach will support individuals interested in pursuing career pathways and employment. The Coach’s primary responsibility will be to conduct intakes, provide case management, and assist with orientation and training for individuals with various skills, entering workforce programming. The Coach shall assist in organizing programming for job seekers that focuses on job readiness and professionalism. The Coach will keep records of job seekers’ involvement, manage data and outcomes of programming, and help cultivate interest in the program throughout the community. The Career Coach may be asked to collaborate with regional employers, community organizations, state and local government agencies, and residents in East Hartford.

ESSENTIAL JOB FUNCTIONS:

- Conduct 1:1 Career Coaching Sessions that support job seeker setting and advancing on career goals. May include home visits and community outreach to promote program opportunities.
- Supervise Summer Youth Employment case management for the grant-funded Youth Employment and Learning Program.
- Acts as lead staff in managing the Resident Advisory Council, bringing members together monthly and guiding community leadership efforts.
- Perform administrative duties associated with program requirements including acting as a purchasing agent, scheduling events, ordering materials, and generating outcome reports.
- Collaborate with regional businesses, community agencies and service providers to build capacity and partnerships that support job seekers, expand program services and strengthen community ties.
- Attend workshops, training programs and presentations as relevant to Job Goals and when recommended by Director.
- Manages communication efforts, including, Facebook posts, department website and weekly email blast.
- Communicates successfully with residents, families, business and public officials.
- Think and act in ways that respect ethnic, cultural and language diversity.
- Understand the class and cultural backgrounds of families.
- Maintain a flexible work schedule, including nights and weekends, as appropriate.
- Follow Town of East Hartford policies and regulations.
- Perform administrative duties specified by the Initiative Director and/ or as may be determined by the Mayor’s office.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication skills required – including written, verbal, and conflict resolution proficiency; preference will be given to bilingual candidates – fluent in spoken and written Spanish
- Experience and an ability to work with a wide range of constituents, including school administrators, students, families, community residents, state and community agencies, local elected officials, and local businesses

- An understanding of and experience working with initiatives committed to community engagement and racial equity
- Familiarity and experience with workforce development systems and organizations
- Strong organizational skills and effective problem-solving skills
- Knowledge and experience with Microsoft Office products
- Knowledge and experience with budgeting, accounting, and bookkeeping procedures
- Managerial and supervisory skills, including the ability to plan and organize program components; implement policies and procedures; develop program priorities; recruit, hire, train, and supervise staff; and monitor program budgets
- Experience and proficiency in collecting, organizing, and tracking data; familiarity with basic statistical principles
- Experience writing and managing grants preferred
- Ability to work both independently and collaboratively
- Such alternatives to the above qualifications as the Town of East Hartford may find appropriate and acceptable.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals daily.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.

JOB QUALIFICATIONS:

- Bachelor's degree strongly preferred but not required
- Fluent in spoken and written Spanish, preferred
- Effective communication skills required – including written, verbal, and conflict resolution proficiency
- Experience with case management preferred, specifically regarding guidance, mentorship, or, counseling for individuals entering and advancing in the workforce.
- Program development and workforce development experience preferred, including the ability to create individual employment plans.
- Strong organizational skills and affect the problem
- Ability to work independently and collaboratively
- Such alternatives to the above qualifications as the Town of East Hartford may find appropriate and acceptable

LICENSING REQUIREMENTS:

- Valid Motor Vehicle Operator's License.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

TOWN OF EAST HARTFORD

TITLE: Director, East Hartford Works

LEVEL:

DEPARTMENT: Development

DATE: 2-6-2023

POSITION DEFINITION:

East Hartford Works is a municipal workforce and economic development program in East Hartford. Our commitment is to work with regional stakeholders to invest in long-term strategies that strengthen systems contributing to economic prosperity for our residents. Our mission is to provide workforce development opportunities, including job training and matching, increase career and workplace learning opportunities for students from East Hartford, and support community engagement through resident leadership and capacity-building opportunities. All our strategies focus on reducing racial earning and achievement gaps; all services are available in Spanish and English. The Director's job goal is to improve access to workforce development and educational resources and advance shared goals that focus on reducing the racial/ethnic achievement and earning gap through education, employment, and community engagement strategies. The Director will coordinate the East Hartford Works program, mainly working collaboratively with regional stakeholders to build strong career pathways and employment opportunities, including the development and facilitation of internships, externships, and student job opportunities. The Director's work will include strategy development, community engagement, partnership development, staff management and coordination, data analysis, seeking grant and funding opportunities, and reporting requirements.

ESSENTIAL JOB FUNCTIONS:

- Track data as requested by funding sources and adjust strategies and actions based on knowledge gained from data. Provide reports as required on progress against goals and indicators.
- Think, act and communicate in ways that respect ethnic, cultural and language diversity, as well as develop an understanding of class and cultural backgrounds.
- Supervise communication and marketing strategies. Develop strategies and materials that promote awareness of EHW services and share information with students, families, residents, business, and public officials. Establish, facilitate, and execute effective and open communication with staff, town departments, collaborating partners and the community.
- Interpret the East Hartford Works work plan to execute and lead the strategies outlined. Maintain an understanding of any implementation challenges to the work plan and develop comprehensive solutions to address them.
- Hire, train, manage, and supervise Career Coach(s) that will work directly with job and opportunity seekers.
- Lead and supervise East Hartford Works employment services, including but not limited to one-on-one Career Coaching, the Professional Skills Academy (EH Works' Career Readiness Boot camp), and other internship developments attached to municipal hiring.
- Manage and support all aspects of the Summer Youth Employment Program.
- Collaborate with regional workforce development partners and employers to provide and promote opportunities and services that address job quality with strategies that include but are not limited to: increasing retention for entry-level individuals, addressing employment barriers, supporting employee economic mobility, enhancing the local recruiting and hiring process, promoting small local businesses and increasing cultural responsiveness to recognize the backgrounds of all East Hartford residents.
- Strengthen and expand community ties and partnerships with state and local agencies, municipal and community leaders, and organizations in various ways, including but not limited to: collaborating on common goals that bring resources to East Hartford students and residents, aligning fundamental stakeholder interests and systems to operate more efficiently in East Hartford, joint project development and funding agreements, and developing work site, training and employment opportunities for students and residents.

- Continue to develop and support local community engagement strategies that foster inclusion and resident leadership, like continuing the Resident Advisory Council and offering annual skill-building workshops on areas of community interest like financial literacy.
- Attend meetings, workshops, and other professional development opportunities as appropriate.
- Coordinate with other related projects and initiatives within the region to fully understand the current landscape of local and regional systems, efforts, partnerships, and funding streams related to strategies within the work plan.
- Assumes such other functions as may be delegated by the supervisor and as may be determined by the Town of East Hartford's Mayor's Office.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective communication skills required – including written, verbal, and conflict resolution proficiency; preference will be given to bilingual candidates – fluent in spoken and written Spanish
- Experience and an ability to work with a wide range of constituents, including school administrators, students, families, community residents, state and community agencies, local elected officials, and local businesses
- An understanding of and experience working with initiatives committed to community engagement and racial equity
- Familiarity and experience with workforce development systems and organizations
- Strong organizational skills and effective problem-solving skills
- Knowledge and experience with Microsoft Office products
- Knowledge and experience with budgeting, accounting, and bookkeeping procedures
- Managerial and supervisory skills, including the ability to plan and organize program components; implement policies and procedures; develop program priorities; recruit, hire, train, and supervise staff; and monitor program budgets
- Experience and proficiency in collecting, organizing, and tracking data; familiarity with basic statistical principles
- Experience writing and managing grants preferred
- Ability to work both independently and collaboratively
- Such alternatives to the above qualifications as the Town of East Hartford may find appropriate and acceptable.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals daily.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.

JOB QUALIFICATIONS:

- Bachelor's Degree, preferably in a field related to community development, social work, or public administration
- Three to five years of experience in public administration or community outreach programs

LICENSING REQUIREMENTS:

- Valid Motor Vehicle Operator's License.

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 7, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: Showcase Cinemas/Concourse Park

Please find the enclosed request from Development Director Eileen Buckheit to set a public hearing on March 7, 2023 under Section 7-163e of the Connecticut General Statutes.

The purpose of the public hearing is to receive feedback from the community on the sale of the Town properties at 936 Silver Lane, 942 Silver Lane, 944 Silver Lane, 960 Silver Lane, 285 Forbes Street (a/k/a 285 Forbes Street Rear) and 291 Forbes Street, to Jasko Zelman 1, LLC.

The public hearing is necessary before the Town Council can give its final approval for the sale of the property to Jasko.

Please place this item on the Town Council agenda for the February 21st, 2023.

C: C. Martin, Chief of Staff
E. Buckheit, Development Director



TO: Mayor Mike Walsh

FROM: Eileen Buckheit, Development Director

DATE: February 7, 2023

RE: Town Council agenda item – Showcase Cinemas/Concourse Park- February 21, 2023 meeting

As you know, the Town is currently working with Jasko Zelman 1, LLC (“Jasko”) on the sale and development of the former Showcase Cinemas site. Due to changing economic conditions and lender requirements, Jasko has asked the Town to amend some of the terms in the development and tax agreements approved last year. I am currently awaiting proposed amendments from Jasko’s counsel. I anticipate being in a position to share those changes with the Town Council, and request the Town Council’s approval of the amendments, at the Town Council’s March 7, 2023 meeting.

At the March 7, 2023 meeting, I will also request that the Town Council give its final approval for the sale of the property to Jasko. In order to do this the Town Council must first hold a public hearing under Connecticut General Statutes Section 7-163e. That can be done on March 7, 2023, prior to the regular meeting. To comply with the statutory notice requirements for the hearing, however, I request that the Town Council set the March 7, 2023 public hearing date at its February 21, 2023 meeting.

The Town Council may consider the following motion:

Move: That the Town Council set a public hearing under Section 7-163e of the Connecticut General Statutes, for ____pm, on March 7, 2023, for the purposes of hearing comment on the sale of the Town properties known as 936 Silver Lane, 942 Silver Lane, 944 Silver Lane, 960 Silver Lane, 285 Forbes Street (a/k/a 285 Forbes Street Rear) and 291 Forbes Street, to Jasko Zelman 1, LLC.

Thank you and let me know if you have any questions or concerns.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 27, 2023
TO: Richard F. Kehoe, Chair
FROM: Michael P. Walsh
RE: AMUSEMENT PERMIT APPLICATIONS – Eversource Hartford Marathon

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 to the Town Council agenda for the November 15th, 2022 meeting.

- **Eversource Hartford Marathon**
 - Saturday, October 8, 2022; 7:30 AM -1:30 PM (with music between 9 AM and 1:30 PM).

C: S. Sansom, Chief of Police
C. Martin, Chief of Staff

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: January 19, 2023

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

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.



Scott M. Sansom
Chief of Police

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

Police Department

31 School Street

East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

SCOTT M. SANSOM
CHIEF OF POLICE

January 19, 2023

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 Josh Miller, its Race and Technical Director**. The applicant seeks to conduct a marathon, road races and outdoor musical entertainment with volunteers and several thousand spectators and runners on **Saturday, October 14, 2023** 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 **Inspections and Permits Department** approves the application as submitted.

The **Fire Department** approves the application as submitted and indicates the anticipated cost for the Department's services is **\$4,500.00**.

The **Health Department** approves the application as submitted provided that the applicant complies with any Covid-19 restrictions in place at the time of the event 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 \$10,200.00.**

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 \$38,562.41.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Scott M. Sansom
Chief of Police

Cc: Applicant

Rivera, Augustina

From: Sasen, Christine
Sent: Friday, December 16, 2022 7:32 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- Eversource Hartford Marathon in 2023

Ok, subject to receipt of acceptable COI closer to the event. Thx. Chris

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, December 14, 2022 1:26 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@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>; Gentile, Richard <RPGentile@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>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application- Eversource Hartford Marathon in 2023

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the amusement permit application submitted by **The Hartford Marathon Foundation by Josh Miller, Race/Technical Director**. The applicant seeks to conduct a marathon, road races and outdoor musical entertainment with volunteers and several thousand spectators and runners on **Saturday, October 14, 2023 from 7:30 AM – 1:30 PM**.

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Wednesday, December 28, 2022**.

Thank you.

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
www.easthartfordct.gov/police-department

Rivera, Augustina

From: Fitzgerald, Robert
Sent: Wednesday, December 28, 2022 2:50 PM
To: Rivera, Augustina
Cc: Corp Counsel
Subject: RE: Outdoor Amusement Permit Application- Eversource Hartford Marathon in 2023
Attachments: Limited License Agreement re Hartford Marathon Foundation inc. - fy 2023.pdf

Good afternoon:

I am okay with the application provided that Mr. Miller, as Race Director, execute and return the attached limited license agreement. This agreement once signed by Mr. Miller should go with the packet to the Town Council prior to the mayor signing it.

Thanks,

Robert P. Fitzgerald

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Thursday, December 22, 2022 9:11 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Cc: Dwyer, Sean <SDwyer@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- Eversource Hartford Marathon in 2023

Good morning,

Attached is a **revised** Director's Review & Notice, please use this one. The original one had a mistake on page 2. Just a friendly reminder that comments are due by Wednesday, December 28th. Thank you.

Hope everyone has a wonderful and Happy Holiday!!!

Tina

From: Rivera, Augustina
Sent: Wednesday, December 14, 2022 1:26 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@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>; Gentile, Richard <RPGentile@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>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application- Eversource Hartford Marathon in 2023

Rivera, Augustina

From: Cohen, Bruce
Sent: Wednesday, December 14, 2022 1:29 PM
To: Rivera, Augustina
Subject: No comment
Attachments: Directors' Review & Notice -E versource Hartford Marathon in 2023.doc

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Fire Dept



Scott Sansom
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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, October 14, 2023

Event: "Eversource Hartford Marathon"

Applicant: **The Hartford Marathon Foundation by Josh Miller, Race/Technical Director.**

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 \$ \$4,500


Signature _____ Date 12/27/2022

Comments:

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

DATE: 12/16/2022

APPLICATION FOR: Eversource Hartford Marathon

APPLICANT Hartford Marathon Association

41 Sequin Drive
Glastonbury, CT 06033

Josh Miller, Race Director

(O) (860)652-8866 (C) (860)338-1781

ADDRESS:

DATE(S) OF EVENT: October 14, 2023

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:



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

Health Dept



Scott Sansom
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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, October 14, 2023

Event: "Eversource Hartford Marathon"

Applicant: **The Hartford Marathon Foundation by Josh Miller, its
Race/Technical Director**

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 \$ _____

Laurence Burns, MPH, MBA

12/22/2022

Signature

Date

Comments:



Scott Sansom
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



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, October 14, 2023

Event: "Eversource Hartford Marathon"

Applicant: **The Hartford Marathon Foundation by Josh Miller, its Race/Technical Director**

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

x Anticipated Cost(s) if known \$ _____

TED FRAVEL 12/30/2022
Signature Date

Comments:



Scott Sansom
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**



Michael P. Walsh
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, October 14, 2023

Event: "Eversource Hartford Marathon"

Applicant: **The Hartford Marathon Foundation by Josh Miller, its
Race/Technical Director**

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 \$ 10,200

Marilynn Cruz-Aponte 1-3-23
Signature Date

Comments:

Rivera, Augustina

From: Hawkins, Mack
Sent: Tuesday, January 3, 2023 11:53 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- Eversource Hartford Marathon in 2023

Tina,

I have reviewed the Outdoor Amusement Permit Application for Eversource Hartford **Marathon** Outdoor Amusement for 2023. I approve the application as submitted. The anticipated cost for this event is \$38,562.41.

Thanks,

Mack S. Hawkins

Assistant 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 29, 2022 11:53 AM
To: Fravel, Theodore <tfravel@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- Eversource Hartford Marathon in 2023

Good morning,

Just a friendly reminder, I need your comments for Eversource Hartford Marathon.

Thank you.

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
Eversource Hartford Marathon
2. Date(s) of Event:
Saturday October 14, 2023
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.
41 Sequin Drive
Glastonbury, CT 06033
Contact: Josh Miller, Race Director
Office: (860) 652-8866 Mobile: (860) 338-1781
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.
41 Sequin Drive
Glastonbury, CT 06033

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 14, 2023
7. Provide a detailed description of the proposed amusement:
Marathon road race, same as 2022 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)

Josh Miller
(Applicant Signature)

Josh Miller
(Printed Name)

12-6-2022
(Date Signed)

Race Director
(Capacity in which signing)

-
- (Click button to send application electronically to ehpdpermits@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included: YES
Liquor Permit Included: YES
Certificate of Alcohol Liability Included: YES
Time Waiver Request Included: YES
Fee Waiver Request Included: YES

NO
NO
NO
NO
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: 12-6-2022 1:52 AM PM

Time remaining before event: 304 days.

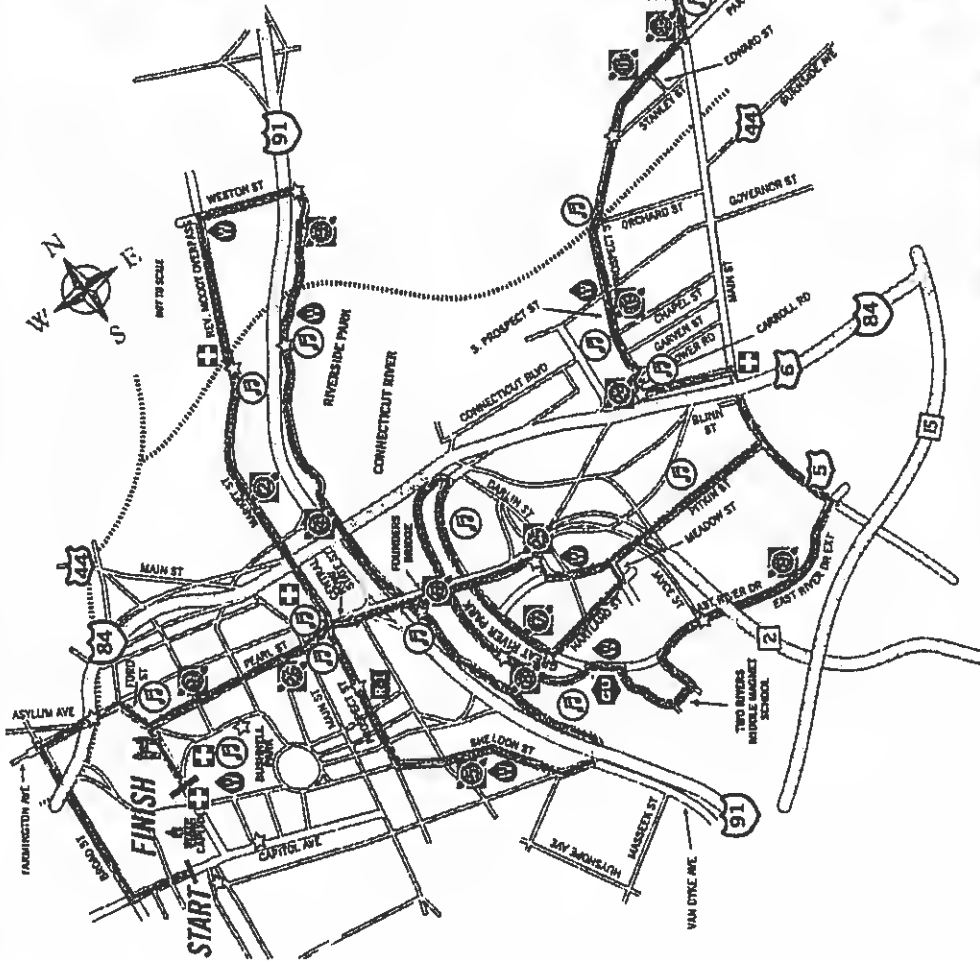
If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.

EVERSOURCE HARTFORD MARATHON COURSE



8:00 AM
START TIME

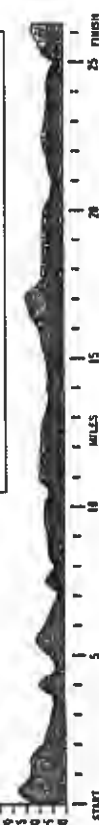
6 HR.
COURSE TIME LIMIT



LEGEND

- MARATHON ROUTE
- MEDICAL
- MILES
- ENTERTAINMENT
- WATER & TOILET
- GU
- RELAY EXCHANGE
- PORTOLETS

ELEVATION PROFILE



THE ROUTE: USA1&F-Certification C116301HP

Start heading west on Capitol Ave. • Turn right onto Broad St. • Turn right onto Farmington Ave. • Turn right onto Ford St. • Turn left onto Pearl St. • Continue onto American Row. • Turn left onto Market St. It becomes Rev. Moody Overpass. • Turn right onto Weston St. • Turn right into Riverside Park. • Follow Riverside Park path south and exit, turning right onto Van Dyke Ave/Charter Oak Ave. • Turn right onto Sheldon St. • Turn right onto S. Prospect St. • Turn right onto State St. • Cross the Founders Bridge, exit right. • Turn left onto Pitkin St. • Turn right onto Meadow St. • Turn right onto Hartland St. • Turn right onto East River Dr. • Turn left onto the path to Great River Park. • Follow Great River Park path south and exit turning right onto East River Dr. heading east. • Turn right onto Riverview Sq. • Follow Riverview Sq. Past Two Rivers Middle Magnet School. • Turn right onto East River Dr. • Turn left onto Main St. • Turn left onto Carroll Rd. • Turn right onto S. Prospect St. • Turn left onto Main St. • Turn left onto King St. • Turn left onto Brook St. • Turn right onto Main St. • Turn around and head south on Main St. Turn right onto Prospect St. • Turn left onto Carroll Rd. • Turn right onto Main St. • Turn right onto Pitkin St. • Turn right onto Founders Bridge exit ramp. • Cross Founders Bridge onto State St, American Row and Pearl St. • Cross Ford St. • Bear left onto Trinity St. • And finish in Bushnell Park, under the arch.



- RELAY EXCHANGE POINTS**
- R-1 50 Prospect St, Hartford — In front of Travelers Plaza
 - R-2 Main St, East Hartford — In front of Savvis Restaurant
 - R-3 Chapel Rd & Main St, South Windsor — Northbound
 - R-4 Chapel Rd & Main St, South Windsor — Southbound

Hartford Marathon Foundation, Inc.
Board of Directors

Officers

Chairman

Christine Andrews
Andrews Benefits

Vice Chairman

Sivasenthil Arumugam, M.D.
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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, Prospect Street, South Prospect Street, Pitkin Street, Meadow Street, Hartland Street, Riverview Square, Great River Park and the Town levy system (the "Premises") for the running of the 2023 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 14, 2023 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 _____ 2023
TOWN OF EAST HARTFORD

By: Michael P. Walsh, Mayor

HARTFORD MARATHON FOUNDATION, INC.

Josh Miller January 11, 2023
By: Josh Miller, Race Director