

Robert J. Paek

TOWN COUNCIL AGENDA

2021 MAR 11 A 9:04

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS" TOWN CLERK
740 MAIN STREET
EAST HARTFORD.

EAST HARTFORD, CONNECTICUT

MARCH 16, 2021

7:00 P.M. Executive Session

=====

Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the March 16th Town Council meeting is accessible through the "Microsoft Teams" platform: 1-929-235-8441 Conference ID: 660 479 467# or you may click on the link below.

[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 27, 2021 Budget Workshop/Various Departments
 - B. March 1, 2021 Budget Workshop/Health & Social Services, Parks & Recreation and Public Works
 - C. March 2, 2021 Executive Session
 - D. March 2, 2021 Regular Meeting
 - E. March 3, 2021 Public Hearing/FY22 Budget
 - F. March 9, 2021 Special Meeting/FY22 Budget
6. COMMUNICATIONS AND PETITIONS
 - A. Offer to Purchase Town-owned Property Other Than Real Estate: EHPD Gym Equipment
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Historic Document Preservation Grant
 - B. Commercial Property Assessed Clean Energy (C-PACE) and Connecticut Green Bank Partial Release Agreement
 - C. 2021-2022 Local Capital Improvement Program (LoCIP) Projects
 - D. Recommendation from Tax Policy Committee re: Economic Development Incentives Guidelines
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. Worker's Compensation Claim: Ellen Stoldt, Former Employee
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: April 6th)

Robert J. Kehoe

2021 MAR -2 A 8:31

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"
EAST HARTFORD CONNECTICUT

TOWN CLERK
EAST HARTFORD

FEBRUARY 27, 2021

BUDGET WORKSHOP

PRESENT Chair Richard F. Kehoe, Councillors Awet Tsegai, Connor Martin and John Morrison

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader
Via Teams Esther B. Clarke, Councillors Angela Parkinson and Patricia Harmon

ALSO Mayor Marcia A. Leclerc
PRESENT Finance Director Linda Trzetzziak
Via Teams

CALL TO ORDER

Chair Kehoe called the meeting to order at 8:30 a.m. He then led the Council in the Pledge of Allegiance.

The Council reviewed the 2021-2022 budgets for the following departments and Boards and Commissions:

Town Treasurer	Lee Griffin
Town Council	Rich Kehoe
Town Clerk	Robert Pasek
Registrars of Voters	Mary Mourey & Steve Watkins
Selectmen	
Probate Court	Scott Chadwick
Corporation Counsel	Scott Chadwick

Development

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

Finance

Administration	Linda Trzetzziak
Accounts and Control	
Purchasing	
Assessor	

Revenue and Collections
Employee Benefits
Risk Management
Debt Services
Contingency
Capital Improvements
Revenues

Five Year Capital Improvement Plan

Summary
Project Narratives
Finance
Public Library
Other Departments

Boards and Commissions


Beautification Commission	Economic Development Commission
Inland/ Wetlands/Environment Commission	Board of Assessment Appeals
Personnel Board of Appeals	Historic District Commission
Emergency Medical Services	Commission on Culture & Fine Arts
Zoning Board of Appeals	Public Building Commission
Board of Ethics	Pension & Retiree Benefit Board
Commission on Aging	The Hockanum River Commission
Commission on Services for Persons w/Disabilities	Veterans Commission

Meeting was recessed at 12:15 p.m. and reconvened at 12:43 p.m.

Executive

Office of the Mayor	Marcia Leclerc
Human Resources	Theresa Buchanan
Public Library	Sarah Morgan
Youth Services	Cephus Nolen

MOTION By Esther Clarke
 seconded by Don Bell
 to **adjourn** (3:58 p.m.).
 Motion carried 9/0.

Attest 
Richard F. Kehoe
Town Council Chair

Robert J. Kehoe

2021 MAR -3 A 11: 56

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"

TOWN CLERK
EAST HARTFORD

EAST HARTFORD, CONNECTICUT

MARCH 1, 2021

BUDGET WORKSHOP

HEALTH & SOCIAL SERVICES, PARKS & RECREATION and PUBLIC WORKS

PRESENT Chair Richard F. Kehoe, Councillors Connor Martin, Awet Tsegai and John Morrison

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader
Via "Teams" Esther B. Clarke, Councillors Angela Parkinson and Patricia Harmon

ALSO Marcia Leclerc, Mayor

PRESENT Linda Trzetzziak, Finance Director
Laurence Burnsed, Director, Health & Social Services Department
~~Joanne Dorn, Program-Supervisor, Social Services~~
John Lawlor, Public Works Director
Ted Fravel, Director, Parks & Recreation Department

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:32p.m. He then led the Town Council in the Pledge of Allegiance.

John Lawlor, Public Works Director (6:35p.m.), presented his proposed budget for FY 2021-2022 and answered questions from the Council.

Ted Fravel, Parks & Recreation Director (9:04p.m.), presented his proposed budget for FY2021-2022 and answered questions from the Council.

Laurence Burnsed, Health & Social Services Director (9:35p.m.), presented his proposed budget for FY2021-2022 and answered questions from the Council.

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (10:27p.m.).
Motion carried 9/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Robert F. Kehoe

2021 MAR -4 A 8: 27

TOWN COUNCIL MAJORITY OFFICE

MARCH 2, 2021

TOWN CLERK
EAST HARTFORD

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe and Councillor Awet Tsegai

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader
Via Teams Esther B. Clarke, Councillors Connor Martin, Angela Parkinson, Awet Tsegai,
and Patricia Harmon

ABSENT Councillor John Morrison

ALSO Scott Chadwick
PRESENT Attorney James Williams
Via Teams

CALL TO ORDER

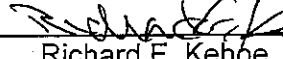
Chair Kehoe called the meeting to order at 7:09 p.m.

MOTION By Esther Clarke
seconded by Don Bell
to **go into** Executive Session to discuss the pending Superior Court
action known as Robert Briggs v. William Perez, Et Al., Docket No. HHD-
CV-18-6105334-S.
Motion carried 8/0.

MOTION By Esther Clarke
seconded by Don Bell
to **go back to** Regular Session.
Motion carried 8/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (7:28 p.m.)
Motion carried 8/0.

Attest 
Richard F. Kehoe
Town Council Chair

Esther B. Clarke

2021 MAR -8 A 9:44

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"

TOWN CLERK
EAST HARTFORD

MARCH 2, 2021

PRESENT Chair Richard F. Kehoe and Councillor Awet Tsegai

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader
Via Teams Esther B. Clarke, Councillors Connor Martin, Angela Parkinson, Awet Tsegai
and Patricia Harmon

ABSENT Councillor John Morrison

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:33 p.m. The Chair then invited the Council to join him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc stated she received notification that the US House of Representatives passed the American Rescue plan, which provides East Hartford with \$14M of funding and the Board of Education will receive \$24M of funding. Hartford, Litchfield and Middlesex counties will receive additional funding of \$173M, which will be distributed in a manner yet to be determined. The bill is subject to Senate amendments and approval.

APPROVAL OF MINUTES

February 16, 2021 Public Hearing/Ordinance Revisions

MOTION By Sebrina Wilson
seconded by Awet Tsegai
to **approve** the minutes of the February 16, 2021 Public Hearing.
Motion carried 8/0.

February 16, 2021 Regular Meeting

MOTION By Sebrina Wilson
seconded by Awet Tsegai
to **approve** the minutes of the February 16, 2021 Regular Meeting.
Motion carried 8/0.

February 22, 2021 Budget Workshop – Police and Fire Departments

MOTION By Sebrina Wilson
seconded by Connor Martin
to **approve** the minutes of the February 22, 2021 Budget Workshop –
Police and Fire Departments.
Motion carried 8/0.

February 24, 2021 Budget Workshop – Inspections/Permits, Board of Education &
Information Technology

MOTION By Sebrina Wilson
seconded by Esther Clarke
to **approve** the minutes of the February 24, 2021 Budget Workshop –
Inspections/Permits, Board of Education & Information Technology.
Motion carried 8/0.

NEW BUSINESS

Reappointment of Marilyn Pet to the Board of Directors of the Greater Hartford Transit
District

MOTION By Connor Martin
seconded by Don Bell.
to **approve** the reappointment of Marilyn Pet, 235 East River
Drive, to the Greater Hartford Transit District, whose term shall
expire December 2024.
Motion carried 8/0.

North Central Area Agency on Aging Grocery Delivery Grant Program

MOTION By Angie Parkinson
seconded by Don Bell
to **adopt** the following resolution:

WHEREAS the North Central Area Agency on Aging, Inc. (NCAAA) has made funds available for the operation of a grocery delivery program to benefit senior citizens in the Town of East Hartford; and

WHEREAS this program provides East Hartford senior citizens with assistance that helps them remain independent and self-sufficient residents of their own homes.

NOW THEREFORE LET IT BE RESOLVED that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized and directed to file an application on forms prescribed by the NCAAA for financial assistance in an amount not to exceed \$2,100 and upon approval of said request to enter into and execute a funding agreement and any amendments as may be required with the North Central Area Agency on Aging, Inc. for the purposes of administering a grocery delivery to elderly residents program.

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

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Rich Kehoe asked if the Town is removing trees from the corner of Forbes and Chester Streets. *The Mayor believes that property is privately owned by Habitat for Humanity. The Town would not be involved.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Robert Briggs v. William Perez, Et Al., Docket No. HHD-CV-18-6105334-S

MOTION By Sebrina Wilson
seconded by Awet Tsegai.
to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending Superior Court action known as Robert Briggs v William Perez, et al., Docket No. HHD-CV-18-6105334-S for a total sum of \$1,000,000.00.
Motion carried 8/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

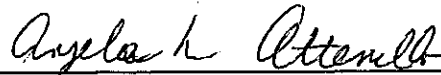
Mayor Leclerc announced that the Town would be the recipient of \$1.8M additional state funding for lost property taxes because the state does not allow towns to tax manufacturing equipment (also known as PILOT MM&E) through the advocacy of State Representative Jason Rojas.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (7:56 p.m.).
Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be the public hearing on the town's Budget for FY22 on Wednesday, March 3rd.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK

Robert J. Clark

2021 MAR -8 A 9:44

TOWN COUNCIL CHAMBER/MICROSOFT "TEAMS" TOWN CLERK
EAST HARTFORD EAST HARTFORD
EAST HARTFORD, CONNECTICUT

MARCH 3, 2021

PUBLIC HEARING/BUDGET

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

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:01 p.m. He announced that this is a hybrid meeting – a mix of Councillors attending in person and virtually. He then invited the Council to join him in the Pledge of Allegiance.

The Chair gave a brief overview of the Mayor's recommended FY2021-2022 budget which totals \$201,073,106. The budget reflects a 2.1% increase in expenses. The Board of Education's share of the budget is \$94M. The Mayor's budget contains 3 new positions – one in Public Works, one in Finance and one in Information Technology. All services to East Hartford residents are maintained in this budget. The recommended mill rate to support this budget will be 49.35 for Real Estate and Personal Property; the motor vehicle mill rate remains 45.00. Accordingly, in total, the average taxpayer who owns a home at a fair market value of \$163,000 and has two vehicles will see a total reduction of taxes of about \$200 for the year.

The following citizens came forward to speak:

Joseph Bernabucci, president of the East Hartford Education Association (Teachers' union), came forward to ask the Council to add funds to the budget to keep the one teacher who could be let go stay as a teacher in the East Hartford School system.

Michael Walsh, 79 Fitzgerald Drive, the former Finance Director for East Hartford, supports the Mayor's recommended budget. He was pleased that the Council identified the \$4.5M in funds which is a one-time revenue increase from the state of Connecticut. Mr. Walsh would like to use any funds that are available for development within the town.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (7:23 p.m.).
Motion carried 8/0.

Attest *Angela M. Attenello*
Angela M. Attenello
Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 9, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: COMMUNICATION: Ordinance 10-3(b) Offer to purchase Town-owned property other than real estate

On behalf of the Public Works Director, John Lawlor and in accordance with 10-3 (b) this memo serves as notice that an offer to purchase town-owned property has been made for an unused piece of Police Department gym equipment.

The "Cybex Smith Machine" is approximately 25 years old and was replaced in the fall of 2020 with new equipment. The machine is currently taking up valuable space in the corridor adjacent to the gym. An offer to purchase the machine instead of disposing of it was made in writing via email by Officer Hawley for \$500.

Per the ordinance, all department Directors were notified of this offer via email on February 2, 2021. There was no interest in the equipment by any department. Please see attached offer to purchase and equipment details.

C: John Lawlor, Director of Public Works
Deputy Chief Rob Davis, Police Department
Lt. Paul Neves, Police Department

SMITH PRESS-FIXED BAR

Some of the many exercises that can be performed on the Smith Press: squats, bench press, incline press, upright row, dead lift, shoulder press, close grip bench, etc.



Bench Press Squats

Operating Instructions

- 1 Adjust bar to proper exercise height. See diagram A.
- 2 Set adjustable bar stops equally on both sides to desired height. See diagram B.
- 3 Add desired Olympic weight to bar.
- 4 Get into proper exercise position.
- 5 Grip bar, lift, and rotate to unlock from pin. See diagram A.
- 6 Lift and lower bar with smooth controlled movements.
- 7 Lock bar by rotating until hooks fully latch over pin catch position. See caution label.



Diagram A Diagram B

Note: Unloaded bar weight = 15 pounds

SCYBEX

CAUTION



LATCH HOOK FULLY OVER PIN UPON COMPLETING EXERCISE TO AVOID INJURY

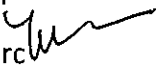
Lieutenant P. Neves,

This letter is in regards to the used Cybex Smith Machine that was once used by EHPD in the department gym. I would like to offer \$500 to purchase the piece of used equipment. If this offer is accepted, I can make immediate payment and remove it from the department as soon as possible. Thanks for your time.

Officer Jason Hawley
#349



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 5, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Historic Document Preservation Grant

The Town of East Hartford is once again eligible to receive \$7,500.00 through the Public Records Administration of the Connecticut State Library. The town has been a recipient of this non-competitive grant for nineteen years. No matching funds are required.

Grant funds will be used to continue to re-index Grantee/Grantor books from paper into our current computer searchable system. Currently, the records date back to August 19, 1965, volume 390. This grant will allow the conversion of additional 46,875 records, bringing online searches to approximately March 1957, volume 260.

Please place this information on the agenda for the March 16th, 2021 meeting. I recommend that the Town Council approve this request as submitted.

Thank you.

C: R. Pasek, Town Clerk
P. O'Sullivan, Grants Manager

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7230

FAX (860) 291-7238

TOWN CLERK'S OFFICE

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 16th day of March, 2021.

RESOLUTION

WHEREAS; The Public Records Administration of the Connecticut State Library offers a non-competitive grant each year to the Town Clerk's Office and

WHEREAS the grant for the fiscal year of 2022, is in the amount of \$7,500.00 and

WHEREAS said grant supports the preservation of Historic Documents in the Town Clerk's Office,

NOW THEREFORE LET IT BE RESOLVED; that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut State Library Public Records Administrator as they pertain to this Historic Documents Preservation 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 do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ___ day of March, 2021.

Seal

Signed: _____
Angela M. Attenello, Council Clerk

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

DATE: February 26, 2021

TO: Mayor, Marcia A. Leclerc

FROM: Town Clerk, Robert J. Pasek

CC: Grants Administrator, Paul O'Sullivan

RE: Referral to Council – Historic Document Preservation Grant

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

For the nineteenth year, in a row East Hartford is eligible to receive this non-competitive grant from the Public Records Administration of the Connecticut State Library. This year the grant award is in the amount of \$7,500.00.

I am recommending that the Town continue to use these grant funds to convert paper land records stored on microfilmed pages to digital images. Currently the images available on our computer system date back to August 19, 1965, volume 390. This grant will allow the conversion of an additional 46,875 images bringing on line searches to approximately March 1957, volume 260. These digital images will then be linked to our land record index; allowing title searchers, the public, and staff the ability to view and print the document from the internet or from the office without having to remove the volume from the vault. This will save the volumes from the wear and tear of being copied, save the staff the time and energy of having to stop what they are doing to help make copies; and give the public the convenience of viewing and copying a document from their home computer for a fee.

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

I am requesting that the attached Resolution be placed on the March 16, 2021 Agenda of the Town Council. The Resolution authorizes you, as Mayor, to make application and contract with the Connecticut State Library to receive this funding for the Town.

APPLICATION
TARGETED GRANT FY 2022
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2021)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality: **Town of East Hartford**
Use full municipality name, ie 'Town of _____' or 'City of _____'

Name of Municipal CEO: **Marcia A. Leclerc** **Title:** **Mayor**

Phone with Area Code: 860-291-7201

Email: mleclerc@easthartfordct.gov

Name of Town Clerk: **Robert J. Pasek** **Title:** **Town Clerk**

Phone with Area Code: 860-291-7235

Email: rpasek@easthartfordct.gov **Check if Designated Applicant:**

TC Mailing Address:

MCEO Address if Different:

Grant Application Deadline: Cycle 1: April 30, 2021 Cycle 2: September 30, 2021

Grant Contract Period: The contract period begins after July 1, 2021 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2022.

Maximum Grant Allowed:

\$5,500	Small Municipality	Population less than 20,000
\$7,500	Medium Municipality	Population between 20,000 and 69,999
\$10,500	Large Municipality	Population of 70,000 or greater

Amount Requested: \$ 7,500.00

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input checked="" type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 7,500.00	\$	\$ 7,500.00
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$	\$	\$ 7,500.00

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

- 1. Describe the project.** State what will be done and why. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
- 2. Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
- 3. State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
- 4. Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
- 5. Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed **only** if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, _____, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Marcia A. Leclerc, Mayor
Name and Title of MCEO

Certification of the Application

This section **must** be signed by the **applicant**.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2022 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (*must be same as or later than above date*)

Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator


Date

NARRATIVE DESCRIPTION: TARGETED GRANT FY 2022, CYCLE 1
TOWN OF EAST HARTFORD

- 1. Describe the project(s). Identify the specific records involved (including type of records, volume numbers and dates), what will be done, and why.** Answer: East Hartford would use the \$7,500.00 grant funds to convert 46,875 microfilmed pages to digital images. Currently the images available on our computer system date back to August 19, 1965, volume 390. This grant will allow the images availability to go back to approximately March, 1957, volume 260. Kofile, East Hartford's current records service provider will link those images to our land record index allowing title searchers, the public and staff the ability to view and print the document without having to remove the volume from the vault. This will save the volume from the wear and tear of copying, save the staff the time and energy of having to stop what they are doing to help make copies, and give the public the convenience of not having to copy from the volume and the ability for a wider search range for their own computers.
- 2. Identify the vendors and/or town personnel. Include their assigned duties and the timeframe for completing the work.** Answer: Kofile, will convert our Land Record Book microfilm pages to digitized images, linking them to our land records index and loading them onto our Town Fusion search system. This will create single source accountability for all microfilm and images conversion services. This process should take approximately 16 weeks to complete.
- 3. Describe what the municipality hopes to accomplish with the grant. Indicate how the project(s) will impact the records, the office and the municipality.** Answer: The Town of East Hartford offers title searchers the ability to work remotely with online searching and printing; adding additional records to the currently indexed images brings us closer to achieving our goal of having 100 percent of our land records available online. The staff would be freed from having to stop what they are doing to help make copies, thus giving them additional time to complete their other responsibilities and the volumes would be handled less, sparing them the stress of continuously being copied.
- 4. Provide a detailed budget.** Answer: The conversion of the microfilmed pages to digital images and loading them onto the land record index is \$0.16 per page. The \$7,500.00 grant would make an additional 46,875 images viewable and printable from a computer.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 8, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: C-PACE and Connecticut Green Bank Partial Release Agreement

Please place the enclosed resolution on the March 16th, 2021 Town Council agenda to authorize the updated C-PACE partial release agreement regarding a change in the Town's tax program with Commercial Property Assessed Clean Energy (CPACE) and Connecticut Green Bank. The original agreement was signed on March 19, 2013.

I recommend that the Town Council approve this request as submitted.

Thank you.

C: L. Trzetzkiak, Finance Director
R. Gentile, Assistant Corporation Counsel

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation duly held on the 16th day of March, 2021.

RESOLUTION

WHEREAS Section 157 of Public Act No. 12-2 of the June 12, 2012 Special Session of the Connecticut General Assembly (the "Act") established a program, known as the Commercial Property Assessed Clean Energy (C-PACE) program, to facilitate loan financing for clean energy improvements to commercial properties by utilizing a state or local assessment mechanism to provide security for repayment of the loans; and

WHEREAS the Act authorized the Clean Energy Finance and Investment Authority (the "Authority"), a public instrumentality and political subdivision of the State charged with implementing the C-PACE program on behalf of the State, to enter into a written agreement with participating municipalities pursuant to which the municipality may agree to assess, collect, remit and assign, benefit assessments to the Authority in return for energy improvements for benefited property owners within the municipality and for costs reasonably incurred by the municipality in performing such duties (a "C-Pace Agreement") ; and

WHEREAS The Town entered into a C-PACE Agreement dated the 11th day of April, 2013; and

WHEREAS the Authority is now known as the Connecticut Green Bank; and

WHEREAS the Connecticut Green Bank has agreed to take over the role of billing and collection under the C-PACE program beginning in Fiscal Year 2022; and

WHEREAS to effectuate this change, the Connecticut Green Bank has asked the Town to execute a partial release agreement, in the form attached hereto (the "Partial Release Agreement").

NOW THEREFORE, BE IT RESOLVED That we, the Town Council, constituting the legislative body of the Town of East Hartford, hereby approves the Partial Release Agreement, and that Mayor Marcia A. Leclerc is hereby authorized and directed, on behalf of the Town, to execute and deliver the Partial Release Agreement, substantially in the form attached to this Resolution, for the purposes provided therein, together with such other documents as she may determine to be necessary and appropriate to evidence, secure and otherwise complete the Partial Release Agreement.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affixed the corporate seal of said Town of East Hartford this day of , 2021.

Angela M. Attenello
Town Council Clerk



MEMORANDUM

DATE: March 9, 2021

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance

TELEPHONE: (860) 291-7246

RE: **Resolution - C-PACE and Connecticut Green Bank Partial Release Agreement**

By way of this memo, attached please find a resolution to allow the Mayor to sign the C-PACE partial release agreement.

The Connecticut Green Bank designed the C-PACE program as an economic tool to attract low cost capital into our state for the purpose of energy upgrades to buildings. Municipalities opt in and execute the C-PACE Agreement that requires them to bill and collect on behalf of the Green Bank. The Town Council authorized the Mayor to sign such an agreement and enter the program on March 19, 2013.

At this time, as program administrator, the Green Bank will begin billing and collection for Fiscal Year 2022 on its own. This frees the tax collector from the challenge of on boarding transactions as well as the repeated billing, processing, and remitting that occurs throughout the repayment term. It also gives investors much quicker access to their funds. Further, with the support of their loan servicer, investors will have online access to payment information within days of receipt.

I recommend that the Town Council approve this resolution and subsequent agreement.

Should you have any questions or problems on the aforementioned, please feel free to contact me.

C-PACE PARTIAL RELEASE AGREEMENT

THIS C-PACE PARTIAL RELEASE AGREEMENT (the “Agreement”) is made and entered into as of the ____ day of _____, 2021 (the “Effective Date”), by and between **EAST HARTFORD, CONNECTICUT**, a municipal corporation organized and existing under the laws of the State of Connecticut (the “Municipality”), and the **CONNECTICUT GREEN BANK, F/K/A CLEAN ENERGY FINANCE AND INVESTMENT AUTHORITY**, a quasi-public agency of the State of Connecticut, having its business address at 845 Brook Street, Rocky Hill, Connecticut 06067 (the “Green Bank”).

RECITALS

WHEREAS, Municipality and Green Bank entered into that certain Commercial Property Assessed Clean Energy (“C-PACE”) Agreement dated the 11th day of April, 2013 (the “C-PACE Agreement”) pursuant to section 16a-40g of the Connecticut General Statutes (the “C-PACE Statute”) associated with the administration of the clean energy program authorized under the C-PACE Statute (the “C-PACE Program”).

WHEREAS, pursuant to the C-PACE Statute, Green Bank is the statewide administrator of the C-PACE Program and, among other things, establishes the program guidelines for the C-PACE Program (the “C-PACE Guidelines”);

WHEREAS, Green Bank has recently amended the C-PACE Guidelines to permit billing and collection of all C-PACE Program benefit assessment liens by the Green Bank;

WHEREAS, Green Bank and Municipality desire to release the Municipality of certain billing and collections obligations under the C-PACE Agreement to facilitate the billing and collection of benefit assessment liens by Green Bank, in accordance with the C-PACE Guidelines.

NOW THEREFORE, for and in consideration of the mutual covenants and agreements set forth herein, it is hereby agreed as follows:

1. **Defined Terms.** All capitalized terms used in this Agreement and not otherwise defined shall have the respective meanings set forth in the C-PACE Agreement.
2. **Release of Certain Billing and Collection Obligations.** As of the [Date], Green Bank shall be deemed to have released Municipality from liability for all billing and collection covenants and obligations set forth in Section 3(e) and Section 3(f)(1) of the C-PACE Agreement with respect to any Benefit Assessment Liens recorded by the Municipality prior to and after the Effective Date (the “Released Obligations”). Such Released Obligations shall not, however, include the obligation of Municipality to pay to Green Bank any funds received, due to error or any other reason, which Municipality knows or has reason to believe are associated with a Benefit Assessment Lien, no later than thirty days after the month that such funds are received.

3. **Release of Annual Fee Obligation.** After the Municipality receives the Annual Fee for the fiscal year 2021, Municipality shall be deemed to have released Green Bank from the obligation to make any future Annual Fee payment to Municipality. Such release shall not, however, include the obligation of Green Bank to cover the Municipality's out of pocket costs and expenses in discharging its duties under the C-PACE Agreement in accordance with Section 3(g) thereof.
4. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of which together shall constitute but one and the same instrument.
5. **Amendment and Waivers.** Any amendment to or waiver of any provision of this Agreement must be in writing and mutually agreed to by the Green Bank and the Municipality.
6. **Entire Agreement.** This instrument constitutes the entire agreement between the parties and supersedes all previous discussions, understandings and agreements between the parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, Municipality and Green Bank have each caused this Agreement to be executed and delivered as of the date indicated above:

TOWN OF EAST HARTFORD

By: _____
Marcia A. Leclerc, Mayor

CONNECTICUT GREEN BANK


By: _____
Bryan T. Garcia, President

Approved as to Form:

Richard P. Gentile
Assistant Corporation Counsel



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 5, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: 2021 – 2022 LoCIP Projects

The Local Capital Improvement Program (LoCIP) of the State of Connecticut Office of Policy and Management distributes funds to municipalities to reimburse the cost of eligible local capital improvement projects such as building construction.

The following projects have been identified for funding from LoCIP:

- 2022-214 Facility Sign Installations Phase III in the amount of \$135,000
- 2022-215 Hockanum River Linear Walkway in the amount of \$ 25,000
- 2022-216 Benches, Barrels & Bike Racks in the amount of \$ 20,863
- 2022-217 Alumni Park Improvements in the amount of \$ 25,000
- 2022-218 Wooden Street Light Repair in the amount of \$10,000
- 2022-219 Renovation of North End Senior Center in the amount of \$200,000
- 2022-220 Renovation of Veterans Memorial Clubhouse in the amount of \$115,000

The Town of East Hartford is not required to provide a local match. Please place this resolution on the Town Council agenda for the March 16th Town Council meeting.

Thank you.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 16th day of March, 2021.

RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents as may be required by the State of Connecticut Office of Policy and Management to secure Local Capital Improvement Program funds (LoCIP) in the amount of \$530,863 for the following projects:

• Facility Sign Installations Phase III	\$135,000
• Hockanum River Linear walkway - repairs	\$ 25,000
• Benches, Barrels & Bike Racks Silver Lane	\$ 20,863
• Alumni Park Improvements	\$ 25,000
• Replacement of Wooden Street Light Repair	\$ 10,000
• Renovation of North End Senior Center - Construction	\$200,000
• Renovation of Veterans Memorial Clubhouse - Design	<u>\$115,000</u>
	TOTAL: \$530,863

AND I DO FURTHER CERTIFY that the above resolution has not been in any ways 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 this ____ day of March, 2021.

Angela M. Attenello, Town Council Clerk

seal

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2021 LoCIP Projects

Funder: State of CT Office of Policy and Management

Grant Amount: \$452,473*

Frequency: One time Annual Biennial Other _____

First year received:	<u>1988</u>			
Last years received:	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Funding level by year:	<u>\$455,350</u>	<u>\$531,730</u>	<u>\$823,906</u>	<u>\$0.00</u>

Is a local match required? Yes No

If yes, how much? N/A From which account? N/A

Grant purpose: The Local Capital Improvement Program (LoCIP) distributes funds to municipalities to reimburse the cost of eligible local capital improvement projects such as road, bridge or public building construction activities.

Results achieved: Funding for projects listed on the Town's Capital Improvement Plan

Duration of grant: Until projects are completed

Status of application: Application will be submitted to OPM pending Council approval

Meeting attendee: To be determined

Comments: *This is the amount of the Town's 2021 LoCIP allocation from the state. The total sum of the projects below exceeds this amount because they include additional funds in the Town's LoCIP account left over from completed projects.

Projects are as follows:

- Facility Sign Installations Phase III \$135,000
 - Hockanum River Linear walkway - repairs \$ 25,000
 - Benches, Barrels & Bike Racks Silver Lane \$ 20,863
 - Alumni Park Improvements \$ 25,000
 - Replacement of Wooden Street Light Repair \$ 10,000
 - Renovation of North End Senior Center - Construction \$200,000
 - Renovation of Veterans Memorial Clubhouse - Design \$115,000
- TOTAL: \$530,863**

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager *PMO*
SUBJECT: Referral to Council – LoCIP Grant Allocations (\$530,863)
DATE: March 5, 2021

Local Capital Improvement Program (LoCIP) funds from the State of Connecticut are distributed to support projects which are included in a municipality's approved Capital Improvement Program (CIP). The following projects have been identified for funding from LoCIP:

CIP #	Project Name	Amount	Description
2022-214	Facility Sign Installations Phase III	\$135,000	Installation of new signs at Town facilities, buildings, parks and cemeteries
2022-215	Hockanum River Linear Walkway	\$ 25,000	Repairs to the section of the walkway between Town Hall and Elm Street.
2022-216	Benches, Barrels & Bike Racks	\$ 20,863	Purchase and installation of benches, barrels and bike racks along Silver Lane.
2022-217	Alumni Park Improvements	\$ 25,000	Various improvements in Alumni Park.
2022-218	Wooden Street Light Repair	\$ 10,000	Repairs to Town-owned wooden street lights
2022-219	Renovation of North End Senior Center	\$200,000	Renovations to the North End Senior Center building.
2022-220	Renovation of Veterans Memorial Clubhouse	\$115,000	Design for renovations to the Veterans Memorial Clubhouse.

I respectfully request the attached resolution be placed on the Town Council agenda for their meeting to be held on March 16, 2021. The purpose is to authorize you as Mayor to make application and execute any documents necessary to utilize LoCIP grant funds for these projects.

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

Cc: Linda Trzetzkiak, Director of Finance
Eileen Buckheit, Director of Development

Town of East Hartford, Connecticut

Economic Development Incentive Guidelines for Commercial Properties

I. Overview and Background

The objective of offering a local economic development incentive is to encourage economic growth, and expansion consistent with the Town's Plan of Conservation and Development (Plan of C & D). This policy document seeks to address two types of local economic development incentives: (i) Incentives to Promote Grand List Growth; and (ii) Incentives to Promote Overall Economic Benefits. Incentives to Promote Grand List Growth incentivize the expansion of the Town's grand list (or list of taxable property) by adding to the assessed value of a property. Incentives to Promote Overall Economic Benefits promote direct, indirect and induced economic development benefits for the Town as a whole.

IA. Incentives to Promote Grand List Growth.

The Town has the authority under the Connecticut General Statutes Sec. 12-65b to phase in the increase of local property taxes for projects that will increase the assessed value to the real property.

The chart below provides an example of the type of benefits that may be considered.

DURATION AND AMOUNT OF CGS 12-65b INCENTIVE

Percent increase in assessment value.	Max length of Agreement	Max percent that increase in assessment may be abated.
25%	3 years	50% of the increase in assessment based on completed work.
50%	2 years	100% of the increase in assessment based on completed work.
75%	5 years	100% of the increase in assessment based on completed work.
100% or more	10 years	100% of the increase in assessment based on completed work.

IB. Incentives to Promote Overall Economic Benefits.

The incentives in this case may be tailored to the specific needs of the project. The benefits will be Town-wide and more holistic.

IC. Eligibility Criteria.

A. General Requirements:

To be eligible for either of the two preceding incentives (IA & IB), the proposed project must be a permitted use as defined by the East Hartford Zoning Regulations, and must meet the goals and objectives defined in the Plan of C&D. Those seeking incentives must also evidence a commitment to remain in the Town well beyond the length of the incentive period, preserve and create jobs for Town residents and utilize Town businesses during construction and operation. In addition, applicants must also evidence a strong commitment to diversity recruitment and retention employment practices.

B. Specific Requirements:

To be eligible for either of the two preceding incentives (IA & IB) the project must provide for the creation of long-term tax base growth for the Town and stimulate local economic conditions for existing businesses and the development of future industry groups. To be eligible for IB incentives, the project must also have one or more of the following economic impacts:

- a. **Direct Economic Impact.** Direct impact includes all direct effects the project has on the Town due to the project's operations. These include direct employees, organizational spending, employee spending, and spending by vendors, contractors and visitors to the new or expanded business.
- b. **Indirect Economic Impact.** Indirect impact includes business-to-business purchases in the supply chain taking place in the Town/region that stem from the initial industry input purchases.
- c. **Induced Economic Impact.** Induced impact includes the value stemming from local household spending of wages received from the new or expanded business. When recipient local businesses use this new income to spend within the local community, induced impacts quickly multiply.

II. Qualifying Businesses

- A. Applicant must be a private, for-profit enterprise that is entitled to operate legally in the State of Connecticut
- B. Applicant must not be in violation of any law, regulation or agreement with the Town, State or Federal Government
- C. Applicants must demonstrate a solid financial base and reasonable growth potential
- D. Applicants must be committed to make a significant investment in newly acquired or leased real property, or must be willing to make a significant investment in rehabilitating real property that they currently own or lease, or plan to acquire or lease.
- E. Applicant and its project must meet the eligibility criteria set forth in IC above.

III. Application Procedure

Applications shall be made to the Mayor, through the Director of Development. The Director of Development may enter into negotiations with such applicant for the purpose of developing an agreement. Once agreement has been reached, the Mayor, Director of Finance and Corporation Counsel shall review the application and the agreement. After review, the application and agreement shall be forwarded to the Economic Development Commission for its review, comment and recommendation. Within thirty days of receipt of the proposed agreement, the EDC shall report its findings and recommendation to the Mayor. The Mayor may make a final recommendation and submit the application and agreement to the Town Council for approval. The application and supporting documentation will, at minimum, provide the information as outlined in Schedule A attached hereto and made a part of. *The application must be submitted, and approved by the Town Council, prior to commencement of construction or renovation of improvements on the property that will be the subject of the tax benefit or incentive.*

IV. Policy Waiver

The Council may alter or otherwise waive any and all requirements contained herein so long as the project is consistent with the goals and objectives of the current Plan of C & D.

PLEASE NOTE: nothing herein, or in any attachment, shall be deemed a promise, commitment or agreement by the Town of East Hartford or the East Hartford Town Council to provide tax benefits or financial incentives.

MARCIA LECLERC
MAYOR

DEVELOPMENT
DEPARTMENT



(860) 291-7300

FAX (860) 291-7298

SCHEDULE A

Economic Development Incentive Application

(Company Name)

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Section 1	Incentive Summary
Section 2	Detailed Description/History of Business as Provided by Applicant
Section 3	Description of Real Property
Section 4	Description of Real and Personal Property Improvements
Section 5	Background Correspondence
Appendix 1	Tax Abatement Incentive Guidelines
Appendix 2	Sample Town Council Resolution

Section I: Request for Incentive Summary Sheet

Applicant Name:

Applicant Address:

Address Real Property:

Incentive Sought:

Description of Business:

Employment Current and Projected:

Total Investment Real Property:

Description of Improvements:

Description of Municipal Fiscal Impact:

Description of Economic Impact:

Description of outreach to entities within the Town of East Hartford to ensure diverse community-based hiring:

Recommendation of Economic Development Commission:

Recommendation of the Mayor:

<i>Report of Estimated Value of Incentives and Revenue</i>						
<i>Description of Property</i>	<i>Estimated Market Value of Investment</i>	<i>Estimated Assessed Value</i>	<i>Annual Property Tax</i>	<i>Percent of Abatement</i>	<i>Length of Abatement</i>	<i>Incentive Value</i>
Machinery and Equipment						
Real Property Improvements						
Assessed Value of Real Property Currently			Annual Tax Revenue Generated			
Total Estimated Assessment After Completion			Annual Tax Revenue Generated		Annual Tax Revenue Increase	
Total value of abatements						
Tax Revenue Years 1 through []						
Estimated Value of Municipal Building Permits						
Total Town Revenue Years 1 through []						
<i>*All figures presented are estimates only</i>						

Section 2: Detailed Description/History of Business

Section 3: Description of Real Property

Include:

Current Assessor's Card

Section 4: Description of Real and Personal Property Improvements

Include:

- a) Location
- b) Land size, building description including existing conditions and proposed improvements
- c) Summary of Construction Plans, if available
- d) Approximate completion date

Section 5: Background Correspondence

Include:

Letter of transmittal to Mayor requesting incentive – prior to building permit application

Appendix 1: Tax Abatement Incentive Guidelines

Statutory Authority

Sec. 12-65b. Agreements between municipality and owner or lessee of real property or air space fixing the assessment of such property or air space.

(a) Any municipality may, by affirmative vote of its legislative body, enter into a written agreement, for a period of not more than ten years, with any party owning or proposing to acquire an interest in real property in such municipality, or with any party owning or proposing to acquire an interest in air space in such municipality, or with any party who is the lessee of, or who proposes to be the lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section 12-64, fixing the assessment of the real property or air space which is the subject of the agreement, and all improvements thereon or therein and to be constructed thereon or therein, subject to the provisions of subsection (b) of this section. For purposes of this section, "improvements to be constructed" includes the rehabilitation of existing structures for retail business use.

(b) The provisions of subsection (a) of this section shall only apply if the improvements are for at least one of the following: (1) Office use; (2) retail use; (3) permanent residential use in connection with a residential property consisting of four or more dwelling units; (4) transient residential use in connection with a residential property consisting of four or more dwelling units; (5) manufacturing use; (6) warehouse, storage or distribution use; (7) structured multilevel parking use necessary in connection with a mass transit system; (8) information technology; (9) recreation facilities; (10) transportation facilities; (11) mixed-use development, as defined in section 8-13m; or (12) use by or on behalf of a health system, as defined in section 19a-508c.

Sec. 12-65h. Agreements between municipality and owner or lessee of real property or air space containing a manufacturing facility or a wholesale and retail business fixing the assessment of personal property.

Any municipality may, by affirmative vote of its legislative body, enter into a written agreement with any party owning or proposing to acquire an interest in real property in such municipality, or with any party owning or proposing to acquire an interest in air space in such municipality, or with any party who is the lessee of, or who proposes to be the lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section 12-64, upon which is located or proposed to be located a manufacturing facility, as defined in subdivision (72) of section 12-81, or a wholesale and retail business, as defined in subdivision (54) of section 12-81, fixing the assessment of the personal property located in the facility that is the subject of the agreement: (1) for a period of not more than seven years, provided the increase in the assessed value of such personal property in such facility or wholesale and retail business is not less than three million dollars, (2) for a period of not more than two years, provided the increase in the assessed value of such personal property in such facility or wholesale and retail business is not less than five hundred thousand dollars, or (3) to the extent of not more than fifty per cent of such increased assessment, for a period of not more than three years, provided the increase in the assessed value of such personal property in such facility or wholesale and retail business is not less than twenty-five thousand dollars.

Appendix 2: Sample Resolution

**TOWN OF EAST HARTFORD SAMPLE RESOLUTION
BUSINESS INCENTIVE POLICY**

WHEREAS, the Town of East Hartford has a Business Incentive Policy to assist businesses who desire to locate or expand their operations in East Hartford; and

WHEREAS, the Town's goals are to preserve and create jobs, create a stable long-term tax base and encourage growth of new and existing businesses; and

WHEREAS, (XXXXXX Company) will be locating at (XXXXXX) and investing (XXXXXX dollars) for improvements and employing (XXXXXX) persons; and

WHEREAS, (XXXXXX Company) has applied for (tax fixing, assessment fixing) at a level of (XXXXXX) for a period of (XXXX) years; and

WHEREAS, the Town of East Hartford will benefit from the location of a stable business in our town and the increase of our employment base by (XXXX); and

WHEREAS, Connecticut General Statutes, (Section 12-65b) and (Section 12-65h), provide the legal authority for a municipality to enter into this tax agreement.

NOW, THEREFORE, BE IT RESOLVED that the East Hartford Town Council authorizes the Mayor, Marcia A. Leclerc, to execute an agreement with (XXXXXX Company) pursuant to the Town's Business Incentive Policy and under the authority granted under the Connecticut General Statutes, (Section 12-65b) and (Section 12-65h), for their business (location/expansion) in the Town of East Hartford.

Robert J. Pasch

2021 MAR -9 P 12: 08

TOWN CLERK
EAST HARTFORD

MICROSOFT "TEAMS"
TAX POLICY COMMITTEE

MARCH 4, 2021

PRESENT Angie Parkinson, Chair; Councillors Don Bell and Pat Harmon
Via Teams

ALSO Mayor Marcia Leclerc
PRESENT Rich Gentile, Assistant Corporation Counsel
Via Teams Linda Trzetzziak, Finance Director
Eileen Buckheit, Development Director
Craig Stevenson, Chair, Economic Development Commission

CALL TO ORDER

Chair Parkinson called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES

February 9, 2021

MOTION By Don Bell
seconded by Pat Harmon
to **approve** the minutes of the February 9, 2021 Tax Policy Committee
meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Economic Development Incentives Guidelines

Chair Parkinson stated that the goal of this meeting was to finalize the draft of the guidelines and bring it to the Town Council for their approval. Once the Council approves it, the Development Department would promote the guidelines. Attorney Gentile reviewed the final draft of the guidelines that he had made one minor change due to a typo. The

Committee agreed that the change made was not substantive and the guidelines were acceptable as presented.

MOTION By Don Bell
 seconded by Pat Harmon
 to **recommend** that the Town Council adopt the Economic Development Incentive Guidelines for Commercial Properties, attached hereto (see below), as a tool to promote grand list growth and other overall economic benefits for the Town.
 Motion carried 3/0.

Town of East Hartford, Connecticut

Economic Development Incentive Guidelines for Commercial Properties

I. Overview and Background

The objective of offering a local economic development incentive is to encourage economic growth, and expansion consistent with the Town's Plan of Conservation and Development (Plan of C & D). This policy document seeks to address two types of local economic development incentives: (i) Incentives to Promote Grand List Growth; and (ii) Incentives to Promote Overall Economic Benefits. Incentives to Promote Grand List Growth incentivize the expansion of the Town's grand list (or list of taxable property) by adding to the assessed value of a property. Incentives to Promote Overall Economic Benefits promote direct, indirect and induced economic development benefits for the Town as a whole.

IA. Incentives to Promote Grand List Growth.

The Town has the authority under the Connecticut General Statutes Sec. 12-65b to phase in the increase of local property taxes for projects that will increase the assessed value to the real property.

The chart below provides an example of the type of benefits that may be considered.

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The incentives in this case may be tailored to the specific needs of the project. The benefits will be Town-wide and more holistic.

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B. Specific Requirements:

To be eligible for either of the two preceding incentives (IA & IB) the project must provide for the creation of long-term tax base growth for the Town and stimulate local economic conditions for existing businesses and the development of future industry groups. To be eligible for IB incentives, the project must also have one or more of the following economic impacts:

- a. Direct Economic Impact. Direct impact includes all direct effects the project has on the Town due to the project's operations. These include direct employees, organizational spending, employee spending, and spending by vendors, contractors and visitors to the new or expanded business.
- b. Indirect Economic Impact. Indirect impact includes business-to-business purchases in the supply chain taking place in the Town/region that stem from the initial industry input purchases.
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- C. Applicants must demonstrate a solid financial base and reasonable growth potential
- D. Applicants must be committed to make a significant investment in newly acquired or leased real property, or must be willing to make a significant investment in rehabilitating real property that they currently own or lease, or plan to acquire or lease.
- E. Applicant and its project must meet the eligibility criteria set forth in IC above.

III. Application Procedure

Applications shall be made to the Mayor, through the Director of Development. The Director of Development may enter into negotiations with such applicant for the purpose of developing an agreement. Once agreement has been reached, the Mayor, Director of Finance and Corporation Counsel shall review the application and the agreement. After review, the application and agreement shall be forwarded to the Economic Development Commission for its review, comment and recommendation. Within thirty days of receipt of the proposed agreement, the EDC shall report its findings and recommendation to the Mayor. The Mayor may make a final recommendation and submit the application and agreement to the Town Council for approval. The application and supporting documentation will, at minimum, provide the information as outlined in Schedule A attached hereto and made a part of. *The application must be submitted, and approved by the Town Council, prior to commencement of construction or renovation of improvements on the property that will be the subject of the tax benefit or incentive.*

IV. Policy Waiver

The Council may alter or otherwise waive any and all requirements contained herein so long as the project is consistent with the goals and objectives of the current Plan of C & D.

PLEASE NOTE: nothing herein, or in any attachment, shall be deemed a promise, commitment or agreement by the Town of East Hartford or the East Hartford Town Council to provide tax benefits or financial incentives.

MARCIA LECLERC
MAYOR

DEVELOPMENT
DEPARTMENT



(860) 291-7300

FAX (860) 291-7298

SCHEDULE A

Economic Development Incentive Application

(Company Name)

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Applicant Name:

Applicant Address:

Address Real Property:

Incentive Sought:

Description of Business:

Employment Current and Projected:

Total Investment Real Property:

Description of Improvements:

Description of Municipal Fiscal Impact:

Description of Economic Impact:

Description of outreach to entities within the Town of East Hartford to ensure diverse community-based hiring:

Recommendation of Economic Development Commission:

Recommendation of the Mayor:

Report of Estimated Value of Incentives and Revenue						
Description of Property	Estimated Market Value of Investment	Estimated Assessed Value	Annual Property Tax	Percent of Abatement	Length of Abatement	Incentive Value
Machinery and Equipment						
Real Property Improvements						
Assessed Value of Real Property Currently			Annual Tax Revenue Generated			
Total Estimated Assessment After Completion			Annual Tax Revenue Generated		Annual Tax Revenue Increase	
Total value of abatements						
Tax Revenue Years 1 through []						
Estimated Value of Municipal Building Permits						
Total Town Revenue Years 1 through []						
*All figures presented are estimates only						

Section 2: Detailed Description/History of Business

Section 3: Description of Real Property

Include:

Current Assessor's Card

Section 4: Description of Real and Personal Property Improvements

Include:

- a) Location

- b) Land size, building description including existing conditions and proposed improvements
- c) Summary of Construction Plans, if available
- d) Approximate completion date

Section 5: Background Correspondence

Include:

Letter of transmittal to Mayor requesting incentive – prior to building permit application

Appendix 1: Tax Abatement Incentive Guidelines

Statutory Authority

Sec. 12-65b. Agreements between municipality and owner or lessee of real property or air space fixing the assessment of such property or air space.

(a) Any municipality may, by affirmative vote of its legislative body, enter into a written agreement, for a period of not more than ten years, with any party owning or proposing to acquire an interest in real property in such municipality, or with any party owning or proposing to acquire an interest in air space in such municipality, or with any party who is the lessee of, or who proposes to be the lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section 12-64, fixing the assessment of the real property or air space which is the subject of the agreement, and all improvements thereon or therein and to be constructed thereon or therein, subject to the provisions of subsection (b) of this section. For purposes of this section, "improvements to be constructed" includes the rehabilitation of existing structures for retail business use.

(b) The provisions of subsection (a) of this section shall only apply if the improvements are for at least one of the following: (1) Office use; (2) retail use; (3) permanent residential use in connection with a residential property consisting of four or more dwelling units; (4) transient residential use in connection with a residential property consisting of four or more dwelling units; (5) manufacturing use; (6) warehouse, storage or distribution use; (7) structured multilevel parking use necessary in connection with a mass transit system; (8) information technology; (9) recreation facilities; (10) transportation facilities; (11) mixed-use development, as defined in section 8-13m; or (12) use by or on behalf of a health system, as defined in section 19a-508c.

Sec. 12-65h. Agreements between municipality and owner or lessee of real property or air space containing a manufacturing facility or a wholesale and retail business fixing the assessment of personal property.

Any municipality may, by affirmative vote of its legislative body, enter into a written agreement with any party owning or proposing to acquire an interest in real property in such municipality, or with any party owning or proposing to acquire an interest in air space in such municipality, or with any party who is the lessee of, or who proposes to be the lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section 12-64, upon which is located or proposed to be located a manufacturing facility, as defined in subdivision (72) of section 12-81, or a wholesale and retail business, as defined in subdivision (54) of section 12-81, fixing the assessment of the personal property located in the facility that is the subject of the agreement: (1) for a period of not more than seven years, provided the increase in the assessed value of such personal property in such facility or wholesale and retail business is not less than three million dollars, (2) for a period of not more than two years, provided the increase in the assessed value of such personal property in such facility or wholesale and retail business is not less than five hundred thousand dollars, or (3) to the extent of not more than fifty per cent of such increased assessment, for a period of not more than three years, provided the increase in the assessed value of such personal property in such facility or wholesale and retail business is not less than twenty-five thousand dollars.

Appendix 2: Sample Resolution

TOWN OF EAST HARTFORD SAMPLE RESOLUTION
BUSINESS INCENTIVE POLICY

WHEREAS, the Town of East Hartford has a Business Incentive Policy to assist businesses who desire to locate or expand their operations in East Hartford; and

WHEREAS, the Town's goals are to preserve and create jobs, create a stable long-term tax base and encourage growth of new and existing businesses; and

WHEREAS, (XXXXX Company) will be locating at (XXXXX) and investing (XXXXX dollars) for improvements and employing (XXXXX) persons; and

WHEREAS, (XXXXX Company) has applied for (tax fixing, assessment fixing) at a level of (XXXXX) for a period of (XXXX) years; and

WHEREAS, the Town of East Hartford will benefit from the location of a stable business in our town and the increase of our employment base by (XXXX); and

WHEREAS, Connecticut General Statutes, (Section 12-65b) and (Section 12-65h), provide the legal authority for a municipality to enter into this tax agreement.

NOW, THEREFORE, BE IT RESOLVED that the East Hartford Town Council authorizes the Mayor, Marcia A. Leclerc, to execute an agreement with (XXXXX Company) pursuant to the Town's Business Incentive Policy and under the authority granted under the Connecticut General Statutes, (Section 12-65b) and (Section 12-65h), for their business (location/expansion) in the Town of East Hartford.

ADJOURNMENT

MOTION By Don Bell
 seconded by Pat Harmon
 to **adjourn** (5:37 p.m.)
 Motion carried 3/0.

cc: Town Council
 Mayor Leclerc
 Rich Gentile, Assistant Corporation Counsel
 Linda Trzetzziak, Finance Director
 Eileen Buckheit, Development Director
 Craig Stevenson, EDC Chair

Robert J. Paek

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

2021 MAR 11 (A) 9:24:208

TOWN FAX (860) 291-7389
EAST HARTFORD

DATE: March 11, 2021

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, March 16, 2021 7:00 p.m. Microsoft "Teams"

Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, this meeting is accessible through "Microsoft Teams" 1 929-235-8441 Conference ID: 685 838 762# or you may click on the link below.

[Click here to join the meeting](#)

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

Tuesday, March 16, 2021

7:00 p.m.

Microsoft "Teams"

The purpose of the meeting is to meet in executive session to discuss the pending Worker's Compensation claim of former employee Ellen Stoldt.

C: Mayor Leclerc

Scott Chadwick, Corporation Counsel

Attorney George O'Donnell of McGann, Bartlett & Brown

Michael Ryan, Paralegal

Christine Sasen, Risk Manager