

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
May 7, 2024

Executive Session 6:30 pm

REVISED 5/6/2024

=====
Pursuant to Connecticut General Statutes § 1-225a this Town Council meeting is accessible through "**Microsoft Teams**" 929-235-8441 **Conference ID: 224 307 393#** or [Click here to join the meeting](#)

Pledge of Allegiance 7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. April 16, 2024 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Presentation by Library Department re: Commission on Culture and Fine Arts Grants Initiative
7. OLD BUSINESS
8. NEW BUSINESS
 - A. 46th Program Year Community Development Block Coronavirus (CDBG-CV) Grant Reprogramming
 - B. Grant Application: U.S. Department of Energy "Energy Efficiency and Conservation Block Grant (EECBG)."
 - C. Proposed ARPA Reallocations
 1. Transfer of Funds to Unallocated Balance
 2. Addition of Projects and Redistribution of Funds
 - D. Agreements between Town of East Hartford and End Hunger CT!
 1. CT Fresh Match Program for Farmers' Market
 2. CT True Match Program for Farmers' Market
 - E. Recommendations from Personnel and Pensions Subcommittee
 1. Proposed Revision to Job Description and Pay Grade for Position of Assistant Director of Parks and Recreation

- 2. Proposed Revision to Job Description for the Position of Master Mechanic (Fire Department)
 - F. Amusement Permit Application: East Hartford “Annual Car Show”
 - G. Refund of Taxes
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
- A. The pending assessment tax appeal known as 52-54 GOVERNOR STREET, LLC v. TOWN OF EAST HARTFORD – Docket Number HHB-CV22-6073887-S, involving real property located at 52-54 Governor Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.
 - B. The pending assessment tax appeal known as 51-53 WOODBRIDGE AVENUE, LLC v. TOWN OF EAST HARTFORD – Docket Number HHB-CV22-6073886-S, involving real property located at 51-53 Woodbridge Avenue, East Hartford for the Grand List year 2021 through Grand List Year 2025.
 - C. **The pending tax assessment appeal known as MERCHANT 99 111 FOUNDERS LLC Et Al v. TOWN OF EAST HARTFORD– Docket Number HHB-CV22-6073115-S, involving real property located at 321 Pitkin Street and 323 Pitkin Street East Hartford for the Grand List year 2021 through Grand List Year 2025.**
 - D. The summary process eviction action known as: TOWN OF EAST HARTFORD v. LIVING WORD IMPRINTS, LLC, Docket No: HFH-CV23-6027037-S regarding 804 Silver Lane, East Hartford CT.
 - E. The pending Superior Court action known as DEJESUS, MELANIE v. TOWN OF EAST HARTFORD Et Al, Docket No: HHD-CV23-6170734-S.
 - F. The pending Auto Liability Claim known as RAMONA JACKSON V. EAST HARTFORD, Docket No. HHD-CV-21-6138515-S
 - G. The pending Law Enforcement Liability Claim known as WILLIAM WYNNE, ADMINISTRATOR OF THE ESTATE OF ANDREW LENETIS V. EAST HARTFORD, Docket No. 3:20-cv-01834(JCH)
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
- A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: May 21, 2024 at Community Cultural Center)

TOWN OF EAST HARTFORD

(860) 291-7207

OFFICE OF
THE TOWN COUNCIL

740 Main Street

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

DATE: ~~May 3, 2024~~ **May 6, 2024**

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, May 7, 2024 – 6:30 pm
Community Cultural Center ~~Room 444~~ **Room 105**

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

Tuesday, May 7, 2024 – 6:30 pm

REVISED 5/6/2024

The purpose of the meeting is to meet in Executive Session to discuss the following:

- A. The pending assessment tax appeal known as 52-54 GOVERNOR STREET, LLC v. TOWN OF EAST HARTFORD – Docket Number HHB-CV22-6073887-S, involving real property located at 52-54 Governor Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- B. The pending assessment tax appeal known as 51-53 WOODBRIDGE AVENUE, LLC v. TOWN OF EAST HARTFORD – Docket Number HHB-CV22-6073886-S, involving real property located at 51-53 Woodbridge Avenue, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- C. **The pending tax assessment appeal known as MERCHANT 99 111 FOUNDERS LLC Et Al v. TOWN OF EAST HARTFORD– Docket Number HHB-CV22-6073115-S, involving real property located at 321 Pitkin Street and 323 Pitkin Street East Hartford for the Grand List year 2021 through Grand List Year 2025.**
- D. The summary process eviction action known as: TOWN OF EAST HARTFORD v. LIVING WORD IMPRINTS, LLC, Docket No: HFH-CV23-6027037-S regarding 804 Silver Lane, East Hartford CT.
- E. The pending Superior Court action known as DEJESUS, MELANIE v. TOWN OF EAST HARTFORD Et Al, Docket No: HHD-CV23-6170734-S.
- F. The pending Auto Liability Claim known as RAMONA JACKSON V. EAST HARTFORD, Docket No. HHD-CV-21-6138515-S
- G. The pending Law Enforcement Liability Claim known as WILLIAM WYNNE, ADMINISTRATOR OF THE ESTATE OF ANDREW LENETIS V. EAST HARTFORD, Docket No. 3:20-cv-01834(JCH)

cc: Mayor's Office
Melissa McCaw, Chief Administrative Officer and Finance Director

Annie Kohler, Deputy Assessor
Mack Hawkins, Chief of Police
Office of Corporation Counsel

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

April 16, 2024

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

ABSENT

ALSO Mayor Connor S. Martin

PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
Laurence Burnsed, Director of Health and Human Services
Robert Fitzgerald, Assistant Corporation Counsel
Steve Hnatuk, Assistant Director of Development (via Teams)
Paul O’Sullivan, Grants Manager (via Teams)

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:32 pm. The Chair stated that this meeting was also available to the public through the “Teams” platform.

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

AMENDMENTS TO THE AGENDA

RECOGNITIONS AND AWARDS

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Daniel Moura, President of the Holy Ghost Portuguese Society, spoke in support of approval of the Amusement Permit requests brought to the Council by his organization. He noted that a new administration has taken over the Society and is working to be more collaborative with the town and the neighborhood. The Society will be taking many steps to ensure that the two amusements will be conducted in a way that is respectful of the neighboring community.

Holly Reed, 93 Michael Avenue, expressed concern over the safety of children with regards to the at-grade crossing located between Veteran’s Terrace and McAuliffe Park. Mayor Martin explained that the crossing is being built to safety specifications by the railroad company and has been approved by the Connecticut Department of Transportation.

JoAnn Bittner, 23 Rowland Drive, resides in a home abutting the property owned by the Holy Ghost Society. The resident is concerned that the Society’s social activities and proposed amusements are detrimental to the solitude of the neighborhood. The resident requested that the organization provide to the neighboring property owners information regarding upcoming events and developments more proactively.

Motion carried 9/0

Agreement Between the Town of East Hartford and CT Department of Agriculture re: Farmers' Market Nutrition Program for Seniors

MOTION By Sebrina Wilson
seconded by John Morrison

to **allow** the Town of East Hartford to enter into an agreement with the Connecticut Department of Agriculture for the Department of Health & Social Services to serve as a local coordinating agency for the Senior Farmers' Market Nutrition Program as recommended by Mayor Connor S. Martin in a memo to Council Chair Rich Kehoe dated April 10, 2024.

Motion carried 9/0

Local Capital Improvement Program (LoCIP) Grant Allocations re: Facilities Signs

MOTION By Awet Tsegai
seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS: a clerical oversight resulted in a lack of reimbursement for expenses for the Facilities Sign Installation Project under the Local Capital Improvement Program (LoCIP) project; and,

WHEREAS: the State Office of Policy and Management (OPM) has advised that the Town can correct that oversight by creating a new Facilities Sign Installation Project account and submitting a reimbursement request under that project:

NOW THEREFORE LET IT BE RESOLVED: That Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents 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 \$15,409.00 for the following project:

Facility Sign Installations Phase IV	\$15,409.00
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On call of the vote, the motion carried 9/0

Grant Applications

Historic Document Preservation Grant

MOTION By Harry Amadasun
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 2024, 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 Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut State Library Public Records Administrator as they pertain to this Historic Documents Preservation Program.

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

CT State Department of Education 2024-25 School Readiness Grant

MOTION By Angie Parkinson
seconded by John Morrison

to **adopt** the following resolution:

WHEREAS, the Connecticut State Department of Education is authorized to extend financial assistance, through the School Readiness Grant Program, to Priority Communities for the development of a network of school readiness programs that provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling; and

WHEREAS, the Town of East Hartford and East Hartford Public Schools desire to make and execute an application for funding with the State of Connecticut to support School Readiness programs for East Hartford children.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that Connor S. Martin, Mayor of the Town of East Hartford, is hereby authorized to execute such application and, upon approval of said application, to enter into and execute a funding agreement and any amendments and other documents as may be required by the State of Connecticut for the School Readiness Program.

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

Recommendation from Tax Policy Committee re: Tax Lien Sales

MOTION By Angie Parkinson
seconded by Don Bell

to **authorize** the administration to conduct a tax lien sale by way of a request for proposal (RFP) and to seek and receive sealed bids pursuant to an invitation to bid on a number of tax liens held by the town on specific real property, totaling \$1,359,664.85, as stated on lists produced by Finance

Director Melissa McCaw and attached to a memorandum dated March 25, 2024 from Finance Director Melissa McCaw to Mayor Connor S. Martin subject to the following four conditions:

1. The Collector of Revenue shall notify the record owner of each property subject to a lien that is to be included in the tax lien sale, by certified mail, that the lien is being included in the request for proposal and invitation to bid, and that the owner should contact the Town immediately to pay the taxes or seek a payment plan if they wish to keep the Town's tax liens on their property from being sold;
2. In order to qualify for a payment plan, the property owner must meet the following three criteria:
 - They must remit 25% of the outstanding amount due
 - They cannot have defaulted on a prior payment arrangement
 - Their property must not have active property code violations;
3. The letters from the Collector of Revenue to each property owner shall notify the property owner that the purchaser of the tax lien on their property shall have the right to foreclose on that property; and
4. The Administration shall return to the Town Council with the results of the request for proposal and that the proposal for each tax lien must be approved by the Town Council before it is sold.

Motion carried 9/0

Referral to Personnel and Pensions Subcommittee re: Proposed Revision to Job Description of Master Mechanic (Fire Department)

MOTION By Awet Tsegai
seconded by Tom Rup

to refer to the Personnel and Pensions Subcommittee the Proposed Revision to Job Description for the position of Master Mechanic in the Fire Department as provided in a memo from Mayor Connor S. Martin to Rich Kehoe, Town Council Chair dated April 10, 2024 with instructions to review the position and report back to the full Council with its recommendations, if any.

Motion carried 9/0

Appointments to Boards and Commissions

MOTION By John Morrison
seconded by Don Bell

to **approve** the appointment to Robin A. Carlough, 150 Naubuc Ave, to the Historic District Commission, term to expire December 2027.

Motion carried 9/0

Amusement Permits

Holy Ghost Portuguese Society – Annual Car Gathering

MOTION By Harry Amadasun
seconded by Tom Rup

to **approve** the outdoor amusement permit application entitled "Holy Ghost Portuguese Society – Annual Car Gathering" as submitted by Mack Hawkins, Chief of Police, scheduled for Saturday, April 20, 2024 from 11:00 am to 5:00 pm with a rain date of Saturday April 27, 2024 at the same time on their premises at 341 R Forest Street, 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 By Don Bell
seconded by John Morrison

to **amend** the motion on the table by adding the following stipulation after "agencies" as follows: "and representations made to the Town as part of the application process."

Motion carried 9/0

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

Annual Holy Ghost Feast

MOTION By Harry Amadasun
seconded by Tom Rup

to **approve** the outdoor amusement permit application entitled "Holy Ghost Portuguese Society Annual Holy Ghost Feast" as submitted by Mack Hawkins, Chief of Police, to conduct a religious celebration on Friday, May 24, 2024 from 11:00 am to 9:00 pm, Saturday, May 25, 2024 from 9:00 am to 10:00 pm and Sunday, May 26, 2024 from 9:00 am to 10:00 pm and Monday, May 27, 2024 from 9:00 am to 4:00 pm on their premises located at 341 R Forest Street, with food and liquor served, and music on Saturday May 25 and Sunday May 26th, and a small procession on the premises, 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 and representations made to the Town as part of the application process.

Motion carried 9/0

Request for Bid Waiver re: Town Hall Enhancements

MOTION By Don Bell
seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS, during October of 2022, this Council authorized the Town Hall Mechanical Engineering, Plumbing, and Renovations project (the “Project”) to modernize the East Hartford Town Hall; and

WHEREAS, the Project is nearing substantial completion; and

WHEREAS, on February 6, 2024, this Council authorized the transfers of ARPA funds for certain additional listed Town Hall Improvements (“Improvements”); and

WHEREAS, in order to complete the Improvements in a manner that saves on costs as well as in order to avoid any disruption to Town Hall employees and Town citizens the Town desires to seek the following bid waivers for the Town Hall Improvements;

THEREFORE, BE IT RESOLVED, that the East Hartford Town Council does hereby find the following bid waiver to be in the best interest of the Town and does approve the following items:

1. pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council waive the bidding procedures required by Section 10-7(a) and further authorize the Town to enter into the following agreements:
 - a. A contract with ACOUSTICS., INC for Town Hall Vault door removal and replacement in an amount not to exceed \$10,888.91;
2. That Mayor, Connor S. Martin, is hereby authorized to make, execute and deliver all agreements, amendments, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

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

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councillor Morrison requested an update on the Concourse Park project (936 Silver Lane). *The Mayor anticipates having an update shared with the Council by the end of April, which is the deadline currently in place for the Town to transfer the property over to Jasko Development.*

Councillor Bell asked if there have been any changes to the timeline for the planned refurbishing of the Town’s outdoor basketball courts due to recent rain. *Mayor Martin said that no significant delays have occurred and anticipates the project to be completed in the coming weeks.*

Councillor Simpson asked for an update on the demolition of McCartin School. *The Mayor stated that additional funding is required to complete the work as planned. A request for*

bonding support from CRDA is being created that will include demolition of the building as well as installation of infrastructure that would support future residential development.

Councillor Tsegai proposed new nets and fresh line striping to the basketball courts that are not a part of the ongoing project.

Councillor Bell asked for an update on the relocation of the remaining tenants of Silver Lane Plaza. *Four tenants are in those buildings and the Town has moved forward with the eviction process of each. A trial date has been set with one of the tenants and the remaining three are still to be scheduled. The goal is to mediate relocations without going to trial.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

OPPORTUNITY FOR RESIDENTS TO SPEAK

ADJOURNMENT

MOTION By John Morrison
 seconded by Don Bell

to **adjourn** (9:27 pm)

Motion carried

The Chair wished all a good evening and announced that the next meeting of the Town Council will be held on Tuesday May 7th.

Attest _____
 Jason Marshall
 TOWN COUNCIL CLERK



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 1, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: PRESENTATION: Commission on Culture and Fine Arts Grants

Please allocate time on the May 7, 2024 town council meeting for a presentation by Library Director Sarah Morgan about the Commission on Culture and Fine Arts Grants initiative.

Please place this information on the Town Council agenda for the May 7, 2024 meeting.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 1, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: CDBG-CV Reprogramming

Please find the enclosed request to authorize the reprogramming of \$161,046 in the 46th Program Year Community Development Block Grant Coronavirus (CDBG-CV) funds.


At the Town Council meeting held on January 19, 2021, the Council approved the Town's plan for the expenditure of \$766,793 in CDBG-CV funds. Per the Town's CDBG citizen participation plan, a substantial amendment is required to use the funds for other activities (reprogramming of funds).

Please place this item on the Town Council agenda for the May 7, 2024 meeting.

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

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Connor S. Martin

FROM: Paul M. O'Sullivan, Grants Manager 

SUBJECT: Referral to Council – CDBG-CV (Coronavirus) Reprogramming

DATE: April 26, 2024

Attached is a draft Town Council resolution requesting the reprogramming of \$161,046 in the 46th Program Year Community Development Block Grant Coronavirus (CDBG-CV) funds. This resolution will establish three new activities: Senior Services account, Friendship Center account and Parks Improvements account. This reallocates unused funds from previous activities such as North End COVID Center, Townwide and Targeted Communication, and Interval House (see attached). All activities funded with CDBG-CV funds must prevent, prepare for and/or respond to the coronavirus (COVID-19).

At the Town Council meeting held on January 19, 2021, the Council approved the Town's plan for the expenditure of \$766,793 in CDBG-CV funds. Per the Town's CDBG citizen participation plan, a substantial amendment is required to use the funds for other activities (reprogramming of funds).

The resolution would reprogram CDBG-CV funds in the amount of \$161,046 to establish the following three new activities that prevent, prepare for and/or respond to the coronavirus (COVID-19):

- A Senior Services account of \$3,000 for the delivery of services to East Hartford's elderly population.
- A Friendship Center account of \$15,000 to be used to supplement the operating budget of the Friendship Center's free hot meal program.
- A Parks Improvements account of \$143,046 to be used improvements to parks in low to moderate income areas.

The legal notice (see attached) announcing the Town's intent to reprogram these funds was published in The Hartford Courant on March 26, 2024. The citizen comment period ended April 19, 2024. No comments were received.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 7, 2024. Please contact me at extension 7206 if you have any questions.

Attachments (3)

CC: Eileen Buckheit, Development Director

	ORIGINAL ALLOCATION	Approved Reprogramming #1 Town Council Meeting 12/13/2022	Expended as of 4/26/2024	Proposed Reprogramming #2 Town Council Meeting 5/7/2024
North End COVID Center	\$ 200,000	\$ 140,000	\$ 72,356.69	\$ 72,356.69
Townwide Communication	\$ 30,000	-	\$ 4,545.53	\$ 4,545.53
Targeted Communication	\$ 9,793	-	\$ 2,998.14	\$ 2,998.14
Testing/Vaccine Distribution	\$ 47,000	-	\$ 42,553.43	\$ 42,553.43
EH Works	\$ 100,000	-	\$ 110,080.10	\$ 190,000.00
Public Safety Job Pipeline	\$ 200,000	-	\$ 95,460.55	\$ 140,000.00
East Hartford Interfaith Ministries	\$ 50,000	-	\$ 50,000.00	\$ 50,000.00
Narcotic Electronic Storage System	\$ -	\$ 60,000	\$ 57,173.00	\$ 58,173.00
Program Administration	\$ 80,000	-	\$ 28,836.96	\$ 41,049.29
Interval House	\$ 50,000	-	\$ 4,070.92	\$ 4,070.92
Senior Services				\$ 3,000.00
Friendship Center				\$ 15,000.00
Parks Improvements				\$ 143,046.00
	\$ 766,793		\$ 468,075.32	\$ 766,793.00

**LEGAL NOTICE
TOWN OF EAST HARTFORD
COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM**

In accordance with Title I of the Housing and Community Development Act of 1974, as amended, the Town of East Hartford's Grants Administration Office does hereby notify the residents of East Hartford of revisions to the CDBG 46th Year (2020-2021) Action Plan.

The Town of East Hartford anticipates reprogramming CDBG-CV funds in the amount of \$161,046 to establish the following three new activities:

- A Senior Services account of \$3,000 for the delivery of services to East Hartford's elderly population to prevent, prepare for and/or respond to the coronavirus (COVID-19). Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A).

- A Friendship Center account of \$15,000 to be used to supplement the operating budget of the Friendship Center's free hot meal program in order to prevent, prepare for and/or respond to the coronavirus (COVID-19). Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(D) and 24 CFR 570.208(a)(2)(i)(B).

- A Parks Improvements account of \$143,046 to be used improvements to parks in low to moderate income areas in order to prevent, prepare for and/or respond to the coronavirus (COVID-19). Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.208(a)(1)(i).

Comments regarding this proposed revision should be directed to the Grants Administration Office, 740 Main Street, East Hartford, CT, 06108 or by calling (860) 291-7210 (TDD/TDY users call Relay Connecticut 1-800-842-9710 or 7-1-1), Monday through Friday, 8:30 AM - 4:30 PM. Comments will be received until 4:30 PM on Friday, April 19, 2024.

The aforementioned revision will be presented to the East Hartford Town Council for approval at a public meeting to be held on Tuesday, May 7, 2024 at 7:30 PM in the Community Cultural Center Auditorium, 50 Chapman Place.

Paul M. O'Sullivan
Grants Manager
3/26/24 7604369

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7th of May, 2024.

RESOLUTION

WHEREAS, the Town of East Hartford has \$161,046 in Community Development Block Grant Coronavirus (CDBG-CV) funds available for reprogramming from the Forty-sixth Program Year (2020-2021); and

WHEREAS, the Town desires to use those funds to establish three new activities: Senior Services, Friendship Center and Parks Improvements; and

WHEREAS, in accordance with the Grants Administration Office's Citizen Participation Plan, a 30 calendar day citizen comment period was provided through the publication of a legal notice on March 26, 2024.

NOW, THEREFORE, BE IT RESOLVED that the East Hartford Town Council does authorize the reprogramming of the aforementioned 46th Year funds that prevent, prepare for and/or respond to the coronavirus (COVID-19) for the following:

- Senior Services account of \$3,000 for the delivery of services to East Hartford's elderly population;
- Friendship Center account of \$15,000 to be used to supplement the operating budget of the Friendship Center's free hot meal program; and
- Parks Improvement account of \$143,046 to be used for improvements to parks in low to moderate income areas.

AND FURTHER, BE IT RESOLVED that the East Hartford Town Council does authorize its Mayor, Connor S. Martin, to act as a representative of the Town and to submit such documents as may be necessary to enact this reprogramming to the US Department of Housing and Urban Development.

AND I DO FURTHER 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 this ____ day of May, 2024.

Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 1, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: ARPA Relocations and Control Processes

The Town has been allocated \$114,380 in Energy Efficiency and Conservation Grant (EECBG) program funds through the federal Infrastructure Investment and Jobs Act (IIJA) of 2021.


These formula (noncompetitive) funds can be used to implement strategies to reduce energy use and/or fossil fuel emissions, and to improve energy efficiency.

Current plans are to use these funds to help defray the cost of the purchase and installation of a new HVAC system at the Veterans Memorial Clubhouse.

Please place this item on the Town Council agenda for the May 7, 2024 meeting.

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

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Connor S. Martin
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – Energy Efficiency and Conservation Grant (EECBG)
DATE: April 26, 2024

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the U.S. Department of Energy for funding under the Energy Efficiency and Conservation Grant (EECBG) Program.

The Town has been allocated \$114,380 in Energy Efficiency and Conservation Grant (EECBG) program funds through the federal Infrastructure Investment and Jobs Act (IIJA) of 2021. These formula (noncompetitive) funds can be used to implement strategies to reduce energy use and/or fossil fuel emissions, and to improve energy efficiency. Current plans are to use these funds to help defray the cost of the purchase and installation of a new HVAC system at the Veterans Memorial Clubhouse.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 7, 2024. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Melissa McCaw, Finance Director



All Articles

What You Need to Know About the Energy Efficiency and Conservation Block Grant



BY:

Carolyn Berndt

DECEMBER 3, 2021 - (6 MIN READ)



Infrastructure Sustainability & Resilience

Skip to Content

While the Energy Efficiency and Conservation Block Grant (EECBG) is just one of many [climate-related programs](#) funded through the bipartisan Infrastructure Investment and Jobs Act (IIJA), it is the only program that will go directly to some cities, towns and villages by the formula for sustainability, climate and community resilience projects. The EECBG program is one of NLC's key advocacy wins in the infrastructure bill, and it presents a great opportunity to advance energy efficiency, energy conservation and renewable energy projects in communities.



With a grant from EECBG, the community of Ocean View, Delaware, installed a carport-mounted solar array that is saving taxpayers money on town utility bills. | Photo courtesy of the Town of Ocean View.

The [EECBG](#) was enacted in 2007 and funded just once previously – in 2009 through the American Recovery and Reinvestment Act. With this [previous funding](#), cities, towns and villages invested in energy-efficient retrofits and municipal buildings, updated building codes, adopted renewable energy technologies, created incentives for residents to use transportation alternatives and implemented energy-saving campaigns.

In order to meet our national carbon emissions reduction goals necessary to mitigate the effects of climate change, local governments across the country must aggressively improve energy efficiency, increase energy conservation and deploy renewable energy systems. The EECBG provides

[Skip to Content](#)

much-needed federal funding to increase and expand state and local efforts to achieve these goals.

With the \$550 million provided through IIJA, cities, towns and villages can develop comprehensive energy plans and jump-start or enhance energy efficiency programs in their communities. Improving energy efficiency and investing in renewable energy makes good economic sense for residents, businesses and communities—which is more important than ever as America’s cities are experiencing the fiscal consequences of the coronavirus pandemic.

The infrastructure bill did not change the underlining EECEBG program except to add a new eligible activity. Based on that, here is what local officials need to know about the Energy, Efficiency and Conservation Block Grant.

How Will the Funds be Distributed?

The \$550 million will be allocated to units of governments as follows

- ◆ 68 percent of the funds will be set aside for grant awards to cities and counties;
- ◆ 28 percent of the funds will be awarded to states;
- ◆ 2 percent will be set aside for Indian tribes; and
- ◆ 2 percent will be set aside for competitive grants to local governments that are not eligible based on population or to a consortium of local governments.

What are the Eligibility Requirements for the EECEBG?

State and local governments may use grant funding to conduct programs and activities such as:

- ◇ Cities, towns and villages with a population of at least 35,000 are eligible to apply to and receive grants directly from the U.S. Department of Energy (DOE).
- ◇ At a minimum, the ten largest cities in each state, including Puerto Rico, regardless of population, are eligible to apply to and receive grants directly from DOE.
- ◇ Cities, towns and villages with a population less than 35,000 or those that are not one of the ten most populous cities in the state can apply for EECBG funds through their state. The law requires each state to pass through at least 60 percent of the total EECBG funding it receives to cities and counties that do not receive funding directly from DOE.

What are Eligible Activities under the EECBG?

State and local governments may use grant funding to conduct programs and activities, such as:

- ◇ Developing and implementing an energy efficiency and conservation strategy;
- ◇ Conducting residential and commercial building energy audits;
- ◇ Establishing financial incentive programs for energy efficiency improvements;
- ◇ Developing and implementing energy efficiency and conservation programs for buildings and facilities;
- ◇ Developing and implementing programs to conserve energy used in transportation (e.g. flex time for employees; satellite work centers; zoning guidelines or requirements that promote energy efficient development; infrastructure, such as bike lanes, pathways and pedestrian walkways; and synchronized of traffic signals);

[Skip to Content](#)

- ◇ Developing and implementing building codes and inspection services to promote building energy efficiency;
- ◇ Developing and implementing programs to increase participation and efficiency rates for recycling programs;
- ◇ Replacing traffic signals and street lighting with energy efficient lighting technologies;
- ◇ Purchasing and implementing technologies to reduce and capture methane and other greenhouse gases generated by landfills or similar sources;
- ◇ Developing, implementing and installing on or in any government building onsite renewable energy technology that generates electricity from renewable resources, such as solar and wind energy, fuel cells and biomass; and
- ◇ Financing energy efficiency, renewable energy and zero-emission transportation (and associated infrastructure), capital investments, projects and programs for leveraging of additional public and private sector funds.

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Energy Efficiency and Conservation Grant (EECBG)

Funder: U.S. Department of Energy

Grant Amount: \$114,380

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: The EECBG Program is designed to assist states, local governments, and Tribes in implementing strategies to reduce energy use, to reduce fossil fuel emissions, and to improve energy efficiency

Results achieved: Defrayment of cost of installation of new HVAC system at Veterans Memorial Clubhouse.

Duration of grant: Two years

Status of application: Under development

Meeting attendee: Paul O'Sullivan, x7206

Comments: None

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7th day of May, 2024

R E S O L U T I O N

WHEREAS; the Town has been allocated \$114,380 in Energy Efficiency and Conservation Grant (EECBG) program funds through the federal Infrastructure Investment and Jobs Act (IIJA) of 2021 and;

WHEREAS; the EECBG Program is designed to assist states, local governments, and Tribes in implementing strategies to reduce energy use, to reduce fossil fuel emissions, and to improve energy efficiency,

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the U.S. Department of Energy as they pertain to this EECBG 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 May, 2024.

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 1, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: ARPA Reallocations and Control Processes

Please find the enclosed request to authorize the creation of two new projects and to redistribute \$1,610,337.


The projects are "Gentle Love Diaper Pantry" and "Library Technology Support."

Please place this item on the Town Council agenda for the May 7, 2024 meeting.

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

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Connor S. Martin

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Communication to Town Council – Proposed American Rescue Plan Act (ARPA) Reallocations and Control Processes

DATE: April 26, 2024

Attached are two draft Town Council resolutions requesting authorization to create two new projects and to redistribute \$1,610,337 in American Rescue Plan Act (ARPA) funding to finance these two new projects and increase funding for three existing projects.

Also attached is a spreadsheet that lists the impacted projects and the funds to be added/subtracted from each. Following the spreadsheet are memos providing details on the need for the changes.

I respectfully request that this resolution be added to the Town Council agenda for their meeting to be held on May 7, 2024. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Melissa McCaw, Finance Director
Sarah Morgan, Director, Raymond Library

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7th day of May, 2024

R E S O L U T I O N

WHEREAS; the Town has been awarded \$24,561,068 in American Rescue Plan Act (ARPA) funds from the U.S. Treasury; and

WHEREAS; in order to most effectively use these funds, reallocations among project accounts are periodically necessary;

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make the following transfers among ARPA Accounts:

1. Transfer \$12,750.00 from “COVID – “Other Public Health Services” to “ARPA Unallocated Balance”
2. Transfer \$75,000.00 from “Expansion of the Community Garden and Greenhouse” to “ARPA Unallocated Balance”
3. Transfer \$495,000.00 from “Meal Program Senior Center” to “ARPA Unallocated Balance”
4. Transfer \$175,000.00 from “McAuliffe Railroad Crossing” to “ARPA Unallocated Balance”
5. Transfer \$55,000 from “Small Business Support and Resources – Qualified Census Tracts” to “ARPA Unallocated Balance”
6. Transfer \$100,000.00 from “Interval House” to “ARPA Unallocated Balance”

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 May, 2024.

Seal

Signed: _____
Jason Marshall, Town Council Clerk

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 7th day of May, 2024

R E S O L U T I O N

WHEREAS; the Town has been awarded \$24,561,068 in American Rescue Plan Act (ARPA) funds from the U.S. Treasury; and

WHEREAS; in order to most effectively use these funds, the authorization of new projects and the reallocation of funds is periodically necessary;

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to add the following to the approved list of ARPA Projects:

1. "Gentle Love Diaper Pantry"
2. "Library Technology Support"

AND LET IT BE FURTHER RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make the following transfers among ARPA Accounts:

1. Transfer \$410,000 from "ARPA Unallocated Balance" to "Expansion of Staff at East Hartford Senior Center."
2. Transfer \$180,000 from "ARPA Unallocated Balance" to "Digital Inclusion Project Manager."
3. Transfer \$75,000 from "ARPA Unallocated Balance" to "Library Summer Enrichment."
4. Transfer \$12,750 from "ARPA Unallocated Balance" to "Gentle Love Diaper Pantry"

5. Transfer \$70,000 from “ARPA Unallocated Balance” to “Library Technology Support.”

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 May, 2024.

Seal

Signed: _____
Jason Marshall, Town Council Clerk

American Rescue Plan Act (ARPA)						
Proposed Project Fund Changes - Town Council Meeting 5-7-2024						
Item Number	Account #	Project Name	Current Allocation	Current Available Balance	Proposed Change	New Available Balance
1	C2911	COVID Other Public Health Services	\$ 165,000	\$ 133,125	\$ (12,750)	\$ 120,375
2	C2921	Expansion of Community Garden/Greenhouse	\$ 75,000	\$ 75,000	\$ (75,000)	\$ -
3	C2920	Meal Program Senior Center	\$ 720,000	\$ 697,927	\$ (495,000)	\$ 202,927
4	C29201	McAuliffe Railroad Crossing	\$ 500,000	\$ 177,442	\$ (175,000)	\$ 2,442
5	C2922	Digital Inclusion Project Manager	\$ 223,000	\$ 58,879	\$ 180,000	\$ 238,879
6	C2925	Small Business Support and Resources - QCT	\$ 3,445,000	\$ 346,132	\$ (55,000)	\$ 291,132
7	C2926	Interval House	\$ 100,000	\$ 100,000	\$ (100,000)	\$ -
8	C2929	Summer Enrichment Program at the Library	\$ 122,500	\$ 21,833	\$ 75,000	\$ 96,833
	C2969	Expansion of Staff at East Hartford Senior Center	\$ 180,000	\$ -	\$ 410,000	\$ 410,000
9	TBD	Gentle Love Diaper Pantry	\$ -	\$ -	\$ 12,750	\$ 12,750
10	TBD	Library Technology Support	\$ -	\$ -	\$ 70,000	\$ 70,000
11	C2900	Unallocated Balance	\$ -	\$ -	\$ 165,000	\$ 165,000
			TOTAL	\$ 1,610,337	TOTAL	\$ 1,610,337
				Net Change	\$ -	
Details						
#1 - See attached memo from Health and Human Services Director L. Burnsed						
#2 - Project cancelled. Anticipated partner organization no longer willing/able to participate						
#3 - Upon project implementation, it was found that this project was overfunded.						
#4 - Project coming in under budget, making funds available for redistribution						
#5 - See attached memo from Library Director S. Morgan						
#6 - Project coming in under budget, making funds available for redistribution						
#7 - Organization turning funds back to allow another org. to benefit. See attached voicemail transcript from MJ Foster to Mayor Martin						
#8 - See attached memo referred to in #6 from Library Director Sara Morgan						
#9 - Funds transferred from overfunded Senior Meal Program account (C2920)						
#10 - See attached memo referred to in #1 from Health and Human Services Director L. Burnsed						
#11 - See attached memo referred to in #6 from Library Director Sara Morgan						

MEMORANDUM

TO: Mayor Connor S. Martin

FROM: Laurence Burnsed, Director of Health & Human Services

SUBJECT: Gentle Love Diaper Pantry Support with ARPA Funding

DATE: March 22, 2024

On March 6, the Chief Operating Officer of Gentle Love Diaper Pantry, a local non-profit organization that supplies diapers and baby wipes to two of the East Hartford food pantry sites, reached out to the Department of Health & Human Services requesting financial support to sustain our partnership through fiscal year 2025. Gentle Love Diaper Pantry has provided diapers and other supplies to St. Mary's and St. Rose food pantry sites since October 2022. Our monthly demand for supplies has recently increased from serving 75 to 144 families per month in need of assistance. Gentle Love has also just received notice from their supplier that in-kind donations of supplies will be drastically reduced due to a significant increase in demand of diaper assistance nationally.

The Department of Health & Human Services propose the use of American Recovery Plan Act (ARPA) funds that were originally allocated for department operations to support the increased demand of diapers and associated supplies during fiscal year 2025 as we continue to search for additional donations and grants. Gentle Love has requested \$12,750 to support 75 children through FY25; \$11,250 for supplies and \$1,500 for administrative costs (inventory management, storage, delivery, reporting, etc.). The \$11,250 amount was calculated by taking the average cost per a diaper (\$0.25), multiplying that by the number of diapers per a month (50), multiplying that by the number of months in a year (12) and the number of children supported (75). Gentle Love has committed \$15,000 in grant funds and to supplying the half of the expected costs to support our East Hartford sites.

This limited allocation to support an essential basic needs supply for families served by our food pantry sites will not impact our ongoing public health response program activities through FY25.

Cc: Melissa McCaw, Chief Administrative Officer
Paul O'Sullivan, Grants Manager

MEMORANDUM

TO: Mayor Connor Martin

FROM: Sarah Kline Morgan, Library Director

SUBJECT: ARPA funding support for library service expansions

DATE: March 25, 2024

The library has launched two major pandemic-era service expansions in response to community need: summer enrichment and digital navigation.

Summer enrichment

The library's summer enrichment program began in summer 2021 as a partnership with Parks & Recreation, Youth Services, and the East Hartford Public Schools. The program, in its fourth year, provides high quality and engaging academic enrichment programs held during morning hours at the library and at the parks sites to complement the traditional Parks & Recreation outdoor camp experience. We also offer afternoon enrichment programs for East Hartford Public Schools Thrive (after school program) participants.

Our current ARPA allocation will fund the program at a baseline through summer 2024. This baseline funding is complemented by external funding sources (for example, the Connecticut State Department of Education funds additional outreach for teen camp) and in-kind support by community partners.

We propose to utilize \$75,000 in a new ARPA allocation to continue the program through 2026. We will continue to seek external funds and to pursue partnerships to offer the best, most effective program to support East Hartford children in their recovery from pandemic-related learning loss.

Digital inclusion/tech support staffing

The library's digital navigator program was launched in 2021 as a pilot program funded by a competitive grant from the Connecticut State Library. Digital navigators help residents get connected with home internet, find access to an affordable and appropriate device, and provide personalized digital skills training. Since September 2022, the program staffing has been supported through local ARPA dollars (FT supervisor) and the library's operating budget (PT navigators).

Our digital inclusion manager, a professional-level supervisory position located at the Wickham Memorial Library, is currently funded by ARPA through the end of FY24.

With the expansion of technology-related programming comes additional tech support needs. Our half-time technology librarian, currently funded in part by ARPA, provides the necessary oversight and support to maintain our digital navigation program and other technology services for residents. Her position is funded through the end of FY24 through a combination of general fund dollars and the existing ARPA allocation, and will continue to be covered partially by the general fund in FY25 in the budget as adopted.

We propose to fund both positions through new ARPA allocations to cover two more years (through June 2026):

Digital Inclusion Manager: \$180,000 (salary and benefits)

Part-time Technology Librarian: \$70,000 (partial salary)

Digital connectivity is essential to pandemic recovery: it provides benefits for economic mobility, public health, civic engagement, and social connection. We are eager to continue supporting East Hartford's households with digital inclusion programming.

Cc: Melissa McCaw, Chief Administrative Officer
Paul O'Sullivan, Grants Manager



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 1, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: Agreement Between the Town of East Hartford and
End Hunger CT! for the CT Fresh Match and True Match Grant Programs

Please find the enclosed request to enter into an agreement with EHC! to participate in the farmer's market SNAP match program.

The Department of Health & Human Services was informed by EHC! on April 25 that the **East Hartford Farmers' Market** is again *eligible* for both their **CT Fresh Match** and **CT True Match** programs. This would be our second year participating in the match program, if approved

Please place this item on the Town Council agenda for the May 7, 2024 meeting.

C: L. Burnsed, Health and Human Services Director.

CONNOR S. MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7324

HEALTH@EASTHARTFORDCT.GOV

740 Main Street

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

HEALTH DEPARTMENT

TO: Mayor Connor S. Martin

FROM: Laurence Burnsed, Director of Health and Human Service *ZB*

DATE: April 26, 2024

RE: Referral to Town Council: Request to Approve Agreement Between the Town of East Hartford and End Hunger CT! for the CT Fresh Match and True Match Grant Programs

I am respectfully requesting the Town Council to approve the Town of East Hartford to enter into an agreement with End Hunger CT! (EHC!) to enroll our farmers' market into the CT Fresh Match and True Match grant programs.

The Department of Health & Human Services was informed by EHC! on April 25 that the **East Hartford Farmers' Market** is again *eligible* for both their **CT Fresh Match** and **CT True Match** programs. This would be our second year participating in the match program, if approved. CT Fresh Match is a program of EHC! that offers monetary incentive to double purchases of fresh fruits and vegetables for farmers' market customers paying with Supplemental Nutrition Assistance Program (SNAP) benefits from vendors at participating farm-to-retail venues. The True Match program SNAP incentive allows farmers' market outlets to double SNAP purchases of all SNAP-eligible items, not just produce. These programs are funded through the CT Department of Agriculture through ARPA funds.

Our farmers' market operates annually from July through October. Farmers' markets are a great source of fresh fruits, vegetables, and other foods for our residents. The EH farmers' market received approval to serve as a SNAP retailer last year. Enrolling in both programs will help improve access to fresh produce and other SNAP approved foods for low-income residents by doubling benefits dollars for eligible farmers' market purchases. Both contracts have been reviewed by our Corporation Counsel.



CT Fresh Match Partner Contract & MOU

2024 Season

May 1, 2024 – April 30, 2025

Produce Matching

End Hunger CT! 2023-26 GusNIP Project

Please read the following Agreement in its entirety and fill in ALL yellow highlighted regions. Digital signatures are acceptable.

GusNIP Program Firm Agreement

Year 1: Valid May 1, 2024 through April 30, 2025

End Hunger Connecticut! (“EHC!”), a Connecticut non-profit corporation, is pleased to accept

Town of East Hartford Farmers’ Market

(name of market network/name)

as a “Program Firm (or Firm)” partner under Farm Fresh Rhode Island’s **Gus Schumacher Nutrition Incentive Program** (“GusNIP” formerly known as “FINI”) Grant Program award for year two of this three-year project, for which EHC! is a regional subawardee.

Per this agreement, EHC! will grant reimbursement funds to the above Program Firm to support the implementation of “CT Fresh Match,” a program of EHC! that offers monetary incentive to double purchases of fresh fruits and vegetables – for customers paying with Supplemental Nutrition Assistance Program (SNAP) benefits – from vendors at participating farm-to-retail venues. The Program Firm enters/continues this partnership with EHC! to build capacity and test innovative strategies for healthy food incentives at direct-to-consumer markets. All Program Firms join CT Fresh Match as a statewide group of nutrition incentive program operators, working collaboratively to make fresh fruits and vegetables more accessible and affordable for SNAP households.

NOTE: This agreement applies to CT Fresh Match produce matching ONLY and not EHC!’s True Match non-produce matching program. Markets can participate in both programs, but True Match entails a separate contract and tracking processes and is NOT funded by GusNIP. Contact mstadnicki@endhungerct.org for details.

TERMS AND CONDITIONS

EHC! outlines the following terms and conditions applicable to all Program Firms, established and required by EHC! in accordance with Farm Fresh Rhode Island for the GusNIP Grant Program project:

- **Partnership Compliance & Communication:** Program Firms will participate in all aspects of and comply with all program standards, guidelines, and requirements developed by EHC! (in addition to this agreement, these may be provided to Program Firms from time to time during the term of this grant and/or partnership). Program Firms are also responsible for checking the email account(s) provided to EHC! as main point of contact(s) and responding accordingly, as important partnership information and updates are regularly relayed throughout the year. Failure to comply with these terms may result in delayed/no reimbursement(s) or, in extreme cases, partnership termination at the discretion of EHC!.
- **CT Fresh Match Usage:** CT Fresh Match incentives must be granted only for eligible market products (fresh fruits and vegetables only) unless otherwise approved by EHC!. If a question arises regarding whether a product should count under the CT Fresh Match program per this contract, it should be brought to EHC!’s attention immediately for a

decision, and *before* a matched sale is made. Vendors who wrongfully match purchase(s) for an inappropriate product under this contract will not be reimbursed for the purchase(s). *Note again that the True Match feature of this program, which allows doubling of eligible non-produce items, is NOT included in this contract and is a separate agreement.*

- **Training:** EHC! requires that all Program Firms participate in trainings related to CT Fresh Match administration and data-tracking. Program Firms will receive additional training/support if:
 1. the Program Firm requests it;
 2. new Program Firm staff members need training; and/or
 3. EHC! feels that the Program Firm is not upholding correct practices and/or feels additional training/support is necessary.

- **Record Keeping and Data-Tracking:** EHC! requires that all Program Firms use the FM Tracks 2.0 application, or another platform under EHC!/FFRI's discretion if requirements should change, to record all data requested. Program Firms can keep their own recording methods, but EHC! will NOT accept them for invoicing. EHC! will use reports from FM Tracks 2.0 on/near the 15th of every month and only use data from that report for invoicing. Data entered in FM Tracks 2.0 by Program Firms after the 15th will not be reimbursed until the next month's invoicing unless otherwise noted by EHC!. If the payment schedule changes, EHC! will alert Program Firms and that schedule will override that in this agreement. Properly reported data is crucial, as EHC! is required to collect this data for USDA grant compliance and project evaluation. All data fields must be entered into FM Tracks 2.0 properly and on time for Program Firms to be reimbursed. ***A list of fields that must be entered into FM Tracks 2.0 is provided in Attachment A.***

- **Incentive Dollars:** At the start of the season, EHC! will communicate with Program Firms and use last season's actual GusNIP incentive spending and/or SNAP sales (where available) to estimate an incentive spending for the new season for each Program Firm. As Program Firms are reimbursed for incentives as reported per month, this estimate is subject to change throughout the season. Program Firms agree to alert EHC! when they are *nearing* their allotment and EHC! will determine at that time if there are additional funds available to increase the Program Firm's season total. Additionally, EHC! does not require Program Firms to place spending caps on SNAP purchases as of the date of this agreement (but this may be subject to change as new Program Firms join the program); Program Firms can choose to set a cap at their own discretion. EHC! might also make this recommendation for Program Firms that are nearing their season allotment and it has been determined there will not be additional funds available to them. All Program Firms understand that all available and/or additional incentive funds are distributed to Program Firms on a first-come, first-served basis and overages of incentives that are not pre-approved by EHC! may not be funded.

- **Communications, marketing, & outreach:** EHC! will provide Program Firms with appropriate logos and language to be used in media and communications when discussing/including CT Fresh Match as needed. EHC! may also highlight the Program Firm on social media/newsletters/other communications to promote the partnership and to promote general market operations. Program Firms will share electronic files of any program materials, such as flyers, posters, incentive program alternative currency,

training documents, etc. with EHC! that were created as part of the GusNIP project.

Program Firms must include the EHC! and CT Fresh Match logos on any materials they develop, as well as the following funding credit statement: “SNAP-doubling funded by End Hunger Connecticut!’s CT Fresh Match Program.” Logos are provided in Attachment B. EHC! will provide a branding guide to all Program Firms later.

- **Legality:** Each party is responsible for its negligent acts or omissions and that of its employees, officers, or directors, to the extent allowed by law. Nothing in this agreement shall be deemed to create a legal partnership, agency, joint venture, or any other type of relationship in which one party is responsible for the actions of the other.

Attachment A

Program Outlet Agreement

Required Data to Record in Monthly Microsoft Form

‘CT Fresh Match’ Incentive Name	EHC! requires use of the “CT Fresh Match” incentive name for all data tracking. Unless defined by a contract amendment, Program Firms must list “CT Fresh Match” as the name of the incentive program that is doubling SNAP. EHC! requires this to accurately pull data for reporting, especially for Program Firms that may participate in multiple incentive programs.
Firm Operations Questions	<ul style="list-style-type: none"> • Firm operations questions are to be entered at the end of each market day. This is MANDATORY to receive reimbursement unless the Firm is excused from or ineligible to collect this information as deemed by EHC!. • Program Firms must answer ALL Firm operations questions after each market day, including new questions implemented by EHC!. Also including but not limited to: <i>volunteer numbers and hours, staff numbers and hours, staff wages, supplies/marketing/time/money spent relevant to the CT Fresh Match program.</i> • If a Program Firm has a day(s) where their market(s) did not operate or was cancelled, Firm operations questions must ALL be answered with zero (0) or N/A to indicate the market not operating.
Incentive/Sales Data	<ul style="list-style-type: none"> • Program Firms are required to enter all sales and incentive data outlined in the monthly Microsoft Form tracking sheet.
Market Operations/Contact Info	<ul style="list-style-type: none"> • Program Firms are required to enter all market operations and contact info data outlined in monthly Microsoft Form tracking sheet and is responsible for updating EHC! if changes occur.
Market Updates	<ul style="list-style-type: none"> • Program Firms are responsible for updating market information and alerting EHC! of any pertinent changes to their market(s) throughout the season.

Attachment B

Program Outlet Agreement

CT Fresh Match Logos

(The **following logos** can be saved as JPG files and work best for electronic use and smaller mailers/flyers. If you need larger logos or logos of a different file type, please contact mstadnicki@endhungerct.org).



**YOU
SNAP.
WE
MATCH.**



Buy 1 = Get 2

.....

It's the healthy way to stretch your SNAP.

EHC!
END HUNGER CONNECTICUT!

GusNIP Program Firm Agreement/Pledge Acknowledgement Year 2: Valid May 1, 2024 through April 30, 2025

I, Mayor Connor S. Martin,

(market authorized person – first/last name)

am the on-site administrator of the nutrition incentive program for:

Town of East Hartford Famers' Market,

(name of market network/name)

a participating Program Firm with End Hunger Connecticut! (EHC!) under Farm Fresh Rhode Island's **Gus Schumacher Nutrition Incentive Program** ("GusNIP") Grant Program award for year one of this three-year project.

My signature below confirms the following for the 2024 Market Season:

- I understand that GusNIP funds for SNAP incentives may only be used to incentivize produce. I have spoken directly with every vendor who sells at my Firm and clearly explained the parameters of the GusNIP funding:
 - Vendors that sell fruits and/or vegetables understand that they can accept incentive dollars funded through GusNIP for fruits/vegetables.
 - Vendors that sell other products (**not** fruits and/or vegetables) understand that they **cannot** accept incentive dollars funded through GusNIP for non-fruits/non-vegetables. (*Vendors that sell a combination of products can accept GusNIP incentive dollars for fruits/vegetables only.*)
 - *I understand EHC!'s True Match non-produce matching program is separate from GusNIP and requires a separate process from this contract.*
- I certify GusNIP funds provided to my Firm will be used appropriately according to the policies associated with this federal grant, and that my Firm is compliant with all relevant state and municipal regulations.
- I certify GusNIP funds provided to my Firm will **not** be used for the purposes of lobbying, carrying out of propaganda, or otherwise attempting to influence legislation.
- I have communicated what is required to run as a CT Fresh Match Program Firm to appropriate staff/volunteer members to ensure standards are upheld and will do so for new members as needed.
- I understand that I can request additional matching funds from EHC! before I exceed my initial allotment. If I exceed my allotment and there are no additional funds available through EHC!, I understand that those purchases cannot be doubled by EHC!.
- I understand the consequence of delayed/no reimbursement and possible partnership termination upon failure to comply with the items outlined in this agreement.
- I understand that GusNIP is a federal grant program and my Firm cannot start doubling until this contract and MOU are properly filed with EHC!.
- I have read, understood, and will uphold all provisions in this agreement.



CONNECTICUT
FRESH MATCH

Season 2024
GusNIP Year 2 – CT

Signature

Date

If you are signing for a network (meaning there are multiple markets under your organization's umbrella), please list all markets included in your network that are participating in CT Fresh Match below:

*Please read the following MOU in its entirety and **fill in ALL yellow highlighted regions, even where redundant.** Digital signatures are acceptable.*

Memorandum of Understanding – USDA Compliance

Town of East Hartford
740 Main Street
East Hartford, CT 06108

May 8, 2024

United States Department of Agriculture
Food and Nutrition Services

To Whom it May Concern:

Please find the GusNIP Grantee-Firm MOU attached.

GusNIP grantee: Farm Fresh Rhode Island
GusNIP award number: 2022-70415-38573

Firm Name: **[East Hartford Farmers' Market]**

Firm FNS number: **[0906679]**

Sincerely,

Thea Upham,

Farm Fresh Rhode Island

Farm Fresh RI GusNIP Outlet Memorandum of Understanding

This Memorandum of Understanding is entered into on **May 8, 2024** by Farm Fresh Rhode Island, herein referred to as “the Grantee”, End Hunger CT!, herein referred to as “the Sub-Grantee”, and **[Town of East Hartford]**, herein referred to as “the Firm”, to ensure compliance with USDA FNS rules for the purpose of participation in a GusNIP grant project.

I.) Firm Contact Information **[For Networks – please expand the chart below and fill out the following information for EACH market in your Network]**

Network Name (if applicable)	Firm Name	Street Address	Mailing Address	FNS Number	Hours and Days of Operation
[Only for Networks that are operating multiple markets]	Town of East Hartford, East Hartford Farmers’ Market	1021 Main Street, East Hartford, CT 06108	740 Main Street, East Hartford, CT 06108	0906679	Tuesday, 2:00 p.m. – 5:00 p.m., July 9 through October 29, 2024

II.) GusNIP Grant Project Participation:

A. *Time period:* The Firm’s participation in Farm Fresh Rhode Island’s GusNIP grant project will occur during a time period defined as beginning May 1, 2024 and ending on April 30, 2025.

B. *Incentives offered at firm:* customers of the Firm who participate in the federal Supplemental Nutrition Assistance Program (SNAP) will be eligible to use SNAP to purchase qualifying produce products for every \$1 spent, will receive an incentive of \$1 to spend on additional produce products.

C. *Data collection:* the Firm will provide the Subgrantee and Grantee with all incentive transaction-related data necessary for a robust evaluation of the GusNIP grant project with the mutual understanding that this data will be furnished to USDA NIFA, FNS, and GusNIP evaluators. These data include:

Site and Project Information

- Management or organizational structure of the program
- Financial instrument used for SNAP and incentive purchases (tokens, scrip, electronic, etc.)
- Retail locations, mobile routes, or other pertinent information to understand how the project improves access to healthy food for underserved, low-income consumers
- Months of operation and operating days and hours
- Whether it is a new SNAP incentive program or the continuation, expansion, or modification of an existing program
- Whether program sites accept other nutrition assistance program benefits
- Whether program sites collaborate with nutrition education programs or offer other experiential nutrition education activities

- Expenses associated with establishment and operations of the program

Incentive Program Information

- Fruit and vegetable products eligible for incentives
- Incentive level (ratio and maximum)
- Incentive delivery mechanism
- Dollar value of SNAP purchases (per site/per year)
- Number of SNAP transactions (per site/per year)
- Dollar value of incentives issued (per site/per year)
- Dollar value of incentives redeemed (per site/per year)
- Average incentive value redeemed per recipient (weekly/monthly/annually)

E. *Firm Regulations:* the Firm will follow all relevant GusNIP and SNAP rules including, but not limited to, the following:

- The Firm will only accept incentives for GusNIP qualifying fruits or vegetables;
- The Firm will never accept incentives for ineligible products (i.e., non-food, alcohol, tobacco, or hot food products);
- The Firm will never exchange incentives for cash (i.e., trafficking);
- The Firm will never provide cash or SNAP EBT change for incentives;
- The Firm will never provide cash or SNAP EBT refunds for incentives;
- The Firm will never accept incentives from individuals known not to be legally entitled to possess incentives;
- The Firm will never accept incentives to pay credit accounts; and,
- The Firm will never knowingly provide false information of a substantive nature regarding their participation in the grant project.

The Firm acknowledges that failure to abide by GusNIP and SNAP rules, at any firm location, may result in SNAP disqualification, civil money penalties, and/or criminal penalties.

F. *Grantee Regulations:* The Grantee acknowledges that failure of the Grantee to abide by GusNIP grant program rules may result in rescission, in whole or in part, of grant funds.

G. *Grantee and Sub-Grantee Responsibility for Firm:* The Grantee and Sub-Grantee acknowledge that they are responsible for overseeing Firms participating in their grant project to ensure that SNAP and GusNIP rules are followed; and that they will be held responsible for instances of noncompliance that occur at any of their participating Firms.

The Grantee, the Sub-Grantee and the Firm hereby acknowledge the above regulations and agreements and commit to uphold them throughout the duration of the GusNIP grant program, or until this agreement is superseded by a future memorandum of understanding to ensure continued compliance with USDA FNS guidelines.

Thea Upham, The Grantee Project Director

Date

Molly Stadnicki, The End Hunger CT! Project Director

Date

[Connor S. Martin, Mayor], The Firm Operator

Date



CONNECTICUT
FRESH MATCH



TRUE MATCH

The healthy, TRUE way
to stretch your SNAP.

Your SNAP match can still look like this:



But now it can look like this, too!



CT True Match

Partner Contract & MOU

2024 Season

May 1, 2024 – April 30, 2025

Non-Produce Matching

End Hunger CT! 2022-25 DoAG ARPA Project



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FRESH MATCH



Season 2024
DOAG Year 3 – CT

Please read the following Agreement in its entirety and fill in ALL yellow highlighted regions. Digital signatures are acceptable.

Connecticut True Match Firm Agreement
Year 2: Valid May 1, 2024 through April 30, 2025

End Hunger Connecticut! (“EHC!”), a Connecticut non-profit corporation, is pleased to accept

Town of East Hartford, East Hartford Farmers’ Market

(name of market network/name)

as a “Program Firm (or Firm)” partner under EHC!’s True Match SNAP-Doubling Project funded by the CT Department of Agriculture (DOAG) via American Rescue Plan Act (ARPA) funds for year three of this four-year project.

Overview

True Match is a Supplemental Nutrition Assistance Program (SNAP) incentive that allows farmers’ market Firms to double SNAP purchases of all SNAP-eligible items, not just produce. It is an expansion feature of CT Fresh Match, a program of End Hunger Connecticut! (EHC!). True Match is funded through CT DOAG through ARPA funds.

TERMS AND CONDITIONS

EHC! outlines the following terms and conditions applicable to all Program Firms, established and required by EHC!’s DoAG ARPA SNAP-doubling project:

- **Eligibility:** CT True Match allows for the doubling of benefits on any SNAP eligible items. Because EHC! operates produce matching through a separate grant, **only non-produce will be reimbursed and tracked through CT True Match** unless otherwise noted by EHC!. Any inquiries about which items are eligible can be answered by contacting EHC! or via the USDA Website: <https://www.fns.usda.gov/snap/eligible-food-items>. Items that are eligible for True Match include: meat, poultry, fish, dairy products, breads, cereals, snack foods, non-alcoholic beverages, and seeds/plants which produce food for the household to eat. Markets will NOT receive reimbursement for any non-qualifying items. **NOTE: This agreement applies to CT True Match non-produce matching ONLY and not EHC!’s CT Fresh Match program (produce matching). Produce matching is funded through End Hunger CT!’s GusNIP award, which requires a separate contract and data tracking. Markets can participate in both programs. Contact mstadnicki@endhungerct.org for questions.**



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Season 2024
DOAG Year 3 – CT

- **Record Keeping and Data Tracking:** Unless otherwise noted, True Match transactions will be tracked in EHC!'s proprietary True Match database system. This system will store market profiles where you will enter “Daily sales and data” following every market day. The transactions can be done individually or batched per vendor. Each transaction entry will require the entry of the vendor's name, payment method, total snap purchase amount, “non-produce” selection, incentive redeemed, distributed incentive, and the date of the market. These transactions will be submitted and recorded on the respective transaction log after every market day. Each market profile can be managed to add vendors and other key market information. It is required that markets keep their profiles up to date or notify EHC! immediately if a change needs to be made to any vital market information. Training materials will be provided to markets on how to use the True Match Data system. Additional support can be requested by contacting EHC!.
- **Partnership Compliance & Communication:** Program Firms will participate in all aspects of and comply with all program standards, guidelines, and requirements developed by EHC!. Program Firms are responsible for checking the email account(s) provided to EHC! as main point of contact(s) and responding accordingly, as important partnership information and updates are regularly relayed throughout the year. Failure to comply with these terms may result in delayed/no reimbursement(s) or, in extreme cases, partnership termination at the discretion of EHC!.
- **CT True Match Usage:** CT True Match incentives must be granted for eligible market products, and *non-produce matching only*. If a question arises regarding whether a product should count under this contract, it should be brought to EHC!'s attention immediately for a decision, and *before* a matched sale is made. Vendors who wrongfully match purchase(s) for an inappropriate product under this contract will not be reimbursed for the purchase(s).
- **Training:** EHC! requires that all Program Firms participate in administration and data-tracking. Program Firms will receive additional training if:
 1. The Program Firm requests it;
 2. New Program Firm staff members need training; and/or
 3. EHC! feels that the Program Firm is not upholding correct practices and/or feels additional training/support is necessary.
- **Incentive Dollars:** At the start of the season, EHC! will communicate with Program Firms and use last season's actual incentive spending and/or SNAP sales (where available) to estimate an incentive spending for the new season for each Firm. Since Program Firms are reimbursed for incentives as reported per month, this estimate is subject to change throughout the season. Program Firms will alert EHC! when they are *nearing* their allotment and EHC! will determine at that time if there are additional funds available to increase the Firm's season total. Additionally, EHC! does not require Program Firms to put a spending cap on SNAP purchases; Program Firms can choose to do so at their own discretion. EHC! might also make this recommendation for Firms that are nearing their season allotment and it has been determined there will not be additional funds available to them. EHC! reserves the right to instill a spending cap to any market if needed. All Program Firms understand that any and all available and/or additional incentive funds are distributed to Firms on a first-come, first-served basis. *Note: Produce matching is acceptable under this grant if you are not part of our GusNIP project and/or if it is*



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impossible to break apart a produce+non-produce transaction. It must be noted in the True Match data platform when tracked.

- **Communications, marketing, & outreach:** EHC! will provide Program Firms with appropriate logos and language to be used in media and communications when including CT True Match as needed. EHC! may also highlight the Program Firm on social media/newsletters/other communications to promote the partnership and to promote general market operations. **Program Firms must include the EHC! and CT Fresh Match logos on any materials they develop, as well as the following funding credit statement: “SNAP-doubling funded by End Hunger Connecticut!’s CT Fresh Match & True Match Program.” EHC! will provide a branding guide to all Program Firms.**
- **Legality:** Each party is responsible for its negligent acts or omissions and that of its employees, officers, or directors, to the extent allowed by law. Nothing in this agreement shall be deemed to create a legal partnership, agency, joint venture, or any other type of relationship in which one party is responsible for the actions of the other.

True Match Firm Acknowledgement

Valid May 1, 2024 through April 30, 2025

I, Connor S. Martin,

(market authorized person – first and last name)

am the on-site administrator of the nutrition incentive program for:

Town of East Hartford, East Hartford Farmers’ Market ,

(name of market network/name)

a participating Program Firm with End Hunger Connecticut! (EHC!) under the Connecticut Department of Agriculture award for year three of this project.

My signature below confirms the following for the 2024 Market Season:

- I understand that Connecticut Department of Agriculture grant funds for SNAP incentives may only be used to incentivize SNAP-eligible products other than fruits and vegetables. I have spoken directly with every vendor who sells at my Firm and clearly explained the parameters of the program.



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- I certify Connecticut Department of Agriculture funds provided to my Firm will be used appropriately according to the policies associated with this state grant, and that my Firm is compliant with all relevant state and municipal regulations.
- I understand that True Match (this contract) and Fresh Match (produce matching through EHC! GusNIP grant) require separate contracts and data tracking and will uphold the proper protocols required.
- I certify Connecticut Department of Agriculture funds provided to my Firm will **not** be used for the purposes of lobbying, carrying out of propaganda, or otherwise attempting to influence legislation.
- I have communicated what is required to run as a CT True Match Program Firm to appropriate staff/volunteer members to ensure standards are upheld and will do so for new members as needed.
- I understand that I can ask EHC! at any point in the season if there are additional matching funds available, with ample time before I exceed my initial allotment. If I exceed my allotment and there are no additional funds available through EHC!, I understand that those purchases cannot be doubled by EHC!.
- I understand the consequence of delayed/no reimbursement and possible partnership termination upon failure to comply with the items outlined in this agreement.
- I have read, understood, and will uphold all provisions in this agreement.

Signature

Date

If you are signing for a network (meaning there are multiple markets under your organization's umbrella), please list all markets included in your network that are participating in CT Fresh Match below:

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

April 24, 2024

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun Jr. and Tom Rup

ALSO Tyron Harris, Human Resources Director
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:35 pm

APPROVAL OF MINUTES

February 27, 2024

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the February 27, 2024 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Proposed Revision to Job Description and Pay Grade for Position of Assistant Director of Parks and Recreation

Director Harris stated that during the organizational restructuring of the current administration, the position of Director of Parks and Recreation was eliminated and a list of general responsibilities have been absorbed by the Assistant Director, thus requiring an updated job description that accounts for the additional duties. With the restructure, the role will report to the Director of Health and Social Services and upon review of comparable markets, the Administration has recommended an increase in paygrade from grade 108 (\$83,582-\$98,330 for FY2023-24) to a grade 112 (\$101,595-119,525). This will align the position with other Deputy Directors in Town that are part of the Supervisors AFSCME #818 Union, including the Assistant Finance Director, Deputy Director of Health and Human Services, and Deputy Development Director.

Director Harris confirmed that with the removal of the Director of Parks and Recreation position, the Town's annual budget can accommodate the pay increase.

MOTION By Harry Amadasun, Jr.
Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Assistant

Director of Parks and Recreation dated November 12, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

NEW BUSINESS

Proposed Revision to Job Description for the Position of Master Mechanic (Fire Department)

Director Harris shared that the recommended revisions to this job description mirror those of the previously approved Assistant Mechanic position within the Fire Department as well as modernize the listed knowledge, skills and abilities to more accurately reflect the current expectations of the position. There is no title or grade change; it is simply an update of the KSAs and training requirements.

MOTION By Harry Amadasun, Jr.
 Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Change in Title for the Position of of Master Mechanic in the Fire Department, as provided by the Department of Human Resources in a memo to Mayor Connor S. Martin dated April 9, 2024 per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
 Seconded by Harry Amadasun, Jr.

to **adjourn** (5:50 pm)

Motion carried 3/0

C: Town Council
 Mayor Martin
 Tyron Harris, Human Resources Director
 Melissa McCaw, Chief Administrative Officer
 Laurence Burned, Director of Health and Human Services
 Kevin Munson, Fire Chief

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

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December 11, 2023

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

Re: Assistant Director of Parks and Recreation

Dear Mr. Martin:

Please see the attached job description for the Assistant Director of Parks and Recreation in the Health and Social Services division. We've taken functions from the Director of Parks and Recreation and included them in the new functions of the Assistant Director of Parks and Recreation.

Our Assistant Director of Parks and Recreation, Director of Health and Human Services, and I have reviewed the job description and salary band from surrounding town departments and suggested a grade change and updates to the current job description based on the needs of Parks and Recreation. I've highlighted our changes below.

POSITION DEFINITION:

Under the general supervision of the Director of Health and Social Services, provides administrative and professional supervision in the implementation of a variety of parks and recreation services, including recreation programs, special events, park projects, golf course programs, building and property administration, and construction projects.

ESSENTIAL JOB FUNCTIONS:

- Develops fee schedules and projects revenues for budget-making.
- Oversees work activities and implements controls to ensure cost-effective attainment of goals.
- Develops near and long-range planning for programs.
- Oversees analysis of computer equipment, software, and applications for increasing automation of Department processes, operating systems, and record-keeping.
- Plans and implements technological advances as so determined.
- Oversees the preparation of brochures, news releases, and other public relations materials
- Plans, coordinates, and implements year-round seasonal programs, especially in camps, playgrounds, gymnasium activities, fitness programs, special events, and sports leagues.

ADDITIONAL JOB FUNCTIONS:

- Represents the Department in public meetings.
- Participates in the selection of consulting services for Department projects.
- Coordinates activities with public and private cultural and recreational organizations.

- Speaks to individuals and groups to develop an interest in recreation and promote department activities.
- Actively participates in professional parks and recreation organizations to remain current on developments in the field.

JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

- Four years of progressively responsible experience in municipal or group recreation work, including at least two years in a supervisory role.
- Credentialing as a Certified Leisure Professional is preferred

The job description for the Assistant Director of Parks and Recreation has not been updated since 2001, and the role has evolved.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST OF EAST HARTFORD

TITLE: Assistant Director of Parks and Recreation **LEVEL:** 108 to 108112

DEPARTMENT: Parks and Recreation **Date:** 11/12/2023 2/6/04

POSITION DEFINITION:

Under the general supervision of the Director of Health and Social Services Parks and Recreation, provides administrative and professional supervision in the implementation of a variety of parks and recreation services including recreation programs, parks maintenance, golf course maintenance, building and property administration and construction projects. Assumes administrative responsibility of the Department in the temporary absence of the Director of Parks and Recreation.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes and implements work according to project schedules and standard procedures.
- Independently establishes priorities in regular duties.
- Develops, coordinates and supervises community recreation, social and cultural programs; and assists the Director of Parks and Recreation in the planning and administration of the Department's divisions, programs and activities.
- Provides administrative and technical consultation and assistance to town department, boards and commissions.
- ADD
- Participates in near-term and long-range planning of the Department. Formulates operating policies in concert with the Director.
- Assists the Director in preparing annual budget recommendations.
- Makes recommendations for fee schedules and projects revenues for budget-making.
- ADD
- Monitors work activities and implements controls to assure cost effective attainment of goals.
- Assists with analysis of computer equipment, software and applications for increasing automation of Department processes, operating systems and record-keeping.
- Plans and implements technological advances so determined.
- ADD
- Plans, coordinates and implements year-round seasonal programs, especially in the areas of camps, playgrounds, gymnasium activities, fitness programs add and sports leagues.
- Reviews and evaluates recreational programs and parks maintenance and golf maintenance projects. Oversees operations of the Community Cultural Center.
- ADD
- Assists with the development and administration of contracts with Veterans Memorial Clubhouse Caretaker, Golf Course Professional, Golf Course Restaurant and Community Cultural Center facilitators.
- Confers with architects, consultants, contractors and the general public on parks and recreation matters.
- ADD
- Prepares studies and makes reports on current and future projects and programs.

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- **Assists with bid procedures for services, supplies and materials.**
- Hires, trains and provides indirect and direct supervision of full-time staff for parks maintenance, golf course maintenance and administrative divisions and hires, trains and provides indirect and direct supervision of part-time staff for parks, camps, playgrounds, gymnasiums and other programs.
- Prepares regular narrative and statistical reports for the Mayor and the Town Council upon request
- **ADD**
- Assigns work to full-time and part-time staff.
- Oversees training and development programs for Department employees.
- Assists with the administration of collective bargaining agreements for Department.
- Coordinates availability of athletic fields and facilities for league use.
- Coordinates use and rental of facilities with the Board of Education.
- Prepares public relations information.
- Monitors recreation programs to assure proper operating, safety and supervision.
- Evaluates employees and handles disciplinary action.
- **ADD**
- Prepares specifications for materials, equipment, supplies and services for designated program areas.
- Evaluates employees and handles disciplinary action.
- Serves as hearing officer in grievances.
- Reports progress on projects and goals attained to Director.
- Assumes administrative responsibility of the Department in the temporary absence of the Director of Parks and Recreation.
- Works closely with Parks Associate Director and Park Supervisors to assure effective programming, maintenance and upkeep of Park facilities
- **ADD**
- Works closely with Parks Associate Director and Supervisors with grant funding for park projects
- **ADD**
- Oversees the preparation of brochures, news releases, and other public relations materials.

ADDITIONAL JOB FUNCTIONS:

- Represents Department in public meetings.
- Participates in selection of consulting services for Department projects.
- Coordinates activities with public and private cultural and recreational organizations.
- Speaks to individuals and groups to develop interest in recreation and promote department activities.
- Participates in professional parks and recreation organizations to remain current on developments in the field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and skill in executing the principles and practices of municipal recreation and its administration, including planning, organizing, budgeting and evaluation.
- Knowledge of laws and regulations governing municipal recreation.

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- Ability to assess community recreational needs and to initiate, organize and follow-through on recreation, rental property, parks and golf course maintenance programs and projects.
- Ability to deal effectively with employees, staff, external consultants, the public including those members of the public representing different age groups and the media.
- Ability to supervise, train and evaluate employees.
- Ability to use electronic information systems to secure more effective and efficient operations.
- Ability to present ideas and programs to individuals or groups.
- Ability to make clear and concise oral and written reports.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

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

JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

- The skills and knowledge required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field, and
- four years of progressively responsible experience in municipal or group recreation work, including at least two years in a supervisory role.
- Credentialing as Certified Leisure Professional is preferred.
- Connecticut Motor Vehicle Operator's license.

EEO/AA Statement

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 10, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: REFERRAL: Personnel and Pensions Subcommittees

Please see the updated job description for the Fire Department master mechanic position. It mirrors what we did for the assistant mechanic and modernizes the KSAs to reflect the current expectations of the position. There is no title or grade change; it is simply an update of the KSAs.

Please place this item on the Town Council agenda for the April 16, 2024, meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

CONNOR S. MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

April 9, 2024

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

Re: Master Mechanic

Dear Mr. Martin:

Please see the attached job description for the Master Mechanic Fire.

Here is the updated job description for the FD master mechanic position. It mirrors what we did for the assistant mechanic and modernizes the KSAs to reflect the current expectations of the position. There is no title or grade change; it is simply an update of the KSAs.

ESSENTIAL JOB FUNCTIONS:

- Overhauls, repairs, and maintains all department apparatus, light fleet vehicles, pumps, equipment, and tools.
- Tests and repairs fire hose, aerial ladders, ground ladders, SCBA, and other emergency tools and equipment.
- Conducts inspections of all department apparatus and equipment to determine the need for preventive maintenance or immediate repairs.
- Performs preventative maintenance of all department apparatus and equipment.
- Maintains files on testing, maintenance, repairs, and related documents so that information can be easily retrieved and is filed in compliance with the record-keeping policies of the department.
- Instructs fire personnel in using and operating all department apparatus and equipment.
- Respond to emergency incidents and perform firefighting functions, if required.
- Makes road calls for immobile vehicles and equipment, makes necessary repairs, and/or transports vehicles to appropriate repair facility.
- Arranges outside repair work if it is determined to be more efficient and economical.
- Manages the documentation of repair work and audits records to update chief officers on the equipment status.
- Requisitions parts, supplies, and services as required.
- Assists in developing the budget for the maintenance division.
- Prioritizes and manages the workflow for the Apparatus Repair Division.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in welding and the care and use of skilled mechanics tools employed in all vehicle and equipment repair phases.
- Ability to meet the minimum training requirements of OSHA 191.156 for exterior firefighting functions (the department will provide required training).
 - Preference will be given to certified Firefighter I/II.
- Thorough knowledge of the rules, regulations, and procedures of the department.

- Knowledge of NFPA 1900: Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
- Knowledge of the State of Connecticut rules and regulations governing Commercial Motor Vehicle operation.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Master Mechanic
DEPARTMENT: Fire

Grade: 71
Date: Draft

Field Code Changed

POSITION DEFINITION:

Under general supervision of the Fire Chief or Assistant Fire Chief, performs administrative, supervisory, ~~and apparatus and equipment~~ repair work. Supervises the ~~in directing the~~ activities of the Apparatus Maintenance division.

ESSENTIAL JOB FUNCTIONS:

- Overhauls, repairs, and maintains all department apparatus, light fleet vehicles, pumps, ~~and~~ equipment, ~~and tools~~.
- Tests and repairs fire hose, aerial ladders, ground ladders, SCBA, and other emergency tools and equipment.
- Conducts inspections of all department apparatus and equipment to determine need for of preventive maintenance or immediate repairs.
- Performs preventative maintenance of all department apparatus and equipment.
- Maintains files on testing, maintenance, repairs, and related documents so that information can be easily retrieved and is filed in compliance with ~~record keeping~~record-keeping policies of the department.
- Instructs fire personnel in the use and operation of various-all department firefighting apparatus and equipment.
- Responds to emergency incidents and performs firefighting functions, if required.
- Makes road calls for immobile vehicles and equipment, makes necessary repairs and/or transports vehicles to appropriate repair facility.
- Arranges outside repair work if it is determined to be more efficient and economical.
- Manages the documentation of repair work and audits records to provide updates to chief officers on the status of equipment.
- Requisitions parts, supplies, and services as required.
- Assists in developing the budget for the maintenance division.
- Prioritizes and manages the workflow for the Apparatus Repair Division.
- ~~May be assigned to firefighting activities if necessary.~~

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ADDITIONAL JOB FUNCTIONS:

- Participates in the development of specifications for all department apparatus, ~~and~~light fleet vehicles, pumps, and equipment.
- Manages the documentation of inspections, maintenance, and repairs to department vehicles and equipment.
- May assist the Alarm and Communication Division in times of need.
- Makes recommendations for apparatus or equipment improvements/replacement.
- Performs emergency repairs and maintenance.

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KNOWLEDGE, SKILLS AND ABILITIES:

- ~~Knowledge~~Knowledge of the operation and maintenance of all motor apparatus used by the fire department.
- Knowledge of the various equipment used by the department in the delivery of emergency services.
- Ability to recognize the need for vehicle repairs and maintenance.
- Ability to make extensive overhauls of motors and equipment.
- Ability to establish and maintain effective working relationships with associates and the public.
- Skill in welding and in the care and use of skilled mechanics tools employed in all phases of vehicle and equipment repair.
- Ability to meet the minimum training requirements of OSHA 191.156 for exterior firefighting functions (department will provide required training).
 - Preference will be given to those who are certified Firefighter I/II.
- Thorough knowledge of the rules, regulations, and procedures of the department.
- Knowledge of NFPA 1900: Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
- Knowledge of the State of Connecticut rules and regulations governing Commercial Motor Vehicle operation.
- Ability to plan and direct the work of subordinates and maintain discipline of employees under his/her supervision.

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PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- ~~Ability to Operates~~ equipment requiring eye and hand coordination and mechanical aptitude.
- ~~Ability to Works~~ in poor weather conditions, including heat, cold, rain, or snow.

REQUIRED JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

- Standard or Vocational School Diploma or its equivalent.
- Possession of a valid Motor Vehicle Operator's License.
- Those not holding a valid Commercial Driver's License-B at the time of appointment must obtain such certification within one year of appointment.
- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of the position.
- Not less than three (3) years of experience in the repairing and maintenance of automobile/truck motors and equipment or any equivalent combination of training and experience that would indicate the ability to perform the duties required.
- ~~Minimum three years experience repairing heavy automotive equipment including diesel engines or any equivalent combination of training and experience which would indicate ability to do the work.~~
 - ~~Possession of a valid Motor Vehicle Operator's License.~~
- ~~Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a Master Mechanic.~~Preference will be

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given to internal candidates who possess the minimum required job qualifications and have been a regular member of the East Hartford Fire Department for not less than (3) years.

PREFERRED JOB QUALIFICATIONS AND LICENSING:

- Demonstrated experience in repairing fire department equipment.
- Demonstrated experience in managing a repair facility and supervising others.
- Demonstrated experience in heavy vehicle repair including but not limited to, diesel engine repair, braking systems, hydraulic systems, and transmission repair.
- Selected individuals should meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, - Chapter 5 Emergency Vehicle Technician III within one year of appointment.
- ASE certification preferred but not required.
 - Preference will be given to T-series medium/heavy truck T2-T8 certifications.

NOTE: The above tasks and responsibilities are illustrative only.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 1, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: AMUSEMENT PERMIT APPLICATION

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

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

Please add the following amusement permit on the Town Council agenda for the May 7, 2024 meeting.

- **Annual Car Show**
 - Saturday, July 13, 2024, 1-4 PM at Sunset Ridge Middle School (450 Forbes Street). Rain date is Sunday, July 14, 2024.

C: M. Hawkins, Chief of Police

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

MACK S. HAWKINS
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

To: Mayor Connor Martin

From: Police Chief Mack S. Hawkins

Date: April 26, 2024

Re: **Amusement Permit Application**
“Annual Car Show”

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

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



Mack S. Hawkins
Chief of Police

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

MACK S. HAWKINS
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

April 26, 2024

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

**Re: Outdoor Amusement Permit Application
"Annual Car Show"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Parks and Recreation Department by Sean Dwyer, Assistant Director**. The applicant seeks to conduct a car show for viewing with awards and musical entertainment provided by a DJ. The Car Show will take place at **Sunset Ridge Middle School, 450 Forbes Street on Saturday, July 13, 2024 from 1:00pm to 4:00pm with a rain date of Sunday, July 14, 2024.**

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

The **Risk Management Department** approves the application as submitted **with the understanding that Connecticut Street Legends incorporates language in their car registration forms** releasing the Town of East Hartford, and/or any sponsors and organizers of any responsibility for all loss, costs, damages, injuries, judgements, and/or claims from any cause whatsoever while attending and participating in the Car Show.

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

The **Fire Department** approves the application as submitted and **indicates there are no anticipated costs to their Department**. The Fire Marshal would need to do inspection of any food trucks present.

The **Health Department** approves the application as submitted and **states it is unknown if there will be any anticipated costs to their Department**.

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

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,



Mack S. Hawkins
Chief of Police

cc: Applicant

Rivera, Augustina

From: Sasen, Christine
Sent: Tuesday, April 9, 2024 7:32 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit- Town of East Hartford Annual Car Show

Okay

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Monday, April 8, 2024 10:22 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit- Town of East Hartford Annual Car Show

Good morning,

Attached are both the Director's Review & Notice for the **Town's Annual Car Show** taking place **Saturday, July 13th**. They will have music and one food truck.

Please have your comments to me **by Monday, April 22nd**.

Thank you, hope everyone has a great day.

Tina

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

Rivera, Augustina

From: Fitzgerald, Robert
Sent: Monday, April 22, 2024 12:42 PM
To: Rivera, Augustina
Cc: Corp Counsel
Subject: RE: Outdoor Amusement Permit- Town of East Hartford Annual Car Show

Tina:

Okay by me, no comment.

Robert Fitzgerald

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Monday, April 22, 2024 12:01 PM
To: Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit- Town of East Hartford Annual Car Show

Good afternoon,

Just a friendly reminder that the EH Town Annual Car Show comments are due today.

Thank you.

From: Rivera, Augustina
Sent: Friday, April 19, 2024 9:18 AM
To: Dwyer, Sean <SDwyer@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>; Corp Counsel <corpcounsel@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit- Town of East Hartford Annual Car Show

Happy Friday,

Just a friendly reminder that the comments for the East Hartford Annual Car Show are due to me by Monday.

Have a great weekend.

Tina

From: Rivera, Augustina
Sent: Monday, April 8, 2024 10:22 AM
To: Burnsed, Laurence <burnsed@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John

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

DATE: 4/9/24

APPLICATION FOR: Annual Car Show

APPLICANT: East Hartford Park and Recreations Department
Sean Dwyer, Assistant Director of Park and Recreation
50 Chapman Pl, East Hartford CT 06108 (860-291-7171)

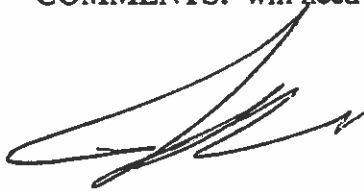
ADDRESS: Sunset Ridge School 450 Forbes St

DATE(S) OF EVENT: Saturday, July 13 1-4pm (rain date July 14)

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

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

COMMENTS: will need inspections for inflatables and food trucks



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

Fire Dept



Mack S. Hawkins
Chief of Police

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



Connor Martin
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, July 13, 2024**
Rain date: **Sunday, July 14, 2024**

Event: **“Annual Car Show”**

Applicant: **Town of East Hartford’s Parks and Recreation Department**
Sean Dwyer, Assistant Director

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

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

Stephen J. Alsip
Signature

04/10/2024
Date

Comments:

Food Truck will need a safety inspection by the Fire Marshal’s office.



Mack S. Hawkins
Chief of Police

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



Connor Martin
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, July 13, 2024**
Rain date: **Sunday, July 14, 2024**

Event: **"Annual Car Show"**

Applicant: **Town of East Hartford's Parks and Recreation Department**
Sean Dwyer, Assistant Director

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

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

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

Anticipated Cost(s) if known \$ _____ Unkown at this time _____

Michael O'Connell 04.08.2024
Signature

Date

Comments:



Mack S. Hawkins
Chief of Police

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



Connor Martin
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, July 13, 2024**
Rain date: **Sunday, July 14, 2024**

Event: **"Annual Car Show"**

Applicant: **Town of East Hartford's Parks and Recreation Department**
Sean Dwyer, Assistant Director

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

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


Signature

4-22-24
Date

Comments:



Mack S. Hawkins
Chief of Police

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



Connor Martin
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, July 13, 2024**
Rain date: Sunday, July 14, 2024

Event: **"Annual Car Show"**

Applicant: **Town of East Hartford's Parks and Recreation Department**
Sean Dwyer, Assistant Director

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

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

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

Anticipated Cost(s) if known \$ 0.00

Alexander M. Trujillo 4/19/2024
Signature Date

Comments:

Rivera, Augustina

From: Hawkins, Mack
Sent: Friday, April 19, 2024 11:10 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit- Town of East Hartford Annual Car Show

Tina,

I have reviewed the Outdoor Amusement Permit Application for the "Town of East Hartford Annual Car Show" for 2024. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

Mack S. Hawkins

Chief of Police
East Hartford Police Department
[31 School St.](#)
[East Hartford, CT 06108](#)
Office 860 291-7597

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Friday, April 19, 2024 9:18 AM
To: Dwyer, Sean <SDwyer@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>; Corp Counsel <corpcounsel@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit- Town of East Hartford Annual Car Show

Happy Friday,

Just a friendly reminder that the comments for the East Hartford Annual Car Show are due to me by Monday.

Have a great weekend.

Tina

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Connor Martin
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Mack S. Hawkins
Chief of Police

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

1. Name of Event:
Annual Car Show
2. Date(s) of Event:
Saturday, Jul 13, 2024 1 to 4 pm - Rain Date: Sunday, Jul 14, 2024
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
**Sean Dwyer, Assistant Director of Parks and Recreation
Phone: 860-291-7171. Email: sdwyer@easthartfordct.gov
East Hartford Parks and Recreation Department, 50 Chapman Place**
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
**East Hartford Parks and Recreation Department
50 Chapman Place
East Hartford CT 06108
Sean Dwyer, Assistant Director of Park and Recreation**
5. List the location of the proposed amusement: (Name of facility and address)
Sunset Ridge School, 450 - Forbes Street
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Saturday, July 13th - 1 to 4 pm. Rain Date: Sunday, July 14th - 1 to 4 pm
7. Provide a detailed description of the proposed amusement:
Set-Up Car Show invitees parking at 11 am, Car viewing 1 to 4 pm. DJ playing music/making announcements during event.

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)? **1 to 4 pm**

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

All Ages

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

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

100 cars and 150 to 200 participants

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:

150 to 200 attendees throughout the day, passive event, car viewing/awards

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

Park Rangers will be directing participants/spectators cars to designated areas

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

no impact, no stree closures

d. Noise impact on neighborhood:

none

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

Park Rangers, Park and Recreation Staff (outside) school custodians (inside)

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

none

g. Other expected influence on surrounding neighborhood:

none

12. Provide a detailed plan for the following:

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

No Street Closures, Emergency Accessible, P&R staff will have Emergency #

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

Park Rangers trained for emergenies

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

Park Rangers and Parks & Recreation will have a First Aid Kit on site

d. Crowd control plan:

Park Rangers P&R Staff will monitiior

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

Park Rangers, P&R Staff, and custodians will evaluate before and after events

f. Provision of sanitary facilities:
Lavatories open in Sunset Ridge School

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

- a. Food available: Yes No AND
- b. Contact has been made with the East Hartford Health Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

- a. For such sale or provision,
- b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

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

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

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

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

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

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

Sean Dwyer
(Legal Name of Applicant)


(Applicant Signature)

Sean Dwyer
(Printed Name)

3/28/24
(Date Signed)

Assistant Parks and Recreation Director
(Capacity in which signing)

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

FOR OFFICE USE

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

NO
NO
NO
NO
NO

Outdoor Amusement Permit Fees:

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

Total Assessed Amusement Permit Fee

Received By: Augustina Rivera

Employee Number: 9099 Rec'd 4/1/24

Date & Time Signed: 3/28/24 7:00 AM PM

Time remaining before event: 103 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.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 1, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: REFERRAL: Refund of Taxes

I recommend that the Town Council approve a total refund of taxes in the amount of is \$135,446.83 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place this item on the Town Council Agenda for the May 7, 2024 Town Council meeting.

Thank you.

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

INTEROFFICE MEMORANDUM

TO: CONNOR S. MARTIN, MAYOR
MCCA W MELISSA, DIRECTOR OF FINANCE

FROM: KRISTY HAFNER, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 5/2/2024

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 \$135,446.83 Please see attached listing. Please place this item on the Town Council agenda for May 7, 2024.

Bill	Name/ Check payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2022-01-0000070	35 THOMAS STREET ASSOCIATES LLC	410 PROSPECT ST	EAST HARTFORD, CT 06108	262 CONNECTICUT BLVD	0	-2,956.96
2022-03-0050589	AGYAPONG MAXWELL	61 GLENN RD APT A3	EAST HARTFORD, CT 06118	2018/4T1B61HK7JU515781	0	-29.03
2022-03-0050748	ALDAVE ABLE I	51 HOLLY RD	EAST HARTFORD, CT 06118-2726	2017/JTMRJREVD073829	0	-8.52
2022-03-0051529	ANSAH MICHAEL O	22 DEERFIELD CT	EAST HARTFORD, CT 06108-1715	2018/KM8J2CA40JU716226	0	-226.9
2022-03-0051898	ARMSTRONG DONNA C	41 TERRY RD	EAST HARTFORD, CT 06108-3553	2018/1FMCU9J91JUB18535	0	-350.08
2022-03-0052328	AXIM AYARLOW S	225 SUNSET AVE APT 2L	NEWARK, NJ 07106	2005/5FNRL38645B014792	-4.29	-95.43
2022-04-0080445	BABEY ALAN J	77 HANDEL RD	EAST HARTFORD, CT 06118-2618	2015/JF1GPAZ60F8305912	0	-27.43
2022-01-0000943	BALDERRAMA JAIME	87 MARGERY DR	EAST HARTFORD, CT 06118	87 MARGERY DR	0	-13.70
2022-03-0053467	BERTRAM LILLIAN E	25 CLOVERDALE DR	EAST HARTFORD, CT 06118-3108	2010/JHMZE2H72AS041112	0	-151.59
2022-01-0001843	BROWNE LASETA	133 O CONNELL DR	EAST HARTFORD, CT 06118	133 OCONNELL DR		-5.24
2022-01-0000838	CORELOGIC REFUNDS	PO BOX 9222	COPPELL,TX 75019	640 FORBES ST	0	-2,199.42
2022-01-0006111	CORELOGIC REFUNDS	PO BOX 9222	COPPELL,TX 75019	128-130 BURNSIDE AVE	0	-9,090.80
2022-01-0012553	CORELOGIC REFUNDS	PO BOX 9222	COPPELL,TX 75019	6 OLDE ROBERTS ST	0	-2,919.31
2022-01-0014448	CORELOGIC CENTRALIZED REFUNDS ATTN: BILLIE GRAY	3001 HACKBERRY RD	IRVING, TX 75063	24-26 OUTLOOK ST	0	-2,638.33
2022-03-0057950	COSTA AARON M	133 LANGFORD LN	EAST HARTFORD, CT 06118-2370	2006/1G1AK55F567833214	0	-19.64
2022-03-0060244	DOMANSKI JAN	120 ROLLING MEADOW DR	EAST HARTFORD, CT 06118-1741	2022/KL4CJESM6NB523259	0	-184.09
2021-01-0005297	GAMACHE ROBERT W & BURKE SILVIA	9 MONTAUK RD	EAST HARTFORD, CT 06118	9 MONTAUK RD	0	-344.81
2021-01-0012134	GREEN LAW P.C.	11 TALCOTT NOTCH RD	FARMINGTON, CT 06032	20 HARTLAND ST	0	-48,792.88
2022-01-0012147	GREEN LAW P.C.	11 TALCOTT NOTCH RD	FARMINGTON, CT 06032	20 HARTLAND ST	0	-50,625.58
2022-01-0005876	GOULET MONIQUE M	15 SUMMERSET DR	EAST HARTFORD, CT 06118	15 SUMMERSET DR	0	-16.23
2022-04-0082826	GUY DAIGLE FLOORING LLC	87 CHURCH ST	EAST HARTFORD, CT 06108	2020/1GCWGBFG5L1140792	0	-35.24
2022-04-0082894	HARRIS CEDRIC P	27 HIGH CT	EAST HARTFORD, CT 06118-1816	2003/1GCGG25V431112907	0	-98.71
2022-03-0066562	HICKS THOMAS C	27 CARROLL RD	EAST HARTFORD, CT 06108-3003	2019/2C3CCAAG8KH698557	0	-42.25
2022-03-0066939	HONDA LEASE TRUST	11675 GREAT OAKS WAY SUITE 200	ALPHARETTA, GA 30022	2020/19XFC1F33LE216428	0	-509.70

2022-03-0069167	KERR DARNETT C	3401 27TH ST W	LEHIGH ACRES, FL 33974	2017/JTJBARBZ9H2145749	0	-44.36
2022-01-0007661	KRUCELAK ROBERT	8 ARAPAHO DR	EAST HARTFORD, CT 06118	8 ARAPAHO DR	0	-6.81
2022-01-0007955	LAVOIE STEVEN R & DENISE B	17 MAGNOLIA DR	EAST HARTFORD, CT 06118	17 MAGNOLIA DR	0	-31.73
2020-03-0069877	LETSU FOSTER S	76 NAUGATUCK ST	HARTFORD, CT 06120	2011/5TDBK3EH7BS049764	-17.01	-378.00
2022-03-0070647	LETTMAN GERALDO	61 GLENN RD APT A5	EAST HARTFORD, CT 06118-2154	2020/2HKRW2H83LH700808	0	-83.58
2022-04-0083998	LUZUNARIS MARIBEL	188 WALNUT ST	EAST HARTFORD, CT 06108-2920	2021/1C4RJFAGXMC504630	0	-23.30
2022-01-0008512	LYNCH MARK W & CATHERINE N	22 SYRACUSE DRIVE	EAST HARTFORD, CT 06108	22 SYRACUSE DR	0	-9.00
2022-01-0008513	LYNCH MICHAEL J	256 O CONNELL DR	EAST HARTFORD, CT 06118	256 OCONNELL DR	0	-5.89
2022-03-0071719	MAHORN MARGARET P	44 GORDON LN	EAST HARTFORD, CT 06118-2223	2019/1FMCU9GDXXKUB83915	0	-63.63
2022-04-0084349	MENSAH JOSEPH	57 ENDOVER RD	EAST HARTFORD, CT 06108	2010/4T1BF3EK6AU531714	0	-33.61
2022-03-0075667	NISSAN INFINITI LT LLC	P O BOX 650214	DALLAS, TX 75265-0214	2020/5N1AZ2BS6LN100711	0	-586.7
2022-03-0075892	NSAFOAH BENARD	158 OAK ST	EAST HARTFORD, CT 06118-2055	2015/KM8JUCAG3FU054783	0	-18.32
2022-01-0010599	OWENS AMBER & FLYTHE RANDOLPH H JR	131 E BARBER ST	WINDSOR, CT 06095-4416	197 ARBUTUS ST	0	-2,645.99
2022-03-0084604	PENSIERO KERRIE	108 NORWICH SALEM RD	LYME, CT 06371	2020/1C4RJFBG1LC179024	0	-10.00
2022-03-0089562	PERFECTION CENTERLESS GRINDING INV	466 PARK AVE	EAST HARTFORD, CT 06108-1828	2019/1FTEW1EP3KFA47846	0	-544.91
2022-03-0078058	PHANTHAVONG DANNY & XAYADETH KHAMMON	8 GORMAN PL	EAST HARTFORD, CT 06108-1450	2016/1FTFW1EF5GFB39933	0	-267.3
2022-01-0001095	PROSPERITY HOME MORTGAGE	4440 BROOKFIELD CORPORATE DR	CHANTILLY, VA 20151	294 ELLINGTON RD	0	-2,463.92
2022-01-0012285	RODRIGUEZ EDWIN	72 SALEM RD	EAST HARTFORD, CT 06118	72 SALEM RD	0	-515.92
2021-04-0086033	ROSA KARLA J	102 BENSON ST	NEW BRITAIN, CT 06051-4160	2016/JTHCM1D29G5008631	-17.55	-389.91
2022-01-0011582	SANTOS LOURDES	8 ROXBURY RD	EAST HARTFORD, CT 06118	8 ROXBURY RD	0	-20.28
2022-01-0013439	SICHANH VANH	60 FLORADALE DR	EAST HARTFORD, CT 06108	60 FLORADALE DR	0	-70.00
2022-02-0041435	SOMNATH INC	490 MAIN STREET	EAST HARTFORD, CT 06118	490 MAIN ST	0	-1,000.00
2022-03-0081773	SNOW SUSAN	22 VINCENT DR	EAST HARTFORD, CT 06108	2015/1HGCR2F72FA093904	0	-365.82

2022-01-0014264	THE RONCALLI INSTITUTE INC	PO BOX 427	PORTLAND, CT 06480	780 SILVER LN	0	-4,044.70
2022-01-0014419	TOLISANO LEONARD D TRUSTEE	591 WEST AVON RD	AVON, CT 06001	418 BURNSIDE AVE	0	-293.95
2022-04-0086767	VAZQUEZ ROSA M	237 MIDDLETOWN AVE	WETHERSFIELD, CT 06109-3824	2011/WDDHF8HB6BA286428	-4.67	-103.81
SUBTOTAL					-43.52	-135,403.31
TOTAL						<u><u>\$ (135,446.83)</u></u>