

*Robert J. Paek*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
APRIL 7, 2020

2020 APR -3 P 2:20

TOWN CLERK  
EAST HARTFORD

REVISED 04-03-20

Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the April 7<sup>th</sup> Town Council meeting will be accessible through teleconferencing by dialing 1-605-468-8035; use Access Code 1 4 5 8 2 5 7 9 #.

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. March 17, 2020 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
  - A. 2020-2021 LoCIP Projects
  - B. Library Services and Technology Act Program Grant
  - C. Setting an Inspection Fee for Salons – Acting as the Committee of the Whole re: Fees Committee
  - D. Referral to Tax Policy Committee re: Subsequent Tax Lien Assignments
  - E. Referral to Real Estate Acquisition & Disposition Committee re: Disposition of 1177 Burnside Ave
  - F. Outdoor Amusement Permit Application: East Hartford's Back to School Rally
  - G. Appointments to Various Boards/Commissions
  - H. Refund of Taxes
  - I. **Selection of Tax Deferment Program as Required by Governor Ned Lamont's Executive Order 7S, Issued April 1, 2020**
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: April 21<sup>st</sup>)

*Robert J. Clark*

EAST HARTFORD TOWN COUNCIL 2020 MAR 23 A 8:51

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

MARCH 17, 2020

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Councillors Connor Martin, Angela Parkinson and Awet Tsegai

PRESENT via Teleconferencing:

Minority Leader Esther B. Clarke, Patricia Harmon and John Morrison

### CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

The Chair announced that due to the recent pandemic – the coronavirus outbreak – Town Hall is closed to the general public. The addition of a call-in phone line has been provided by the Administration for those Councillors and residents who wish to participate in the meeting, but also want to keep the social distances recommended by the CDC.

### OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc explained the process by which she came to the decision to close the schools and all town buildings to the general public due to the coronavirus outbreak. Over the past two weeks, the Unified Command – which consists of the Mayor, the Chief of Police, the Fire Chief, the Board of Education, the Health Director, and the Public Works Director – has been meeting to move forward with a plan to deal with the outbreak if it was necessary. Subsequently, it became necessary and thus the closures went into effect. Schools were closed, as well as the Senior Center, the Library, the Parks & Recreation programs and lastly, Town Hall.

The Mayor thanked all those involved in the implementation of this strategy to combat the spread of the coronavirus.

### APPROVAL OF MINUTES

#### March 2, 2020 Budget Workshop/Health-Parks-Public Works

MOTION By Sebrina Wilson  
seconded by Don Bell  
to **approve** the minutes of the March 2, 2020 Budget Workshop/Health-Parks-Public Works.  
Motion carried 9/0.

March 3, 2020 Executive Session

MOTION By Sebrina Wilson  
seconded by Connor Martin  
to **approve** the minutes of the March 3, 2020 Executive Session.  
Motion carried 9/0.

March 3, 2020 Regular Meeting

MOTION By Sebrina Wilson  
seconded by Angie Parkinson  
to **approve** the minutes of the March 3, 2020 Regular Meeting.  
Motion carried 9/0.

March 4, 2020 Public Hearing/Budget

MOTION By Sebrina Wilson  
seconded by Awet Tsegai  
to **approve** the minutes of the March 4, 2020 Public Hearing/Budget.  
Motion carried 9/0.

March 10, 2020 Special Meeting/Budget

MOTION By Sebrina Wilson  
seconded by Don Bell  
to **approve** the minutes of the March 2, 2020 Budget Workshop/Health-  
Parks-Public Works.  
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

U. S. Census Presentation

Catherine Marx, Partnership Specialist, addressed the Council through a PowerPoint presentation on the importance of an accurate count for the upcoming census project. She quoted the U.S. Census Bureau's mission which is: "Count Everyone Once and Only Once and in The Right Place". Ms. Marx stated that invitations to respond to the census were mailed to each resident starting March 12<sup>th</sup> and will continue through March 20<sup>th</sup>. An accurate census determines the annual allocation of \$675B of federal funding. Additionally, Ms. Marx spoke to the confidentiality of the information collected by the Census Bureau. She stated that private information such as names, addresses, Social Security numbers and telephone numbers are never provided to any other person, including federal, state and local agencies.

Mayor Leclerc thanked Sarah Morgan, Library Director, and Amy Pelletier, Director of East Hartford Connects, for their efforts to acquire an accurate count of East Hartford residents during this census.

## Resignations from Boards and Commissions

The Chair announced the resignations of Marie Frederickson from the Commission on Aging and Joshua Quintana from the Historic District Commission and the Planning & Zoning Commission. He thanked Ms. Frederickson and Mr. Quintana for their dedication to the community through their service on these Boards.

## NEW BUSINESS

### Recommendation from the Personnel and Pensions Subcommittee re: Legal Administrative Assistant Job Description

**MOTION** By Awet Tsegai  
seconded by Connor Martin  
that the Town Council approve (1) the revised job description of the non-union position currently entitled "Legal Secretary"; (2) the change in salary from Grade 5 to Grade 7, (salary range: \$62,039 to \$69,785), therefore making the salary of this position more competitive; and (3) the revised title of this position to "Legal Administrative Assistant" as noted in a memo dated March 2, 2020 to Mayor Marcia A. Leclerc from Human Resources Director Santiago Malave. (see below)  
Motion carried 9/0.

**TITLE:** Legal Administrative Assistant

**GRADE:** 7

**DEPARTMENT:** Corporation Counsel

**DATE:** 03/17/20

### POSITION DEFINITION:

Works under the general supervision of the Corporation Counsel and the full-time Assistant Corporation Counsel. Provides Corporation Counsel Attorneys with direct assistance, such as helping with research for cases and gathering necessary documents for trials. Prepares documents, including legal briefs, motions, conveyance documents, contracts, spreadsheets and other office related letters. Duties also include scheduling appointments, answering calls, performing varied and responsible confidential secretarial and administrative tasks in managing the office; and organizing and maintaining all office legal files.

### GENERAL DUTIES:

- Develops and maintains complex restricted files and records.
- Observes strict confidentiality in establishing and maintaining complex restricted litigation files.
- Observe strict confidentiality with respect to all documents and information prepared, received or reviewed by the office
- Records and transcribes correspondence and documents from rough notes, dictation notes, or transcription equipment.
- Composes and types routine correspondence and reports.
- Prepares (types) legal forms including, but not limited to instruments of conveyance, pleadings, complaints, appearances, briefs, motions, agreements, stipulations, leases, affidavits, judgment files, opinions, contracts, deeds and correspondence.
- Calendars, keeps track of and prepares necessary motions after suit has been filed to bring the matter to judgment.
- Calendars and keeps track of correspondence and responses concerning delinquent tax matters referred by the Tax Collector, before a foreclosure action is initiated.
- Maintains docket control by reviewing court calendars and maintains diary of calendar dates and appropriate deadlines.

- Exercises responsibility for getting important pleadings and/or correspondence filed with court or mailed on time.
- Maintains and refines a diary system for court calendars (pre-trials, trials, etc.) for all attorneys.
- Maintains appointment schedules for Corporation Counsel staff.
- Maintains inventory of office supplies.
- Monitors office budget and prepares necessary paperwork to facilitate payments.
- Manages office law library, including processing orders, maintaining records of all purchases, and updating books with supplemental material.
- Opens, logs in and distributes mail.
- Reports work accomplished to Corporation Counsel and/or Assistant Corporation Counsel.
- Prepares analysis and information for office budget requests.

#### **ADDITIONAL JOB FUNCTIONS:**

- Maintains contact with other legal offices, state administrative agencies, court personnel, other Town departments and elected and appointed officials and the public.
- Prepares yearly list of litigation files to be destroyed in accordance with State statutes and maintains and disposes of all files and documents in accordance with the State's Record Retention Act.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work independently with a minimum of supervision.
- Ability to understand State and Federal Laws, Town Ordinances, departmental policies, procedures, rules, regulations and Connecticut Practice Book.
- Ability to type with speed and accuracy.
- Ability to handle and process high volume of paperwork accurately and efficiently and establish and maintain complex file and record systems.
- Ability to operate word processing and transcription equipment.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet including excel and power point.
- Ability to take dictation, meeting minutes and to transcribe notes from rough drafts and/or correspondence with speed and accuracy.
- Must be able to access and process information contained in file records and computer databases.
- Ability to apply principles of management to solve practical problems and to deal with a variety of problems independently.
- Ability to transmit clear, concise written and oral instructions to others as directed by staff attorneys and work effectively with staff, superiors, attorneys and the general public.
- Ability to manage office through exercise of strong organizational and communications skills.
- Ability to prioritize.
- Ability to complete projects accurately and on time.
- Ability to work well under time constraints.
- Knowledge of Connecticut law and court policies and procedures as well as Connecticut Practice Book and rules of State and Federal Courts

#### **JOB QUALIFICATIONS**

An Associate Degree from an accredited college in Legal Support and Services or a closely related field with at least five (5) years of increasingly responsible legal secretarial experience with at least three (3) years of experience in a law office. Relevant work experience may be substituted for college training on a year-for-year basis. A four year degree from an accredited college or successful completion of an American Bar Association (ABO) approved Paralegal Education Program" will be preferred. Qualified for appointment as Notary Public.

#### **PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

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

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

North Central Area Agency on Aging: Grocery Delivery Grant

MOTION       By Don Bell  
                  seconded by  
                  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 9/0.

Historic Document Preservation Grant

MOTION.       By Angie Parkinson  
                  seconded by Don Bell  
                  to **adopt** the following 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 2021, 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 grant.

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

Outdoor Amusement Permit Application: National Night Out

MOTION       By Sebrina Wilson  
                  seconded by Connor Martin  
                  to **approve** the outdoor amusement permit application entitled "National Night Out" submitted by Officer Theodore Branon, Community Service Officer, East Hartford Police Department, to conduct an open-house community building campaign that promotes police-community partnerships and neighborhood camaraderie, on Tuesday, August 4, 2020 from 5PM to 8PM on the front lawn and front parking lot of the Public Safety Complex, 31 School Street with a K-9 demonstration,

specialized units, music, a bounce house and dunk tank, tours of the department and food and refreshments; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
 Motion carried 9/0.

Appointment of Jon Petoskey to the Metropolitan District Commission's Board of Commissioners

MOTION By Esther Clarke  
 seconded by John Morrison  
 to **appoint** Jon Petoskey, 147 Jessica Drive, as a Commissioner of the Metropolitan District Commission; term to expire December 2025.  
 Motion carried 9/0.

Appointments to Boards & Commissions

MOTION By Connor Martin  
 seconded by Don Bell  
 to **approve** the following appointments:

- Randolph Krause, Jr. as a full member to the Building Board of Appeals; whose term is set to expire December 2022
- Melissa-Sue John as an Alternate to the Planning & Zoning Commission; was term is set to expire December 2024
- Randolph Krause, Jr. as a full member to the Zoning Board of Appeals; whose term is set to expire December 2023

Motion carried 9/0.

Refund of Taxes

MOTION By Connor Martin  
 seconded by Don Bell  
 to **refund** taxes in the amount of \$20,280.28 pursuant to Section 12-129 of the Connecticut General Statutes.  
 Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Tax Paid
2017-01-0000283	AIELLO JOSEPH P & LINDA J & IMMA &	33-37 INDIAN HILL ST	0	-28.20
2018-03-0050724	ALEJANDRO-CAPO NELSON G ASSOCIATED SECURITY CORPORATION	2014/4T1BF1FK4EU389842	0	-375.75
2018-03-0052032		2011/1FTKR1AD5BPA48223	0	-145.80

2017-03-0053034	BEAGLE NICOLE R	2006/2G4WC582X61144622	-19.99	-148.05
2018-03-0052843	BEAGLE NICOLE R	2006/2G4WC582X61144622	0	-131.40
2017-03-0055578	CAMPBELL TONGINETTA	2012/1FMHK8F87CGA84558	-24.01	-249.71
2017-03-0055579	CAMPBELL TONGINETTA	2004/1GNDD13S842185573	-11.98	-159.75
2017-03-0057938	COOK PEGGY J	2007/5FNRL38447B096296	-23.91	-227.70
2018-03-0057799	CORTES LUIS A	1995/1GCDT14Z9SK134665	0	-22.50
2018-03-0059301	DELACRUZ-GALARZA DAVID A	2013/4T3BK3BB6DU093725	0	-18.00
2017-04-0082394	EAN HOLDINGS LLC ATTN: BILL HOKANSON	2017/KM8SMDHF3HU224876	0	-202.81
2018-03-0061462	ENTERPRISE FM TRUST	2012/1FTEX1EM1CFB36383	0	-517.50
2018-03-0061463	ENTERPRISE FM TRUST	2014/2FMDK4GC0EBB01138	0	-420.76
2018-03-0061469	ENTERPRISE FM TRUST	2011/2FMDK4JC3BBA88714	0	-344.25
2018-03-0061479	ENTERPRISE FM TRUST	2017/1FM5K8DXXHGB75739	0	-911.26
2018-03-0061481	ENTERPRISE FM TRUST	2014/1FM5K8D83EGA10885	0	-628.66
2018-03-0061483	ENTERPRISE FM TRUST	2017/5UXKR0C37H0V81561	0	-1,307.26
2018-03-0061488	ENTERPRISE FM TRUST	2016/1FTEX1E84GFB29243	0	-871.20
2018-03-0061493	ENTERPRISE FM TRUST	2016/1FM5K8D85GGC41533	0	-827.10
2018-03-0061750	FAGAN MATTIE	2005/1N6AD06W55C405343	0	-39.82
2018-03-0062460	FLEBEAU PAUL A & FLEBEAU LOREENE F	2013/1N6AD0EVXDN712938	0	-268.88
2018-04-0082919	FLOWERS HAZEL E	2001/19UYA42601A024711	0	-20.70
2018-04-0082921	FLOWERS HAZEL E	2000/2G4WS52J9Y1301465	0	-66.42
2017-03-0090620	FLOYD CRYSTAL DENISE	2007/1HGCM665X7A095874	0	-52.30
2018-03-0065018	GUERRETTE RAYNOLD J	2012/JH2PF0142CK900381	0	-149.85
2018-03-0066629	HONDA LEASE TRUST	2016/5J6RM4H59GL079397	0	-434.02
2018-03-0066863	HRUSKOCY HEATHER A	2017/5J8TB4H79HL031744	0	-524.93
2018-03-0070342	HUNYADI LISE-PROGRESSIVE INSURANCE	2016/KMHD35LH4GU332352	-23.92	-469.80
2018-03-0067088	HYUNDAI LEASE TITLING TRUST	2016/5XYZT3LB9GG353807	0	-217.66
2018-03-0067108	HYUNDAI LEASE TITLING TRUST	2016/5NPE24AF3GH290144	0	-211.05
2018-03-0067437	IVEY JEFFREY S	2011/3GCPKTE32BG384214	0	-325.58
2018-03-0068403	JP MORGAN CHASE BANK NA	2016/JF2GPAKC0G8284444	0	-112.96
2017-01-0010107	LERETTA LLC ATTN: CENTRAL REFUNDS CONTRACT # 48127940	70 BROOKLINE DR	0	-2,027.46
2018-04-0085895	MUSHENO DANA L	2015/KNDJN2A26F7776215	0	-19.21



2018-01-0001691	NATIONAL TAX SEARCH	191 HIGH ST	0	-1,101.54
2017-03-0075720	NGUYEN CARL R	2005/4S3BL626357227797	0	-155.25
2018-03-0075651	NISSAN INFINITI LT	2016/JN8AT2MV6GW153815	0	-491.89
2018-04-0086111	NISSAN INFINITI LT	2019/3N1AB7AP9KL608403	0	-255.78
2018-03-0075743	NORELL RITCHARD N	1999/1G1JC1242X7176821	0	-53.23
2018-03-0077552	PEREZ JUAN R	2008/1HGCP36798A031060	0	-46.12
2018-03-0078042	PICKERING LEAL L	2005/1C4GP45R05B217407	0	-6.25
2018-04-0086990	RELIABLE TIRE DISTRIBUTORS INC.	2018/1FDWE3F60JDC08197	0	-2,162.62
2018-03-0079938	RIVERA DIANE	2006/JTKKT604360164821	0	-99.72
2018-04-0087124	RIVERA DIANE	2011/3FAHP0JG9BR343442	0	-56.34
2018-03-0082083	SANTANA NESTO D	2013/1HGCR2F82DA258596	0	-74.48
2018-03-0082829	SERRANO-OYOLA ELSA H	2013/5XYZW3LA2DG045677	0	-310.95
2017-03-0084664	SOTO JOHANNA L	2010/3N1AB6AP7AL686655	0	-181.35
2018-03-0083873	SOTO JOHANNA L	2010/3N1AB6AP7AL686655	0	-155.25
2018-03-0084725	TADEO JESUS	2007/4T1BE46K47U548947	0	-174.15
2018-03-0084726	TADEO JESUS	2010/JN8AS5MV0AW103374	0	-220.50
2018-03-0086555	USB LEASING LT	2016/1GNSKBKC8GR410600	0	-1,263.16
2018-04-0088845	VEGA ANGELA P	1999/JN8AR05Y7XW300543	0	-86.85
2018-03-0088725	WILSON JANESE E	2004/1HGCM56394A114953	-8.45	-140.85
2018-03-0089024	YANEZ DONNA M	2006/JHLRD78926C047726	0	-241.69
2018-04-0089383	YANEZ DONNA M	2001/WBABN53471JU25178	0	-115.65
2018-03-0089318	ZIMMER COLLEEN N	2011/1GNSKJE39BR187045	0	-296.10
		<b>SUBTOTAL</b>	<b>-112.26</b>	<b>-20168.02</b>
		<b>TOTAL</b>		<b><u>\$ (20,280.28)</u></b>

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

*Pat Harmon* asked if trash and/or recycling collections, as well as the hours of operation for the transfer station, have been impacted by the closing of Town Hall due to the coronavirus. *Mayor Leclerc* stated that the timeline for services provided by the Public Works department remains unchanged. Employees of Public Works who work mostly outside in an open air environment are not at a high risk level. However, there is one change: there will be no direct interaction between the public and town employees. Because of this, Public Works is in the process of developing a new way to issue bulky waste and transfer station permits for residents.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION      By Esther Clarke  
                  seconded by Don Bell  
                  to **adjourn** (8:26 p.m.).  
                  Motion carried 9/0.

The Chair announced that the next meeting of the Town Council is scheduled for April 7<sup>th</sup>. However, a reassessment will be made early in April to determine if it will be held.

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 30, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: RESOLUTION: 2020 – 2021 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:

- 2021-214 Facilities Sign Replacement Phase II in the amount of \$200,000
- 2021-216 Repair of Hockanum River Walkway in the amount of \$100,000
- 2021-217 Public Safety Complex Vehicle Storage Building in the amount of 89,404
- 2021-218 Public Safety Complex Fuel Storage Tank in the amount of \$60,000.

The Town of East Hartford is not required to provide a local match.

Please place this resolution on the Town Council agenda for the April 7<sup>th</sup>, 2020 meeting.

Thank you.

C: P. O'Sullivan, Grants Manager  
E. Buckheit, Development Director  
L. Trzetzkiak, 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 7<sup>th</sup> day of April, 2020.

**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 \$449,404 for the following projects:

- Facilities Sign Replacement Phase II \$200,000
- Repair Hockanum River Walkway \$100,000
- Public Safety Complex Vehicle Storage Building \$ 89,404
- Public Safety Complex Fuel Storage Tank \$ 60,000

**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 April, 2020.

---

Angela M. Attenello, Town Council Clerk

seal

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

Grant Description: 2020-21 LoCIP Projects

Funder: State of CT Office of Policy and Management

Grant Amount: \$449,404

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>	<u>2016</u>
Funding level by year:	<u>\$455,350</u>	<u>\$531,730</u>	<u>\$829,765</u>	<u>\$0.00</u>	<u>\$446,673</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: Projects are as follows:

- Facilities Sign Replacement Phase II \$200,000
- Repair Hockanum River Walkway \$100,000
- Public Safety Complex Vehicle Storage Building \$ 89,404
- Public Safety Complex Fuel Storage Tank \$ 60,000

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Marcia A. Leclerc  
**FROM:** Paul O'Sullivan, Grants Manager *POS*  
**SUBJECT:** Referral to Council – LoCIP Grant Allocations (\$449,404)  
**DATE:** March 27, 2020

---

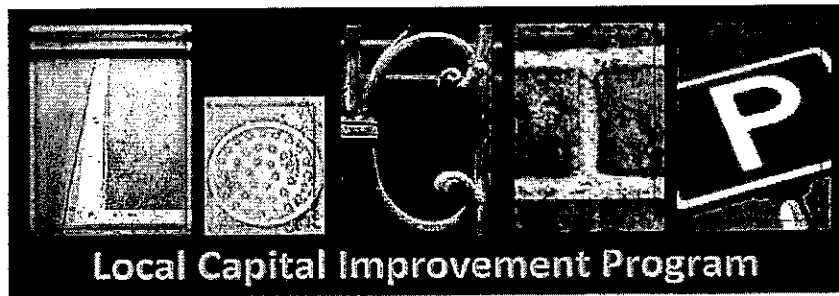
Local Capital Improvement Program (LoCIP) funds from the State of Connecticut are distributed to support projects which are included in a municipality's approved Capital Improvement Program (CIP). The following projects have been identified for funding from LoCIP:

CIP #	Project Name	Amount	Description
2021-214	Facilities Sign Replacement Phase II	\$200,000	Installation of 128 new signs to be installed at Town facilities, buildings, parks and cemeteries
2021-216	Repair Hockanum River Walkway	\$100,000	Repair of the walkway section between Town Hall and the parking lot on Elm Street
2021-217	Public Safety Complex Vehicle Storage Building	\$ 89,404	Construction of a large Butler-type building to house impounded vehicles and other town equipment
2021-218	Public Safety Complex Fuel Storage Tank	\$ 60,000	purchase of an aboveground fuel storage tank for the Public Safety Complex

I respectfully request the attached resolution be placed on the Town Council agenda for their meeting to be held on April 7, 2020. 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 Trzetzak, Director of Finance  
Eileen Buckheit, Director of Development



## LOCAL CAPITAL IMPROVEMENT PROGRAM (LoCIP) GUIDELINES

### INTRODUCTION

These guidelines have been prepared to assist municipalities in applying for state aid entitlements under the Local Capital Improvement Program (LoCIP). Additional information, including reports regarding project authorizations, reimbursements, project summaries, historical LoCIP data, as well as required forms can be found on the [LoCIP website](#).

LoCIP provides financial assistance to municipalities for eligible capital projects funded with State general obligation bonds. Annual entitlements are announced on March 1<sup>st</sup> of each year. Municipalities must apply to the Office of Policy and Management (OPM) for project authorization for each eligible project on the LoCIP Project Authorization Request form, and then once a municipality expends funds for an OPM-authorized LoCIP project, it may apply for reimbursement on the LoCIP Reimbursement Request form. Project Authorization Request forms and Reimbursement Request forms can be submitted at the same time. Only capital projects which have been approved by the town's legislative body and which comport with program guidelines will be considered.

LoCIP Projects will only be authorized when:

- The municipality's legislative body has approved the project, and such approval is documented in certified minutes of the required municipal meeting(s);
- The project is included in the town's most recently approved Capital Improvement Plan (CIP);
- The amount listed on the project authorization request does not exceed the municipality's available LoCIP entitlement balance;
- The project is an allowable project pursuant to the LoCIP Guidelines; and
- The request is submitted on the required form and is signed by the **Chief Executive Officer of the municipality**

Reimbursements will only be approved:

- For allowable expenditures associated with OPM-approved LoCIP projects after the municipality has incurred and expended funds;
- The reimbursement request is submitted on the required form and all required information is provided in the required format, and is signed by the **Chief Executive Officer of the municipality**; and
- The amount of the requested reimbursement does not exceed the available project balance.

## ALLOWABLE LoCIP PROJECTS

LoCIP funds can only be used for municipal capital expenditure projects which are specifically categorized below (pursuant to C.G.S. §7-535 through 7-538). Please note that the use of LoCIP funds for school-related projects is strictly limited. School related project information is specifically addressed on page 5 of this document.

Eligible LoCIP projects are defined in the following major categories:

- **ROADS** - construction, renovation, repair, or resurfacing
- **SIDEWALK and PAVEMENT** - improvements
- **SEWAGE TREATMENT PLANTS, SANITARY OR STORM, WATER OR SEWER LINES** - construction, renovation, enlargement, or repair, including separation of lines
- **PUBLIC BUILDINGS OTHER THAN SCHOOLS** - construction, renovation, code compliance, energy conservation and fire safety
- **DAMS/BRIDGES/FLOOD CONTROL** - construction, renovation, enlargement, or repair
- **WATER TREATMENT OR FILTRATION FACILITIES/MAINS** - construction, renovation, enlargement, or repair
- **SOLID WASTE FACILITIES** - construction, renovation, or enlargement
- **PUBLIC PARKS** - improvements
- **CAPITAL IMPROVEMENT PLANS** – costs associated with preparation or revision (only 1X/ten-year period)
- **EMERGENCY COMMUNICATIONS SYSTEMS, BUILDING SECURITY SYSTEMS, INCLUDING SCHOOLS** - improvements
- **PUBLIC HOUSING** - renovation/improvements, including energy conservation projects and development of additional public housing
- **VETERANS' MEMORIALS** - renovations or construction
- **THERMAL IMAGING SYSTEMS** – acquisition
- **BULKY WASTE/LANDFILL PROJECTS**
- **CONSERVATION & DEVELOPMENT PLANS** - preparation and revision (reimbursed not more than 1x/10 year period)
- **AUTO EXTERNAL DEFIBRILLATORS** - acquisition
- **FLOODPLAIN MANAGEMENT AND HAZARD MITIGATION ACTIVITIES**
- **ON-BOARD OIL REFINING SYSTEMS\***
- **THE PLANNING OF A MUNICIPAL BROADBAND NETWORK\***
- **BIKEWAY AND GREENWAY** - establishment
- **LAND ACQUISITION** – including for open space, and costs involved in making land available for public uses
- **TECHNOLOGY (FOR SCHOOLS)** - acquisition related to the implementation of SDE's Common Core State Standards
- **TECHNOLOGY UPGRADES (NOT SCHOOLS)** - including for improvements to expand public access to government information through electronic portals and kiosks
- **NEW! HAZARDOUS TREE REMOVAL OR TRIMMING for nonutility-related hazardous branches, limbs and trees on municipal property or within a municipal right-of-way.**


*\*see specific statutory details on page 12 of this document related to these items.*

A LoCIP project may include repairs incidental to reconstruction and renovation but **does not include ordinary repairs and maintenance of a routine, ongoing nature.**





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE March 30<sup>th</sup>, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Library Services and Technology Act (LSTA) Grant Program

---

The Library Services and Technology Act (LSTA) program provides federal funds to support local libraries, statewide programs and the people of Connecticut.

The East Hartford Public Library is seeking this grant in the amount of \$3,273 to provide East Hartford youth with career competency development through a series of workshops that culminate with a career fair connecting youth with local employers and summer job opportunities.

A local match of 25% of the grant is required and will come out of the library's media funds already allocated in departmental budget.

Please place this resolution on the Town Council agenda for the April 7<sup>th</sup>, 2020 meeting.

Thank you.

C: P. O'Sullivan, Grants Manager  
E. Buckheit, Development Director  
S. Morgan, Library 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 and correct copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7<sup>th</sup> day of April, 2020.

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

**WHEREAS** the Connecticut State Library has made funds available through the Library Services and Technology Act (LSTA) Grant Program and;

**WHEREAS** the LSTA promotes access to information resources provided by all types of libraries throughout Connecticut

**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 as they pertain to this Library Services and Technology Act 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 April, 2020.

Seal

Signed: \_\_\_\_\_  
Angela M. Attenello, Council Clerk

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

Grant Description: Library Services and Technology Act (LSTA) Grant Program

Funder: Connecticut State Library

Grant Amount: \$3,273.00

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

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

Is a local match required?  Yes  No

If yes, how much? 25% of grant amount

From which account? Library media funds already allocated in departmental budget

Grant purpose: Offer grants to public libraries for new programs developed in response to community needs

Results achieved: Provide East Hartford youth with career competency development through a series of workshops that culminate with a career fair connecting youth with local employers and summer job opportunities.

Duration of grant: 7/1/2020 to 6/30/2021

Status of application: Under development


Meeting attendee: To be determined

Comments: None

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Marcia A. Leclerc

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

**SUBJECT:** Council Resolution – Library Services and Technology Act (LSTA) Grant Application

**DATE:** March 27, 2020

---

Attached is a draft Town Council resolution authorizing an application from the Town to the Connecticut State Library for a Library Services and Technology Act (LSTA) Grant.

The Library is seeking this grant to provide East Hartford youth with career competency development through a series of workshops that culminate with a career fair connecting youth with local employers and summer job opportunities.

The LSTA program provides federal funds to support local libraries, statewide programs and the people of Connecticut. LSTA funds can be used for a variety of purposes, including new programs developed in response to community needs. I have attached additional information on the program.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on April 7, 2020. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

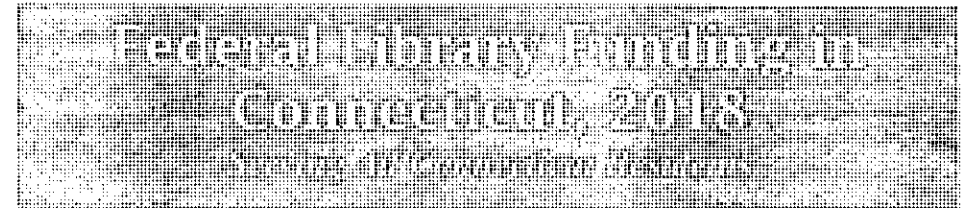
Cc: Eileen Buckheit, Development Director  
Sarah Kline Morgan, Library Director

*In 2018, Connecticut received  
\$2,041,923 in LSTA funds.*

Connecticut uses LSTA funds to:

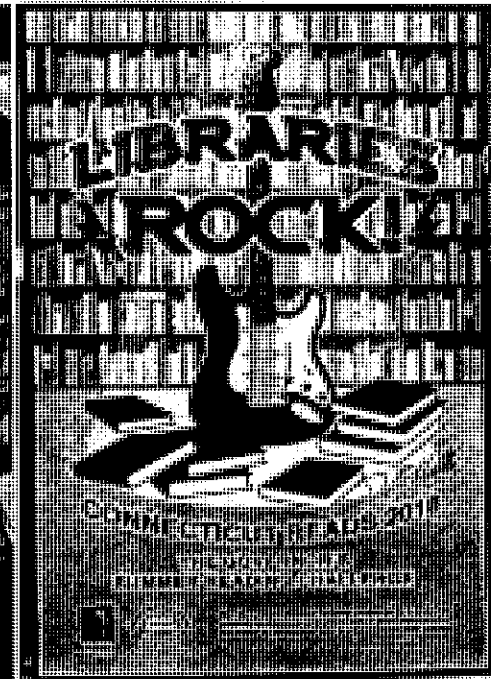
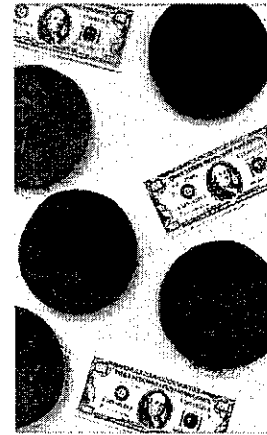
- Provide a statewide delivery service for library materials.
- Sustain and improve the academic progress of children and teens through summer reading programs.
- Provide access to reliable, high quality research resources through a statewide database program.
- Supply audiobooks and special listening devices to 5,000+ patrons with disabilities through the Library for the Blind and Physically Handicapped.
- Help libraries reach underserved communities by providing supplementary collections of large print books, children's materials, and audiobooks that can be borrowed for 90 days.
- Provide consultation, training, and professional development opportunities to enhance the skills of the library workforce.
- Offer grants to public libraries for new programs developed in response to community needs.
- Assist libraries in helping patrons develop digital, financial, and health literacy skills.
- Collect and analyze statistics to create a statewide profile of library usage.

Library Services and Technology Act funds are made available from the Institute of Museum and Library Services and are administered in Connecticut by the Division of Library Development, Connecticut State Library.



**CT State Library**

*Preserving the Past. Informing the Future.*



The LSTA Program provides federal funds to support local libraries, statewide programs, and the people of Connecticut.

### Summer Reading

Over the summer, **51,136** kids and teens read:

**10,032,508** minutes

**+2,542,657** pages

**+ 345,741** books

to help retain their reading skills while school was out.

### Statewide Delivery

To help libraries share books with patrons across the state, deliverIT CT drivers delivered

**28,815** library items

**each**

**week.**

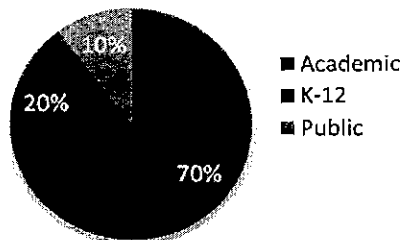


### Library for the Blind and Physically Handicapped

LBPH circulated an average of **21.8 audiobooks** to each active patron who is reading disabled.

### Statewide Databases

Academic libraries are the heaviest users of researchIT CT



State and LSTA investment in researchIT CT databases, used by **921** libraries, saved more than **\$36.5 million.**

The E-rate Program provides funds for schools and libraries to improve their broadband access.

### E-rate in Connecticut

- **64** CT libraries saved a total of **\$502,217** in FY18.
- **83%** of E-rate funding to CT libraries is for **fiber connections** and **internet access.**



### Faster Internet Access



In three years, libraries in **55 communities** across the state have improved internet speed on their public computers from 6 Mbps to more than **25 Mbps.** In many of these communities, residents have few, if any, other places to access free internet and WiFi.

### Public Services

At Beardsley Library, the new connection made a noticeable difference for people using the network for **job applications** and students using library computers for **online courses.** Durham Public Library now offers better connectivity for the many municipal boards, committees, and community groups that use their **meeting rooms.**

**TOWN COUNCIL OFFICE**

**DATE:** March 16, 2020

**TO:** All Councillors

**FROM:** Rich Kehoe

**RE:** Salons

Public Act 19-117 requires local health directors to inspect all hairdressing, cosmetology, barbers, nail technicians and esthetician businesses. This state law also sets out guidelines for such inspections. Further, the state law authorizes the town to charge up to \$250 per inspection with the funds going to offset the cost of conducting such inspections. I would recommend that the Council, acting as a committee of the whole, set this fee to be at the maximum of \$250 per inspection.

**House Bill No. 7424**

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

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

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

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

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



**House Bill No. 7424**

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

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

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

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

**House Bill No. 7424**

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

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

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

} \$ 250<sup>00</sup>  
inspection  
fee

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 27, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: REFERRAL: Tax Policy and/or Disposition of Town-Owned Property Subcommittees

---

Attached, please find a list of 59 properties totaling \$450,749.09, where tax liens have been sold via the RFP process and where subsequent liens now need to be assigned to the exiting lien holders.

Please place this on the Town Council agenda for the April 7<sup>th</sup>, 2020 Town Council meeting.

Thank you.

C: L. Trzetzziak, Finance Director  
I. Laurenza, Tax Collector



## MEMORANDUM

DATE: March 27, 2020

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance *LMT*

TELEPHONE: (860) 291-7246

RE: Referral to Tax Policy and/or Disposition of Town Owned Property Subcommittees:

- Subsequent Liens on Properties - Recommended for Assignment
- 

Attached please find a list of 59 properties where prior year tax liens have been sold via the RFP process and now the subsequent liens need to be assigned to the existing lien holders. The subsequent liens total \$450,749.09. All amounts that eventually move to assignment will be updated through the expected date of sale which should be no later than August 31, 2020.

As background information related to the process followed by the Tax Office, the collection process completed for each grand list year is summarized below.

- The tax bill first installment legal notice is published (the middle of June).
- An individual tax bill is printed and mailed to the property address (late June).
- If full payment is not received, an individual delinquent letter is mailed (August).
- The tax bill second installment legal notice is published (late December).
- If full payment is not received, an individual demand letter is mailed (February).
- If amounts remain unpaid, a notice of intention to file lien letter is mailed (May).
- If amounts remain unpaid, a lien is filed by the Tax Collector (by June 30<sup>th</sup>).

While it is regrettable that the town has to initiate these actions, despite our best efforts, we have been unable to secure collection with these particular properties. Accordingly, to maintain a fair and equitable tax collection system, we must initiate this actions.

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

BILL#	UNIQUE # NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	LIEN HOLDER
2018-01-0011933	8775 R R A PROPERTIES LLC	1251-1265 MAIN ST	21,477.68	3,543.82	24	25,045.50	
TOTAL	1	8775 1251-1265 MAIN ST			0	25,045.50	Cruickshank
2017-01-0013154	1121 SCHULTZ JOSEPH W	270 BREWER ST	8,982.96	3,099.12	24	12,106.08	
2018-01-0013154	1121 SCHULTZ JOSEPH W	270 BREWER ST	9,256.26	1527.29	24	10,807.55	
TOTAL	2	1121 270 BREWER ST				22,913.63	Empire
2017-01-0014747	13426 UN QUE REALTY L L C	30 SPENCER CT	7,270.06	2,508.17	24	9,802.23	
2018-01-0014747	13426 UN QUE REALTY L L C	30 SPENCER CT	7,491.24	1236.05	24	8,751.29	
TOTAL	2	13426 30 SPENCER CT				18,553.52	Empire
2017-01-0010037	405 MCNTANEZ RAUL P & AWI	113 ARNOLD DR	5,797.84	2,000.26	24	7,822.10	
2018-01-0010037	405 MCNTANEZ RAUL P & AWI	113 ARNOLD DR	5,974.24	985.75	24	6,983.99	
TOTAL	2	405 113 ARNOLD DR				14,806.09	Empire
2017-01-0004327	12655 DYER JUSTIN D	127 SHADYCREST DR	4,022.50	1,387.77	24	5,434.27	
2018-01-0004327	12655 DYER JUSTIN D	127 SHADYCREST DR	4,144.88	683.9	24	4,852.78	
TOTAL	2	12655 127 SHADYCREST DR				10,287.05	Empire
2017-01-0010895	7666 ORTIZ REINALDO EST OF	21 LAFAYETTE AVE	3,425.32	1181.74	24	4,631.06	
2018-01-0010895	7666 ORTIZ REINALDO EST OF	21 LAFAYETTE AVE	3,529.54	582.37	24	4,135.91	
TOTAL	2	7666 21 LAFAYETTE AVE				8,766.97	Empire
2018-01-0015107	7115 WADE LYNE	85-87 JAMES ST	18,705.52	3,086.41	24	21,815.93	
TOTAL	1	7115 85-87 JAMES ST			0	21,815.93	Fig
2018-01-0009487	14191 MCCLELLAN ROBERT L	776 TOLLAND ST	9,078.98	1498.93	24	10,601.01	
TOTAL	1	14191 776 TOLLAND ST			0	10,601.01	Fig
2018-01-0016404	17010 CASSADY JAMES & JUNE	7 STRAWBERRY LN	8,160.12	1346.42	24	9,530.54	
TOTAL	1	17010 7 STRAWBERRY LN			0	9,530.54	Fig
2018-01-0013563	1257 SITARAS JO ANN & SITARA	45 BRIARWOOD LN	7,849.26	1295.13	24	9,168.39	

BILL#	UNIQUE II NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	LIEN HOLDER
TOTAL	1	1257 4S BRIARWOOD LN			0	9,168.39	Fig
2018-01-0C01869	114 BRYANT JULIE G & KING M.31-33 AMY DR		7,767.24	1281.59	24	9,072.83	
TOTAL	1	114 31-33 AMY DR			0	9,072.83	Fig
2018-01-0C01810	8102 BROWN RONALD F EST OF 70 LEVERICH DR		7,392.04	1219.68	24	8,635.72	
TOTAL	1	8102 70 LEVERICH DR			0	8,635.72	Fig
2018-01-0C04074	5261 149 GOCDWIN STREET LLC 149 GOODWIN ST		7,258.96	1197.73	24	8,480.69	
TOTAL	1	5261 149 GOODWIN ST			0	8,480.69	Fig
2018-01-0C01529	8866 ARANGO ARMANDO E 1725 MAIN ST		7,254.54	1197.00	24	8,475.54	
TOTAL	1	8866 1725 MAIN ST			0	8,475.54	Fig
2018-01-0C00939	14704 LARACUENTE PROPERTY M123 WHITEHALL DR		6,759.02	1115.24	24	7,898.26	
TOTAL	1	14704 123 WHITEHALL DR			0	7,898.26	Fig
2018-01-0C08231	10580 LATORRE JODI M & RICHAF 750 OAK ST		6,669.14	1100.41	24	7,793.55	
TOTAL	1	10580 750 OAK ST			0	7,793.55	Fig
2018-01-0C08835	696 MVC HOME LLC 31 BIDWELL AVE		6,414.76	1058.44	24	7,497.20	
TOTAL	1	696 31 BIDWELL AVE			0	7,497.20	Fig
2018-01-0C14423	15843 MITA REAL ESTATE II L L (235 EAST RIVER DR 1102		6,301.80	1039.8	24	7,365.60	
TOTAL	1	15843 235 EAST RIVER DR 1102			0	7,365.60	Fig
2018-01-0C07665	1936 COPELAND ELOUISE 800-802 BURNSIDE AVE		6,279.20	1036.07	24	7,339.27	
TOTAL	1	1936 800-802 BURNSIDE AVE			0	7,339.27	Fig
2018-01-0C14850	1683 VALLE LORRI 13-15 BURNSIDE AVE		5,726.24	944.83	24	6,695.07	
TOTAL	1	1683 13-15 BURNSIDE AVE			0	6,695.07	Fig
2018-01-0C06690	9728 BAEZ MANUEL 65 MILWOOD RD		5,637.84	930.24	24	6,592.08	

BILL#	UNIQUE II NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	LIEN HOLDER
TOTAL	1	9728 65 MILWOOD RD			0	6,592.08	Fig
2018-01-0012355	1607 RIZZUTO ALBERT S	21 BURNHAM ST	5,605.42	924.9	24	6,554.32	
TOTAL	1	1607 21 BURNHAM ST			0	6,554.32	Fig
2018-01-0010929	13390 LANTHIER TAMMIE L	73 SPARROWBUSH RD	5,590.68	922.46	24	6,537.14	
TOTAL	1	13390 73 SPARROWBUSH RD			0	6,537.14	Fig
2018-01-0006815	11863 KELLER BRIAN L	135 RIDGEWOOD RD	5,342.20	881.46	24	6,247.66	
TOTAL	1	11863 135 RIDGEWOOD RD			0	6,247.66	Fig
2018-01-0007659	1594 KENT WILLIAM F EST OF	90 BURNBROOK RD	5,336.30	880.49	24	6,240.79	
TOTAL	1	1594 90 BURNBROOK RD			0	6,240.79	Fig
2018-01-0015589	5295 WOJNILO EUGENE JOSEPH	267 GOODWIN ST	5,296.52	873.92	24	6,194.44	
TOTAL	1	5295 267 GOODWIN ST			0	6,194.44	Fig
2018-01-0008587	14088 LIBERTY INVESTMENT GRO	362 TOLLAND ST	5,254.28	866.96	24	6,145.24	
TOTAL	1	14088 362 TOLLAND ST			0	6,145.24	Fig
2018-01-0001023	2540 BEAULIEU CLAUDE J	106 CHESSLEE RD	5,251.34	866.47	24	6,141.81	
TOTAL	1	2540 106 CHESSLEE RD			0	6,141.81	Fig
2018-01-0013168	1111 SCHULTZ WILLIAM C	236 BREWER ST	5,172.28	853.43	24	6,049.71	
TOTAL	1	1111 236 BREWER ST			0	6,049.71	Fig
2018-01-0013161	1117 SCHULTZ JOSEPH W	260 BREWER ST	5,118.24	844.51	24	5,986.75	
TOTAL	1	1117 260 BREWER ST			0	5,986.75	Fig
2018-01-0011236	5662 PATTISON JAMES R	4 GREAT HILL RD	5,049.88	833.23	24	5,907.11	
TOTAL	1	5662 4 GREAT HILL RD			0	5,907.11	Fig
2018-01-0001033	4659 BEAULIEU REED & ANTOIN	1092 FORBES ST	4,857.96	801.57	24	5,683.53	

BILL#	UNIQUE II NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	LIEN HOLDER
TOTAL	1	4659 1092 FORBES ST			0	5,683.53	Fig
2018-01-0005278	3076 FRALEIGH CARL F & NANCY	27 COLLIMORE RD	4,852.56	800.67	24	5,677.23	
TOTAL	1	3076 27 COLLIMORE RD			0	5,677.23	Fig
2018-01-0011467	4666 PESCE TIMOTHY L/U	1134 FORBES ST	4,843.72	799.21	24	5,666.93	
TOTAL	1	4666 1134 FORBES ST			0	5,666.93	Fig
2018-01-0001341	2192 BINETTE RICHARD	59 CANTERBURY ST	4,765.64	786.33	24	5,575.97	
TOTAL	1	2192 59 CANTERBURY ST			0	5,575.97	Fig
2018-01-0004631	1544 ELAINE S ELDRIDGE REVOC	216 BURKE ST	4,444.96	733.42	24	5,202.38	
TOTAL	1	1544 216 BURKE ST			0	5,202.38	Fig
2018-01-0005640	5057 GAUTHIER DAWN D & HOV	9-91/2 GARDEN ST	4,430.70	731.06	24	5,185.76	
TOTAL	1	5057 9-91/2 GARDEN ST			0	5,185.76	Fig
2018-01-0011331	379 HONORA LLC	228 ARBUTUS ST	4,426.78	730.42	24	5,181.20	
TOTAL	1	379 228 ARBUTUS ST			0	5,181.20	Fig
2018-01-0001253	10868 BEST GAIL D	12 ORCHARD TER	4,361.74	719.68	24	5,105.42	
TOTAL	1	10868 12 ORCHARD TER			0	5,105.42	Fig
2018-01-0006988	12916 HUPPER DOREEN F	151 SILVER LN	4,185.16	690.55	24	4,899.71	
TOTAL	1	12916 151 SILVER LN			0	4,899.71	Fig
2018-01-0001835	2784 BROWN WILLIAM SHANNC	139 CHRISTINE DR	4,066.32	670.94	24	4,761.26	
TOTAL	1	2784 139 CHRISTINE DR			0	4,761.26	Fig
2018-01-0000402	12560 BROOKES MCKENZIE	23 SCOTT CIR	4,056.50	669.32	24	4,749.82	
TOTAL	1	12560 23 SCOTT CIR			0	4,749.82	Fig
2018-01-0007526	10140 KASPER DOROTHY	15 NASSAU CIR	3,845.32	634.48	24	4,503.80	




BILL#	UNIQUE II NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	LIEN HOLDER
TOTAL	1	10140 15 NASSAU CIR			0	4,503.80	Fig
2018-01-0009022	4531 MALITSKY FRANK X	552 FORBES ST	3,779.32	623.59	24	4,426.91	
TOTAL	1	4531 552 FORBES ST			0	4,426.91	Fig
2018-01-0012053	7907 RAYE NANCY A	27 LATIMER ST	3,779.02	623.54	24	4,426.56	
TOTAL	1	7907 27 LATIMER ST			0	4,426.56	Fig
2018-01-0007486	1097 SCHULTZ JOSEPH W	179 BREWER ST	2,801.74	462.28	24	3,288.02	
TOTAL	1	1097 179 BREWER ST			0	3,288.02	Fig
2018-01-0014784	9591 URBAN SUBURBAN AFFOR	109 MERCER AVE LAND	1,240.52	204.68	24	1,469.20	
TOTAL	1	9591 109 MERCER AVE LAND			0	1,469.20	Fig
2018-01-0007333	11696 JOJIN OZREN	187 PROSPECT ST	10,526.74	1736.91	24	12,287.65	
TOTAL	1	11696 187 PROSPECT ST			0	12,287.65	RTLF
2018-01-0006480	4838 HARRISON RICHARD J	275 FOREST ST	5,920.70	976.91	24	6,921.61	
TOTAL	1	4838 275 FOREST ST			0	6,921.61	RTLF
2018-01-0008850	2399 LYNCH VIRGINIA J	75 CHAPEL ST	6,174.60	1018.81	24	7,217.41	
TOTAL	1	2399 75 CHAPEL ST			0	7,217.41	TLOA
2018-01-0000508	8062 ANDREOLI THOMAS V & DI	24 LELAND DR	4,887.92	806.51	24	5,718.43	
TOTAL	1	8062 24 LELAND DR			0	5,718.43	TLOA
2018-01-0009841	14715 RIVERA JANET	9 WHITING RD	5,482.64	904.64	24	6,411.28	
TOTAL	1	14715 9 WHITING RD			0	6,411.28	ATCF
2018-01-0007462	8377 KANDZIORA URSZULA	39 LYDALL RD	4,789.22	790.22	24	5,603.44	
TOTAL	1	8377 39 LYDALL RD			0	5,603.44	ATCF
2018-01-0003728	4890 DELLARIPA THOMAS L/U &	467 FOREST ST	4,772.52	787.46	24	5,583.98	

BILL#	UNIQUE #	NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	LIEN HOLDER
TOTAL	1		4890 467 FOREST ST			0	5,583.98	ATCF
2018-01-0C07877	4549	KOUTSOPOULOS JAMES C	626 FORBES ST	4,509.78	744.12	24	5,277.90	
TOTAL	1		4549 626 FORBES ST			0	5,277.90	ATCF
2018-01-0C13153	1108	SCHULTZ JOSEPH W	226 BREWER ST	3,211.80	529.95	24	3,765.75	
TOTAL	1		1108 226 BREWER ST			0	3,765.75	ATCF
2018-01-0C00765	16668	FREEMAN JUSTIN	44 WAKEFIELD CIR	2,797.80	461.64	24	3,283.44	
TOTAL	1		16668 44 WAKEFIELD CIR			0	3,283.44	ATCF
2018-01-0C08978	15965	ANGUS CLIVE	233 ELLINGTON RD 109	1,959.00	323.24	24	2,306.24	
TOTAL	1		15965 233 ELLINGTON RD 109			0	2,306.24	ATCF
2017-01-0C09503	3507	MCCRAY CAROLYN E	113 CRESCENT DR	4,560.12	1146.58	24	5,730.70	
2018-01-0C09503	3507	MCCRAY CAROLYN E	113 CRESCENT DR	4,698.84	775.31	24	5,498.15	
TOTAL	2		3507 113 CRESCENT DR				11,228.85	Woods Cove /BRP
<b>Total</b>							<b>450,749.09</b>	



**TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: March 23, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: REFERRAL: Real Estate Acquisition and Disposition Committee

---

Please see the attached letter and accompanying documents for referral to the Real Estate Acquisition and Disposition Committee.

The representative for the owners of 1177 Burnside Avenue Liane Lombardi would like to discuss the sale of the property to the Town of East Hartford.

Thank you.

C: R. Gentile, Assistant Corporation Counsel



RECEIVED

MAR 23 2020

Borden-Lombardi Realty, LLC  
Sales, Leasing & Property Management  
646 Porter Street, Manchester, CT 06040  
27 Hartford Turnpike - Suite 208, Vernon, CT 06066  
Tel. (860) 268-8115 Fax (860) 645-7807  
[LTlomb@SBCGlobal.net](mailto:LTlomb@SBCGlobal.net) [www.Borden-LombardiRealty.com](http://www.Borden-LombardiRealty.com)

TOWN OF EAST HARTFORD  
OFFICE OF THE MAYOR

Mayor Marcia A. Leclerc  
740 Main Street  
East Hartford, CT 06108

Re: Sale of 1177 Burnside Avenue, East Hartford, CT to the Town of East Hartford

Dear Mayor Leclerc:

As the representative for the owners of 1177 Burnside Avenue, Felix Effa and FGE Enterprise, I am authorized to offer the property for sale at the very reasonable price of \$20,000.

This offer includes 1.76 acres of commercial land, zoned B2, that includes part of the Hockanum River, wildlife habitat, some wetlands, and cleared land. After receiving a full price purchase offer from someone whose company has been investigated by the Department of Environmental Protection for neglecting to file a permit to operate or discharge contaminated materials near the Housatonic River, which could certainly result in pollution of the Hockanum River, the owner and I believe that the best owner of this land, for best safekeeping and environmental health, would be the town of East Hartford. This property should be protected as part of the Hockanum River watershed, or town plan of conservation and development.

Additionally, this property would complement to the other Hockanum River land owned by the town. As you will see on the maps provided, this land is adjacent to 3 town owned properties (2 Preston Street, 44 Preston Street, and 14 Cumming Street), and the addition of this land would allow the town to have contiguous Hockanum River land through this area, especially if the donation of 1241R Burnside Avenue to the town is accepted. The town property card is also provided for your reference.

Also provided for your reference, is a recent soil scientist report regarding wetlands delineation. It is estimated that almost 1 acre of the land is free of wetlands.

Please consider this proposal at your earliest opportunity. I would be happy to answer any questions that you might have and I look forward to hearing from you or a representative of East Hartford, soon.

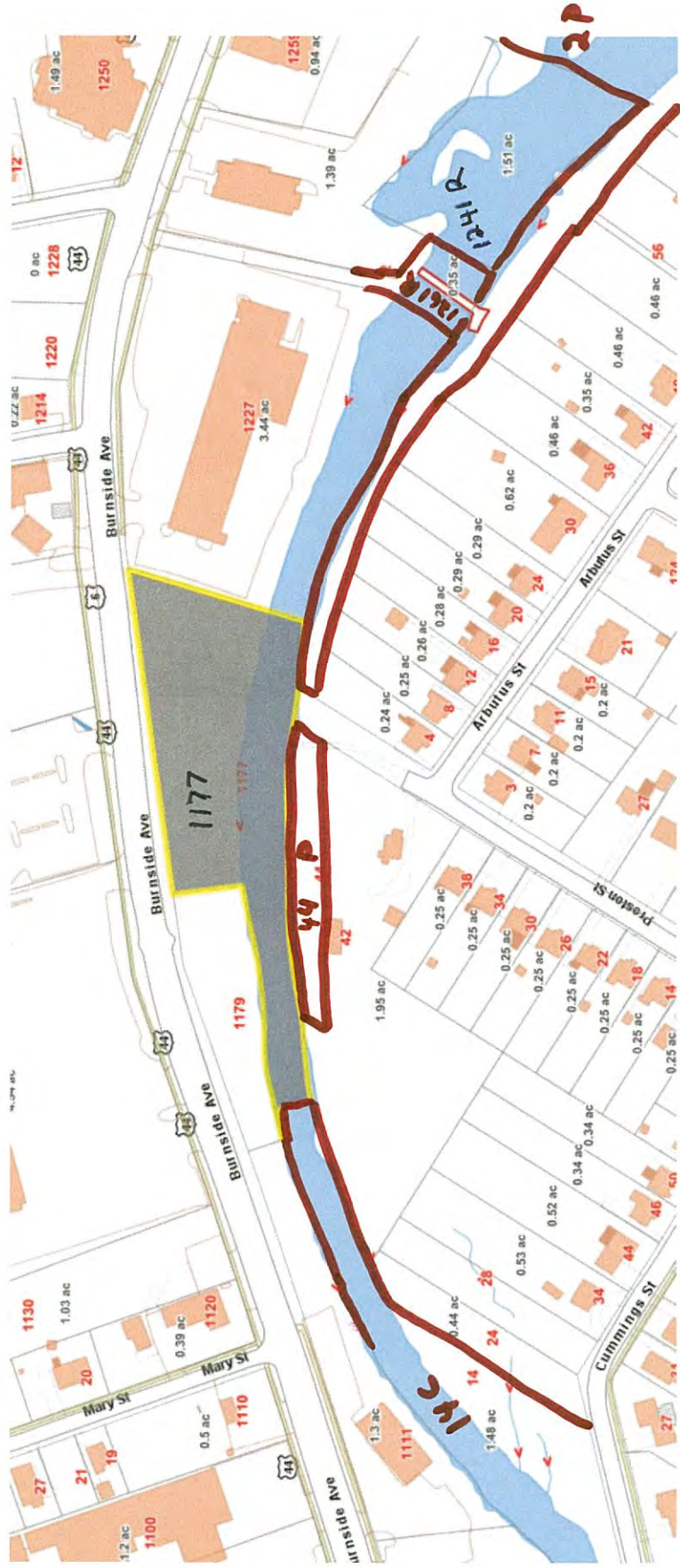
Sincerely,

Liane Lombardi, Broker/Owner

Enclosures:

- Map
- Property card
- Soils scientist report

Map of 1177 Burnside Avenue  
Source - Town of East Hartford website



Town property abutters: 2 Preston Street, 44 Preston Street and 14 Cummings St. Also town owned is 1261R, and possibly 1241R.

Property Card

1177 BURNSIDE AVE			
MAP LOT:	59-205	CAMA PID:	2022
LOCATION:	1177 BURNSIDE AVE		
OWNER NAME:	EFFA FELIX		



2022 03/29/2016

OWNER OF RECORD
EFFA FELIX
1096 SILVER LN
EAST HARTFORD, CT 06118

LIVING AREA:	null	ZONING:	B2	ACREAGE:	1.76
--------------	------	---------	----	----------	------

SALES HISTORY			
OWNER	BOOK / PAGE	SALE DATE	SALE PRICE
EFFA FELIX	3708/ 275	23-Aug-2017	\$0.00
POWDER MILL LLC	1592/ 152	13-Nov-1995	\$350,000.00
JAMES HAROLD T	1016/ 232	29-Jul-1981	\$350,000.00
POWDER MILL ASSOCIATES C/O POWDER MILL ASSOC.	764/ 5	29-Jul-1981	\$350,000.00
SOCIETY FOR SAVINGS	709/ 258		\$0.00

CURRENT PARCEL ASSESSMENT					
TOTAL:	\$21,420.00	IMPROVEMENTS:	\$0.00	LAND:	\$21,420.00

ASSESSING HISTORY			
FISCAL YEAR	TOTAL VALUE	IMPROVEMENT VALUE	LAND VALUE
2018	\$21,420.00	\$0.00	\$21,420.00
2017	\$21,420.00	\$0.00	\$21,420.00

**Datum Engineering & Surveying LLC.**

**Richard Zulick**

**Consulting Soil Science**

**400 Nott Highway**

**Ashford, CT 06278**

**(860) 429-1918**

*December 6, 2019*

*Town of East Hartford  
Inland Wetlands Commission*

*RE: Wetland delineation 1177 Burnside Ave. , East Hartford, C*

*To whom it may concern:*

*The wetlands shown on this plan were field delineated by me in accordance with the standards of the standards of the National Cooperative Soil Survey and the definition of wetlands as found in the Connecticut General Statutes, Chapter 440, Section 22A-38.*

*This delineation is not intended to be used for soil mapping but to identify the wetland soils on this parcel. The wetlands boundaries have been marked with florescent pink and blue flagging and labeled as shown on sketch entitled "1177 Burnside Avenue, East Hartford, CT 06180 – Wetland Delineation". The flags are numbered WB1 to WB10.*

*The flagged wetland exists adjacent to the Hockanum River. This wetland consists of poorly drained flood plain or Limerick and Lim alluvial soils.*

*The Limerick series consists of very deep, poorly drained soils on flood plains. They formed in loamy alluvium. Saturated hydraulic conductivity is moderately high or high.*

*TAXONOMIC CLASS: Coarse-silty, mixed, superactive, nonacid, mesic Fluvaquentic Endoaquepts.*

*Please feel free to contact me at the above number if additional services are required or if you have any questions regarding this delineation.*

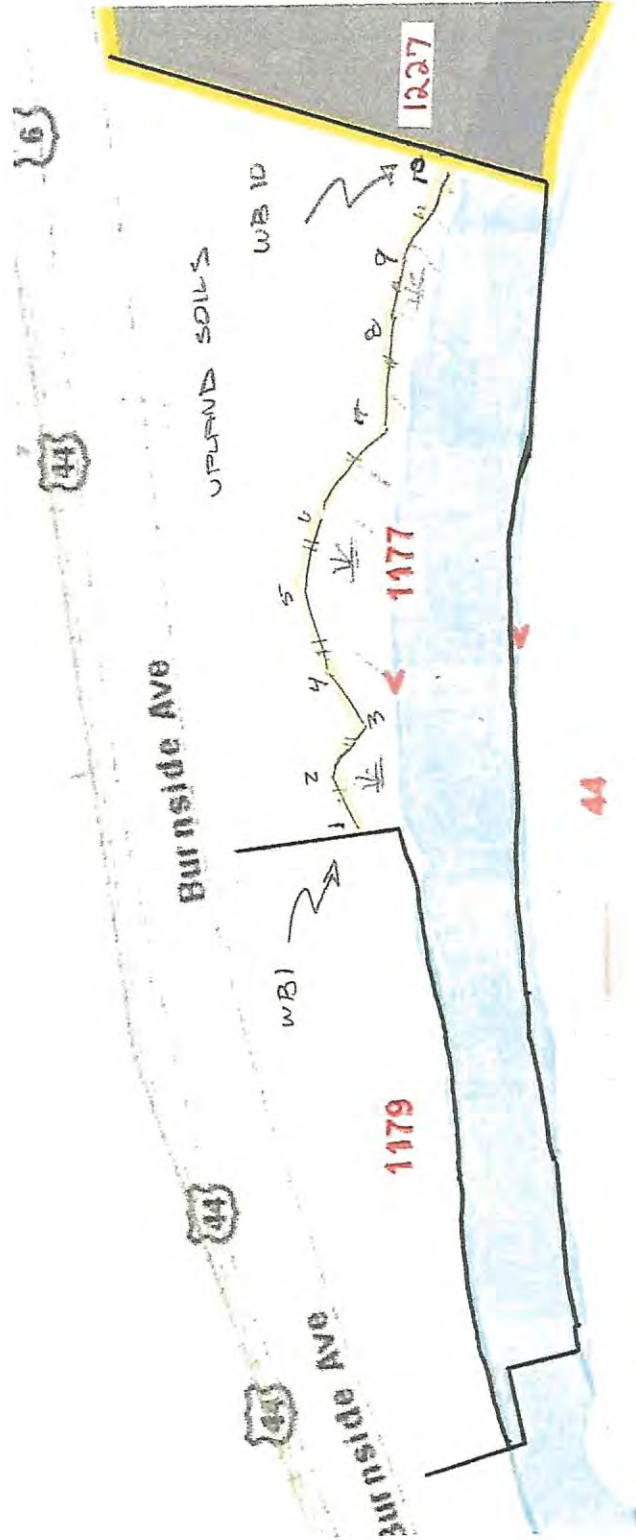
*Thank You,*



*Richard Zulick R.S , Soil Scientist*

### 1177 Burnside Avenue, East Hartford, CT 06108 - Wetland Delineation

Note: The wetland delineation line below is an estimated location, subject to surveyor verification or visual inspection of property, as needed. On the property, flags (which are not to be removed) identify the delineation.



10 Flags Total - WB1 to WB10

SKETCH NOT TO SCALE

Richard Zulick, Soil Scientist  
 400 Nott Hwy, Ashford, CT 06278  
 860-428-9355, 860-429-1918  
[RVZulick@hotmail.com](mailto:RVZulick@hotmail.com)

WETLANDS

WETLAND BOUNDARY

WETLANDS

\* FLAGGING IS PINK & BLUE  
 TIED TOGETHER



MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

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

March 17, 2020

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

**Re: Outdoor Amusement Permit Application  
"East Hartford's Back to School Rally"**

Dear Mr. Kehoe:

Attached please find an Outdoor Amusement Permit Application submitted by **Cephus Nolen, Jr., Director, Youth Services**. The applicant seeks to conduct a Back to School rally utilizing community resources (providers), and back pack giveaways as well as food. The event will take place on **Saturday, August 20, 2020** from **3 PM to 6 PM** and **music from 3 PM to 5 PM** at the **Town Green and Gazebo**.

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 **Inspections and Permits Department** states that permits and inspections may be required for temporary installations.

The Office of **Corporation Counsel** approves the application.

The **Finance Department** approves the application as submitted subject to the Director of Youth Services touching base with the Board of Education in regards to exposures, such as the use of inflatables.

The **Fire, Public Works, and Parks & Recreation Departments** approve the application as submitted and state **there are no anticipated costs to their Departments**.

The **Health Department** recommends approval provided that any food vendors obtain permits from the health Department prior to the event and further states that **any anticipated costs to the Department are unknown at this time**.

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.

- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom  
Chief of Police

Cc: Applicant

# 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:  
East Hartford's "Back to School Rally"
2. Date(s) of Event:  
August 20th, 2020
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 ) :  
Veronica Marion: EHPS Coordinator Office of Family Community Partnerships:  
marion.vd@easthartford.org : 860-622-5103, EH BOE 1110 Main St. East  
Hartford, East Hartford Youth Services: Cephus Nolen Jr, Director:  
860-291-7181, cnolen@easthartfordct.gov :50 Chapman Place , EH
4. If Applicant is a partnership, corporation, limited liability company , club, or association. list the names of all partners, members, directors and officers AND provide their business address.
5. List the location of the proposed amusement: (Name of facility and address)  
East Hartford Town Green & Gazebo, 50 Chapman Place, East Hartford, CT
6. List the dates and hours of operation for each day (if location changes on a particular day. please list):  
August 20th: 3:00pm -6:00pm
7. Provide a detailed description of the proposed amusement:  
The "Back to School Rally" will be compromised of community resources (providers) who will share information about services . There will be back-pack give-aways and activities for the children.

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)? 3:00-5:00 PM

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

School age children and their parents

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

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

250-300 in and out over the course of the 2 hours

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:

The crowd size will minimally impact the surrounding neighborhood

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

There is adequate parking in the lots with minimal impact on traffic flow

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

There is adequate parking in the lots with minimal impact on traffic flow

d. Noise impact on neighborhood:

Minimal impact

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

Park & Rec will have additional garbage and recycle bins available.

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

Minimal disruption to the neighborhood is expected

g. Other expected influence on surrounding neighborhood:

12. Provide a detailed plan for the following:

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

The Town Green has easy accessibility from various entrances

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

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

d. Crowd control plan:

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

There will be a setup and clean up team to clean the area

f. Provision of sanitary facilities:

There are out door porta-potty along with rest rooms within the Cultrual Center

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

Food available  Yes  No AND 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:

East Hartford Youth Services

(Legal Name of Applicant)

*Cephus Nolen Jr.*  
(Applicant Signature)

Cephus Nolen Jr.  
(Printed Name)

2/26/2020  
(Date Signed)

Director, Youth Services  
(Capacity in which signing)

(Send application electronically to [cfrank@easthartfordct.gov](mailto:cfrank@easthartfordct.gov))

FOR OFFICE USE

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

Received By: Paulyna Pham

Employee Number: 9084

Date & Time Signed: 3/17/20 8 : 42 (AM) PM

Time remaining before event: 155 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.

**Pham, Paulyna**

---

**From:** Greg Grew <mggrew@easthartfordct.gov>  
**Sent:** Thursday, February 27, 2020 5:14 PM  
**To:** Pham, Paulyna  
**Subject:** RE: Back to School Rally OAP

Per Town Ordinance 5-3 my review and approval are not required. Permits and inspections may be required for temporary installations.

MILTON GREGORY GREW, AIA  
Director of Inspections & Permits  
(Building / Zoning / Property Maint.)  
TOWN OF EAST HARTFORD  
740 Main Street  
East Hartford, CT 06108  
Direct (860) 291-7345  
Mobile (860) 874-8034  
[www.easthartfordct.gov/inspections-and-permits](http://www.easthartfordct.gov/inspections-and-permits)

---

**From:** Pham, Paulyna [mailto:PPham@easthartfordct.gov]  
**Sent:** Thursday, February 27, 2020 10:50 AM  
**To:** James Cordier; Marilyn Cruz-Aponte; Theodore Fravel; John Oates  
**Cc:** Bruce Cohen; Robert Davis; Darrell Drouin; Sean Dwyer; Joseph Ficacelli; Richard Gentile; Greg Grew; Mack Hawkins; Kevin Munson; Paul Neves; Michael O'Connell; Scott Sansom; Christine Sasen; Linda Trzetzziak; Justin Wagner  
**Subject:** Back to School Rally OAP

Good morning all –

Please see attached for the outdoor amusement permit application for “East Hartford’s ‘Back to School Rally’”.

**Date: August 11, 2020**

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 **Thursday, March 12, 2020.**

Thank you,

*Paulyna Pham*

East Hartford Police Department  
Administrative Clerk  
31 School St.  
East Hartford CT 06108  
Ph: (860) 291-7631

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

**Pham, Paulyna**

---

**From:** Richard Gentile <RPGentile@easthartfordct.gov>  
**Sent:** Thursday, March 12, 2020 3:30 PM  
**To:** Pham, Paulyna  
**Subject:** RE: Back to School Rally OAP

These should state that the applicant is the Town of East Hartford. For example, Town of East Hartford, c/o Cephus Nolan, Director of Youth Services.

Rest of application looks fine.

Richard P. Gentile  
Assistant Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL AND/OR COVERED BY THE ATTORNEY /CLIENT PRIVILEGE. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE DELETE ALL COPIES OF THIS MESSAGE INCLUDING ANY ATTACHMENTS AND NOTIFY THE OFFICE OF THE CORPORATION COUNSEL THAT YOU RECEIVED THIS COMMUNICATION IN ERROR BY CALLING 860 291-7215. THANK YOU

**From:** Pham, Paulyna [mailto:PPham@easthartfordct.gov]  
**Sent:** Thursday, March 12, 2020 12:10 PM  
**To:** Theodore Fravel <tfravel@easthartfordct.gov>; Richard Gentile <RPGentile@easthartfordct.gov>; Marilyn Cruz-Aponte <mcruzaponte@easthartfordct.gov>  
**Subject:** FW: Back to School Rally OAP

Good afternoon,

Please send me your approval/review for the Back to School Rally as soon as possible.

Thank you,

*Paulyna Pham*

East Hartford Police Department  
Administrative Clerk  
31 School St.  
East Hartford CT 06108  
Ph: (860) 291-7631

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

**From:** Pham, Paulyna  
**Sent:** Thursday, February 27, 2020 10:50 AM



**Pham, Paulyna**

---

**From:** Christine Sasen <CSasen@easthartfordct.gov>  
**Sent:** Wednesday, March 11, 2020 8:42 AM  
**To:** Pham, Paulyna  
**Subject:** RE: Back to School Rally OAP

Approved subject to Cephus e-mailing me after he checks with BOE to see if there are exposures such as inflatables.  
Chris

**From:** Pham, Paulyna <PPham@easthartfordct.gov>  
**Sent:** Thursday, February 27, 2020 10:50 AM  
**To:** James Cordier <jcordier@easthartfordct.gov>; Marilyn Cruz-Aponte <mcruzaponte@easthartfordct.gov>; Theodore Fravel <tfravel@easthartfordct.gov>; John Oates <Joates@easthartfordct.gov>  
**Cc:** Bruce Cohen <BCohen@easthartfordct.gov>; Robert Davis <RDavis@easthartfordct.gov>; Darrell Drouin <Ddrouin@easthartfordct.gov>; Sean Dwyer <SDwyer@easthartfordct.gov>; Joseph Ficacelli <JFicacelli@easthartfordct.gov>; Richard Gentile <RPGentile@easthartfordct.gov>; Greg Grew <mggrew@easthartfordct.gov>; Mack Hawkins <MHawkins@easthartfordct.gov>; Kevin Munson <KMunson@easthartfordct.gov>; Paul Neves <Pneves@easthartfordct.gov>; Michael O'Connell <Moconnell@easthartfordct.gov>; Scott Sansom <SSansom@easthartfordct.gov>; Christine Sasen <CSasen@easthartfordct.gov>; Linda Trzetzziak <Ltrzetzziak@easthartfordct.gov>; Justin Wagner <Jwagner@easthartfordct.gov>  
**Subject:** Back to School Rally OAP

Good morning all –

Please see attached for the outdoor amusement permit application for “East Hartford’s ‘Back to School Rally’”.

**Date: August 11, 2020**

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 **Thursday, March 12, 2020.**

Thank you,

*Paulyna Pham*

East Hartford Police Department  
Administrative Clerk  
31 School St.  
East Hartford CT 06108  
Ph: (860) 291-7631

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



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

### Administrative Review of Amusement Permit

Event Date: **August 11, 2020**

Event: **East Hartford's "Back to School Rally"**

Applicant: **Cephus Nolen, Jr., Director, Youth Services**

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 \$

Signature A.C. Stephen Alsup Date 4 MAR 20

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

Administrative Review of Amusement Permit

Event Date: **August 11, 2020**  
Event: **East Hartford's "Back to School Rally"**  
Applicant: **Cephus Nolen, Jr., Director, Youth Services**

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 \$ none

Marilynn Cruz-Aponte      3-13-2020  
Signature \_\_\_\_\_ Date

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **August 11, 2020**  
Event: **East Hartford's "Back to School Rally"**  
Applicant: **Cephus Nolen, Jr., Director, Youth Services**

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
  - Anticipated Cost(s) if known \$0.00

Ted Fravel                      3-12-20  
Signature \_\_\_\_\_ Date

Comments:



Scott M. Sansom  
Chief of Police

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



Marcia A. Leclerc  
Mayor

## Administrative Review of Amusement Permit

Event Date: **August 11, 2020**  
Event: **East Hartford's "Back to School Rally"**  
Applicant: **Cephus Nolen, Jr., Director, Youth Services**

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 \$ \_\_\_\_\_

Michael O'Connell  
Signature

02/28/2020  
Date

Comments:

If any food is to be provided at this event, a temporary foodservice permit application needs to be submitted to the Health Department at least 2 weeks prior to the event.

**Pham, Paulyna**

---

**From:** Mack Hawkins <MHawkins@easthartfordct.gov>  
**Sent:** Monday, March 9, 2020 3:32 PM  
**To:** Pham, Paulyna  
**Subject:** RE: Back to School Rally OAP

Paulyna,

I have reviewed the Outdoor Amusement Permit Application for Back To School Rally for 2020. I approve the application as submitted. Please mark the worksheet **Extra Attention** for the day of the event.

Thanks you,

*Deputy Chief Mack S. Hawkins*

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

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




**From:** Pham, Paulyna [mailto:PPham@easthartfordct.gov]  
**Sent:** Thursday, February 27, 2020 10:50 AM  
**To:** James Cordier <jcordier@easthartfordct.gov>; Marilyn Cruz-Aponte <mcruzaponte@easthartfordct.gov>; Theodore Fravel <tfravel@easthartfordct.gov>; John Oates <Joates@easthartfordct.gov>  
**Cc:** Bruce Cohen <BCohen@easthartfordct.gov>; Robert Davis <RDavis@easthartfordct.gov>; Darrell Drouin <Ddrouin@easthartfordct.gov>; Sean Dwyer <SDwyer@easthartfordct.gov>; Joseph Ficacelli <JFicacelli@easthartfordct.gov>; Richard Gentile <RPGentile@easthartfordct.gov>; Greg Grew <mggrew@easthartfordct.gov>; Mack Hawkins <MHawkins@easthartfordct.gov>; Kevin Munson <KMunson@easthartfordct.gov>; Paul Neves <Pneves@easthartfordct.gov>; Michael O'Connell <Moconnell@easthartfordct.gov>; Scott Sansom <SSansom@easthartfordct.gov>; Christine Sasen <CSasen@easthartfordct.gov>; Linda Trzetzak <Ltrzetzak@easthartfordct.gov>; Justin Wagner <Jwagner@easthartfordct.gov>  
**Subject:** Back to School Rally OAP

Good morning all –



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 26, 2020  
TO: Richard F. Kehoe, Chair   
FROM: Mayor Marcia A. Leclerc  
RE: APPOINTMENT/REAPPOINTMENT: Boards and Commissions

---

The following names have been submitted by the Republican Town Committee Chair for reappointment to the below boards and commissions.

<b>Historic District Commission</b>		(5-Year Term)
R Jeffrey W. Cummings	641 Hills Street	12/23
<b>Commission on Services for Persons with Disabilities</b>		(2-Year Term)
R Arthur W. Parker	139 Mercer Avenue	12/21
R Bernard A. Corona	27 Winding Lane	12/21
<b>Veterans Commission</b>		(2-Year Term)
R James Shelmerdine	745 Tolland Street	12/21

The following names have been submitted by the Republican Town Committee Chair for appointment to the below boards and commissions.

<b>Commission on Aging</b>		(3-Year Term)
R Maria Elena Potvin	38 Matthew Road	12/22
<b>Economic Development Commission</b>		(3-Year Term)
R Anita Morrison	34 Jonathan Lane	12/20

Please place these nominations on the agenda for the April 7<sup>th</sup>, 2020 meeting.

Thank you

C: R. Pasek, Town Clerk



**Town of East Hartford  
Boards and Commissions  
Reappointment Expression of Interest Form**

Board or Commission Name: Historical District Comm.

Date: 3/3/2020

Name: JEFFREY W CUMMINGS  
Your name exactly as it appears on the E. Htd. Voter Registration List

Address: 641 WILKS ST. E. HARTFD Apt.# \_\_\_\_\_ Zip: 06118

Home Phone: 860 569 5818 Email: JWC9610@GMAIL.COM

Cell Phone: 860 205 6617 Years as an E.Hartford Resident: 20

Please answer the following:

How long have you served on this Board or Commission? 10+

Why do you wish to be considered for reappointment by the Mayor and Council?

GIVE BACK TO MY COMMUNITY

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)

MORE THAN 10 YEARS AS AN ALTERNATE

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

I understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

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

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

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

Signature: [Signature] Date: MARCH 3, 2020

Please return completed and signed form to: <i>Prescille F. Yamamoto</i> 225 East River Drive #508 East Hartford, CT 06108	BCpost @easthartfordct.gov	or mail to: Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108
---	----------------------------	---

For internal use only:

Attendance Record: #of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/O _____ C/R _____ T/C _____
---	---

Forwarded to Council: \_\_\_\_\_





**Town of East Hartford  
Boards and Commissions  
Reappointment Expression of Interest Form**

Board or Commission Name: PERSONS w/ Disabilities Date: 1/29/2020

Name: ARTHUR W PARKER  
Your name exactly as it appears on the E. Htd. Voter Registration List

Address: 139 MERCER AV EAST HARTFORD CT 06115 Apt.# \_\_\_\_\_ Zip: 06118

Home Phone: 860 569 2257 Email: arwct96@comcast.net

Cell Phone: 860 966 5582 Years as an E.Hartford Resident: 45

Please answer the following:

How long have you served on this Board or Commission? 7 MONTHS

Why do you wish to be considered for reappointment by the Mayor and Council?  
TO SERVE THE TOWN AND DISABLED MEMBERS OF MY COMMUNITY

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)

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

- I understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.
- I understand that I may be required to complete training and/or continuing education.
- I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

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

Signature <u>Arthur W Parker</u>	Date <u>1/29/2020</u>
Please return completed and signed form to: <u>Prescille F. Yamamoto</u> <u>225 East River Drive #508</u> <u>East Hartford, CT 06108</u>	BCpost @easthartfordct.gov or mail to: <u>Town of East Hartford</u> <u>Office of the Mayor</u> <u>740 Main Street</u> <u>East Hartford CT 06108</u>

For internal use only:

Attendance Record: #of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/O _____ C/R _____ T/C _____
---	---

Forwarded to Council: \_\_\_\_\_



**Town of East Hartford  
Boards and Commissions  
Reappointment Expression of Interest Form**

Board or Commission Name: Comm. Services for Persons w/ Disabilities

Date: 3/1/20

Name: BERNARD A CORONA  
Your name exactly as it appears on the E. Hfd. Voter Registration List

Address: 27 WINDING LANE Apt.# \_\_\_\_\_ Zip: 06118

Home Phone: 860 568-3103 Email: B.A. CORONA@COMCAST.NET

Cell Phone: \_\_\_\_\_ Years as an E.Hartford Resident: SIXTY (60)

Please answer the following:

How long have you served on this Board or Commission? TEN YEARS

Why do you wish to be considered for reappointment by the Mayor and Council?

I AM A DISABLED VETERAN AND HAVE HELPED NUMEROUS PERSONS WITH A DISABILITY SINCE 1990.

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)

- ① I WAS THE CO-MANAGER OF DAU CHAPTER 12 FOR SEVEN YEARS
- ② TEN YEARS CHAIR VETERANS AFFAIRS COMMISSION

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

understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

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

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

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

Bernard A Corona

Signature \_\_\_\_\_ Date 3/1/20

Please return completed and signed form to: <u>Prescille F. Yamamoto 335 East River Drive #508 East Hartford, CT 06108</u>	BCpost @easthartfordct.gov	or mail to: Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108
---	----------------------------	--

For internal use only:

Attendance Record: #of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/O _____ C/R _____ T/C _____
---	---

Forwarded to Council: \_\_\_\_\_



**Town of East Hartford  
Boards and Commissions  
Reappointment Expression of Interest Form**

Veterans Commission

Board or Commission Name: \_\_\_\_\_

Date: 3/9/20

Name: James W. Shelmerdine

Your name exactly as it appears on the E. Hfd. Voter Registration List

Address: 745 Tolland St. Apt.# \_\_\_\_\_ Zip: 06108

Home Phone: 860-528-0251 Email: N/A

Cell Phone: 860-550-4880 Years as an E.Hartford Resident: 87

Please answer the following:

How long have you served on this Board or Commission? \_\_\_\_\_

Why do you wish to be considered for reappointment by the Mayor and Council?

I Feel I can serve the town veterans because of my military service and experience

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)

Both Past and Present Service on Patriotic and Veterans Commission.

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

I understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

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

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

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

Signature <u>James W. Shelmerdine</u>		Date <u>3/9/20</u>
Please return completed and signed form to: <u>Prescille F. Yamamoto</u> <u>225 East River Drive #508</u> <u>East Hartford, CT 06108</u>	BCpost @easthartfordct.gov	or mail to: <u>Town of East Hartford</u> <u>Office of the Mayor</u> <u>740 Main Street</u> <u>East Hartford CT 06108</u>

For internal use only:

Attendance Record: #of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/O _____ C/R _____ T/C _____
---	---

Forwarded to Council: \_\_\_\_\_



Town of East Hartford  
Boards and Commissions  
Application

Date: 2/28/20

Name: Marea Elena Potvin  
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 38 Matthew Rd. E. Htfd Ct Apt.# Zip: 06108

Home Phone: 860-528-5523 Email: \_\_\_\_\_

Cell Phone: 860-776-5869 Years as an E.Hartford Resident: 45 years

Occupation: retired Employer: Htfd Hospital & CCMC  
Employer/Work Address

Formal Education/Certifications: Pt. care assistant

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

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

Interest statement:  
Your reason for being interested in serving our Town in this capacity I am a retired individual who has worked in a hospital setting for geriatrics as well a pediatric. I enjoy serving the elderly during the flu shot season having work & Pat as a volunteer. I do spent time helping @ the thrift shop @ the Senior Cen

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve: I worked as a med tech in the hospital so I have a lot of experience & medical & also helped & interpreting for patients since I am the lingual. I have worked in the hospital for 30 years of my life

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

- I understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.
- I understand that I may be required to complete training and/or continuing education.
- I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

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

Signature <u>Marea Elena Potvin</u>		Date <u>2/28/20</u>
Please return completed and signed form to: <u>Prescille F. Yamamoto</u> <u>225 East River Drive #508</u> <u>East Hartford, CT 06108</u>	BCpost@easthartfordct.gov	or mail to: Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

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



**Town of East Hartford  
Boards and Commissions  
Application**

Date: 3-9-2020

Name: Anita M Morrison  
Your name exactly as it appears on the E. Hfd. Voter Registration List

Address: 34 Jonathan Ln, EH Apt.# \_\_\_\_\_ Zip: 06118

Home Phone: 860 2898327 Email: anita.morrison@comcast.net

Cell Phone: 860 9958651 Years as an E.Hartford Resident: \_\_\_\_\_

Occupation: Realtor/Bookkeeper Employer: Self  
Employer/Work Address

Formal Education/Certifications: Associates Degree, Real Estate License

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

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

**Interest statement:**

Your reason for being interested in serving our Town in this capacity

Economic Development in Town

**List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:**

Commercial & Residential Real Estate for past 20+ years

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

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

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

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

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

Signature <u>Anita M Morrison</u>	Date <u>3/9/2020</u>
Please return completed and signed form to: <u>Prescille F. Yamamoto</u> <u>225 East River Drive #508</u> <u>East Hartford, CT 06108</u>	BCpost@easthartfordct.gov
or mail to:	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

Mandatory Qualifications:
Resident _____ T/O _____ C/R _____ T/C _____

East Hartford Republican Committee  
Prescille F. Yamamoto  
235 East River Drive, #508  
East Hartford, CT 06108  
[pfyamamoto@sbcglobal.net](mailto:pfyamamoto@sbcglobal.net)  
860.289.1011

March 16, 2020

Mayor Marcia Leclerc  
Town of East Hartford  
740 Main Street,  
East Hartford, CT 06108

Dear Mayor Leclerc:

The East Hartford Republican Town Committee meet on March 9, 2020. The Town Committee voted to nominate the following members for appointments and reappointment to various Commissions.

Please see the attached list of nominations: 3 new applications and 4 reappointments.

We look forward to having these nominations sent on to the Town Council for reappointment. Thank you for your assistance.

Sincerely,



Prescille F. Yamamoto, chair

Enc: 7 applications

East Hartford RTC Boards & Commissions Nominations:  
Applications to Boards & Commissions: 3/09/2020s

***Applications:***

**Comm. On Aging:** Maria Elena Potvin, 38 Matthew Road, 06108 -  
860.528.5523 - cell: 830.776.5869 – (no email)

**Economic Development:** Anita Morrison, 34 Jonathan Lane, 06118,  
860.995-8651 - [anita.morrison@comcast.net](mailto:anita.morrison@comcast.net)

***Reappointments:***

**Historical District Comm – Alternate:** Jeffrey W. Cummings, 641 Hills  
Street, 06118 – 860.568.5819 – cell: 860.205-6617 -  
[JWC9610@gmail.com](mailto:JWC9610@gmail.com)


**Persons w/ Disabilities:** Arthur W. Parker, 139 Mercer Avenue, 06118  
860.569.2257 – cell: 860.966-5582 - [navet96@comcast.net](mailto:navet96@comcast.net)

**Persons w/ Disabilities:** Bernard A. Corona, 27 Winding Lane, 06118,  
860.568-3103 - [B.A.Corona@comcast.net](mailto:B.A.Corona@comcast.net)

**Veterans Commission:** James Shelmerdine, 745 Tolland Street, 06108,  
860.528-0251 – cell: 860.550.4880 (no email)



**TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: March 20, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: REFERRAL: Refund of Taxes

---

I recommend that the Town Council approve a total refund of taxes in the amount of \$421,697.76 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the April 7th, 2020 Town Council meeting.

Thank you.

C: I. Laurenza, Tax Collector  
L. Trzetzziak, Finance Director



---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** MARCIA A LECLERC, MAYOR ✓  
LINDA TRZETZIAK, DIRECTOR OF FINANCE

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

**SUBJECT:** REFUND OF TAXES

**DATE:** 3/20/2020

---


Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$421,697.76 Please see attached listing. Please place this item on the Town Council agenda for April 7, 2020.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2018-03-0050561	AGUILAR MILAGROS	101 WOODLAWN CIR	EAST HARTFORD, CT 06108	2009/ 5FNRL38499B011732		-310.94
2013-03-0050654	ALERIA FRANK J	785 FORBES STREET	EAST HARTFORD, CT 06118-1921	2006/1FMYU94186KC74246	0	-68.10
2014-03-0050651	ALERIA FRANK J	785 FORBES STREET	EAST HARTFORD, CT 06118-1921	2006/1FMYU94186KC74246	0	-68.79
2015-03-0050679	ALERIA FRANK J	785 FORBES STREET	EAST HARTFORD, CT 06118-1921	2006/1FMYU94186KC74246	0	-55.50
2016-03-0050728	ALERIA FRANK J	785 FORBES STREET	EAST HARTFORD, CT 06118-1921	2006/1FMYU94186KC74246	0	-48.00
2016-09-0050728	ALERIA FRANK J	785 FORBES STREET	EAST HARTFORD, CT 06118-1921	2006/1FMYU94186KC74246	0	-10.50
2017-03-0050777	ALERIA FRANK J	785 FORBES STREET	EAST HARTFORD, CT 06118-1921	2006/1FMYU94186KC74246	0	-67.50
2018-03-0050727	ALERIA FRANK J	785 FORBES STREET	EAST HARTFORD, CT 06118-1921	2006/1FMYU94186KC74246	0	-67.50
2017-03-0053741	BLACK OLAYINKA A	74 KENWOOD CIRCLE	BLOOMFIELD, CT 06002	2012/1VWBP7A3XCC044352	-49.67	-301.05
2018-01-0009480	CORELOGIC CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019-9760	1905 MAIN ST	0	-2,275.51
2016-01-0008576	CP PLAZA HOLDINGS LLC	911 EAST COUNTY LINE RD SUITE 206	LAKEWOOD, NJ 08701	940 SILVER LN	0	-64,155.63
2017-01-0008576	CP PLAZA HOLDINGS LLC	911 EAST COUNTY LINE RD SUITE 206	LAKEWOOD, NJ 08701	940 SILVER LN	0	-185,138.14
2018-03-0064759	GRAVESANDE LYNETTE V	24 OVERBROOK DR	EAST HARTFORD, CT 06118-3142	2013/5TDBK3EH3DS188891	0	-267.30
2018-03-0066045	HERNANDEZ WANDA	28 LEHIGH DR	EAST HARTFORD, CT 06108-1317	2007/JTHCK262075015069	0	-56.11
2018-03-0066498	HOLMES LUZ I	162 BLUE HILLS AVE	HARTFORD, CT 06112-1818	2016/3N1CE2CP2GL354251	-20.86	-278.10
2017-01-0006787	IDAHO HOUSING LLC C/O LERETA LLC	1123 PARKVIEW DR	COVINA, CA 91723	52 BRANDON RD	0	-2,549.34
2018-03-0067498	JACKSON EBONY S	48 GOODWIN ST	EAST HARTFORD, CT 06108-1127	2010/2HNYB1H40AH000467	0	-392.85
2018-01-0007398	JONES ARTHUR W IV	193 OCONNELL DR	EAST HARTFORD, CT 06118	193 OCONNELL DR	0	-2,183.19
2018-03-0070812	LISBOA DAIAN	99 GLENN RD	EAST HARTFORD, CT 06118	2014/JH4CU2F85EC004236		-71.21
2016-03-0071656	LOVE DANIELLE M	10 MORGAN DR	GLASTONBURY, CT 06033	2011/JN8AS1MW5BM140581	0	-243.84
2018-01-0015485	MANAHAN KIMMARIE ** CALL TO PICK UP CHECK**	53 WENTWORTH DR 860-384-3851	EAST HARTFORD, CT 06118	41 WHITNEY ST	0	-2,071.95
2017-04-0085666	MORENO ERNESTO E	59 WEBSTER ST APT A2	HARTFORD, CT 06114-1258	2010/1HGCS1B76AA019317	-4.98	-161.10
2018-03-0074277	MORENO ERNESTO E	59 WEBSTER ST APT A2	HARTFORD, CT 06114-1258	2010/1HGCS1B76AA019317	-11.56	-256.95
2017-03-0075543	NAZARIO ELIZABETH	87 COWLES	HARTFORD, CT 06114	2015/5NPE24AF5FH042640	-18.79	-417.60
2018-03-0074927	NAZARIO ELIZABETH	87 COWLES	HARTFORD, CT 06114	2015/5NPE24AF5FH042640	0	-388.35
2018-01-0010520	NEZNAYKO ROGER D & BARBARA ANN	67 BATES DR	EAST HARTFORD, CT 06108	67 BATES DR	0	-143.41
2016-03-0075834	NIEVES JACKELINE	68 CHAPMAN ST	NEWINGTON, CT 06111	2007/3N1AB61E17L722010	0	-12.92
2018-03-0075445	NISSAN INFINITI LT- TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2016/JN8AT2MV4GW151383	0	-491.89

2018-03-0075455	NISSAN INFINITI LT- TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2016/5N1A2ZMH7GN127973	0	-622.72
2018-03-0075475	NISSAN INFINITI LT- TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2017/3N1AB7AP1HY347666	0	-73.00
2018-03-0076653	OUK SOPHA & RITTY C	33 BERKELEY LN	EAST HARTFORD, CT 06118-1602	2017/4S4BSACC1H3302434	0	-5.57
2018-04-0086377	OUK SOPHA & RITTY C	33 BERKELEY LN	EAST HARTFORD, CT 06118-1602	2006/JF1SG63676H745769	0	-2.40
2018-01-0010961	OUK SOPHA & RITTY C	33 BERKELEY LN	EAST HARTFORD, CT 06118-1602	33 BERKELEY LN	0	-46.87
2018-02-0041417	ROGO DISTRIBUTORS	65 OLDE ROEBRTS ST	EAST HARTFORD, CT 06108	65 OLDE ROBERTS ST/PPR03010	0	-27,864.28
2017-03-0081025	ROBINSON AISHA V	10 MERRIAM AVE	BLOOMFIELD, CT 06002-3807	2013/JTDKN3DU0D1679907	0	-113.19
2018-03-0089634	SPECIALTY PACKAGING LLC	47 LEGGETT ST	EAST HARTFORD, CT 06108-1140	2003/1GTHG35U031131083	0	-185.85
2018-02-0040257	SUPER SAVER LAUNDROMAT	1210 MAIN ST	EAST HARTFORD, CT 06108	1210 MAIN ST/PPP04060	0	-348.24
2018-03-0087614	VW CREDIT INC	PO BOX 7498	LIBERTYVILLE, IL 60048-74498	2018/WA1BNAFY9J2171178	0	-1,082.93
2018-03-0087618	VW CREDIT INC	PO BOX 7498	LIBERTYVILLE, IL 60048-74498	2018/WA1ANAFY5J2074071	0	-1,004.99
2018-03-0087620	VW CREDIT INC	PO BOX 7498	LIBERTYVILLE, IL 60048-74498	2018/WA1ANAFY2J2042887	0	-1,004.99
2018-03-0087626	VW CREDIT INC	PO BOX 7498	LIBERTYVILLE, IL 60048-74498	2018/WAUENAF44JA167302	0	-982.84
2018-03-0087627	VW CREDIT INC	PO BOX 7498	LIBERTYVILLE, IL 60048-74498	2018/WAUENAF41JN003434	0	-982.84
2018-03-0087633	VW CREDIT INC	PO BOX 7498	LIBERTYVILLE, IL 60048-74498	2018/WA1JCCFS8JR030893	0	-879.8
2018-03-0087635	VW CREDIT INC	PO BOX 7498	LIBERTYVILLE, IL 60048-74498	2018/WA1ANAFY6J2018933	0	-1,004.99
2018-01-0011791	UTC-PRATT & WHITNEY	8 FARM SPRINGS RD C/O TAX DEPT	FARMINGTON, CT 06032	1 PENT RD	0	-122,382.12
2018-03-0088571	WILLIAMS LENWORTH H	32 HARVARD DR	EAST HARTFORD, CT 06108-1430	2014/1N4AA5AP4EC437893	0	-451.01
SUBTOTAL					-105.86	-421591.9
TOTAL						\$ (421,697.76)



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 6, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Governor Lamont's Executive Order-Deferment Program

---

The Town of East Hartford continues to monitor Governor Lamont's Executive Orders in relation to the COVID-19 pandemic and make adjustments to our programs in response to the situation.

Enclosed are program options set forward in the Executive Order 7S. After careful discussion and review we believe the 90-day deferment program will be the best option to implement for the benefits of our residents and the town administration. Please place this item on the Town Council agenda for April 7<sup>th</sup>, 2020 meeting.

# OFFICE OF CORPORATION COUNSEL

Date : April 6, 2020  
To : Mayor Leclerc  
Cc. : Linda Trzetzkiak  
From : Richard Gentile  
Re : Executive Order 7S, issued by Governor Lamont on April 1, 2020

Paragraph 6 of Governor Lamont's Executive Order 7S (attached) requires the Town Council to select at least one of two programs designed to provide support to those who have been economically impacted by the COVID 19 crisis. The programs impact collection of real property, personal property, and motor vehicle taxes. The Town Council must take action and report its decision to the Secretary of the Office of Policy and Management no later than April 25.

The two programs may be summarized as follows:

1. **Deferment Program:** This program is designed to provide a 90-day deferment for the payment of taxes, without interest or penalty. The 90 days runs from the date that taxes become due and payable. As set out in the Executive Order, the deferment would apply to eligible taxpayers, businesses, nonprofits, and residents who attest to or document significant economic impact by COVID-19, and/ or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management is expected to issue guidance no later than Monday, April 6, as to which taxpayers, businesses, nonprofits, and residents should be considered eligible. A municipality may also choose to expand the class of recipients on its own.

While the language of paragraph 6 a. includes dates going back to March 10, that date is not important for East Hartford. In discussions with one of the attorneys involved in drafting the Executive Order, I was told that the March 10 date was included to address those municipalities that are on a quarterly property tax payment schedule, or have other taxes or assessments, such as sewer or water, that are payable over the next few months. As to East Hartford, the deferment program would only apply to taxes due on July 1, 2020 of this year and would

apply to a limited number/type of taxpayer. Implementing this program would give Town staff sufficient time to review Office of Policy and Management guidance and develop an implementation strategy.

2. Low Interest Rate Program: This program is designed to lower the interest on delinquent property taxes from the current statutory rate of 18% per annum, to 3% per annum, for a 90-day period. This lower interest rate would generally apply to all taxpayers and applies to both:
  - Taxes due on July 1, 2020; and
  - All taxes that were delinquent as of March 10 (that is, all principal on taxes outstanding as of March 10).

Implementing the above would be extremely complicated. In effect, it would mean that the Tax Collector's Office would have to create a series of different interest scenarios for all taxpayers. For example:

- If any taxpayer cannot pay their July 1, 2020 taxes on time, they would be charged 3 % for three months. Then, if the hardship continued and taxes remained delinquent, they would then be charged interest at 18% per annum after the 90- day period ran.
- If a taxpayer has delinquent taxes as of March 10, those taxes would only be charged 3% interest on the delinquent taxes for the months of April, May and June. The interest on those delinquent taxes would then jump back to 18% in July. However, if that same taxpayer does not pay the July 1, 2020 taxes, there would be an interest rate reduction on those new taxes for three months. Then, the rate on those new taxes would go back to 18% per annum. In the course of 6-7 months, the Tax Office would need to calculate and apply 4 different rates to that taxpayer's delinquent taxes.

The above is obviously complicated from an administrative and bookkeeping point of view. And, based on my discussion with our Finance Director, I understand that our internal systems cannot support the necessary recalculation of interest rates required by the Low Interest Rate Program.

Accordingly, the only workable option is the deferment program.

I suggest that the Town Council consider adopting the following resolution:

**WHEREAS**, in response to the COVID-19 Pandemic, Governor Ned Lamont issued Executive Order 7S on April 1, 2020 (the “Executive Order”); and

**WHEREAS**, paragraph 6 of the Executive Order, requires the East Hartford Town Council (the “Town Council”) to select at least one of two programs designed to provide support to those who have been economically impacted by the COVID 19 crisis; and

**WHEREAS**, such programs are described in the Executive Order as the Deferment Program and the Low Interest Rate Program; and

**WHEREAS**, after review of such programs, the ability of the Town to implement such programs, and with the goal of meeting the desired result of relief for taxpayers whose ability to pay taxes has been impacted by the COVID-19 pandemic, the Town Council has determined that the most beneficial program to implement is the Deferment Program;

**NOW THEREFORE, BE IT RESOLVED:**

1. The Town of East Hartford shall participate in the Deferment Program as set forth in paragraph 6 a. of the Executive Order; and
2. The Deferment Program shall be open to taxpayers, businesses, nonprofits, and residents who attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic, with eligibility based upon guidance issued by the Office of Policy and Management of the State of Connecticut as applied by the Town of East Hartford’s Finance Department and Tax Collector’s Office; and
3. The Mayor be asked to notify the Secretary of the Office of Policy and Management of the Town Council’s decision to select the Deferment Program prior to April 25, 2020.

---

I note the following for informational purposes:

1. Both options require banks holding escrowed funds to continue to pay them to the Town.
2. There are additional requirements for landlords to receive either benefit. While the language is poorly drafted, the intent seems to be that a landlord may not avail itself of the benefits of the deferment program without a showing of economic damage due to the pandemic, or a showing that their tenants are receiving some degree of forbearance on their rents. As to the low interest rate program, there needs to be a showing that a landlord has offered forbearance to their tenants.

**STATE OF CONNECTICUT**

**BY HIS EXCELLENCY**

**NED LAMONT**

**EXECUTIVE ORDER NO. 7S**

**PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND  
RESPONSE – SAFE STORES, RELIEF FOR POLICYHOLDERS, TAXPAYERS, AND  
TENANTS**

**WHEREAS**, on March 10, 2020, I issued a declaration of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed spread in Connecticut; and

**WHEREAS**, pursuant to such declaration, I have issued seventeen (17) executive orders to suspend or modify statutes and to take other actions necessary to protect public health and safety and to mitigate the effects of the COVID-19 pandemic; and

**WHEREAS**, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

**WHEREAS**, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, the risk of severe illness and death from COVID-19 appears to be higher for individuals who are 60 years of age or older and for those who have chronic health conditions; and

**WHEREAS**, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health recommend implementation of community mitigation strategies to increase containment of the virus and to slow transmission of the virus, including cancellation of gatherings of ten people or more and social distancing in smaller gatherings; and

**WHEREAS**, my Executive Order No. 7N imposed certain safety restrictions and mandates on retail establishments in order to limit the spread of COVID-19 among customers, employees, and others entering such establishments; and

**WHEREAS**, there exists a compelling state interest in a consistent and easily understandable statewide approach to reducing the risk of transmission of COVID-19 among customers, staff, and other persons entering retail establishments, to limit community transmission of COVID-19 statewide, and to ensure the continuity of essential retail services and safe conduct of permitted non-essential retail services; and



**WHEREAS**, widespread financial hardship caused by the COVID-19 pandemic and necessary responses to it may prevent policyholders from timely payment of insurance premiums, and any resulting penalties, including cancellation or non-renewal of policies, create additional hardship, cause further damage to the economy, and endanger property and public health; and

**WHEREAS**, to encourage social distancing and protect public health and safety, my Executive Order 7D, dated March 16, 2020 and Executive Order 7G, dated March 19, 2020, closed bars and restaurants to all on-premise service of food and beverages; and

**WHEREAS**, many businesses may be experiencing lost revenue from the prohibition of on-premise food and beverage sales, which will hinder their ability to make timely payments to their creditors; and

**WHEREAS**, the State of Connecticut serves many elders and disabled individuals through multiple home and community based services waivers and Medicaid state plan benefits under the Medicaid program, including clients of the Department of Social Services, Department of Mental Health and Addiction Services and the Department of Developmental Services, who rely upon these home-based services to remain in their homes, avoid institutionalization and achieve maximum independence and functioning, and certain adjustments to the provision of services under these various waivers are necessary to ensure continuity of services and provide greater flexibility during COVID-19;

**WHEREAS**, the Centers for Medicare & Medicaid Services has advised the Department of Social Services that it may, on an expedited basis, and without providing a notice and comment period, take advantage of opportunities included in Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act, and also including, as applicable, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act, in order to act quickly to address critical health needs of Medicaid beneficiaries and others in Connecticut in response to COVID-19; and

**WHEREAS**, Chapter 204 of the Connecticut General Statutes sets forth tax collection deadlines that will be difficult for residential and commercial property owners to meet in light of the significant job and economic losses experienced by Connecticut residents and businesses; and

**WHEREAS**, municipalities have sought relief on behalf of taxpayers who are struggling due to business operations being suspended or ceased, layoffs and other complications due to the COVID-19 pandemic; and

**WHEREAS**, certain municipal charters, ordinances or resolutions require critical town fiscal and budgetary decisions to be voted on by referendum or town meeting that create a risk to public health; and

**WHEREAS**, Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes require municipalities to conduct specific duties, including but not limited to processing tax relief claims that require in-person meetings and application filing requirements for taxpayers who have attained age sixty-five or over or are totally disabled; and

**WHEREAS**, Section 12-62 of the Connecticut General Statutes requires municipalities to conduct in-person inspections which will create increased risk of transmission of COVID-19; and

**WHEREAS**, Section 12-63c of the Connecticut General Statutes requires taxpayer filings based on information in Income and Expense Statements by Assessors, which were previously extended under Executive Order 7I, Section 15; and

**WHEREAS**, it will promote the public health and safety of all Connecticut residents to prohibit evictions during the public health and civil preparedness emergency; and

**WHEREAS**, the Judicial Branch has suspended all evictions and ejection proceedings and Executive Order No. 7G suspended non-critical court operations;

**NOW, THEREFORE, I, NED LAMONT**, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT**:

1. **Safe Stores Mandatory Statewide Rules, Amending Executive Order No. 7N, Sec. 3.** Effective upon the opening of each retail establishment for the first time on April 3, 2020, every retail establishment in the State of Connecticut shall take additional protective measures to reduce the risk of transmission of COVID-19 between and among customers, employees, and other persons such as delivery drivers or maintenance people. The Commissioner of Economic and Community Development, in consultation with the Commissioner of Public Health, shall issue mandatory statewide rules prescribing such additional protective measures no later than 11:59 p.m. on April 1, 2020. Such rules shall be mandatory throughout the state and shall supersede and preempt any current or future municipal order and shall supersede the requirements of Executive Order No. 7N, Sec. 3, providing that nothing in this order shall eliminate or reduce the requirements of Executive Order No. 7N, Sec. 3 regarding firearms transactions.
2. **60-Day Grace Period for Premium Payments, Policy Cancellations and Non-Renewals of Insurance Policies.** Beginning on April 1, 2020, for a period of sixty (60) calendar days ending on June 1, 2020, no insurer may, without a court order, lapse, terminate or cause to be forfeited a covered insurance policy because a covered policyholder does not pay a premium or interest or indebtedness on a premium under the policy that is due except as provided hereunder. This grace period shall apply to entities licensed or regulated by the Insurance Department including admitted and non-admitted insurance companies that provide any insurance coverage in Connecticut including, life, health, auto, property, casualty and other types of insurance as follows:
  - a. Insurers shall provide such 60-day grace period to individuals that have individual insurance policies who, as a result of the COVID-19 pandemic, were laid off, furloughed, or fired from employment or otherwise sustained a significant loss in revenue. Such individuals may be required to provide an affidavit or other statement acceptable to their insurance carrier, explaining that as a result of the COVID-19 pandemic they were laid

off, furloughed, or fired from employment or otherwise sustained a significant loss in revenue.

- b. Insurers shall provide such 60-day grace period to businesses that are group policyholders, have group insurance and/or have property/casualty insurance that were required to close or significantly reduce operations or suffered significant revenue loss as a result of the COVID-19 pandemic. Such businesses may be required to provide an affidavit or other statement acceptable to their insurance carriers, explaining that as a result of the COVID-19 pandemic, they were required to close or significantly reduce their business operations or suffered a significant revenue loss.
  - c. This 60-day grace period is not automatic. To be eligible, affected policyholders must provide the information outlined above in an affidavit or other statement acceptable to their insurance carriers. Carriers shall provide instructions on how policyholders are to provide such information.
  - d. Policyholders are advised that this grace period is not a waiver or forgiveness of the premium; it is only an extension of time in which to pay premiums. Policyholders are advised that they may be subject to restrictions if they are in receipt of state or federal stimulus funding relating to COVID-19.
  - e. Individuals or businesses that do not meet the criteria for the 60-day grace period set forth above, will need to contact their insurance carrier should they wish to discuss a premium deferral.
  - f. This order does not apply to self-funded health plans.
  - g. If a carrier has already provided a policyholder with a 60-day grace period for March and April 2020 premiums, or offers to provide a 60-day grace period for that time frame and it is accepted, the carrier will be deemed to have satisfied the requirements of this Executive Order with respect to that policyholder.
  - h. This 60-day grace period shall only apply to policyholders that were in good standing with their insurance carrier on March 12, 2020, and shall only apply to premiums due after the initial premium has been made to secure coverage.
  - i. This 60-day grace period applies only to cancellation or non-renewals attributed to a failure to pay premiums during the applicable 60-day grace period. If a policy is to be cancelled or non-renewed for any other allowable reason, the cancellation or non-renewal may be made pursuant to statutory notice requirements and for legally recognized reasons.
3. **Extension of 30-Day Period of Credit for Liquor Permittees.** Section 30-48(b) of the Connecticut General Statutes and Sections 30-6-A36 and 30-6-A37a of the Regulations of Connecticut State Agencies, which permit no more than a thirty-day period of credit, from

manufacturers, wholesalers, or others specified in such statute and regulations, is modified so that the maximum period of credit shall be ninety days after the date of delivery for all permittees prohibited from engaging in on-premise sales per Executive Order No. 7D, as amended by Executive Order No. 7H. The extension of credit shall not apply to permits that were delinquent at the time Executive Order No. 7D became effective on March 16, 2020. The period of delinquency shall begin on the ninety-first day after the date of delivery. All other requirements under the above-referenced statute and regulations shall apply, except as modified to reflect the increased period of credit, and the standard thirty-day period of credit shall continue to apply to all permittees whose businesses who were not engaging in on-premise sales at the time Executive Order No. 7D became effective. The credit extension shall remain in effect for any delivery made prior to the time Executive Order No. 7D expires or is terminated, or if extended or renewed, through any period of extension or renewal.

4. **Daily Payment of Certain Taxes Changed to Weekly.** Section 12-575 (h) of the Connecticut General Statutes is modified so that the licensee authorized to operate off-track betting in Connecticut shall file with the Department of Consumer Protection: a daily electronic report of the amount of wagers collected; and, no later than 12:00 PM every Tuesday, the tax filing and payment for the week preceding.
5. **Flexibility to Amend Medicaid Waivers and State Plan.** Section 17b-8 of the Connecticut General Statutes, to the extent that it requires: the submission of proposed applications to submit waivers or make certain amendments to Medicaid waivers or the Medicaid state plan (for such amendments that would have required a waiver but for the Affordable Care Act) to the joint standing committees having cognizance of matters relating to human services and appropriations; a 30-day public notice and comment period prior to submission of the proposed amendments to said committees; the holding of a public hearing by said committees; and the approval of the applications for amendment by said committees, is modified retroactive to the declaration of public health and civil preparedness emergency on March 10, 2020, to authorize the Commissioner of Social Services, on an expedited basis, to exercise the waiver flexibilities provided in response to COVID-19 and afforded by Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act and also including, as applicable and in response to COVID-19, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act. The suspension of the aforesaid requirements is limited solely to emergency waivers related to the COVID-19 declared public health and civil preparedness emergencies.
6. **Suspension and Modification of Tax Deadlines and Collection Efforts.** Notwithstanding any contrary provisions of Chapter 204 of the Connecticut General Statutes or of any special act, charter, home-rule ordinance, local ordinance or other local law, there shall be established two programs to offer support to eligible taxpayers, businesses, nonprofits, and residents who have been economically affected by the COVID-19 pandemic. Such programs shall be known as the "Deferment Program" and the "Low Interest Rate Program." Each

municipality, as defined in section 7-148 of the general statutes, by determination of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, shall participate in one or both programs and shall notify the Secretary of the Office of Policy and Management no later than April 25, 2020, about which program or programs it is electing to participate in.

- a. **Deferment Program.** During the period of March 10, 2020, the date that I declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.
- b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.
- c. **Eligibility of Landlords.** In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate

forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.

- d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.
- e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

7. **Allowance of Suspension of In-Person Voting Requirements for Critical and Time Sensitive Municipal Fiscal Deadlines.** Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, and the budget-making authority of said municipality if different from the legislative body or board of selectmen, by majority vote of each such body, as applicable, may authorize (i) any supplemental, additional or special appropriations under Section 7-348 of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, (ii) any tax anticipation notes to be issued under Section 7-405a of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, or (iii) municipal general obligation bonds or notes to be issued in anticipation of such bonds to be issued pursuant to Chapter 109 of the Connecticut General Statutes for capital improvement purposes, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. Notwithstanding the foregoing, if the legislative body and budget-making authority, if they are separate entities, are taking any action specified in (ii) or (iii) above, or any action under (i) above, which involves an appropriation in an amount in excess of 1% of the current year's total municipal budget without complying with any in-person approval requirements normally required by statute, special act, municipal charter, ordinance or resolution, such body(ies) shall make specific findings that such actions are necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the duration of the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality. In so acting, the legislative body and, if different from the legislative body, the budget-making

authority of the municipality, shall comply with open meeting requirements set forth in Executive Order No. 7B. All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order 7B. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum in a way that significantly reduces the risk of transmission of COVID-19

8. **Suspension of Reapplication Filing Requirement for the Homeowners' Elderly/Disabled Circuit Breaker Tax Relief Program and for the Homeowners' Elderly/Disabled Freeze Tax Relief Program.** The biennial filing requirements under Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes for any taxpayers who were granted the benefit for the Grand List year 2017 and who is required to recertify for the Grand List year 2019, are suspended and such taxpayers shall automatically maintain their benefits for the next biennial cycle ending in Grand List year 2021.
9. **Substitution of Full Inspection Requirements Pertaining to October 1, 2020 Grand List Revaluations.** The requirement set forth under Section 12-62 of the Connecticut General Statutes pertaining to October 1, 2020 Grand List revaluations that require a full interior inspection of property, for which such interior inspection that has not yet been completed, is suspended and replaced with the alternative requirement to send a questionnaire to the owner as outlined in Section 12-62(b)(4).
10. **Extension of Deadline to File Income and Expense Statement.** The taxpayer filing deadline set forth under Section 12-63c of the Connecticut General Statutes is extended to August 15, 2020.
11. **Suspension of Non-Judicial Tax Sales.** Notwithstanding any contrary provision of the Connecticut General Statutes, including but not limited to Section 12-157 or Section 7-258, or any special act, municipal charter or ordinance that conflicts with this order, (1) no municipality nor water pollution control authority may conduct any sale pursuant to General Statutes Section 12-157 or Section 7-258, until thirty days after the end of the public health and civil preparedness emergency, including any period of renewal or extension of such emergency. Any sale for which notice had been filed prior to March 10, 2020 shall be adjourned by operation of law to a date to be determined by the tax collector. Such adjourned date shall be no earlier than thirty days after the end of the public health and civil preparedness emergency; and (2) For any sales held under Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 shall be extended for the number of calendar days the public health and civil preparedness emergency remains in effect. The time period from March 10, 2020 to the end of the emergency shall be considered a