

TOWN COUNCIL AGENDA  
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"  
50 Chapman Place  
EAST HARTFORD, CONNECTICUT  
May 16, 2023

=====

This Town Council meeting is accessible through **"Microsoft Teams" 929-235-8441**  
**Conference ID: 352 223 007#** 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

- A. Connecticut Library Association Special Achievement Award: Sarah Morgan

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. May 2, 2023 Regular Meeting
- B. May 4, 2023 Special Meeting

6. COMMUNICATIONS AND PETITIONS

- A. Update from Department of Social Services Re: Community Outreach for Renters' Rebate and other programs.
- B. Youth Sports Facility Presentation by MVProperties
- C. Silver Lane Plaza Update by Development Department
- D. Church Corners Inn Update by Development Department
- E. Resignation/s From Boards and Commissions

7. OLD BUSINESS

8. NEW BUSINESS

- A. Agreement Between Health and Social Services and Charity Tracker re: Case Management Platform
- B. Demolition and Disposal of Town Owned Building at 818-830 Silver Lane aka "Silver Lane Plaza (Rear)"
- C. Community Development Block Grant: 49<sup>th</sup> Program Year Action Plan
- D. Memorandum of Understanding with Goodwin University, Interval House and YWCA of New Britain re: Coordinated Community Response Team for U.S. Dept. of Justice Office on Violence Against Women Grant Application
- E. Agreement with Titan Energy re: Solar Landfill RFP
- F. Recommendation from Investigation & Audit Committee re: Town Auditor

- G. Referrals to Tax Policy Subcommittee
  - 1. Additional Recommended Property for Tax Lien Sales
  - 2. 341 East River Drive – Commerce Center
- H. Appointments: Boards and Commissions
- I. Amusement Permit Applications
  - 1. Hartford Riders Bike Night
  - 2. Imperio Portuguese Festival
  - 3. Walk Your A1C Down
  - 4. East Hartford Back to School Rally
  - 5. Hartford Marathon Foundation “RIMaConn Relay”
- 9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
- 10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
- 11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
- 12. ADJOURNMENT (next meeting: June 6, 2023 at Community Cultural Center)



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 4, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh, Mayor  
RE: Communication/Recognition of Library Director Sarah Morgan

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Earlier this month Library Director Sarah Kline Morgan received a Special Achievement Award from the Connecticut Library Association. The award honors an individual who has implemented a significant project or initiated an innovative program during the past year. The achievement being honored should have had significant impact on the library, the community, or the library profession.

Sarah Kline Morgan is a member of the steering committee of Connecticut Libraries & Partners for Digital Equity. The CLA has recognizing Sarah's achievements in bridging the digital divide in Connecticut through her leadership in the statewide coalition and her own library's digital navigator program.

Sarah's work is an asset to the many residents who benefit from these initiatives and to the library profession as a whole.

Please place this recognition on the town council agenda for the May 16, 2023 meeting as a communication to publically congratulate Sarah on this award and thank her for her service to the community.

C: S. Morgan, Library Director

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

May 2, 2023

PRESENT Chair Richard F. Kehoe, Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councilors Angela Parkinson (arrived 7:38 pm), Awet Tsegai, Travis Simpson, Thomas Rup and Harry Amadasun, Jr.

ABSENT Vice Chair Donald Bell, Jr.

ALSO Mayor Michael P. Walsh  
PRESENT Melissa McCaw, Finance Director  
Connor Martin, Chief of Staff (via Teams)  
Laurence Burnsed, Director of Health and Human Services  
Robert Fitzgerald, Assistant Corporation Counsel  
Kevin Munson, Fire Chief (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

Gary Roy, 61 Matthew Road spoke on the following:

- The documentation provided regarding tonight’s presentation for Founders Plaza Development made mention of demolition of buildings on site. Mr. Roy expressed concern that such notice could negatively affect businesses currently located in the building.
- supports the Town’s ordinances regarding the current bidding process and questioned whether the bid waiver for property appraisals was necessary.
- is in favor of development in Town, but feels focus should be placed on maintenance and improvement of current infrastructure and town resources, specifically the Public Works complex.
- requested Administration to encourage the developers of the former Showcase Cinema site to make considerations for handicap accessibility in their project.

Mayor Walsh

- wished all a good evening
- The Wickham Memorial Library (656 Burnside Avenue) will reopen May 8<sup>th</sup> following the renovation to make it fully ADA-accessible.

- As of May 1, a portion of Brewer Street in East Hartford has been closed through November 2023 to replace the bridge over Pewterpot Brook.
- Due to a marked increase in the thefts of Kia and Hyundai brand motor vehicles recently, the East Hartford Police Department is providing a “club” steering wheel lock to Town residents who own a Kia or Hyundai vehicle between model years 2011 and 2022 in an effort to deter these incidents.
- In response to Councilor Simpson’s request at the April 16 Regular Meeting, confirmed that the Town does not have a viable case to join any class action suit against Kia/Hyundai at this time.
- A reduction in fire marshal permit fees were put into effect April 19, 2023.
- As part of the Road Improvement Program (RIP), the town began rehabilitation and/or resurfacing of approximately 13 miles of roadway. A list of roads is available on the Town website.
- Coffee with a Cop is scheduled for Tuesday May 16<sup>th</sup> from 8-9 AM at Dunkin’ (639 Main Street).
- The Metropolitan District Commission will host its fall Hazardous Waste Collection Day in East Hartford at the MDC Water Pollution Control Authority, 65 Pitkin Street on Saturday, May 20 from 8 AM to 1 PM.
- The Town of East Hartford has partnered with EnviroShred to host a free paper-shredding event for residents on Saturday, May 20 from 8 AM to Noon at 22 Prestige Park Circle.
- The Chamber of Commerce is hosting their inaugural Veterans’ Business Expo from Noon to 4 PM at Goodwin University on May 24<sup>th</sup>.

## APPROVAL OF MINUTES

### April 18, 2023 Public Hearing

MOTION       By Sebrina Wilson  
                   seconded by John Morrison

to **approve** the minutes of the April 18, 2023 Public Hearing

Motion carried 8/0

### April 18, 2023 Regular Meeting

MOTION       By Sebrina Wilson  
                   seconded by Travis Simpson

to **approve** the minutes of the April 18, 2023 Regular Meeting.

Motion carried 8/0

## COMMUNICATIONS AND PETITIONS

### Discussion of Possible Bond Referendum Questions

Mayor Walsh stated that at the March 13 Regular Meeting, the Administration provided the Council with three bond referendum questions to consider for ballot placement in

November. After consideration, those three questions have been revised into two: \$7.0 million for a Youth Sports Facility and \$6.2 million for Phase 1 of the Public Works Facility renovation (\$2.4 million), the Veteran's Memorial Clubhouse renovation (\$2.7 million) and \$1 million as a capital seed for unplanned building issues.

Director McCaw provided a presentation as an update on the Town's current debt service schedule as well as the potential financial impact of the two questions under consideration. As of July 1, 2022 East Hartford had \$52.6 million in debt outstanding. The Town will begin FY2024 with roughly \$44.5 million in debt outstanding which will be retired in 2032. Debt service for FY2023 (\$8.1M) and FY2024 (\$9.7M) has been funded by the Council and peaks at \$10.4M in FY2025 before progressively decreasing.

The Director then shared projections which provided perspective on what debt service would look like as the Town covers previously spent funds that were authorized through the voter approved bond resolution but were paid by borrowing from fund balance. Fund balance will need to be repaid and thus almost \$25 million in bonds will be issued to replenish fund balance and pay for road improvements. Other capital needs such as the DPW and Veterans Memorial Clubhouse renovations will need to be funded in some manner including bonding and a capital seed fund. By leveraging revenue generated by new development that will result in grand list growth along with modest increases in the mill rate, a dedicated reserve can be created to fund the increased debt service from such projects.

The Director summarized the presentation by stating that the goal of these strategic investments is to fuel long-term sustainability and make East Hartford a stronger and more vibrant community without compromising financial responsibility.

The Chair confirmed for the Council that the current budget allocates \$9.7 Million for debt payments which includes the first payment for the 2023 bond issuance. All projects funded by this allocation are already completed or still in process. Paying for these projects will continue to require payments through 2035, peaking at an estimated \$12.7 Million in 2026. Additional projects will require an increase in debt service.

The Council concurred that further discussion of long-term infrastructure needs of the community and a more formulaic solution to service increased debts should be considered as the cost of necessary projects increases.

### Founders Plaza Development Update

Mayor Walsh provided information on a proposed development plan for an area of Founders Plaza along the Connecticut River and bordered by I-84, Route 2 and East River Drive. The developer Port Eastside, LLC has purchased the property at 300 East River Drive with the intent to demolish the building this summer. The property at 99 Founders Plaza is also under a purchase and sale agreement by the developer and is also in the process of being prepared for demolition. 111 Founders Plaza is also under control of the developer.

As proposed, the "Port Eastside" project will include riverside apartments, retail, restaurants and an office/medical building upon completion. Development would unfold in phases over the next 3-5 years.

The Mayor stated that a key focal point of the project would be a pedestrian bridge across the Connecticut River linking into Hartford as well as a raised walking loop Greenway along the riverfront.

Disposition of Obsolete or Broken Town-Owned Equipment - 2001 Seagrave Pumper

The Chair notified the Council of the Fire Department's intention to dispose of a 2001 Seagrave Pumper from its fleet as it has been deemed no longer serviceable. Pursuant to Section 10-3(c) of Town Ordinance, it will be sent to auction.

OLD BUSINESS

NEW BUSINESS

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 **approve** 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 Michael P. Walsh in a memo to Council Chair Rich Kehoe dated April 25, 2023.

Motion carried 8/0

Connecticut Department of Agriculture "CT Fresh Match (SNAP) Farmers Market Voucher Program"

MOTION       By Angie Parkinson  
                  seconded by Awet Tsegai

to **adopt** the following resolution:

**WHEREAS;** the Connecticut Department of Agriculture has partnered with End Hunger Connecticut! (EHC!) to offer the CT Fresh Match Supplemental Nutrition Assistance Program (SNAP)-doubling program, and;

**WHEREAS;** the CT Fresh Match program is a 1-to-1 reimbursement program that allows Connecticut farmers' market outlets to double customer purchases, allowing SNAP households to stretch their benefits, incorporate more local, fresh foods into their diets, and support local farms and growers.

**NOW THEREFORE LET IT BE RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Department of Agriculture as they pertain to this CT Fresh Match grant.

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

Agreement with the U.S. Department of Health and Human Services (DHHS) Center for Medicare & Medicaid Services re: Medicare Coverage for Vaccination Services

MOTION By Harry Amadasun  
seconded by Tom Rup

to **adopt** the following resolution:

**WHEREAS**, The Town of East Hartford, by and through its Department of Health and Social Services provides vaccine services, including but not limited to COVID-19, influenza, pneumococcal disease and pertussis to Town residents and other individuals eligible for public health vaccination services.

**WHEREAS**, The Department of Health and Social Services implemented the provision of vaccine services in order help reduce the risk of morbidity and mortality in vaccine preventable diseases, especially among our most vulnerable populations, such as senior citizens and young children.

**WHEREAS**, The Department of Health and Social Services seeks to minimize the financial burden of these services to the Town by seeking reimbursement from the Department of Health and Human Services (DHHS), Center for Medicare & Medicaid Services when possible.

**WHEREAS**, The Town, acting by and through the Department of Health and Social Services has obtained a national provider identifier (NPI) number and desires to enter into an agreement with the Department of Health and Human Services (DHHS), Center for Medicare & Medicaid Services to accept Medicare Part B payment for vaccination services.

**THEREFORE, BE IT RESOLVED**, that the East Hartford Town Council does hereby approve the following items:

1. Pursuant to §3.4(c) of the East Hartford Town Charter, the Town Council approve the Medicare supplier agreement with the Department of Health and Human Services (DHHS), Center for Medicare & Medicaid Services in order to permit the Town accept Medicare Part B payment for vaccination services.
2. The Director of Health and Social Services, Laurence Burnsed, acting through his agent, Amanda Garrity, MSN, RN, Public Health Nurse Supervisor, to is hereby authorized to make, execute and deliver the agreement as the "Authorized Representative of the Participating Organization" and execute all necessary supplemental documents required to process Medicare Part B payment.

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

2023-24 Connecticut State Department of Education School Readiness Program Grant



MOTION By Sebrina Wilson  
seconded by Tom Rup

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 Michael P. Walsh, 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 8/0*

#### Bid Waivers

##### Goodwin Schoolhouse Roof Repair

MOTION By Awet Tsegai  
seconded by Travis Simpson

pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding requirements required by Section 10-7(a) and allow the town to contract with Glastonbury Restoration Company for repair work on the Goodwin Schoolhouse Roof for the sum of \$5,800 and accept the donation of roofing shingles for use in the repairs.

Motion carried 8/0

##### Real Estate Appraisals re: Tax Assessment Appeals

MOTION By Angie Parkinson  
seconded by Tom Rup

pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding requirements of Section 10-7(a) of the Town of East Hartford Code of Ordinances to authorize the Town to enter into a contract with Arnold J. Grant Associates, Inc. in the amount of \$37,100.00 for real estate appraisals and \$350 per hour for partners and \$300 per hour for associates for additional necessary services; which is in the best interest of the Town as it will allow the Town

to timely obtain real estate appraisals required for pending tax assessment appeals.

Motion carried 8/0

Recommendation from Personnel and Pensions Subcommittee re: Job Description and Compensation Plan for Assistant Collector of Revenue

MOTION By Awet Tsegai  
seconded by Tom Rup

to **approve** the proposed job description and compensation plan for the position of Assistant Collector of Revenue dated May 1, 2023 and presented at the May 2, 2023 Personnel and Pensions Subcommittee meeting.

Motion carried 8/0

Refund of Taxes

MOTION By Harry Amadasun  
seconded by Travis Simpson

to **approve** a total refund of taxes in the amount of \$36,172.51 pursuant to Section 12-129 of the Connecticut General Statutes.

Motion carried 8/0

Bill	Name/ Check payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int	Over Paid
2021-02-0040004	144 TOLLAND STREET ONE INC	86 CLOVERCREST RD	WETHERSFIELD, CT 06109	144 TOLLAND ST	0	(19.50)
2021-01-0000023	145 TOLLAND STREET ONE INC	86 CLOVERCREST RD	WETHERSFIELD, CT 06109	144 TOLLAND ST	0	(86.31)
2017-03-0056274	CASTANEDA ERASMO W	327 TOLLAND ST FL 3	EAST HARTFORD, CT 06108	2014/5XXGN4A78EG337735	0	(455.86)
2018-03-0055932	CASTANEDA ERASMO W	327 TOLLAND ST FL 3	EAST HARTFORD, CT 06108	2014/5XXGN4A78EG337735	(63.31)	(422.10)
2021-01-0002151	CORELOGIC REFUND DEPT	PO BOX 9202	COPPELL, TX 75019	282 HOLLISTER DR	0	(900.00)
2021-01-0006114	CORELOGIC REFUND DEPT	PO BOX 9202	COPPELL, TX 75019	128-130 BURNSIDE AVE	0	(4,380.85)
2021-01-0008887	CORELOGIC REFUND DEPT	PO BOX 9202	COPPELL, TX 75019	11 CENTRAL AVE	0	(2,692.41)
2021-03-0059594	DILL MARK A DILL LAURA L	1366 SILVER LN	EAST HARTFORD, CT 06118-1333	2020/3GTU9FEL8LG218250	0	(310.14)
2020-04-0082845	EAN HOLDINGS LLC	8 ELLA GRASSO TURNPIKE	WINDSOR LOCKS, CT 06096	2019/3N1CN7AP0KL828433	0	(73.80)
2021-03-0061911	FIGUEROA JOSE	41 ARAWAK DR	EAST HARTFORD, CT 06118-2532	2002/4T1BF28B32U231698	0	(107.07)
2021-03-0061959	FINANCIAL SER VEH TRUST	1400 CITY VIEW DR	COLUMBUS, OH 43215	2019/WBA4J7C52KBM75541	0	(273.38)
2021-03-0088204	FRITZ WARREN	466 PARK AVE	EAST HARTFORD, CT 06108-1828	2019/1FTEW1EP3KFA47846	0	(534.12)
2021-01-0005224	FYDENKEVEZ JOSEPH T JR FYDENKEVEZ H	133 CRESCENT DR	EAST HARTFORD, CT 06118	133 CRESCENT DR	0	(200.00)
2021-03-0063618	GIARENAKIS NICHOLAS G	10 JERRY RD	EAST HARTFORD, CT 06118-3118	2021/WZ1DB0C00MW036508	0	(156.88)
2021-03-0064937	HAJDAREVIC SEVLEDIN ATANOVIC MEDIS	151 DAVIS RD	EAST HARTFORD, CT 06118-3017	2018/WBAJE7C51JG891864	0	(329.34)
2021-01-0006277	HARTL LINDA	481 GOOSE LN	COVENTRY, CT 06238	752 FORBES ST	0	(305.62)
2021-03-0066136	HOLMES LAURIE A	51 GREAT HILL RD	EAST HARTFORD, CT 06108-2826	2019/3GNAXVEX2KSS554212	0	(83.26)
2021-01-0001765	HOME LOAN SERV	PO BOX 7899	BOISE, ID 83707	130 BRITT RD	0	(2,614.98)
2020-02-0040823	HURLEY ARTHUR J CO	2500 WASHINGTON ST	BOSTON, MA 02119	60 MEADOW ST	0	(1,057.02)
2021-02-0040857	HURLEY ARTHUR J CO	2500 WASHINGTON ST	BOSTON, MA 02119	60 MEADOW ST	0	(2,436.22)
2021-03-0067033	ISSAKA SUSUANA	32 GRAHAM RD	EAST HARTFORD, CT 06118	2020/5XXGT4L32LG383509	0	(225.25)
2021-03-0067372	JENKINS VANESSA A	26 SUFFOLK DR	EAST HARTFORD, CT 06118-2652	2004/1F1SG65654H756604	0	(90.56)
2021-03-0074518	NGUYEN THU H	9210 SHARPVIEW DR	HOUSTON, TX 77036-5526	2010/4T1BF3EK4AU073574	0	(45.76)
2021-03-0074715	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265	2018/1N4AZ1CP0JC308512	0	(359.63)
2021-04-0085423	PORSCHE LEASING LTD	ONE PORSCHE DRIVE	ATLANTA, GA 30354	2018/WP1AA2A52JLB10926	0	(258.80)
2021-01-0012990	SCHWAGGER DONALD LAROSA KATHERII	62 ELMER ST	EAST HARTFORD, CT 06108	62 ELMER ST	0	(2,514.94)
2018-01-0013691	SMITH RICHARD F & MARYANN	441 HILLS ST	EAST HARTFORD, CT 06118	443 HILLS ST	0	(23.88)
2021-03-0084029	THOMAS JUDITH B	210 FARMINGTON AVE APT 506	HARTFORD, CT 06105	2020/JA4AT4AA1LZ013196	0	(256.68)
2021-03-0084640	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2018/2T3BFREV7JW852522	0	(435.03)
2021-04-0086895	TOYOTA LEASE TRUST	21 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2019/JTMG1RFV9KD005406	0	(332.06)
2021-01-0014650	TYRSECK PHILOMENA	71 CRESTWOOD TR	EAST HARTFORD, CT 06118	71 CRESTWOOD TR	0	(900.00)
2020-03-0086343	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2019/WA1BNAFYXK2125151	0	(1,251.46)
2020-03-0086344	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2019/WAUENAF40KN017973	0	(1,099.36)
2020-03-0086345	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2019/WA18NAF43KA111945	0	(1,285.20)
2020-03-0086346	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2019/WAUENCF56KA076392	0	(1,242.00)
2020-04-0089543	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1LXAF70MD011852	0	(1,004.85)
2020-04-0089544	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2020/WA1ANAFY3L2068241	0	(681.97)
2020-04-0089548	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2020/WAUJEGFF5LA022338	0	(622.12)
2020-04-0089549	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2020/WAUJEGFF8LA014749	0	(622.12)
2021-04-0087257	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2022/WAUAABAF46NN002728	0	(73.72)
2021-04-0087258	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2022/WAUCBCF59NA005837	0	(82.61)
2020-04-0089562	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA13AAGE9MB012976	0	(217.75)
2020-04-0089565	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1EECF34M1079001	0	(104.00)
2020-04-0089566	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1BAAFY9M2051851	0	(125.77)
2020-04-0089568	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1AJAF75MD017056	0	(143.69)
2020-04-0089569	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WAUDAFAF48MA014224	0	(106.92)
2020-04-0089570	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WAUK2AF27MN035030	0	(156.33)
2021-03-0086395	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1AJAF75MD017056	0	(1,248.74)
2021-03-0086396	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WAUDAFAF48MA014224	0	(929.34)
2021-03-0086397	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1BAAFYX2068805	0	(1,087.74)
2021-03-0086399	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1BAAFY1M2069003	0	(1,119.56)
2021-01-0015672	WOJTYNA JOSEPHINE R	28 MICHAEL AVE	EAST HARTFORD, CT 06108	28 MICHAEL AVE	0	(22.50)
SUB TOTAL					(63.31)	(36,109.20)
<b>TOTAL</b>						<b>(36,172.51)</b>

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councilor Simpson offered assistance to the Administration in serving as a champion in efforts to grow the Grand List and encouraged fellow Council members to do the same.

Councilor Amadasun encouraged residents to attend upcoming Town events such as the Memorial Day Parade and Juneteenth Celebration.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

OPPORTUNITY FOR RESIDENTS TO SPEAK

Gary Roy, 61 Matthew Road, thanked the Mayor and Council for answers during the meeting to a number of questions he asked earlier. Mr. Roy asked if the historical structures located at Martin Park could have better accessibility for handicapped residents. *The Mayor shared that administration is currently gathering assessments on four historical buildings in Town. Once assessments are completed, accessibility projects and other needed improvements to those buildings can be put to bid. \$1.25 million is allocated for improvements, but the Mayor stated that more will be required to properly repair all four buildings.*

Mayor Walsh shared:

- last week during a rebuild of a sewer grate, the Department of Public Works ruptured a gas line. The department failed to follow call before you dig measures and an investigation is ongoing.
- OSHA visited the Town Hall site and confirmed that PPE equipment is to be required of all parties entering into the areas of construction.
- At the next scheduled Town Council Regular Meeting on May 16<sup>th</sup>, three presentations will be provided as communications. Developer Vincent DiCarlo will be attendance to assist with the Administration’s presentation regarding the potential Sports Complex project and Development will provide updates on plans for Silver Lane Plaza and Church Corners Inn.

ADJOURNMENT

MOTION      By John Morrison  
                  seconded by Tom Rup  
                  to **adjourn** (10:09 pm)

Motion carried 8/0

The Chair wished all a good evening and announced that the next regular meeting of the Town Council would be on May 16, 2023.

Attest \_\_\_\_\_  
Jason Marshall  
TOWN COUNCIL CLERK

EAST HARTFORD TOWN COUNCIL

MICROSOFT "TEAMS"

May 4, 2023

EAST HARTFORD FARMERS MARKET- ACCEPTING OF SNAP BENEFITS

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angela Parkinson, Awet Tsegai, Thomas Rup, and Travis Simpson.

ABSENT Councillor Harry Amadasun, Jr

ALSO Laurence Burnsed, Director of Health and Human Services  
PRESENT

CALL TO ORDER

Chair Kehoe called the Special Meeting to order at 6:04 pm.

The Chair stated that the purpose of this meeting is to allow the Town to apply with the US Department of Agriculture to allow the East Hartford Farmer's Market the ability to accept SNAP benefits.

Director Burnsed stated that applying for the market to become a SNAP vendor is the first step in the process. Once the Town receives this permission, applications for additional benefits including a 1-1 match on customer purchases that was approved by Council at the May 2 Regular Meeting can be submitted. The review process with USDA takes roughly 3-6 weeks, so there is a need to act quickly.

East Hartford Farmers' Market- Accepting of SNAP Benefits

MOTION By Tom Rup  
seconded by John Morrison

to authorize the Town of East Hartford to apply with the United States Department of Agriculture, Food and Nutrition Services (USDA FNS) to enroll the East Hartford Farmers' Market as a site that accepts SNAP benefits for purchases.

Motion carried 8/0

ADJOURNMENT

MOTION By John Morrison  
seconded by Don Bell

to **adjourn** at 6:10 pm

2023 MAY -5 AM 11:48  
TOWN CLERK  
EAST HARTFORD

*Richard Kehoe*

Motion carried 8/0.


Attest



Jason Marshall  
Town Council Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 10, 2023  
TO: Richard F. Kehoe, Chair   
FROM: Michael P. Walsh, Mayor  
RE: COMMUNICATION: Social Services Update

---

Please see the below update about our recent social services outreach efforts.

Social Services coordinated with East Hartford Housing Authority and other housing sites to offer onsite renters' rebate application processing, as well as discuss and link to other services.

- May 1 – Hartford East at 886 Main – 126 renters' rebate applications were completed for residents. Assistance was also provided to a few residents that requested help completing Medicare, Medicaid, and SNAP benefits applications.
- May 10 – St. Mary at 1451 Main Street – 51 renters' rebate applications were completed onsite this morning.
- Onsite events are scheduled over the next two months at 10 more locations. We're happy to share the locations and schedule if anyone is interested.


Our PD social worker, Lindsay Potterton, recently organized an onsite event at 1183 Main Street on April 24 since this is a site PD has received numerous crisis / distress calls from residents. Social Services staff, PD resource officers, and a representative from Intercommunity participated in the event. Almost all the residents, approximately 25, attended the event. We discussed needs and potentially available services or referrals (behavioral health, food pantry and soup kitchen referrals, assistance programs, etc.).

We were able to complete renters' rebate applications for 7 residents during the event. Since it was well attended, we're looking to schedule similar outreach events at other areas where PD experiences a high volume of crisis calls (Columbus Circle area, Hockanum Village, sections of Mayberry Village). A good example of using data to drive outreach.

C: L. Burnsed, Health and Social Services Director  
A. Calderon, Social Services Program Supervisor



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

DATE: May 4, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh, Mayor   
RE: PRESENTATION: Youth Sports Bubble Facility

---

Please allocate time on the town council agenda for a Youth Sports Bubble presentation and update.

Please place this item on the town council agenda for the May 16, 2023 meeting.

C: E. Buckheit, Development Director





# East Hartford

## **Youth Sports Facility**

Presentation to East Hartford Town Council

May 16, 2023

# WHO WE ARE



## Vincent DiCarlo

- 20 years in sports marketing
- 10 years in college athletics administration
- 10 years in global project management
- 10 years coaching youth sports

## Jon Cohn

- 30 years head coach club and high school soccer
- 5 years managing state-wide soccer clinics for CJSA
- 5 years head coach of Maccabi USA national team

## Carolyn O'Connor

- 15 years youth sports coach for soccer, basketball, softball
- 10 years waterfront coordinator – Winding Trails Camp
- 10 years toddler fitness instructor



Day Hill Dome – Windsor, CT – 95,000sf on 23 acres

# REAL DEMAND



## What We Proved at Day Hill Dome

Teams will book dates 12-months in advance.

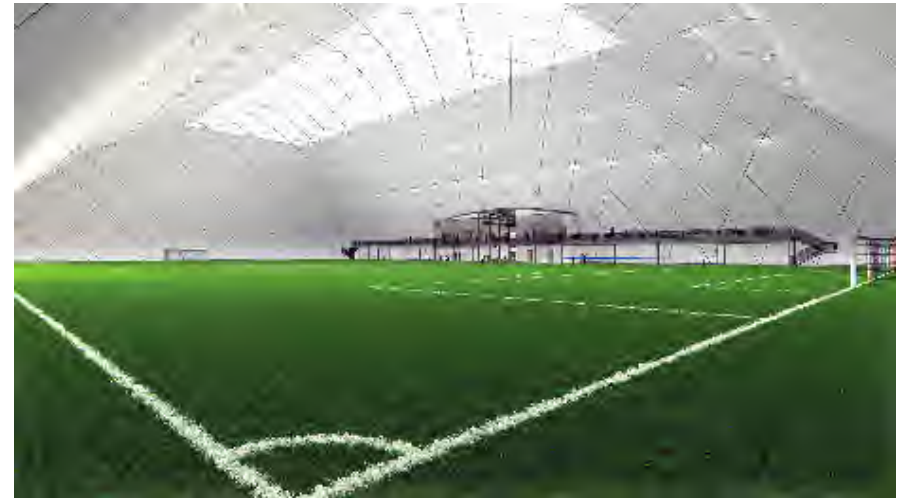
Received over \$450,000 in signed rentals agreements before the foundation was poured.

## Highlights from Independent Feasibility Study

“To reach the field income estimates, we determined a 17.27% building utilization”

“This analysis indicates that the building has significant excess income potential above the developer’s estimates”

“The facility has the capacity to make not only the projected income, but significantly more”



Day Hill Dome - Full-size indoor turf field



# THE PROBLEM FOR EAST HARTFORD



## East Hartford Youth Are Greatly Underserved When It Comes to Available Sports Facilities

There are over 6,500 school-age children in East Hartford. The town does not have a true indoor sports facility available for public use. Basketball, football, soccer, and baseball are the sports with the most participation in East Hartford.

The existing facilities (school gymnasiums) are not sufficient to accommodate the existing population and demand for indoor facilities. A lack of facilities has been a consistent complaint of residents to the current town administration.

### Quotable

*“The youth of East Hartford are underserved and need more after school, weekend, and winter programs a facility like this can provide.”*

– Mike Walsh

Mayor, Town of East Hartford

# OUR SOLUTION

**A true multi-purpose, indoor facility!**



Architect's rendering



**60,000+/- SF Field House**

**Multi-Purpose Courts**

**Artificial Turf Area**

**Walking Track**

**Weight Training Area**

**Party Room**

**Wellness Room**

**Restrooms**

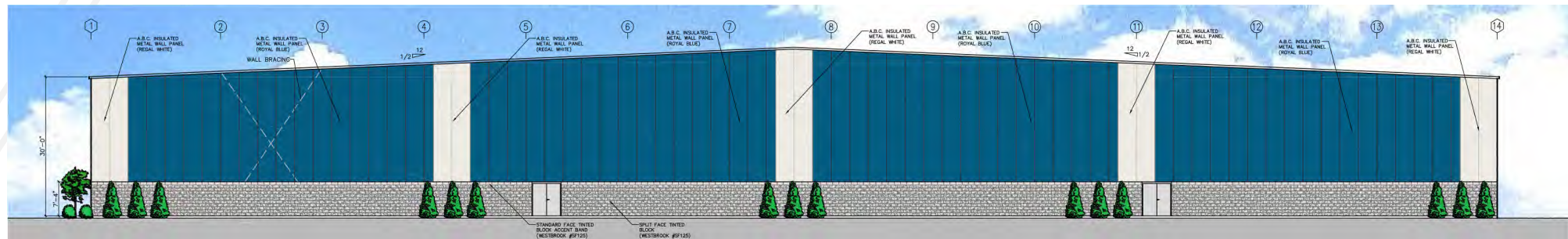
**Concessions**

**Offices**

# OUR SOLUTION



Architect's renderings



**An indoor facility can host numerous athletic events. Mats, stages, tables, etc., can be brought in to increase the versatility of the facility and provide endless opportunities to the community.**

# COMPARABLE FACILITIES



Longplex Family & Sports Center – Tiverton, RI

# COMPARABLE FACILITIES



CCSU Rec Center

New Britain, CT



# COMPARABLE FACILITIES



Floyd Little  
Athletic Center

New Haven, CT

# PROPOSED LOCATION



## McAuliffe Park

Remington Road

### Advantages

1. Proximity to 291 and 84
2. No land acquisition cost
3. Already used for sports

### Challenges

1. Residential area
2. Wetlands
3. Limited space with existing school / fields

# WHY SPORTS MATTER



**Sports reach all ages and genders**



## **Mental Health**

Student-athletes are less likely than non-athletes to be depressed.



## **Physical Health**

Those who play team sports are less likely to smoke cigarettes or use drugs and alcohol.



## **Academics**

Physically active children get 40% higher test scores.



## **Bright Futures**

Student-athletes are more likely to get higher grades and attend college.



## **By The Numbers**

63% of towns lack proper budgets for sports.



# ESTIMATED BUDGET

## Soft Costs: \$250,000

Civil Engineering  
Site Planning  
Surveying  
Studies / Testing  
Insurance  
Legal

## FF&E: \$250,000

Sports Equipment  
Office Equipment

## Construction: \$9,000,000

Site Work  
Indoor Facility  
Indoor Playing Surfaces

## Contingency: \$500,000

To cover unexpected costs and price increases

## TOTAL PROJECT: \$10,000,000

# FINANCING PLAN

Impact Funds: \$3,000,000

General Obligation Bonds: \$7,000,000



# PROGRAMMING



The strategic strength of a true multi-purpose indoor facility is its ability to host almost any type of event, year-round, for all ages and abilities.



Preschool  
Senior Citizens  
College Teams  
Private Training/Lessons

**Days**



Youth Clinics  
Team Practices  
Youth Leagues  
Corporate Leagues

**Nights**



Youth Clinics  
Youth Leagues  
Adult Leagues  
Tournaments

**Weekends**

Open Year-Round



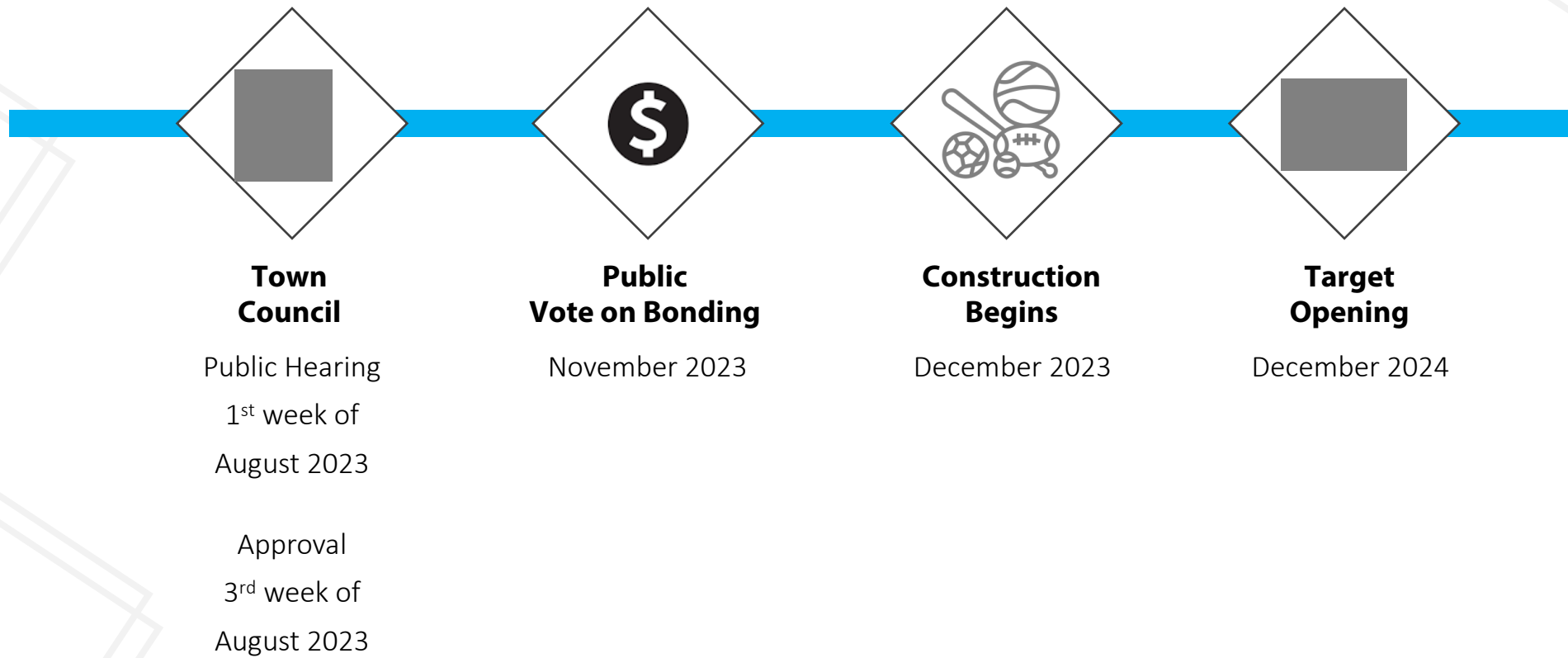
Projected Operating Hours

Mon-Fri: 9am-9pm

Sat-Sun: 8am-9pm

A new facility provides new opportunities to participate. More sports for more kids!

# TIMELINE



# SUMMARY



1. **Best-In-Class Regional Facility**
2. **Incredible Demand**
3. **Support from Mayor and Residents**
4. **No Financial Burden on Town**
5. **Helps traffic flow on McKee Street**
6. **Provides needed parking for school**
7. **New opportunities for East Hartford youth**
8. **12-month use for a wide variety of events**
9. **First part of master plan for McAuliffe**
10. **Source of long-term pride for Town**





East Hartford

**THANK YOU**

**CONTACTS:**

Mike Walsh, Mayor

Vincent DiCarlo, MVProperties



# East Hartford Field House

## Annual Revenue Projections

updated 5/10/23 at 3pm

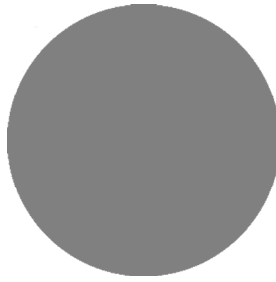
	Year 1	5% increase	5% increase	5% increase	5% increase
	2024	2025	2026	2027	2028
Indoor Turf (Peak) - Nov-Apr - 26 weeks	\$ 260,000	\$ 273,000	\$ 286,650	\$ 300,983	\$ 316,032
Indoor Turf (Off-Peak) - May-Oct - 26 weeks	\$ 130,000	\$ 136,500	\$ 143,325	\$ 150,491	\$ 158,016
		\$ -	\$ -	\$ -	\$ -
4 Multi-Purpose Courts (Peak) - May-Oct - 26 weeks	\$ 397,800	\$ 417,690	\$ 438,575	\$ 460,503	\$ 483,528
4 Multi-Purpose Courts (Off-Peak) - Nov-Apr - 26 weeks	\$ 397,800	\$ 417,690	\$ 438,575	\$ 460,503	\$ 483,528
Weight Training	\$ 30,000	\$ 31,500	\$ 33,075	\$ 34,729	\$ 36,465
Track Membership	\$ 24,000	\$ 25,200	\$ 26,460	\$ 27,783	\$ 29,172
<b>Facility Rentals</b>	<b>\$ 1,239,600</b>	<b>\$ 1,301,580</b>	<b>\$ 1,366,659</b>	<b>\$ 1,434,992</b>	<b>\$ 1,506,742</b>
Senior programs (mornings)	\$ 66,300	\$ 69,615	\$ 73,096	\$ 76,751	\$ 80,588
PreSchool programs (mornings)	\$ 66,300	\$ 69,615	\$ 73,096	\$ 76,751	\$ 80,588
Birthday Party rooms	\$ 30,000	\$ 31,500	\$ 33,075	\$ 34,729	\$ 36,465
Hotel Revenue Sharing (\$12 per night)	\$ 12,000	\$ 12,600	\$ 13,230	\$ 13,230	\$ 13,892
Advertising	\$ 50,000	\$ 52,500	\$ 55,125	\$ 55,125	\$ 57,881
Concessions/Vending	\$ 30,000	\$ 31,500	\$ 33,075	\$ 33,075	\$ 34,729
<b>Misc. Income</b>	<b>\$ 254,600</b>	<b>\$ 267,330</b>	<b>\$ 280,697</b>	<b>\$ 289,660</b>	<b>\$ 304,143</b>
<b>TOTAL REVENUES</b>	<b>\$ 1,494,200</b>	<b>\$ 1,568,910</b>	<b>\$ 1,647,356</b>	<b>\$ 1,724,652</b>	<b>\$ 1,810,884</b>

## Annual Expense Projections

updated 5/10/23 at 3pm

	Year 1	Year 2	Year 3	Year 4	Year 5
	2024	2025	2026	2027	2028
Impact Funds (\$3m)	\$ -	\$ -	\$ -	\$ -	\$ -
General Obligation Bonds payment (\$7m / 20 years)	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000
<b>Debt Service</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>
Facility Management Fee (15% of revenues)	\$ 224,130	\$ 235,337	\$ 247,103	\$ 258,698	\$ 271,633
General Manager	\$ 120,000	\$ 122,400	\$ 124,848	\$ 124,848	\$ 127,345
Assistant GM 1	\$ 80,000	\$ 81,600	\$ 83,232	\$ 83,232	\$ 84,897
Assistant GM 2	\$ 60,000	\$ 61,200	\$ 62,424	\$ 62,424	\$ 63,672
PT Customer Service Staff (5)	\$ 50,000	\$ 51,000	\$ 52,020	\$ 52,020	\$ 53,060
Employer Taxes	\$ 20,000	\$ 20,400	\$ 20,808	\$ 20,808	\$ 21,224
Payroll services	\$ 3,500	\$ 3,570	\$ 3,641	\$ 3,641	\$ 3,714
<b>Payroll Expenses</b>	<b>\$ 557,630</b>	<b>\$ 575,507</b>	<b>\$ 594,077</b>	<b>\$ 605,671</b>	<b>\$ 625,546</b>
Electric (\$0.19)	\$ 50,000	\$ 51,000	\$ 52,020	\$ 53,060	\$ 54,122
Natural Gas	\$ 50,000	\$ 51,000	\$ 52,020	\$ 52,020	\$ 53,060
Water/Sewer	\$ 24,000	\$ 24,480	\$ 24,970	\$ 24,970	\$ 25,469
<b>Utilities</b>	<b>\$ 124,000</b>	<b>\$ 126,480</b>	<b>\$ 129,010</b>	<b>\$ 130,050</b>	<b>\$ 132,651</b>
Personal Property Tax (building)	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax (land)	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 75,000	\$ 76,500	\$ 78,030	\$ 78,030	\$ 79,591
<b>Taxes / Insurance</b>	<b>\$ 75,000</b>	<b>\$ 76,500</b>	<b>\$ 78,030</b>	<b>\$ 78,030</b>	<b>\$ 79,591</b>
Internet/TV/Phone/Surveillance	\$ 15,000	\$ 15,300	\$ 15,606	\$ 15,918	\$ 16,236
Software	\$ 15,000	\$ 15,300	\$ 15,606	\$ 15,918	\$ 16,236
Marketing/Advertising/Licensing	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061
Cleaning Service	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061
Facility Maintenance	\$ 30,000	\$ 30,600	\$ 31,212	\$ 31,836	\$ 32,473
Trash Collection	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412
Credit Card fee (3% for est. 25% of revenue)	\$ 40,000	\$ 40,800	\$ 41,616	\$ 42,448	\$ 43,297
<b>Operations</b>	<b>\$ 155,000</b>	<b>\$ 158,100</b>	<b>\$ 161,262</b>	<b>\$ 164,487</b>	<b>\$ 167,777</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,461,630</b>	<b>\$ 1,486,587</b>	<b>\$ 1,512,378</b>	<b>\$ 1,528,238</b>	<b>\$ 1,555,564</b>
<b>NET OPERATING INCOME*</b>	<b>\$ 32,570</b>	<b>\$ 82,324</b>	<b>\$ 134,977</b>	<b>\$ 196,413</b>	<b>\$ 255,320</b>
	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	Year 1	Year 2	Year 3	Year 4	Year 5

\*these funds can be put towards capital improvements or saved in a reserve



TO: Mayor Mike Walsh

FROM: Eileen Buckheit, Development Director

DATE: May 5, 2023

RE: Silver Lane Plaza Presentation and Update

---

I am respectfully requesting the presentation and update to be placed on the Town Council agenda for May 16, 2023.

The PowerPoint which accompanies this memo will be presented to the Council to share both an update on the status of the Plaza, and to discuss our options as we move ahead in the near future.

The Town of East Hartford took ownership of the Plaza on March 1, 2023 and has enlisted the services of a management company for day-to-day tasks of managing the Plaza. These tasks include regular contact with the tenants, general maintenance and clean-up activities, collecting rent, and others. We have also conducted several inspections at the property including one by Colliers International, whose report was transmitted to council members.

The Town is proceeding with the demolition of the rear building after the two tenants in that building have relocated. Included in the presentation is a complete explanation of the current status of the site, the tenants and a discussion of the options for next steps.

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

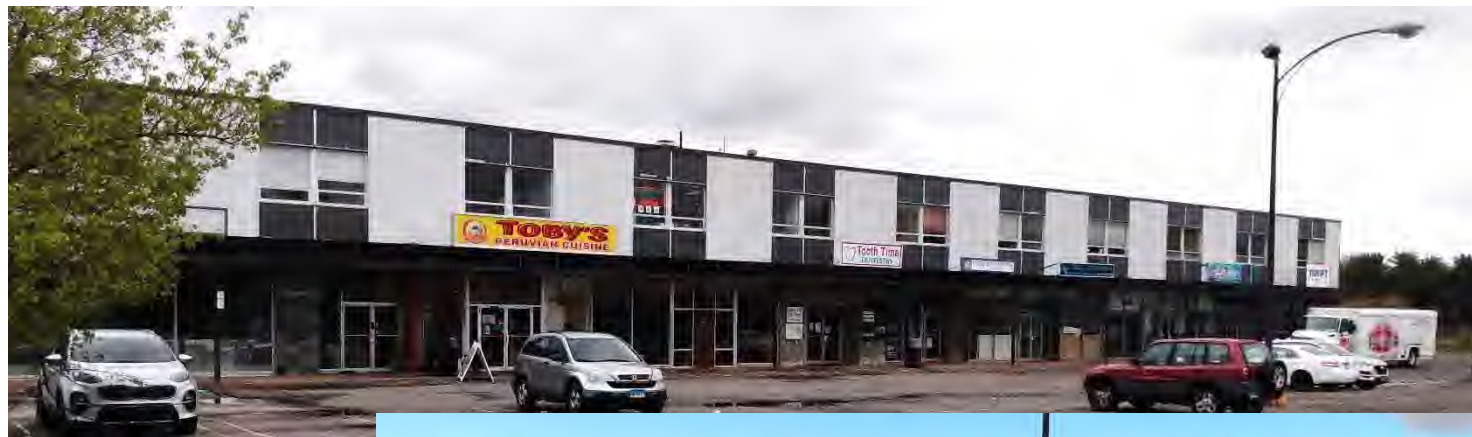
# Town of East Hartford, Connecticut



## **The Silver Lane Plaza**

*May 16, 2023*

Eileen Buckheit  
Director of Development



Building A



Building B

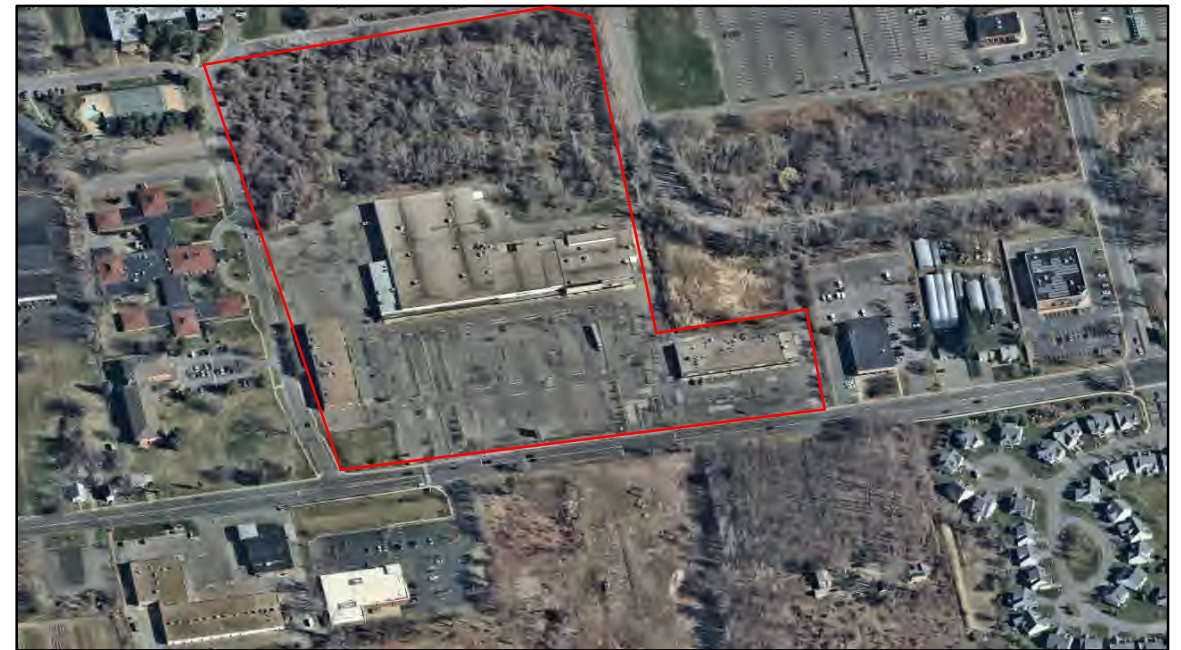
Building C



# Timeline of Events & Inventory of Tenants

- Town acquired the property by eminent domain on **March 1, 2023** for **\$4.535 million**
- **794-810 (Building A) – 6 tenant spaces occupied out of 15 total**
- **818-830 (Building B) – 2 tenant spaces occupied out of 6 total**
- **832-850 (Building C) – 5 tenant spaces out of 7 total**

Building Address	Construction Year	Gross Square Feet
794-810 Silver Lane	1965	31,080
818-830 Silver Lane	1958	107,148
832-850 Silver Lane (Plaza II)	1982	18,562
Total Gross Square Feet		125,710



# Inventory of Tenants

## Building A

Business Name	Address	Address	Type of Occupancy	Sq. Ftg Occupied/Total
TOBYS LLC	798 SILVER LANE	EAST HARTFORD, CT 06118	Restaurant	1000
NY HAIR SALON	800 SILVER LANE #201	EAST HARTFORD, CT 06118	Hair salon	1000
SPLINTING SOLUTIONS LLC	800 SILVER LANE #210	EAST HARTFORD, CT 06118	Medical Office - Dentistry	1000
TOOTH TIME DENTISTRY LLC	800 SILVER LANE #222	EAST HARTFORD, CT 06118	Medical Office - Dentistry	1000
LIVING WORD IMPRINTS	804 SILVER LANE	EAST HARTFORD, CT 06118	Office	1000
MALIBU SPORTS BAR AND LOUNGE	808 SILVER LANE	EAST HARTFORD, CT 06118	Bar and lounge	3000

## Building B

Business Name	Address	Address	Type of Occupancy	Sq. Ftg Occupied/Total
JE MART LLC	818 SILVER LANE	EAST HARTFORD, CT 06118	Grocery store	4000
BARE BONE BOXING EH LLC	826 SILVER LANE	EAST HARTFORD, CT 06118	Gym/Fitness facility	10000

## Building C

Business Name	Address	Address	Type of Occupancy	Sq. Ftg Occupied/Total
FIVE STAR LAUNDROMAT	832 SILVER LANE	EAST HARTFORD, CT 06118	Laundromat	2000
PHO HOUSE LLC	834 SILVER LANE	EAST HARTFORD, CT 06118	Restaurant	2000
CK NAIL SALON	836 SILVER LANE	EAST HARTFORD, CT 06118	Nail salon	1000
LUCKY CHINA INC	838 SILVER LANE	EAST HARTFORD, CT 06118	Restaurant	1000
USED APPLIANCES	842 SILVER LANE	EAST HARTFORD, CT 06118	Retail store - appliances	2000
RAISAS HAIR DESIGN	848 SILVER LANE	EAST HARTFORD, CT 06118	Hair Salon	1000

# Steps Taken by the Town

- Met with each business
- Upon ownership of parcels, some tenants had written leases with the prior landlord and others did not.
- Corporation Counsel drafted leases for all existing legitimate businesses (except 5 Star Laundry due to building code violations).
- Leases have effective date of April 2023
- Two businesses have signed leases - CK Nails & Splinting Solutions
- All tenants' rent is current for March and April

# Timeline of Events & Inventory of Tenants

## Lease Summary

Building Location	Tenant	Written "in force" Lease?	SPACE	Minimum Monthly Rent	March Rent Paid?	Eminent Domain Clause in Lease?	Offer them a lease to sign?	Lease Term
796 -798 Silver Lane	Toby's	Yes	3500	\$ 3,500.00	Yes	Yes	Yes	Feb 2022 to Jan 2024
#201	NY Hair Salon	Yes	760	\$ 1,250.00	Yes	Yes	Yes	3/01/2020 to 02/28/2025
#210	Splinting Solution	No	1290	\$ 765.00	Yes	N/A	Yes	Expired
#222 - 228	TOOTH TIME	No	2130	\$ 2,200.00	Yes	N/A	Yes	Expired
804 Silver Lane	Living World Imprints	Yes	1400	\$ 4,899.96	Yes - only \$1983.33	Yes	Yes	11-01, \$787.50, then \$1575 08/01/2019-07/31/2024
806 Silver Lane	Altco Contractor (Steve Tessier)	Yes	2100	\$ 875.00	No	No	No	11/1/22-10/30/27
808 Silver Lane and 810	Malibu Sports & Bar Lounge	Yes - 2 of them	4900	\$ 4,492.00	Yes	Yes in 1, No in 2	Yes	03/01/21- 2/28/26
818 Silver Lane	JE Mart *NNN*	No	6000	\$ 5,500.00	Waived	N/A	Yes	Expired
826 Silver Lane	Bare Bones Boxing *NNN*	No	2000	\$ 3,500.00	Waived	N/A	Yes	Expired
832 Silver Lane	5 Star Laundry *N*	No	3200	\$ 3,400.00	No	N/A	No	Expired
834 Silver Lane	PHO HOUSE	Yes	3200	\$ 4,666.67	Yes - only \$1900	Yes	Yes	10/1/18-9/30/23
836 Silver Lane	CK Nail *NNN*	No	1600	\$ 1,000.00	Yes	N/A	Yes	Expired
838 Silver Lane	Lucky China *NNN*	Yes	1600	\$ 1,000.00	Yes	No	Yes	11/1/22-10/31/32
842-844 Silver Lane	Brothers Appliances LLC	No		\$ 3,500.00	No	N/A	Yes	Expired
848 Silver Lane	Raisa Hair Salon *NNN*	No	1050	\$ 1,342.81	Yes	N/A	Yes	Expired



# Colliers Report of Conditions Assessment

## 794-810 (Building A)

- Roof of portico leaking across entire length / Ceiling panels below badly deteriorated
- Sidewalk under portico cracked & deteriorated throughout
  - Ramp to walk does not meet ADA standards
- Brick masonry on exterior deteriorated mortar in many locations
- Windows on second floor deteriorated – due for replacement
- Rear exterior doors need to be repaired and replaced
- Steps need to be added to eliminate non-code compliant drop
- Fibers in roof are exposed
  - Recommended to be replaced within three years
- Portico roof should be replaced immediately
- Most curbs supporting HVAC equip. below 8” standard
- Masonry chimney failing
- Elevator does not meet ADA standards
  - State of CT inspector expressed concern about condition and continued use

## 832-850 (Building B)

- Portico roof leaking – significant damage to exterior and light fixtures
- Crack repairs needed in sidewalk
- Rear of building
  - Block walks need to be cleaned, repaired and painted
  - Exterior doors are damaged and should be replaced
- Roof condition similar to building A
- Full renovation of vacant spaces necessary for new tenants
- HVAC systems MAUs 100% outdoor units and provide tempered air with no cooling capability
  - Limited time to review and investigate these systems or access to the spaces
- Electrical infrastructure on roof in poor condition and several of the disconnect boxes are rusted
  - Entire electrical system is due for replacement

# Colliers Report of Conditions Assessment

## **818-830 (Building C)**

- Paint peeling – single-paned storefront systems should be replaced
- Storefront rests on deteriorating precast concrete panels
- Portico roof completely failed with sections missing
- Water damage has deteriorated the portico ceiling
- Stair of metal fire escape is deteriorated and uncovered railings do not meet current codes
- Full renovations of vacant spaces necessary if building is to be occupied
- HVAC systems beyond anticipated life cycles
- Most lighting in building provided by linear fluorescent light fixtures and observed to be in poor or failed state
- Parking areas and drives into plaza all in very poor condition
  - Paving failing creating tripping hazards and potholes
  - Entire paved area needs to be completely repaved
  - Milling and top coating will not address failed areas of the base

# Option 1: Demo Bldg. B / Retrofit Bldg. A & C

## Pros

- Lower demolition costs
- Does not displace tenants

## Cons

- Requires \$8.8M investment plus the cost of demo
  - Elevator costs to repair – rough estimate at \$65,000 which does not address ADA requirements – would need full replacement
  - Repair and maintenance issues
  - Utility costs
- All tenants pay below market rents
  - Toby's \$1sqft; CK Nail Salon \$0.63sqft; Brothers Appliances \$1 sqft; Raisa Hair Salon \$1 sqft; Splinting Solutions \$0.59 sqft; Tooth Time \$1.03 sqft
- Reduces the opportunity to attract the highest and best use of the parcel
  - Shoehorns the two remaining buildings into an overall development plan and require at least \$5 million of investment which creates headwinds

Priority	754,813 Silver Line	872,350 Silver Line	Total Needs
Priority 1 – Within 3 Years	\$2,420,989	\$4,549,222	\$6,970,210
Priority 2 – Within 4-5 Years	\$1,099,743	\$664,257	\$1,764,000
Priority 3 – Beyond 5 Years	\$0	\$35,000	\$35,000
Total Identified Needs	\$3,520,731	\$5,299,279	\$8,820,010
\$/Gross Square Foot	\$113.28	\$285.49	\$177.67

## Assessment

- Limits development similar to experience with Showcase Cinemas

# Option 2: Demolish All Buildings

## Pros

- Marketing of site clean of building and without tenants that cannot pay market rate leases
- More options for wider net for RFP responses, new buildings, new configurations, new possibly mixed use buildings, denser development

## Cons

- Relocation fees for tenants
- Could add a delay to sale of site to new owner
- Demolition costs will be higher

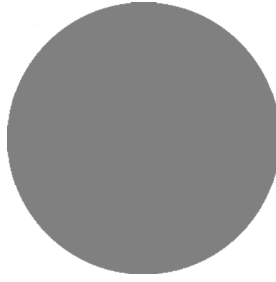
**Assessment – provides the most flexibility for a blank palate for interested developers, best path forward and likely greatest opportunity for long term development success**

# Current and Next Steps

- **Decision on Buildings A & C**
- **Building B/818 Silver Lane to be demolished**
- **Utilizing CRDA for demo work (similar to Showcase demo)**
- **Bids open for Hazardous Waste assessment – walk throughs being held last week of April and first week of May**
- **Bid specs for demo being compiled**
- **The two tenants in rear building are relocating by end of July**
- **We expect demo bids out also by end of July**
- **Total budget - \$10m**
  - **\$4.535 Acquisition**
  - **Legal**
  - **Relocation**
  - **Consulting**
  - **Property Management**
  - **Utilities**
  - **Development Incentives**

# Summary

- ***Today, it is not that Silver Lane is overbuilt, it is that Silver Lane is under-demolished.*** There is too much older, nearly functionally obsolescent retail space in the corridor that can no longer compete—can no longer attract investment.
- From the perspective of community planning and redevelopment of the Silver Lane corridor, the challenge is not to *resist change*, but to *embrace and manage change*.
- Its central location, access to the interstate highway, and proximity to Rentschler Field and the Pratt & Whitney site, make it an ideal location to be repositioned and right-sized to serve the needs of East Hartford and the metropolitan region. However, to successfully adapt and reposition this area requires intentional action and intervention.



TO: Mayor Mike Walsh

FROM: Eileen Buckheit, Development Director

DATE: May 8, 2023

RE: Church Corners Inn Presentation and Update

---

I am respectfully requesting the presentation and update to be placed on the Town Council agenda for May 16, 2023.

The PowerPoint which accompanies this memo will be presented to the Council to share both an update on the status Church Corners Inn, and to discuss our options as we move ahead in the near future.

The Town of East Hartford took ownership of the building on January 11, 2023 and immediately enlisted the services of a management company to manage the building and tenants. Due to unforeseen circumstances, the building was closed in less than a month's time and has remained closed since. We have completed relocations from a remote location(s) and have emptied the building of most of its contents.

Included in the presentation is a complete explanation of the current status of the site, the tenants and a discussion of the options for next steps.

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

# Town of East Hartford, Connecticut



## **Church Corners Inn**

*May 16, 2023*

Eileen Buckheit  
Director of Development





Front



Rear



North  
Elevation

# Building/Site Statistics

- Constructed in 1913
- 4 stories
- 24,820 square feet
- 53 residential rooms
- 6,000 square feet commercial first floor
- 0.4 acre property
- Limited parking in rear



# Timeline of Events

- Town acquired the property January 11<sup>th</sup>
- \$950,000
- Building closed weekend of February 4-5<sup>th</sup>. Cold weather event
- Cold weather event led to boiler failure leading to fire system pipe failure and resulting water damage



# Steps Taken by the Town

- Acquired the site on January 11, 2023
- Hired property management firm
- Complete assessment of the building and tenant lists
- Secured doors with new locks
- Boarded up vacant rooms; cleaned out materials in vacant units
- Provided on-site support for residents
- Initiated relocation services
- New occupancy agreements with tenants signed with 90-days move notice

# Steps Taken by the Town after Building Closure

- Tenants initially relocated to hotels
- Building boarded up – all accessible windows and doors
- Full removal of all belongings in rooms
- Removal of some materials in first floor restaurant/bar
- Site visits by consulting firm and architect
- Relocation efforts resulting in 22 tenants placed in new permanent locations
- 4 tenants remain to be placed

# Conditions Assessment

- Site was visited by CHK Architect, Hugh Schweitzer on multiple occasions
- **Observations include:**
  - Floor to ceiling heights low - not current standards
  - Considerable wasted space in rear due to “W” shape – two separate towers, empty space in rear center
  - No elevator or interior stair circulation
  - Stairs not code compliant
  - Hallway width not code compliant
  - Floor joists not code compliant
  - Roof support not code compliant
  - Will require full electric system replacement
  - Will require full plumbing replacement
  - Fire suppression system required
  - Rear exterior stair removal
  - Limited parking in rear
- **Continued:**
  - Rear will require additional space for car/truck loading and/or circulation
  - Need for the creation of a lobby or entryway area

# Option 1: Demolish Building

## Pros

- Clears site for development
- Renovation would likely be impossible due to configuration of building
- Extent of code issues would make renovation unlikely

## Cons

- Site is small – 0.4 acres
- Replication of 4-story residential will not work without a subsidy

## Assessment

- Condition of building plus configuration of exterior walls makes a renovation project not feasible

# Option 2: Rehabilitate the building

## Pros

- Will maintain some portion of exterior of building for potential historic tax credits

## Cons

- Substantial public subsidy
- Likely full interior demolition
- Floor heights not feasible making front façade difficult to reuse
- Size of the site, little parking
- Cost to renovate will not work with market rent, return on investment

**Assessment – Demolition is only outcome which will be supported by the market**



# Option 3: Other Options/Considerations

- Post Office acquisition
- Combination with park/open space and parking
- Connection to library parking will make redevelopment more attractive
- Leave site as open space until adjacent sites can be acquired



# Current and Next Steps

- **Decision on demolition**
- **RFP for demolition**
- **Redevelopment RFP**
- **Continued efforts to acquire Post Office**
- **Total budget - \$2.85m**
  - **\$2.5 m – State Community Investment Fund**
  - **\$350,000 ARPA**
  - **Legal**
  - **Relocation**
  - **Consulting**
  - **Property Management**
  - **Utilities**

# Summary

- Analysis of the options and obstacles for renovation of CCI has proven to be a costly and likely impossible outcome
- Demolition of the building should happen before winter months to prohibit further deterioration of the building or the creation of an unsafe condition
- Redevelopment of the site will be challenging due to the size of the lot
- Combining with adjacent parcels and connection to public parking will assist us in obtaining a better development in the future. This may take additional time or strategy



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 10, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh  
RE: RESIGNATIONS: Boards and Commissions

---

It is with heavy hearts that we want to inform the council of the passing of Maryann Larson – a resident, dedicated volunteer and a full member on the Commission on Aging, therefore creating a full member Democratic vacancy on the board.


**D Maryann Larson Full Member Commission on Aging 12/25**

Please place this notice on the May 16<sup>th</sup>, 2023 Town Council agenda and share our appreciation as a community for the valuable service she has provided by volunteering her time on the above mentioned commission.

C: R. Pasek, Town Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 5, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: AGREEMENT: Charity Tracker

---

Please find enclosed a request from Health and Social Services Director Laurence Burnsed to enter into an agreement with Charity Tracker to use it as their case management platform.

This will enable the department's programs to collect data from clients, monitor performance of programs through data queries and analysis, and refer clients within the system across Town programs. This will reduce redundant data collection steps currently performed on paper and improve service access for residents.

Please place this information on the Town Council agenda for the May 16, 2023 meeting.

C: L. Burnsed, Health Director

# Service Agreement

# 2000XXXX-1



THIS AGREEMENT is entered into as of March 1, 2021 ("Effective Date"), by and between Simon Solutions, Inc., an Alabama corporation with its principal office located at 451 Lane Drive, Florence, AL 35630, Telephone: 256-764-0633, Facsimile: 256-765-2469, Contact and email: Isaac Simon, [isaac@simonsolutions.com](mailto:isaac@simonsolutions.com) ("SSI"), and \_\_\_\_\_, a Missouri corporation with its principal office located at \_\_\_\_\_, Telephone: \_\_\_\_\_, Contact and email: \_\_\_\_\_, [address@email.com](mailto:address@email.com) ("Customer").

WHEREAS, SSI has the right to license rights to access and use the Services (defined below); and

WHEREAS, Customer desires to access and use the Services, all in accordance with the terms and conditions hereof;

NOW, THEREFORE, in consideration of the foregoing, and in reliance on the mutual agreements contained herein, the parties agree as follows:

## 1. Services.

1.1 Service Description. CharityTracker Pro service provided via internet servers and software operated by SSI.

1.2 Authorized Users. The selected rate plan includes \_\_\_\_ Users (Agents) for access and use of the Services. An Authorized User is any unique person who is authorized to access and use the Services.

1.3 Customer Data. Consisting of the Customer's information or other data processed, stored or transmitted by, in or through the Services, including without limitation personal information relating to the Customer's personnel, clients, and prospective clients; Customer Data shall remain at all times the full and sole property of the Customer. If Customer is current in all payments due to SSI at the time of request, SSI shall provide to Customer its Customer Data in a standard database document format readily available to SSI at no additional charge.

1.4 Security. SSI shall implement reasonable security procedures consistent with prevailing industry standards to protect Customer Data from unauthorized access, including 256-bit encryption of internet traffic and periodic independent security audits by a third party.

1.5 Backups. At no additional charge to Customer, SSI shall make daily incremental backups and weekly full backups of Customer Data stored via the CharityTracker service.

1.6 Technical Support. During the term hereof, SSI shall provide technical support in the form of responses to questions by email or telephone at no additional charge. If additional training or consulting services are requested, SSI shall provide such services on a time and materials basis at SSI's then-current standard rates when such services are provided.

1.7 Terms of Service. The services defined under this agreement are subject to the CharityTracker Terms of Service ([www.charitytracker.net/termservice](http://www.charitytracker.net/termservice)) which the Customer and all Authorized Users must agree to.

## 2. Special Requirements.

2.1 Operational Requirements. Use of CharityTracker requires a personal computer with a modern web browser (Firefox 3 or newer and Internet Explorer 7 or newer are recommended) and internet connection.

2.2 Customer's Requirements. Customer shall be solely responsible for providing the following materials at its cost and expense. all Internet access, hardware, browsers, and other software necessary to access and login to the CharityTracker Service.

## 3. Subscription License Term; Fees



# Your data is safe and secure. Here's how ...

## ISO 27001, FISMA, PCI, HITECH/HIPAA Compliance

In English, we host your data in one of the most highly sophisticated data centers in the world. Even the federal government gives it two thumbs up (FISMA). Our hosting services are provided by Amazon Web Services. For a complete overview of their security standards, visit <http://aws.amazon.com/security>

## Dedicated Security Team

Our staff includes a designated Security Officer, Privacy Officer, and Incident Response Team. Senior management and all employees adhere to the organization's security procedures and policies. We use Real-Time Threat Intelligence with AlienVault tools that analyze any exploits, vulnerabilities, and threats to provide "around the clock" protection. Using these resources no vendor secures your data better than CharityTracker!

## 256-bit SSL Security Certificates

Whenever information is entered or viewed in CharityTracker it is encrypted during communications with the server. This ensures there is no eavesdropping with your connection. This same type of security is used by banks, credit cards companies and the federal government.

## Daily backups of your data

Every CharityTracker network is backed up daily to multiple (redundant) servers in locations of the United States. You never have to worry about us losing your data and you can request an export of your data anytime. You own it.

## Do you have any questions or concerns about the security of CharityTracker?

No problem, we'll be more than happy to ease any worries. [Shoot us an email](#) anytime or give us a call at 1.888.764.0633.

## What are the system requirements for CharityTracker?

Any PC or MAC computer built in the last 4 or 5 years and access to the Internet. Make sure you have the latest version of your web browser on your computer -- We recommend the latest version of Google Chrome, however, you can also use the most recent versions of Mozilla Firefox, Internet Explorer, or Microsoft Edge.

## Every agency must be approved

Before an agency is granted access, the Network Administrator must approve their use of CharityTracker. This security practice adds a human layer of approval between the signup process and accessing CharityTracker. In addition, before any agent can use CharityTracker, they must electronically sign their agreement to the [Terms of Service](#).

## Annual third-party security audits

Certified Information Systems Security Professionals perform annual security tests of our physical and virtual environments to certify we meet industry security standards. Simon Solutions has developed an extensive and thorough set of policies and procedures that ensure the organization's activities consider and address security of all information assets. In addition, Amazon (our hosting provider) continually maintains the highest security standards with internal audits of their infrastructure.

## Unique login information

Every agent who accesses CharityTracker has a unique username and password. Sharing login information is strictly prohibited as defined in our Terms of Service. In addition, we do not allow an agent's browser to store their password.

## Secure Software Development

Software products are designed, implemented, and tested in accordance with industry best practices for secure software development. Our company's posture is always towards enhancing reliability and security, to not only meet regulatory requirements but to be cutting edge. We are constantly increasing confidentiality, integrity, and availability of our systems and the data they hold.



MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD



740 Main Street

East Hartford, Connecticut 06108

(860) 291-7324

HEALTH@EASTHARTFORDCT.GOV

HEALTH DEPARTMENT

WWW.EASTHARTFORDCT.GOV

TO: Mayor Michael P. Walsh

FROM: Laurence Burnsed, Director of Health and Social Services *ZB*

DATE: May 5, 2023

RE: Referral to Town Council: Request to Approve Agreement Between the Town of East Hartford and Charity Tracker

---

I am respectfully requesting the Town Council to approve the Town of East Hartford to enter into an agreement with Charity Tracker for the Department Health & Human Services (DHHS) to use as our case management platform.

DHHS programs have a need to onboard a secure, web-based client management system for several programs, including Social Services, Youth Services, Police Department social work, Senior Services, and the Health Department. This will enable our programs to collect data from clients, monitor performance of programs through data queries and analysis, and refer clients within the system across Town programs. This will reduce redundant data collection steps currently performed on paper and improve service access for residents.

This software platform will also allow Youth Services to fulfill the data collection and annual reporting requirements to the Connecticut Department of Children and Families (DCF). DCF reporting requirements must be met in order to maintain eligibility for youth service bureau state grant funds. Fiscal year 2024 funds were allocated to support this project. The agreement was reviewed by Town of East Hartford Corporate Counsel and cybersecurity standards were reviewed by Information Technology.





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Our staff includes a designated Security Officer, Privacy Officer, and Incident Response Team. Senior management and all employees adhere to the organization's security procedures and policies. We use Real-Time Threat Intelligence with AlienVault tools that analyze any exploits, vulnerabilities, and threats to provide "around the clock" protection. Using these resources no vendor secures your data better than CharityTracker!

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## **Every agency must be approved**

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# CharityTracker™



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 5, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh, Mayor  
RE: Ordinance 10-3(a) Disposition of Obsolete Property

---

Pursuant to Section 10-3 (a), this memo serves as a request from Development Director Eileen Buckheit to proceed with demolition activities related to property at 818-830 Silver Lane.

Please place this item on the Town Council agenda for the May 16, 2023 meeting.

C: E. Buckheit, Development Director

Sec. 10-3 (a):

(a) No Town-owned property other than real estate shall be sold or otherwise disposed of by any Town department without approval of the Council except as provided in this section and except if such property is the subject of a trade-in agreement as part of the purchase of replacement or similar property.



TO: Mayor Mike Walsh

FROM: Eileen Buckheit, Development Director

DATE: May 5, 2023

RE: Silver Lane Plaza, rear

---

I am respectfully requesting this to be placed on the Town Council agenda for May 16, 2023.

In accordance with Town Ordinance 10-3(a), I am requesting permission to proceed with demolition activities related to the above referenced property at 818-830 Silver Lane.

This particular building is the rear building in the Silver Lane Plaza. It was constructed in 1958 and contains 107,148 square feet of commercial space. Two of the spaces are occupied by tenants, Je Mart and Bare Bones Boxing. Both businesses have new locations and will be moving by the end of July. The other units have various materials stored inside by the former property manager of the site.

Inspections have been conducted by both town staff and Colliers in order to determine its current condition. As you read in the Colliers report, the consensus is that the building should be demolished.


The Town is utilizing State bond funds to conduct activities at the site, including acquisition, maintenance, relocation, remediation and demolition. Similar to the McCartin School project and the former Showcase Cinemas project, we anticipate on utilizing the services of the Capital Region Development Authority (CRDA) to perform these activities.

To date, we have begun to advertise for companies to conduct environmental testing of the building materials. We have also begun development of demolition specifications. It is our intention to bid this demolition project out in July of this year.

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE May 5, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: RESOLUTION: CDBG 49th Program Year Action Plan

---

Attached is the proposed action plan for the Community Development Block Grant 49th Year.

The proposed projects are listed with anticipated funding amounts for the period September 1, 2023 through August 31, 2024.

All necessary legal notices have been published in the Hartford Courant. The Town's allocation for this time period is \$567,228.

Please place this information on the agenda for the May 16<sup>th</sup>, 2023 meeting. I recommend that the Town Council approve the resolution as submitted.

Thank you.

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

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

Grant Description: 49<sup>th</sup> Program Year (2022-23) Community Development Block Grant (CDBG) Action Plan

Funder: U.S. Department of Housing and Urban Development (HUD)

Grant Amount: \$567,228

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

First year received:	<u>1978-79</u>		
Last 3 years received:	<u>2022-23</u>	<u>2021-22</u>	<u>2020-21</u>
Funding level by year:	<u>\$585,047</u>	<u>\$593,858</u>	<u>\$578,772</u>

Is a local match required?     Yes     No

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

Grant purpose: CDBG is a program that provides communities with resources to address a wide range of unique community development needs. These include housing rehabilitation, public services that address domestic violence, homelessness and other social problems, parks and recreation infrastructure and others.

Results achieved: Recent CDBG-funded programs/projects include the Town's Housing Rehabilitation Program, Main/Pitkin Street Sidewalk Replacement and the East Hartford Homeless Shelter.

Duration of grant: September 1, 2023 through August 31, 2024

Status of application: Pending Town Council approval, then final submission to HUD

Meeting attendee: Paul O'Sullivan, x7206

Comments:

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Michael P. Walsh  
**FROM:** Paul O'Sullivan, Grants Manager  
**SUBJECT:** Council Resolution – Proposed 49th Program Year CDBG Action Plan  
**DATE:** May 5, 2023

---

Attached is a draft resolution endorsing the Town's proposed 49th Program Year Community Development Block Grant (CDBG) Action Plan for the period September 1, 2023 through August 31, 2024. The Town's allocation for this time period is \$567,228.

The activities chosen for funding in the proposed Action Plan reflect community development needs, citizen comments received at three public hearings, and the objectives of our Consolidated Plan. Per Department of Housing and Urban Development (HUD) requirements, notices regarding the proposed Action Plan were printed in The Hartford Courant on October 18, 2022, December 27, 2022, February 21, 2023 and March 28, 2023.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 16, 2023. Please contact me at extension 7206 if you have any questions.

Attachments (3)

Cc: Eileen Buckheit, Development Director

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 16th day of May, 2023.

### **RESOLUTION**

**WHEREAS**, The Town of East Hartford is entitled to Forty-ninth Program Year funding under Title I of the Housing and Community Development Act of 1974, as amended, in the amount of \$567,228; and

**WHEREAS**, receipt of this entitlement grant is contingent upon the submission of a Forty-ninth Program Year Action Plan, and Certifications of Compliance; and

**WHEREAS**, citizen input was obtained, in accordance with the Grants Administration Office's Citizen Participation Plan, at one Public Hearing held on November 7, 2022 and two Public Hearings held on March 13, 2023.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of East Hartford recognizes the need for funding the objectives contained in the Forty-ninth Program Year Action Plan and endorses this Plan as reflecting the Town's Community Development needs.

**AND, FURTHER, BE IT RESOLVED** that the Town Council does support and authorize the submission of the Forty-ninth Program Year Action Plan, and Grantee Certifications to the U.S. Department of Housing and Urban Development and authorizes its Mayor, Michael P. Walsh, to act as representative of the Town and to enter into contract and any amendments thereof with the U.S. 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 affixed the corporate seal of said Town of East Hartford this \_\_\_\_\_ day of May, 2023.

---

Jason Marshall  
Town Council Clerk

**TOWN OF EAST HARTFORD  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
49th YEAR ACTION PLAN  
September 1, 2023 - August 31, 2024**

**PUBLIC SERVICES**

***Arts for Learning CT, Inc.***

Funding to support staffing for the afterschool art program to East Hartford's youth population that are low and moderate income. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B). **\$ 2,425**

***CRT - East Hartford Family Shelter***

Funding to supplement the operating budget at the East Hartford Family Shelter for the homeless located at 381-385 Main Street. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A). **\$29,100**

***Friendship Center***

Funding to supplement the operating budget of the Friendship Center's free hot meal program. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(D). **\$33,950**

***Interval House, Inc.***

Funding to support staffing for domestic violence shelter and counseling services for low and moderate income East Hartford clients. Eligible activity under 24 CFR 570.201(e) meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A). **\$ 3,880**

***Nutmeg Big Brother, Big Sisters***

Funding to supplement operating costs for services to East Hartford's at risk youth that are low and moderate income. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B). **\$ 3,880**

***Senior Support Services***

Funding for the delivery of services to East Hartford's elderly population. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(A). **\$ 4,462**



**PROJECTS**

***Housing Rehabilitation***

**\$194,000**

Funding for limited housing rehabilitation of one to four unit owner-occupied properties inhabited by low and moderate income families. Eligible activity under 24 CFR 570.202(a)(1), meets HUD national objective criteria under 24 CFR 570.208(a)(3).

***Streetscape***

**\$182,086**

Funding for physical improvements in the Central Business District and along major arteries, in low to moderate income areas, including, but not limited to, bus shelters, trash receptacles, sidewalk replacement, and benches. Eligible activity under 24 CFR 270.201(c), meets HUD national objective criteria under 24 CFR 570.208(a)(1)(i).

**ADMINISTRATION**

***Program Administration***

**\$113,445**

Oversight, management, monitoring and coordination of the Community Development Block Grant Program. Eligible activity under 24 CFR 570.206.

**TOTAL**


**\$567,228**

---

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Michael P. Walsh

**FROM:** Paul O'Sullivan, Grants Manager   
Robert P. Fitzgerald, Assistant Corporation Counsel

**SUBJECT:** Council Resolution – Memorandum of Understanding with Goodwin University for Grant Application to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program

**DATE:** May 10, 2023

---

Attached is a draft Town Council resolution authorizing you as Mayor to enter into a Memorandum of Understanding with Goodwin University for its application to the U.S. Department of Justice (DOJ) Office on Violence Against Women for funding under the Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program.

Goodwin University recently approached the East Hartford Police Department to serve on a Coordinated Community Response Team to be created under the above-mentioned grant. When Goodwin University approached the Town they indicated they had a deadline of May 9, 2023 to submit their grant application. This Team, which is a requirement for eligibility under the grant, would also include Interval House and the YWCA of New Britain and will coordinate all prevention and intervention efforts; facilitate communication between key campus departments and community partners; ensure messaging across efforts are consistent and reinforced; and ensure that the Team's (and by extension Goodwin's) response is seamless, consistent, and supportive. This effort is consistent with the mission of the Town's Police Department.

In addition to the community benefits described above, the grant will also give the Police Department access to training programs funded by the grant on current best practices to respond effectively to domestic violence, dating violence, sexual assault, and stalking.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 16, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director





**MEMORANDUM OF UNDERSTANDING (MOU)**  
**BETWEEN GOODWIN UNIVERSITY,**  
**TOWN OF EAST HARTFORD, POLICE DEPARTMENT,**  
**INTERVAL HOUSE AND YWCA NEW BRITAIN**

This MEMORANDUM OF UNDERSTANDING (Agreement) is made on May 9, 2023, by and between GOODWIN UNIVERSITY (GOODWIN), TOWN OF EAST HARTFORD, POLICE DEPARTMENT (EHPD), INTERVAL HOUSE, and YWCA NEW BRITAIN (YWCA-NB) (collectively “Parties”).

**PREAMBLE**

WHEREAS, GOODWIN, EHPD, INTERVAL HOUSE, and YWCA-NB desire to come together to collaborate on an application for Office of Violence Against Women Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program released by US Department of Justice;

WHEREAS, GOODWIN, EHPD, INTERVAL HOUSE, and YWCA-NB desire to enter into a collaborative Agreement in which GOODWIN will be the lead agency and named applicant;

WHEREAS, GOODWIN, EHPD, INTERVAL HOUSE, and YWCA-NB desire to enter into an External Memorandum of Understanding in support of the application; and

WHEREAS, the application is prepared and approved by GOODWIN and is to be submitted to the Office of Violence Against Women on or before May 9, 2023, by 9:00PM ET.

NOW, THEREFORE, the Parties to this Agreement do hereby agree and state as follows:

**I. PARTNER DESCRIPTION**

**Lead Applicant:**

GOODWIN was founded in 1999, with a mission to educate a diverse student population in an environment that aligns education, commerce and community. GOODWIN is a private, nonprofit institution of higher education accredited by the New England Commission of Higher Education (NECHE). The campus is located along the Connecticut river in East Hartford, offering open enrollment to over 3,000 students.

GOODWIN is committed to providing a workplace and educational environment free from discrimination, harassment, and retaliation. GOODWIN has adopted policies and procedures to: prevent, eliminate and address discrimination, harassment, sexual misconduct, retaliation, and other civil rights offenses; foster a climate where students, faculty/staff are well-informed and supported in preventing and reporting discrimination, harassment, sexual misconduct, retaliation, and other civil rights offenses; and provide

clear standards and a fair, prompt, and impartial process for all parties, by which to address violations.

Town of East Hartford, Department of Police:

The mission of the EHPD is to "safeguard life and property, preserve the peace, enforce the law, prevent and detect crime, provide a safe community, enhance the quality of life, and protect the rights of all citizens." EHPD is committed to ensuring the safety and well-being of East Hartford residents and visitors to the community and enforcing the state's laws and town's ordinances fairly and impartially.

In 2019, EHPD and INTERVAL HOUSE launched an initiative whereby INTERVAL HOUSE stationed a domestic violence victim advocate at EHPD on a part-time basis. The goal being to expedite domestic violence incident screenings and offer essential on-site training to police officers and first responders and helping EHPD to identify the signs of domestic abuse more quickly. INTERVAL HOUSE certifies police instructors through the State of CT Police Officer Standards and Training Council.

Service Provider (Domestic Violence):

INTERVAL HOUSE provides compassionate and confidential 24-hour hotline response, safety planning, crisis counseling, emergency safe housing, support groups, criminal and civil court advocacy, information and referrals, children's programming, and community education and outreach services – all at no cost to clients.

Outreach and education are key to helping prevent and break the cycle of domestic violence and to reduce the impact it has on victims, families, friends, co-workers, the health care system and justice system. INTERVAL HOUSE performs community outreach to help raise awareness about domestic violence that includes a focus on the LGBTQIA+ community and teen dating violence, and Men Against Domestic Violence™ initiative, co-founded by US Senator Richard Blumenthal in 2009, advocating that there is never an excuse for domestic violence. INTERVAL HOUSE is a member of the CT Coalition Against Domestic Violence (CCADV), *the voice of domestic violence in CT*, leading a statewide network focused on advocacy, outreach and education.

Service Provider (Sexual Assault):

YWCA-NB demands a world of equity and human decency and envisions a world of opportunity. YWCA-NB provides childcare, youth and family services including afterschool programs and a Family Literacy Center, health and fitness, and performing arts, in addition to their advocacy work for racial justice and civil rights, empowerment and economic advancement for women and girls, and their health and safety.

YWCA-NB provides sexual assault services, including prevention education and training and counseling services. Student programming is designed to prevent violence by empowering them to recognize unhealthy behaviors, practice healthy communication about their feelings, and identify trusted adults and community resources. YWCA-NB also offers trainings for professionals on responding to disclosures of sexual violence, how to prevent and identify child sexual abuse, address sexual harassment, and more.

## **II. BRIEF HISTORY**

GOODWIN has a long-standing, cooperative relationship with EHPD to support campus safety and security personnel on campus and the surrounding East Hartford community. GOODWIN is fortunate to employ retired members of the EHPD as Director of Campus Safety and Security and Assistant Director of Campus Safety and Security.

GOODWIN currently partners with both INTERVAL HOUSE and YWCA-NB as a referral source for students experiencing domestic violence, dating violence, sexual assault, and stalking on campus, and come to campus to do tabling events and other activities to help raise awareness for students about this issue and the services that they offer.

This Agreement demonstrates the commitment made by GOODWIN, EHPD, INTERVAL HOUSE, and YWCA-NB to deepen our commitment to working together to do more with a long term goal of developing effective security and investigation strategies to combat domestic violence, dating violence, sexual assault, and stalking on campus; strengthening victim services in cases involving such crimes on campus; and increasing prevention education and awareness programs for students, faculty/staff on campus.

Grant funding is intended to reduce domestic violence, dating violence, sexual assault, and stalking on campus at GOODWIN and services provided by EHPD, INTERVAL HOUSE, and YWCA-NB are expected to assist GOODWIN in their efforts to engage in the following purposes areas/goals: (1.) improving coordination among campus administrators, security personnel, and local law enforcement; (2.) strengthening victim services programs, including legal, medical, or psychological counseling for victims; (3.) providing prevention and education programming to students that is culturally relevant, ongoing, delivered in multiple venues, accessible, and engages boys and men; (4.) training appropriate campus faculty/staff who interact with students on a daily basis on how to recognize and respond to domestic violence, dating violence, sexual assault, and stalking, including training health providers to provide universal education to all members of the campus community on the impacts of violence on health; and (5.) training personnel on victim-centered, trauma-informed interview techniques.

This work includes participation on a Coordinated Community Response team and offers EHPD, INTERVAL HOUSE, and YWCA-NB “a seat at the table” as we work together to accomplish these goals. Furthermore, this team would be engaged in a one-year planning period in partnership with OVW Technical Assistance to support this project and asked to attend at least five OVW-sponsored trainings paid for by this grant.

### **III. DEVELOPMENT OF APPLICATION**

GOODWIN benefits from individual agreements with EHPD, INTERVAL HOUSE, and YWCA-NB as separate referral sources for students, faculty/staff. Although working to reduce domestic violence, dating violence, sexual assault, and stalking on campus and in our community is a shared goal as service-oriented organizations, we have not engaged in this work as a collective network to combat this issue.

Outreach to EHPD, INTERVAL HOUSE, and YWCA-NB in this regard, requesting to as described in this Agreement and participation in developing the application (i.e. seeking buy in and identifying areas of expertise and scope of activities) was initiated when the Notice of Funding Opportunity was released. Grant funding will be the catalyst to

establishing this Agreement in support of the work that is described in this agreement and needed at GOODWIN.

#### **IV. ROLES AND RESPONSIBILITIES**

NOW, THEREFORE, it is hereby agreed by and between Parties that they will provide programs/assistance and services to victims of domestic violence, dating violence, sexual assault, and stalking as follows:

i. GOODWIN

- Convene and lead a Coordinated Community Response team, comprised of university faculty/staff and community partners to provide comprehensive, confidential victim services and advocacy.
- Hire and Oversee a Women's Center Director, who will act as Project Director for the OVW grant-funded project and oversee the work of the partnership.
- Coordinate training opportunities for students around the causes and effects of domestic violence, dating violence, sexual assault, and stalking, the principle and practice of consent, how to contact a victim advocate for reporting, how to report to law enforcement for criminal investigation and strategies for bystander intervention.
- Coordinate training opportunities for GOODWIN faculty/staff, including but not limited to: campus security, disciplinary and student conduct team, and Title IX staff on the topics of confidentiality; protocols for working with students, community and law enforcement partners; the role of alcohol and drugs in assault, the neurobiology of trauma, and trauma-informed interventions.
- Alert proper authorities and pertinent organizations in a timely manner when incidents of domestic violence, dating violence, sexual assault, and stalking, occur on campus.
- Review student policies, conduct codes, and sanctions to ensure they are victim centered and align with current research and best practices.
- Take the lead in planning university wide events to educate students, faculty/staff around issues of sexual assault prevention, consent, domestic violence intervention and bystander responsibility and response.
- Follow all confidentiality and privacy provisions to protect students and their children.

ii. EHPD

- Participate as an active member of the Community Coordinated Response team, to provide comprehensive victim services and advocacy.
- Participate as an active member of a Coordinated Community Response team to maximize coordination of services and resources to GOODWIN students experiencing domestic violence, dating violence, sexual assault, and stalking.
- Participate as a community partner in educational events and activities to educate GOODWIN students about issues of sexual assault prevention, domestic violence and bystander intervention.
- Any participation by EHPD in this agreement shall be at the sole discretion of EHPD.

iii. INTERVAL HOUSE

- Participate as an active member of the Community Coordinated Response team, to provide comprehensive, confidential victim services and advocacy.
- Provide a 24-hour hotline to address emergency issues affecting safety related to domestic violence, dating violence, sexual assault, and stalking of students and their children.
- Provide safety planning, crisis counselling, and emergency safe housing, if needed, to university students and their children experiencing domestic violence, dating violence, sexual assault, and stalking situations.
- Provide ongoing and long-term supports for university students experiencing domestic violence and sexual assault situations including support groups, criminal and civil court advocacy, information and referrals, and services for children.
- Provide identified training (payment and terms to be identified in a separate contract) to GOODWIN and partners on issues of confidentiality; protocols for working with students, community and law enforcement partners; the role of alcohol and drugs in assault, the neurobiology of trauma and trauma-informed interventions.
- Connect GOODWIN faculty/staff to community, state, and national resources and training opportunities as they become available.

iv. YWCA-NB

- Participate as an active member of the Community Coordinated Response team, to provide comprehensive, confidential victim services and advocacy.
- Provide a 24-hour crisis line to provide university students who are experiencing emergency situations regarding domestic violence and abuse to ensure their safety and connect them to appropriate resources.
- Provide identified training (payment and terms to be identified in a separate contract) to GOODWIN and partners on issues of confidentiality; protocols for working with students, community and law enforcement partners; the role of alcohol and drugs in assault, the neurobiology of trauma and trauma-informed interventions.
- Connect GOODWIN faculty/staff to community, state, and national resources and training opportunities as they become available.

v. GOODWIN and EHPD, INTERVAL HOUSE, and YWCA-NB will collaborate in the following manner:

- Participate in a coordinated community response approach that ensures a timely, culturally relevant and respectful response to domestic violence, dating violence, sexual assault, and stalking committed on campus. Implementing such an approach requires establishing a Coordinated Community Response team. This team comprised of key departments and offices at GOODWIN and the above external stakeholders will coordinate all prevention and intervention efforts; facilitate communication between key campus departments and community partners; ensure messaging across efforts are consistent and reinforced; and



ensure that the team and by extension GOODWIN's response is seamless, consistent, and supportive.

## V. TIMELINE

This Agreement serves as record of collaboration between the Parties to fulfill the scope of this project as described in the OVW grant application and to render services pertaining to the roles and responsibilities described herein in the event GOODWIN is awarded funding. This Agreement would coincide with the grant period for a three-year term, anticipated to start on October 1, 2023, through September 30, 2026.

## VI. COMMITMENT TO AGREEMENT

- The collaboration service area includes the GOODWIN campus located in East Hartford and reaches students attending the university from across the state of Connecticut.
- The Parties agree to collaborate in an effort to improve coordination and strengthen victim services; provide prevention and education programming to students; and train faculty/staff using victim-centered, trauma-informed techniques pursuant to the program narrative of the grant application attached to this Agreement.
- Compensation for Parties' contribution to this project will be provided as outlined in the attached OVW budget detail worksheet.
- GOODWIN UNIVERSITY shall undertake the responsibility of submitting the application for the Office of Violence Against Women Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Grant and shall be the responsible Party for any and all representations made within such application.
- This Agreement shall not be binding and shall have no legal effect on the Town of East Hartford, unless and until this Agreement is approved by the Town Council of the Town of East Hartford.
- This Agreement shall not be interpreted or construed to create an association, joint venture, agency relationship, or partnership between the Parties or to impose any partnership obligation or partnership liability upon the Parties.
- Nothing in this Agreement is intended to affect any legal right of the Parties or to create an assumption of any debts, liabilities, or obligations between the Parties.
- We, the undersigned, have read and agree to the terms of this MOU. Furthermore, we have reviewed the proposed project and approve it.

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Mark Scheinberg  
President  
**Goodwin University, Inc.**  
One Riverside Drive, East Hartford, CT, 06118

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Date

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Michael P. Walsh  
Mayor  
**Town of East Hartford**  
740 Main Street, East Hartford, CT 06108

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Date

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Mary-Jane Foster  
President and CEO  
**Interval House**  
P.O. Box 340207, Hartford, CT 06134

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Date

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Tracey Madden-Hennessey  
Executive Director  
**YWCA New Britain**  
19 Franklin Square, New Britain, CT 06051

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Date



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## CAMPUS PROGRAM

- The Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (Campus Program) was created by Congress in recognition of the unique issues and challenges that colleges and universities face in preventing and responding to sexual assault, domestic violence, dating violence, and stalking.
- The Campus Program encourages a comprehensive coordinated community approach that enhances victim safety, provides services for victims, and supports efforts to hold offenders accountable. The funding supports activities that develop and strengthen trauma informed victim services and strategies to prevent, investigate, and respond to sexual assault, domestic violence, dating violence, and stalking.
- The Campus Program funds institutions of higher education to develop coordinated community responses. These campus-wide coordinated responses should involve campus victim service providers, law enforcement/campus safety officers, health providers, housing officials, administrators, student leaders, faith-based leaders, representatives from student organizations, and disciplinary board members. Campus responses must also link to local off-campus criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, courts, and nonprofit, nongovernmental victim advocacy and victim services organizations.
- Eligible applicants are limited to: institutions of higher education.
- In 2022, the Campus Program gave out 36 awards, totaling over \$10.6 million.
- In FY 2023, the Campus Program will support a special initiative called Strengthening Culturally Specific Campus Approaches to Address Domestic Violence, Dating Violence, Sexual Assault, and Stalking. This initiative will support Historically Black Colleges and Universities, Hispanic-serving Institutions, and Tribal Colleges and Universities to strengthen their institutional response to domestic violence, dating violence, sexual assault, and stalking on campus.
- Once posted, the solicitation to apply for this program can be found on OVW's website here: <https://www.justice.gov/ovw/open-solicitations>. Members of the public can also sign up for notifications on that website, and grant announcements are posted to OVW's Twitter at [twitter.com/OVWJustice](https://twitter.com/OVWJustice).
- This program is authorized by 34 U.S.C. § 20125.

### CONTACT

- [OVW.campus@usdoj.gov](mailto:OVW.campus@usdoj.gov) or (202) 307-6026
-

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 16th day of May, 2023

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

**WHEREAS;** the U.S. Department of Justice (DOJ) Office on Violence Against Women has made funding available to Goodwin University under the Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program, and

**WHEREAS;** Goodwin University has requested that the Town's Police Department serve as the local law enforcement agency partner on the Coordinated Community Response team to ensure timely, culturally relevant and respectful response to domestic violence, dating violence, sexual assault, and stalking committed on campus.

**NOW THEREFORE LET IT BE RESOLVED;** that this Council does ratify and approve the entry of the Town of East Hartford, by its Mayor Michael P. Walsh, into a Memorandum of Understanding (MOU) with Goodwin University, Interval House and the YWCA of New Britain to allow the East Hartford Police Department to serve as the local law enforcement agency partner on the Coordinated Community Response team proposed in Goodwin's grant application

**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, 2023.

Seal

Signed: \_\_\_\_\_

Jason Marshall, Town Council Clerk



## MEMORANDUM

**DATE:** May 11, 2023

**TO:** Michael P. Walsh, Mayor

**FROM:** Melissa McCaw, Director of Finance

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

**RE:** **Use of Titan Energy for Solar Landfill RFP**

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Since 2004 the Connecticut Conference of Municipalities has offered an Energy Cost Containment program to assist municipalities maximizing cost savings for utility costs. Titan Energy was awarded the traditional energy procurement portfolio.

As part of the partnership with Titan and CCM's positive experience of their performance, CCM extended by agreement the Renewable Energy program to Titan Energy for member municipalities. In February of 2023, Town Council approved the use of Titan for the general request for proposals for solar developers under the Non-Residential Renewable Energy Solutions program. A successful RFP was concluded selecting Greenskies Clean Energy as the developer. The Town entered into an agreement with Greenskies, authorizing the entity to submit an application to Eversource under the NRES program with East Hartford as the municipal co-sponsor. If approved, the Town of East Hartford would receive approximately \$160,000 in annual savings or \$3.3 million over the 20-year agreement.

As we seek to maximize energy cost savings to the Town as costs continue to rise, the consideration of solar on the Town's landfill has been explored over the past few years. In order to be determine interest, feasibility, the economics and other factors of solar on the Town's landfill in consideration of the Eversource August application deadline, support from an energy consultant to manage the RFP process and provide expertise in evaluating proposals is needed. Due to the August deadline and the time required for the RFP submittal, review, evaluation and approval process (through Town Council), the Town recommends utilizing Titan Energy given their past positive performance, experience with solar landfill RFPs and the limited time schedule.

While there is no direct cost to the Town, the agreement with Titan must be approved by Council pursuant to Town Ordinance 10-4a, which states "no person shall charge a fee for a service provided to the public, which service utilizes Town owned or leased

equipment, facilities, property, data, or goodwill, without approval of such service contract by the Mayor and Town Council.”

Attached please find a summary memo and resolution for the Town Council’s consideration at the May 16, 2023 Council Meeting. The attached Council resolution would be necessary to authorize the Mayor to enter into an agreement with Titan to complete the procurement, award and agreement for this program.

Should you have any questions, please do not hesitate to contact me.



May 8<sup>th</sup>, 2023

Ms. McCaw,

Thank you kindly for considering an extended partnership with the Renewable Energy Procurement Program from the Connecticut Conference of Municipalities and Titan Energy New England. The partnership between CCM and Titan began in 2018 after a competitive RFP process that resulted in the selection of Titan as the solely endorsed provider of energy procurement services to all CCM member towns and cities. The Energy Procurement Program serves over 50% of CCM membership and continues to grow in both size and scope. As the price of energy commodities began to soar in 2021, CCM authorized Titan to manage the renewable energy procurement function for its members, with the goal of reducing the negative impact of electricity and natural gas prices that escalated sharply in a very short period. This process not was conducted via RFP but was the result of many years of excellent results with traditional energy procurement and a demonstrated track record of successful municipal renewable energy procurements. See Exhibit B for examples of Connecticut landfill RFPs issued by Titan.

The goal of the CCM Renewable Energy Procurement program is to guide clients through every step of the renewable energy procurement process and ensure high-quality outcomes. Titan Energy's ten years of experience navigating the various hurdles associated with large-scale solar development will prove to be very useful for the Town of East Hartford as it contemplates engaging with the solar development community to benefit from development on the Town's capped landfill. Our specific scope of work is included as an addendum in this memo and Titan compensation will be consistent with the original consulting agreement executed in March 2023.

The best tools at our disposal for the landfill site are the Non-Residential Renewable Energy Solutions (NRES) and Shared Clean Energy Facility (SCEF) programs. NRES and SCEF were created by the Connecticut State Legislature in 2020 and are administered by the Public Utilities Regulatory Authority and the local electric utilities. The goal of the legislation was to create opportunities for Connecticut ratepayers to access the benefits of clean energy projects and increase the amount of renewable energy in the state power mix (greening the grid). Incentivizing private developers to build renewable energy assets in Connecticut is the cornerstone of the policy goal.

The component of the NRES program that is of primary interest to municipalities is the carve out for large scale solar projects to participate in various forms of virtual net metering and revenue sharing. A particular subset of ratepayers (State, Agriculture and Municipality) is allowed (and encouraged) to participate in the development of large-scale solar projects in the manner

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**Headquarters:**  
**Hartford, CT 06103**  
750 Main Street  
P.860.436.2768

[E.info@titanenergyne.com](mailto:E.info@titanenergyne.com)



described below:

:

- NRES program rules allows private developers to build large solar arrays and sell power directly to Eversource **only** if they meet the condition of having a municipal co-sponsor associated with the project. The municipal co-sponsor is entitled to receive a share of the project's profits or utility bill credits. This requirement is meant to ensure the benefits from large solar projects are distributed in a way that is socially equitable and specifically targeted.
- The Town will receive a quarterly distribution from the project equal to a fixed percentage of the net energy sales to the utility or Eversource bill credits that correspond back to the production of the array.
- The extent of your commitment is simply to agree to receive the distributions or receive the bill credits and pay for them at a discount to their value.
- There is zero cost to participate and no equipment to maintain.
- The NRES program operates on a competitive bid basis in which project funding is limited and distributed on a bi-annual basis. The current funding round closes in September 2023 and our recommendation is to select a solar project in advance of that date to ensure the Town has multiple attempts to secure funding from the NRES program because competition for projects is very strong and program funding is limited.
- **The annual revenue or savings from NRES participation is estimated to be between \$30,000 and \$40,000, or approximately \$700,000 over the contract term.**

The Shared Clean Energy Facility (SCEF) program is like the NRES program in the sense that developers are allowed to build large-scale solar arrays and sell power directly to Eversource without imposing any cost on the host municipality. However, some differences are worth noting:

:

- SCEF projects ultimately create utility bill credits that are allocated by Eversource to low-income households and small businesses. Only Eversource has the authority to assign those credits, not the developer or host municipality.
- The Town will receive an annual fixed rent payment as opposed to utility bill credits.
- The SCEF program does not place size restrictions based on Town energy use.
- The extent of your commitment is to execute a 20-year land lease agreement and allow the developer to have quiet enjoyment of the parcel during the lease term.
- The SCEF program operates on a competitive bid basis in which project funding is limited and distributed on an annual basis. The next application period is February 2024.
- **The annual revenue from SCEF participation is estimated to be between \$20,000 and \$30,000, or approximately \$500,000 over the 20-year contract term.**

Thank you again for considering the CCM Renewable Energy Program – we look forward to working with the Town of East Hartford on this outstanding project. We will bring the full force of our team to the task of ensuring the Town of East Hartford successfully develops the landfill parcel into a high-value renewable energy installation.

Best Regards,



Adam Teff  
TitanGen General Manager

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**Headquarters:**  
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750 Main Street  
P.860.436.2768

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# **Addendum A**

## STATEMENT OF WORK (SOW)

Acting as renewable energy procurement consultants on behalf of East Hartford, Titan/CCM is prepared to:

- Assist with the drafting of a detailed NRES/SCEF Solar Request for Proposal (“RFP”)
- Interview qualified bid responders on behalf of/with East Hartford
- Visit demonstration sites with East Hartford officials as desired
- Perform technical review of each project to ensure buildability and feasibility within the NRES program
- Review all bid responses with East Hartford officials, modify bid responses as appropriate and make formal recommendations based upon the results
- Review agreements with East Hartford officials
- Coordinate the utility billing data requirements for NRES/SCEF participation
- Submit for the incentive programs on East Hartford’s behalf
- Issue official award to winning bidder
- Oversee development/commissioning of the selected projects in conjunction with East Hartford and chosen developer
- Track energy production and dollar-savings for a period of 12-months after each project is complete and operational

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# **Addendum B**

Example landfill RFP sites:

- Wilton
- Weston
- Mansfield
- Windham
- Montville
- Deep River
- Killingly
- West Haven
- Washington
- Lebanon
- Middlefield

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**Headquarters:**  
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**RESOLUTION TO APPROVE THE TOWN ENTERING INTO PARTICIPATION AGREEMENT WITH TITAN ENERGY FOR SOLAR REQUEST FOR PROPOSAL**

**WHEREAS**, the Connecticut Conference of Municipalities has offered an Energy Cost Containment program to assist municipalities maximizing cost savings for utility costs and CCM's offerings include procurements for the purchase of utilities, a program which was competitively bid, resulting in the award of the CCM energy purchasing program to Titan Energy; and

**WHEREAS**, as part of the partnership between Titan and CCM, CCM extended by non-competitive agreement the Renewable Energy program to Titan Energy for member municipalities; and

**WHEREAS**, the goal of the CCM Renewable Energy Procurement program is to guide clients through every step of the renewable energy procurement process and ensure high-quality outcomes; and

**WHEREAS**, the Town intends to issue a Request for Proposals for solar energy opportunities at the Town's landfill in order to meet the Eversource deadline for applications under the Non-Residential Renewable Energy Solutions (NRES) and Shared Clean Energy Facility (SCEF) programs; and

**WHEREAS**, the Town desires to contract with Titan Energy to obtain assistance and consultation on the issuance and award of a Request for Proposals for a solar energy project; and

**WHEREAS**, in the event the selected bidder's application is awarded and approved by Council, such bidder will be responsible for compensating Titan for their services at a rate of \$0.07 per kilowatt hour, of which \$0.02 per kilowatt hour must be paid by Titan to CCM as a "Success Fee" consistent with the agreement between Titan and CCM; and

**WHEREAS**, pursuant to Town Ordinance 10-4a "no person shall charge a fee for a service provided to the public, which service utilizes Town owned or leased equipment, facilities, property, data, or goodwill, without approval of such service contract by the Mayor and Town Council;" and

**WHEREAS**, this council determines that such agreement is in the best interest of the Town in order to pursue solar energy opportunities; and

**THEREFORE, BE IT RESOLVED**, that the East Hartford Town Council does hereby approve the following items:

1. Pursuant to Ordinance 10-4a, Mayor, Michael P. Walsh may enter into a contract with Titan Energy and execute all necessary secondary documents to work exclusively with Titan to draft, issue, and evaluate RFPs related to the solar opportunities within the Town.
2. Such contract shall be prepared and approved in a form suitable to the Office of Corporation Council.
3. Any such solar arrangement, shall return to this Council for approval.
4. Titan and CCM shall receive a fee for Services rendered at the rate of \$0.07 per kilowatt for renewable energy procurement. Titan and CCM have determined that \$0.02 of the \$0.07 per kilowatt fee shall be paid to CCM. Such fee shall be paid to Titan/CCM by the chosen bidder from the RFP process, as codified within the RFP document, if such selected bidder's application

is approved by Eversource. East Hartford shall not be liable to Titan/CCM for any direct payment.



## MEMORANDUM

**DATE:** May 10, 2023

**TO:** Investigations and Audit Committee

**FROM:** Melissa McCaw, Director of Finance

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

**RE:** **Request for Proposals (2023-25) - Professional Auditing Services**

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The prior contract with CliftonLarsonAllen concluded with the completion of the audit for the FY ending 6/30/2022. The audit resulted in an on-time filing in December 2022 for the Annual Financial Comprehensive Report and State Single Audit. The Federal Single Audit was also filed on-time in March 2023.

The previous contract with CLA was the result of an RFP for services for a 5-year period concluding 6/30/2022. An RFP for Professional Auditing Services was issued on April 14, 2023, with submissions due on April 28, 2023. Such RFP was issued stating, "Proposals submitted will be evaluated by a three (3) member Audit and Investigations Committee selected by the Town Council."

Attached please find the original RFP and the responses from the two bidders, CliftonLarsonAllen, LLP and Marcum, LLP.

Below please find a financial summary and other qualifying factors:

Experience with Connecticut municipalities

- Marcum has 2 CT municipal clients.
- CLA has 54 CT municipal clients.

Financial Summary

	2022	2023	2024	<i>Proposed</i>			5 Year Total
				2025	2026	2027	
CLA	74,500	92,000	96,600	101,400	106,500	111,800	508,300
		23.5%	5.0%	5.0%	5.0%	5.0%	
Marcum	N/A	120,000	124,000	128,000	132,000	136,000	640,000
		61.1%	3.3%	3.2%	3.1%	3.0%	
<b>Difference</b>	<b>N/A</b>	<b>28,000</b>	<b>27,400</b>	<b>26,600</b>	<b>25,500</b>	<b>24,200</b>	<b>131,700</b>

Based on the RFP responses, experience with CT municipal clients and the cost proposal, an award to CliftonLarsonAllen is recommended. Please let me know if you have any questions. I will be present at the 5/16 Investigations and Audit Committee meeting to support discussion and evaluation.

cc: Michael P. Walsh, Mayor

## AUDIT SERVICES PROPOSAL LETTER

April 28, 2023

Ms. Michelle A. Enman  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Dear Ms. Enman:

We have read the Request for Proposal and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the selection personnel.

We have enclosed separate sealed envelopes for:

1. Technical Proposal
2. Cost Proposal (separate sealed envelope)
3. USB Thumb drive containing electronic copies of the proposals

It is further understood and agreed that all information included in, or attached to, the Proposal shall be public record upon delivery to the Town of East Hartford.

Very truly yours,  
Marcum LLP



James Wilkinson, CPA  
Partner



Kyle Connors, CPA  
Director

***Response to RFP #23-25***

Fee Proposal for **Professional Auditing and  
Agreed-Upon Procedures Services** for

**Town of East Hartford**

April 28, 2023

**James Wilkinson, CPA**

Phone: (401) 600-4709

James.Wilkinson@marcumllp.com

155 South Main Street, Suite 100  
Providence, RI 02903

185 Asylum Street, 25<sup>th</sup> Floor  
Hartford, CT 06103

**MARCUM**  
ACCOUNTANTS ▲ ADVISORS

[marcumllp.com](http://marcumllp.com)



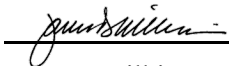
**TOWN OF EAST HARTFORD, CONNECTICUT**

**RFP #23-25**

**PROFESSIONAL AUDITING SERVICES**

**RFP APPENDIX A – PROPOSAL FORM**

Submitted By: \_\_\_\_\_ Submitted For: \_\_\_\_\_ Date: April 28, 2023

Signature:  Firm: Marcum LLP  
 Name: James Wilkinson Address: 155 South Main Street, Suite 100  
 Title: Partner Providence, RI 02903  
 Telephone: 401.600.4709

**Professional Staff Size**

Total 4,100 firmwide  
 Governmental Audit Staff: 125 in New England; 170 firm-wide  
 Staff Assigned to Engagement 3-5

**Connecticut Municipal Audit Clients:**

- List 2022 Engagements for Municipalities of 40,000 Population or More and/or General Fund Expenditure of \$150 Million or More

We audit a number of municipalities in New England, including Cranston, RI; Burlington, VT; and Manchester, VT. Please see our representative client list on page 16 of our technical proposal for more cities.

- Certificate of Achievement Clients

Please refer to our representative client list in our technical proposal. Among our New England ACFR clients that have received a GFOA Certificate of Achievement are the Housing Authority of the City of Stamford (CT); Burlington, VT; Cranston, RI; Manchester, VT; Nashua, NH; Portland, ME; Concord, MA; North Kingstown, RI; and South Kingstown, RI.

AUDIT FEE	FY23	FY24	FY25	FY26	FY27
TOTAL AUDIT FEE (all inclusive)	\$ 120,000	\$ 124,000	\$ 128,000	\$ 132,000	\$ 136,000

Note: Fees submitted shall be fixed fees for the total engagement. No additional sums will be paid for expenses.

## PROFESSIONAL FEES

At Marcum LLP (“Marcum”), our goal is to minimize the costs of our services while adhering to the highest level of professional standards. Our mission as a professional services firm is to maximize the value of the services we provide to our clients by maintain a high level of efficiency without compromising quality.

### Billing Assumptions

We made the following assumptions in arriving at our estimated fees:

1. Client resources that we need to perform our work will be made available to us in a timely fashion. Specifically, suitable workspace for our staff and equipment, adequate access to your computer systems, internet access for our staff to receive and send email, access to the building, etc.
2. All document requests and other information required by us will be delivered to our team members within timetables determined during the planning phase of our engagement or on a timely basis if requested during the course our audit.
3. Information that we receive to perform our work will be accurate and complete.
4. There are no unforeseen circumstances that will prohibit us from working efficiently.
5. There are no disagreements concerning possible audit adjustments that cannot be resolved satisfactorily in a timely matter.

### Out-of-Pocket Expenses

The aforementioned fee is all-inclusive. Marcum will not bill for direct out-of-pocket expenses, including but not limited to: travel, cost of report production and postage. Marcum will also waive our standard administrative fee, an allocation of overhead expenses that are not billed as direct reimbursable expenses.

### Additional Professional Services

We are available to provide a variety of other services to Hartford. These services will be discussed in advanced, agreed to in an addendum to the contract and billed at a discounted hourly rate.

### Manner of Payment

Our invoices for these fees will be rendered monthly as the work progresses, and are due and payable upon presentation.

**Response to RFP #23-25**

Technical Proposal for  
**Professional Auditing Services** for

**Town of East Hartford**

April 28, 2023

**James Wilkinson, CPA**

Phone: (401) 600-4709  
James.Wilkinson@marcumllp.com

155 South Main Street, Suite 100  
Providence, RI 02903

185 Asylum Street, 25<sup>th</sup> Floor  
Hartford, CT 06103

**MARCUM**  
ACCOUNTANTS ▲ ADVISORS

[marcumllp.com](http://marcumllp.com)

April 28, 2023

Ms. Michelle A. Enman, Purchasing Agent  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Dear Ms. Enman:

On behalf of Marcum LLP (“Marcum”) and our client service team, we are pleased to present our proposal to provide auditing services to the Town of East Hartford (“East Hartford”, “you” or the “Town”). We appreciate the opportunity to participate in your proposal process and understand the importance of appointing the right firm as the East Hartford’s independent public accountants.

Ranked among the top 15 firms in the nation, Marcum offers resources of 4,100 professionals, including 550 partners, in 50 offices nationally and internationally. Marcum is a member of the AICPA’s Government Audit Quality Center. In addition, we are nationally recognized within the financial and underwriting community with membership in the Center for Public Company Audit Firms of the AICPA and registration with the Public Company Accounting Oversight Board.

We are confident we can provide the type of professional and responsive service that the Town of East Hartford deserves. With new accounting pronouncements being issued, as well as changes to federal and state regulations regarding compliance, and State and Federal single audits, we stand ready to help the Town navigate through this information by serving as a dependable resource for these matters.

Our professionals are experienced with municipal and government operations, committed to the public sector, and ready to provide unequalled proactive service. This proposal demonstrates Marcum’s ability, desire and commitment to serve you in a responsive and efficient manner.

As a part of our audit process we will conduct the following activities:

- ▶ Issue pre-audit correspondence to the Town Council and/ or Audit Committee
- ▶ Conduct an audit in accordance with generally accepted auditing standards, established by the American Institute of Certified Public Accountants, the standards set forth for financial audits in the *Government Auditing Standards* issued by the Comptroller General of the United States
- ▶ Conduct an audit of major programs in accordance with the provisions of the federal Single Audit Act of 1984 as amended by the Single Audit Act Amendments of 1996 and U.S. Office of Management and Budget (OMB) Guidance 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements and Connecticut State Single Audit Requirements
- ▶ Perform Agreed-Upon Procedures for the School End of Year School Report EFS Certification for the Board of Education
- ▶ Provide an independent opinion on the Town’s annual financial report
- ▶ Report to the Town on the auditing process, findings and recommendations

This proposal encompasses all requirements as set forth in the Town's RFP for Professional Auditing Services. We are committed to performing your required audit and AUP services within the timeline specified in the RFP. Provided all of the documentation is provided timely, we expect to issue the final audit and agreed-upon procedures reports by December 15<sup>th</sup> of each year, though we will endeavor to issue by November 30<sup>th</sup>.

Some of the terms and conditions in this proposal to provide audit services may need to be tailored more appropriately and some additional terms and conditions may be necessary. Should Marcum's proposal be accepted, we will negotiate a mutually satisfactory engagement letter with East Hartford covering the services proposed and the parties' relationship for these services. This proposal is contingent upon successful completion of Marcum's acceptance procedures.

Marcum welcomes the opportunity to provide services to the Town of East Hartford. This proposal, for year ending June 30, 2023, with an option to renew for four additional years, is a firm and irrevocable offer for 90 days following the submission period. If you have questions or would like to discuss any aspect of our proposed service plan, please do not hesitate to contact James Wilkinson at (401) 600-4709. We look forward to speaking with you in the near future.

Very truly yours,  
Marcum LLP



James Wilkinson, CPA  
Partner

*Authorized to represent and contractually bind the firm*



Kyle Connors, CPA  
Director

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## 1. EXECUTIVE SUMMARY

### Who We Are?

- ▶ One of the largest public accounting firms in the Nation
- ▶ Ranked in the top 15 by Accounting Today
- ▶ More than 70 years in practice
- ▶ 4,100 professionals, including 550 partners, in 50 offices nationally and internationally
- ▶ Member of the AICPA's Government Audit Quality Center
- ▶ Nationally recognized within the financial and underwriting community with membership in the Center for Public Company Audit Firms of the AICPA and affiliation with the Government Accounting Standards Board

### Service Philosophy

- ▶ Engagement team with extensive government industry experience
- ▶ Partners actively involved with client
- ▶ Responsive service, personal contact and significant ongoing partner involvement in all areas
- ▶ All decisions made locally and timely
- ▶ Broad domestic and international resources through Marcum's own offices as well as the Leading Edge Alliance, Ecovis and DFK International

### Engagement Approach

- ▶ Periodic and scheduled meetings with management to discuss audit issues
- ▶ Involvement of professionals with requisite skills and experience
- ▶ Commitment to continuity of engagement team
- ▶ Deliverables completed within mutually agreed-upon timeframes

### Scope of Services

- ▶ Audit of East Hartford's financial statements for the year ending June 30, 2023, including annual ACFR and Single Audit reports, with an option to renew for four additional years
- ▶ The Town of East Hartford Board of Education End of Year Financial Report (EFS) Agreed-Upon Procedures Report for the aforementioned periods

### Engagement Team

- |                               |                              |
|-------------------------------|------------------------------|
| ▶ Engagement Partner          | James Wilkinson, CPA, CITP   |
| ▶ Audit Director              | Kyle Connors, CPA            |
| ▶ Engagement Quality Reviewer | William Sawicki, CPA         |
| ▶ Audit Senior Manager        | Christine Kolev Mulhern, CPA |

## 2. INDEPENDENCE

Marcum's policy is that all professional personnel be familiar with and adhere to the independence, integrity, and objectivity rules, regulations, interpretations, and rulings of the American Institute of Certified Public Accountants, the state boards of accountancy and CPA societies, Government Auditing Standards issued by the Comptroller General of the United States, relevant statutes, and applicable regulatory agencies. In addition, all professionals – from partner to staff auditor – are required to sign affidavits annually attesting to their independence.

We affirm that Marcum LLP is independent of the Town of East Hartford as defined by the AICPA, Generally Accepted Auditing Standards and the U.S. General Accounting Office's *Government Auditing Standards*. Further, no conflicts exist that would inhibit our ability to perform this audit in accordance with professional standards.

Our quality control document contains detailed policies related to maintaining independence. These policies are the most stringent policies adopted by the AICPA and the various state boards of accountancy. Engagement team members are required to consider any possible situations where independence may be impaired during the acceptance or continuance process and if any arise during the performance of an engagement.

## 3. LICENSED TO PRACTICE CONNECTICUT

We affirm that Marcum LLP is a licensed certified public accounting firm and is in good standing with all regulatory agencies. The Firm is properly licensed and certified to practice in Connecticut and is registered with the Connecticut Board of Accountancy. Marcum is a member of the American Institute of Certified Public Accountants (AICPA) and the Connecticut Society of Certified Public Accountants (CTCPA). All professional staff, upon successful completion of the CPA exam, become members of the AICPA and their local state CPA society.

James Wilkinson and Kyle Connors are "key" team members. The key team members assigned to this engagement are licensed to practice as certified public accountants by the State of Rhode Island and are qualified to practice in Connecticut. Each individual on the engagement has maintained the required CPE in government accounting and has attended an Ethics course for CPA's.



## 4. FIRM QUALIFICATIONS AND EXPERIENCE

### Firm Profile

More than **70-year** history of helping clients resolve their greatest business and personal financial challenges.

Founding member of **LEA Global**, the largest worldwide group of independent accounting practices

Exclusive U.S associated partner firm of **ECOVIS International**, a global accounting and advisory network

Leadership in **DFK International**, one of the world's leading international associations

**Marcum LLP is a national accounting and advisory services firm dedicated to our clients achieve their goals. Since 1951, clients have chosen Marcum for our insightful guidance in helping them forge pathways to success, whatever challenges they are facing.**

Marcum offers a complete spectrum of assurance, tax and advisory services, as well as an extensive portfolio of industry-focused practices with specialized experience for both privately held and publicly registered companies, governments and quasi-government agencies, as well as nonprofit and social sector organizations. The Firm also provides a full complement of technology, wealth management, and executive search and staffing.

Headquartered in New York City, Marcum has offices in major business markets across the U.S. and select international locations.

### CLIENT-DRIVEN

Understanding our clients' businesses, helping them identify their needs and meet their challenges, and uncovering opportunities that propel them towards success is Marcum's mission. Our own success is based on our commitment to building meaningful, trusted relationships with our clients, creating positive service experiences, and delivering unexpected value wherever and whenever we can, while maintaining our professional independence and objectivity.

Marcum is committed to providing the most thorough, insightful, and expeditious service, according to the highest ethical standards.

### COMMITMENT TO EXCELLENCE

From the way we service clients to the training and development of our professionals, Marcum is committed to excellence in every aspect of our service offerings.

Our focus on client success compels us to look beyond the numbers to see the opportunities, challenges, and solutions in every engagement. Innovation, proactivity, teamwork, and open communication are the hallmarks of our approach.

Visit [www.marcumllp.com](http://www.marcumllp.com) for a complete list of our services.

## Why Marcum

Marcum delivers the industry experience and in-depth skills that you may find at other national accounting firms but with a stronger commitment to regional client service provided by a team from our Providence office and a more economical fee structure. We come equipped with decades of experience in providing audit services to the State of Connecticut, government and quasi-government agencies at both the state and local levels. For these entities, we have performed risk assessments and have responded with appropriate strategies and sharing best practices.

Marcum specializes in providing quality and independent audit services with a detailed plan and communication strategy that promotes reliability in our methodology and value in our reports. We have built our reputation on providing high quality value-added accounting services with superior technical capabilities. Our clients tell us we deliver industry specific experience with unmatched quality and partner-level attention. Our reputation for delivering exceptional quality and client service is a direct result of the hands-on involvement and level of attention from our partners, directors and managers.

An important element of our approach is providing constructive services for the purpose of helping you improve internal accounting controls, operating efficiency and the effectiveness of your administrative practices. Because of our position as independent auditors, our experience with governmental entities and our knowledge of financial and accounting systems, we expect to make recommendations that are useful and important. We consider constructive services to be a logical and important by-product of our audits and, accordingly, they will be a significant part of our overall services to the Town of East Hartford.

Our recommendations are presented in reports, which will include recommendations we believe warrant attention. Additionally, we will use these reports to advise East Hartford's management of recommendations to enhance the overall effectiveness of East Hartford's operations. In addition, we will continually communicate important changes or proposed changes in accounting and regulatory matters to assist the Town's management in assessing the impact of such changes on East Hartford's operations. We will discuss our recommendations with management prior to issuing a report, and we will communicate our ideas as significant recommendations are developed, rather than waiting until the conclusion of our audits.

## Firm Overview and Locations

Marcum is an accounting and consulting firm with its New England offices Connecticut (Hartford, New Haven and Greenwich), Rhode Island, Massachusetts, New Hampshire and Maine. With a total staff of approximately 4,100 full-time associates, we are among the top 15 firms in the nation. Nationally recognized within the financial and underwriting community, we are a member of the Government Audit Quality Center, Center for Public Company Audit Firms of the American Institute of Certified Public Accountants and registered with the Public Accounting Oversight Board. It is worth noting that our Providence office is a significant provider of governmental auditing services in the New England region.

In addition, Melanson P.C., a large regional CPA firm, recently merged into Marcum LLP nearly doubling the size of our New England governmental practice, adding considerable large city experience including the City of Lynn, MA, City of Manchester, NH, City of Portland, ME and City of Burlington, VT.

Our considerable experience with municipalities and government clients has put us in a position to serve you best. We have outlined certain factors that make us qualified to serve you, especially after having reviewed your request for proposals and your auditing needs.

## ***Current Organization of the Firm***

Marcum is a Limited Liability Partnership that was established in 1951 in the state of New York. Jeffrey Weiner is the current Chairman and CEO. He is supported by an Executive Committee, which consists of leadership throughout the U.S. As a partnership and national CPA firm, Marcum has 550 partners. A full listing of partners is available at [www.marcumllp.com](http://www.marcumllp.com).

## ***Experienced, Local Team***

The engagement leadership team, led by James Wilkinson and Kyle Connors, is based in Marcum's Providence office located at **155 South Main Street, Suite 100, Providence, RI 02903**. They will also be supported by staff and senior staff associates at our Connecticut offices located at **555 Long Wharf Drive, New Haven, CT 06511** and **185 Asylum Street, Hartford, CT 06103**.

The management and staff responsible for these services are highly qualified, with in-depth experience in auditing, accounting and management advisory services. Based in Connecticut and Rhode Island, our team offers local access to key resources. Based upon a review of East Hartford's financial statements we estimate three to five staff will be assigned to the engagement at any one time. At a minimum, one supervisory level staff will be on hand at all times. Each member of the team is a full-time employee. No subcontractors will be used during the engagement.

## **Our Commitment to Quality**

Our philosophy of providing quality professional services ensures the delivery of the best resources when you need them most. Our approach helps to alleviate your long-term costs and provides for a smooth engagement process.

We are committed to quality and integrity. To demonstrate this commitment, we have acquired memberships in various quality oversight organizations.

Marcum audits numerous public companies and is registered with the Public Company Accounting Oversight Board (PCAOB) and is subject to its quality control standards. We belong to the Center for Public Company Audit Firms of the American Institute of Certified Public Accountants (AICPA), the Private Companies Practice Section (PCPS) of the AICPA, and the Government Audit Quality Center of the AICPA. Member firms must have their quality control systems periodically reviewed by independent peers to evaluate:

- ▶ Quality control policies and procedures that provide the firm with reasonable assurance for complying with professional standards.
- ▶ The quality control system for accounting and auditing compliance with specified requirements and standards.
- ▶ Compliance with membership requirements.

We are dedicated to establishing a high level of quality control and we continue to subject our practice to peer review as dictated by the current regulatory environment. We have also instituted our own internal monitoring procedures to further secure Marcum's reputation as a quality-driven, results-oriented firm.

## **Peer Review**

Marcum has never had any referrals to any government agencies or state licensing boards for sub-standard work nor did we have any quality control findings from our last peer review. The AICPA's National Peer Review Committee accepted our last peer review report on December 11, 2020. A total of 75 engagements were reviewed, including governmental agencies, single audits and HUDs. A copy of the report on Marcum's most recent external quality control review is included with this proposal, showing an unqualified opinion with no letter of comments.

## **Internal Monitoring**

Each year, Marcum performs an internal inspection of the audit practice as part of its monitoring as required by professional and firm standards. This includes a self-assessment, performed on the same basis as an actual independent peer review, by senior audit executives qualified as peer reviewers. Testing of policies and procedures and review of actual engagements is the same for the inspection and the peer review. This ensures that our work is always performed at the highest level.

## **Complaints and Marcum Involved Litigation**

Neither the firm nor any of its partners have had any complaints against them by the state board of accountancy or any other regulatory authority. Additionally, there is currently no litigation involving Marcum that will have a material impact on Marcum.

## **Desk Reviews and Disciplinary Actions**

There have been no desk reviews or field reviews by federal or state agencies during the past three (3) years. In addition, there has been no disciplinary action taken against the firm or its personnel by state regulatory bodies or professional organizations within the past three (3) years. There has been no litigation involving audit services within the past three (3) years.

## **Educational Services**

We provide regular, internal educational programs to our staff to keep them abreast of changing accounting methodologies, audit issues and industry specific regulatory matters. Many of our industry experience make presentations to our clients and various trade associations. Our team participates in a variety of educational programs through trade and professional organizations as well. All engagement management and staff meet or exceed the continuing education requirements set forth by the Connecticut State Board of Accountancy and Government Auditing Standards. Staffing will be either certified public accountants or those in the process of completing such certification.

## **Insurance Coverage**

We have reviewed your insurance requirements in your RFP. Marcum maintains a variety of liability coverage, including, but not limited to, those indicated in your RFP:

- ▶ Professional Liability
- ▶ Commercial General Liability
- ▶ Workers' Compensation and Employers' Liability
- ▶ Automobile Liability
- ▶ Excess Liability
- ▶ Cyber Liability

In the event that Marcum is awarded the Town's contract for the provision of audit services, we will provide a certificate of such insurance issued by a corporation licensed or authorized by the Commissioner of Insurance to do business in the State of Connecticut if requested.

## Governmental Industry Experience

Marcum's public sector services is one of the Firm's specialty industry sectors and focuses on local governments like East Hartford and other government entities. Our firm has significant experience with municipalities. To date, the New England offices employ more than 125 audit professionals who have provided services to a multitude of governmental clients. Our governmental assurance professionals have in-depth understanding of the complex economic and political environment in which these entities operate. Their knowledge and experience allows us to provide the highest level of professional service to our government clients.

The firm has a governmental group dedicated to keeping up with changes in GASB standards and statements. This dedicated group will be available to guide you through any questions you may have to ensure the Town is GASB compliant.

The assurance services we provide to government entities includes single audits, pension audits, compliance audits, forensic audits, IT audits, internal audits, GASB implementation, financial statement and Annual Comprehensive Financial Report ("ACFR") preparation and assistance, performance or operational reviews and a wide range of consulting services for local governments.



## ***Familiarity with Government Auditing Standards***

We are thoroughly familiar with generally accepted accounting principles for state and local governmental units and with generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants; Government Auditing Standards issued by the Comptroller General of the United States; the Single Audit Act of 1984 as amended; and U.S. Office of Management and Budget (OMB) Guidance 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements, sections 4-230 through 4-236 of the Connecticut General Statutes (the State Single Audit Act), and will conduct our audit and report in accordance with those standards.

## ***Single Audits***

We have conducted hundreds of federal, state, and local Single Audits and are knowledgeable of all requirements under OMB Uniform Guidance and required by the State of Connecticut.

To stay on top of changing audit requirements, our firm participates in various AICPA trainings and our team receives annual single audit training that involves all aspects of a single audit, including internal controls, compliance, financial reporting, the Data Collection Form, Yellow Book and audit effectiveness. A significant portion of this training also includes discussion about single audit quality and current topics discussed in the AICPA Audit Guides and Audit Risk Alerts. We leverage our training and experiences across the Firm to benefit our clients through improved audit methodology and work programs. Furthermore, we proactively ensure all of our affected clients understand the impact of any new regulations on their organization.

Information from the Federal Audit Clearinghouse for 2020 shows that Marcum was the #1 provider of single audits in New England based on number performed and #4 provider when program awards expended is measured, with almost \$1.6 billion in coverage.

Since we perform a substantial amount of single audits annually, our single audit working papers are routinely reviewed by federal and state agencies as well as peer reviewers. We have not had any findings regarding substandard work and, in fact, have had many comments about the excellent quality of our audit files. Included in our external peer reviews are many single audit files which have not received any comments in this area for many years.

With this experience, we are able to provide a robust amount of knowledge as it relates to the Town and your engagement team has the necessary experience to assist you with Federal and Connecticut single audits.

## ***GFOA Certificate of Achievement Program***



Marcum assists clients who participate in the GFOA Certificate of Achievement for Excellence in Financial Reporting Program. This program is recognized as the highest award in government financial reporting. The Certificate of Achievement has been awarded on all of the financial statements for participating clients, including first time submissions. Several members of Marcum are special reviewers for the GFOA Certificate of Achievement Program, **including Branden A. Lopez who has been a special reviewer for the Certificate Program since 2018 and Moises D. Ariza who has been a Certificate Program reviewer since 2014.**

## Municipal Bond Issuers Experience

**Related Audit Clients**

- Rhode Island Commerce Corporation
- Rhode Island Student Loan Authority
- Rhode Island Health and Educational Building Corporation



## Municipally-Owned Public Utilities

Marcum's government team maintains a deep knowledge of Governmental Accounting Standards Board (GASB) standards, Government Auditing Standards (Yellow Book) and Federal Energy Regulatory Commission (FERC) reporting requirements. Our extensive knowledge of municipally-owned public utilities issues enables us to provide proactive audit and consulting services. We keep abreast of changes and trends involving relevant accounting matters and have experience with limited review of interim financial statements at the time of bond sales as well as limited reviews of official statements and special accounting or other technical advice in areas such as taxes, benefits, rate design, and various other utility related areas.

## Firm's Participation on Boards and Committees

The partners, directors, and managers of the Firm are actively involved in recognized standard setting organizations at the national, state and local level. These organizations include the **Government Finance Officers Association (GFOA)**, **Rhode Island Government Finance Officers Association** and the **Massachusetts Society of Certified Public Accountants**. In addition, Marcum is a member of the **AICPA's Governmental Audit Quality Center (GAQC)** and the **AICPA Employee Benefit Plan Audit Quality Center (EBPAQC)**. We have made a commitment to the sector by providing a dedicated core team that understands the sector's strategic priorities. Our involvement in these organizations demonstrates our commitment to the public sector and helps keep us on top of issues affecting government entities.



## Thought Leadership



Marcum is also committed to providing professional development programs to those involved in the government sector. **For the past 26 years, Marcum has presented an annual Government Symposium, an 8-hour accounting and auditing seminar that focuses on current developments in government**

**affairs, including accounting, legal and operational topics.** We encourage our clients and non-clients alike, to attend this technical (CPE) Symposium at no cost. During 2021 and 2022, our Annual Government Symposium was hosted virtually. Additionally, Marcum provides more than 40 virtual courses that can be attended live or at a later date. All Marcum clients have access to this database at no cost.

## Client Service Standards

At Marcum, we strive to deliver an unparalleled service experience by placing what you value most at the heart of our relationship. Here is what you can expect from Marcum:



### 1. RELIABILITY

**You can count on us to be here when you need us.**

You can depend on your Marcum service team to be reliable, responsive, and accessible. We aim to answer your questions, fulfill your requests, or simply set a time to talk when you need us.



### 2. SINCERITY

**You can expect us to genuinely care about your experience.**

We believe great service requires both exceptional talent and a genuine desire to meet and exceed your expectations. We work hard to offer added value to you, whenever and wherever we can.



### 3. PERSONALIZATION

**Your needs drive how we support you.**

We seek to understand your needs and preferences so we can provide you with the experience you deserve. This means we will get you the information you want, when you need it, in the way you wish

to receive it. We are committed to working with you, in creative and customized ways, to maximize value and minimize friction within the boundaries of our professional standards.



### 4. CONFIDENCE

**You can have peace of mind knowing we are in your corner.**

We know you turn to us for support in areas that can be both thrilling and overwhelming. That's why we not only educate you about the strategy behind our recommendations, but we provide you with options and guide you through them. We work hard to remove uncertainty so you feel confident in our approach to every engagement – big or small.



### 5. TRUST

**Your trust is the foundation of our partnership.**

We endeavor to earn your trust from the first moment we meet and work every day to uphold it. We never take the responsibility of supporting you and your business lightly, and are honored to play a part in fueling your success.



## Extended Relationships

Marcum's client service philosophy goes beyond just conducting audit, tax and compliance work. We place a high emphasis on client relationships and communication. We find that the way we provide the best value to our clients is through continuous interaction, and by being available, proactive, and responsive to our clients. We make a point of regular attendance at industry events so that we can keep up-to-date with emerging issues and trends in the industry and regulatory matters. We feel that by staying actively involved and talking to people in the industry, we are able to bring ideas and knowledge to our clients.

With economic uncertainty as a result of the COVID-19 pandemic, we have been there every step of the way to assist our clients in understanding the risk and accounting factors to consider. Whether it be transitioning to a fully remote audit, or keeping clients abreast in the changes in Federal funding sources and compliance requirements, our clients have come to us to discuss their situations and collaborate within boundaries of professional standards on solutions.

The quality of our work is supported by our clean peer review reports. Another benefit that we bring to the table is the amount of time we spend with our clients. Our clients come to us often with questions about accounting issues, how to implement various requirements, how best to treat a certain transaction, etc. We get close to the issues and have been able to develop extensive experience by researching and answering these questions. We are confident that we have the capabilities and experience to meet (and exceed) East Hartford's expectations. We have a true willingness to work with clients to meet their needs (we work to our client's deadlines, as opposed to expecting our clients to work their deadlines around us) and to build a long-term relationship that adds value outside of just performing the audit and leaving. That is really the core of our service philosophy. We offer competitive, transparent pricing – we are not going to bill for every question or every phone call. We will attend meetings as needed, etc. We want to not only be your audit firm but also a trusted resource to East Hartford throughout the year.

Marcum views the role of an accountant as a proactive and creative team player, offering both practical and technical concentration in business matters. In all that we do, we strive to consistently exceed our clients' expectations by working with them to resolve various types of business issues.

## 5. PARTNER, MANAGER AND STAFF QUALIFICATIONS AND EXPERIENCE

The experience of the personnel assigned to the engagement is critical to providing East Hartford with an effective and efficient audit. Their prior experience will be invaluable to the engagement. These are the professionals who will be on the job on a day-to-day basis; they need to be experienced in auditing government entities. These professionals are familiar with the complexities of governmental accounting, auditing and financial reporting, including all GASB pronouncements, the Federal Single Audit Act, OMB Uniform Guidance, fund operations, and Connecticut State Laws.

The team members assigned to this engagement are licensed to practice by the State of Rhode Island. James Wilkinson, Lead Audit Partner and Kyle Connors, Audit Director, are the “key” team members. As stipulated in the RFP, removal or replacement of key team members are subject to approval by the Town.

Provided below is a brief description of each individual's role in your audit. Our commitment to active participation in local government organizations is included in the resumes in **Appendix B**.

### James Wilkinson, CPA, CITP

Partner

Mr. Wilkinson will assume full responsibility for the engagement and will maintain continuous contact with East Hartford management. He will be available to members of the engagement team and management as a high-level technical resource. He also will review the financial statements, related independent auditors' reports and other documents to ensure that industry standards have been adhered to and that the financial statements are in conformity with Firm and authoritative pronouncements regarding disclosure, format, terminology, etc.

### Kyle Connors, CPA

Director

As the audit director, Mr. Connors will be responsible for the planning and direction of the audit, developing audit programs, selecting and assigning personnel and reviewing all phases of the audit. Mr. Connors also has 12 years of experience directly working in municipal accounting and over a decade of working with Federal and State single audits. He will also maintain contact with the Town's personnel, coordinate ongoing work and advise management on the status of the engagement. Mr. Connors will also report to the audit partner.

### William Sawicki, CPA

Engagement Quality Reviewer

As quality control director, Mr. Sawicki will be responsible for reviewing the form and content of the audit workpapers and the auditor's report as well as the review of the financial statements in accordance with Firm and professional standards.

## Christine Mulhern, CPA

Senior Manager

As the audit senior manager, Christine Kolev Mulhern will be responsible for the supervision of the staff and will review all workpapers they prepare. She will be responsible for addressing complex audit areas and keeping the director and audit partner informed of the engagement progress. She will be on site as requested by the Town and Board of Education.

In addition to the service team above assigned to this engagement, we have a team of seniors and staff accountants with extensive experience in serving municipal organizations. Our team members are among the most talented in their field and have outstanding reputations.

A premier team of professionals will serve you. Team members possess concentrated experience serving the accounting, auditing, tax and business consulting needs of a variety of governmental organizations and were selected because their ability best matches your needs. Additionally, we pride ourselves on year round interactions with all our clients, through direct phone conversation, in-person meetings and weekly email industry communications.

### ***Continuity of Engagement Personnel***

One way in which Marcum strives to exceed expectations is through its commitment to continuity of staff on a year-to-year basis. We recognize that the relationship that develops between our professionals and your management team over time is integral in the delivery of quality service. Since our professionals will be spending significant amounts of time and effort learning about your operations, providing continuity of engagement staff makes good business sense for everyone involved. **Therefore, the team you engage today, unless you request otherwise, is the team that will be assigned routinely to provide services to you.** Marcum has historically had staff turnover that is significantly below the industry average.

### ***Engagement Staffing and Assignment***

As is the standard for auditing in our firm, engagement management above will also be on hand at various times to perform certain fieldwork tasks. We believe this approach provides certain efficiencies in completing the work and serves as an on-site resource.

We anticipate staffing to remain consistent over the term of the engagement. However, we guarantee that for any staff changes, new staff will be comparable in experience and continuing education requirements. No changes in engagement management are anticipated or planned.

The individuals, whose resumes are included in the appendices, will serve as engagement management. In addition, we plan to support the leadership team with experienced personnel from our Providence office. Each team member is licensed as a certified public accountant in the State of Rhode Island and / or Commonwealth of Massachusetts.

### ***Staff Experience in Single Audits***

The staff assigned to this engagement have significant single audit experience, and perform compliance audits on nearly 100 major programs annually.

In addition to the Federal Program's customarily awarded to municipalities and school departments, Marcum is reviewing all guidance received from the State of Connecticut as well as the Office of Management and Budget as it relates to CARES Act funds the necessary compliance requirements you will need to comply with. We will keep East Hartford abreast with all new requirements and changes.

### ***Professional Development / Continuing Professional Education***

Every year, the Firm provides a minimum of 40 hours (five days) of continuing professional education (CPE) in-house to all professional staff. These seminars include sessions in accounting, auditing, financial reporting, and internal controls. In addition to the in-house training, our partners and professional staff attend various outside seminars, such as those provided by the AICPA, SEC Institute, Institute of Internal Auditors and local state CPA societies. Additionally, we sponsor and host a robust calendar of programs and updates for clients and other attendees.

The reader's attention is directed to the **Appendix B** of this proposal showing the experience, activities and professional memberships of key members of our team. All team members complete, at a minimum, 40 hours of continuing professional education each and every year, including governmental and Yellow Book courses.

In accordance with Government Auditing Standards (GAS) anyone who plans, directs, or reports on audits under GAS receives 80 hours of continuing professional education in a 2 year period (24 of which is specific to the governmental environment). All others receive, at a minimum, 24 hours in the same 2 year period related to the governmental environment.

The Firm has made a significant commitment to formalizing its training in both technical and essential professional skills, through Marcum U, our in-house university. We continuously update our training curriculum under the guidance of our Chief Learning Officer, in consultation with our firm leaders, to offer innovative programs that offer a learning plan for our associates.

We provide a robust calendar of programs and classes that are available to our associates. The curriculum is comprised of core requirements and elective courses and learning plans are based on an individual's area of specialty or industry. We offer certification programs and opportunities for associates to earn badges in their respective areas as specialists. Marcum U trainers include both our skilled learning and organizational development professionals and technical trainers across the Firm. All trainers are certified under our in-house Train the Trainer program.

We nurture our associates in their careers with coaching programs and a Trusted Advisor Program, designed to expand client relationships. We are also developing a Path to Partner program, which will help develop leadership skills for our senior managers/directors in the continuing effort to deliver excellence in client service.

### ***Subcontractors / Co-Proposers***

Marcum will not be utilizing any subcontractors, co-proposers or any other entity providing professional services for the services provided to the Town of East Hartford.

## 6. SIMILAR ENGAGEMENT WITH OTHER GOVERNMENT ENTITIES

### References

Town of Plainfield, CT	
Contact	Kelly Vachon, Finance Director
Phone   Email	860.230.3005   kvachon@plainfieldct.org
Address	8 Community Avenue, Plainfield, CT 06374
Scope	Audit and Compliance
Dates Served	June 30, 2019 – present
Annual Hours	450 hours

Town of North Kingstown, RI	
Contact	James Lathrop, Finance Director
Phone   Email	401.294.3331, x140   jlathrop@northkingstown.org
Address	100 Fairway Drive; North Kingstown, RI 02852
Scope	Audit and Compliance, including an ACFR
Dates Served	June 30, 2019 – present
Annual Hours	650 hours

Town of North Providence, RI	
Contact	Maria Vallee, Finance Director
Phone   Email	401.232.0900   mvallee@northprovidenceri.gov
Address	2000 Smith Street; North Providence, RI 02911
Scope	Audit and Compliance
Dates Served	June 30, 2021 – present
Annual Hours	550 hours

Town of Cumberland, RI	
Contact	Mr. Gene Ferrari, Finance Director
Phone   Email	401.728.2400   gferrari@cumberlandri.org
Address	45 Broad Street   Cumberland, RI 02864
Scope	Audit and Compliance
Dates Served	June 30, 2021 – present
Annual Hours	700 hours

City of Manchester, NH	
Contact	Ms. Sharon Wickens, Finance Officer
Phone   Email	603.792.6613   swickens@manchesternh.gov
Address	Once City Hall Plaza   Manchester, NH 03101
Scope	Scope: Audit and Compliance
Dates Served	June 30, 2015 to present
Annual Hours	1700

## Representative Client List

Below are examples of government engagements performed by Marcum, including those under former firm names:

Partial Client Listing	
Town of Plainfield, CT	Housing Authority of the City of Hartford (CT)
Town of Stafford, CT	Housing Authority of the City of Bristol (CT)
Wallingford Housing Authority (CT)	Housing Authority of the City of New Haven d/b/a Elm City Communities (CT)
West Haven Housing Authority (CT)	Housing Authority of the City of Stamford d/b/a Charter Oak Communities (CT)**
City of Burlington, VT **	Housing Authority of the City of Waterbury (CT)
City of Central Falls, RI	Town of Johnston, RI
City of Concord, NH **	Town of Longmeadow, MA **
City of Cranston, RI**	Town of Lynnfield, MA **
City of Dover, NH **	Town of North Kingstown, RI**
City of Keene, NH **	Town of Norwell, MA **
City of Lynn, MA	Town of Portsmouth, RI**
City of Manchester, NH **	Town of Smithfield, RI
City of Nashua, NH **	Town of South Kingstown, RI**
City of Pawtucket, RI	Town of Warren, RI
City of Portland, ME **	Town of Wayland, MA **
City of Portsmouth, NH **	Town of Westerly, RI
City of Providence, RI**	Bristol Warren Regional School District
City of Warwick, RI*	Chariho Regional School District
City of Woonsocket, RI	Dighton Rehoboth Regional School District, MA
Town of Barrington, RI	Rhode Island Higher Education Assistance Authority
Town of Bedford, NH **	Rhode Island Resource Recovery Corporation
Town of Bristol, RI	Rhode Island Student Loan Authority
Town of Concord, MA **	Rhode Island Turnpike and Bridge Authority
Town of Cumberland, RI	Springfield Water and Sewer Commission **
Town of Danvers, MA **	
Town of Derry, NH **	
Town of Dracut, MA **	

\*ACFR

\*\*ACFR and GFOA Certificate Recipient

## 7. SALE OF THE AUDITING FIRM

In the event of the sale of the firm to another entity or the merger of the firm with another entity during the performance of the services required as set forth in Section II of the RFP, the personnel of the firm conducting these services for the Town of East Hartford shall not change without the consent of the Town.

## 8. AUDIT APPROACH FOR GOVERNMENTAL ENTITIES

### Audit Approach

#### *Superior Client Service Approach*

#### WE AIM FOR A PARTNERSHIP THAT EXCEEDS THE AUDIT

- ▶ Enhanced internal controls and efficiencies
- ▶ Stronger financial operations
- ▶ Valuable business solutions and ideas
- ▶ Best practice benchmarks
- ▶ A resource that is always available to you

Our approach to client service is simple: provide an engagement team that has industry knowledge and will communicate with you throughout the engagement process. This communication allows us to understand your ongoing business issues and challenges and to provide timely advice regarding solutions and alternatives. Besides the day-to-day communication when the consulting work is underway, our “keep current” meetings are a way to keep the lines of communication between our clients and us open.

There are many components to delivering our services. We always start with an understanding of the client and its business. When we design our engagement plan, we will work with you to ensure that we have addressed not only the risks that we believe are significant, but also areas you may see as significant.

We have a professional commitment to be concerned with the affairs of our clients on a continuing basis and to be available to you throughout the engagement. Accordingly, our engagement plan contemplates meetings with your management to discuss current results, concerns, and developing issues. We will plan, schedule and coordinate our resources economically and efficiently. Visits will be scheduled at times that are convenient to your personnel and will enable us to meet your prescribed deadlines.

#### **Scope of Services**

Marcum will perform an audit of the financial statements of Town of East Hartford. The objective of the audit is the expression of an opinion that the financial statements are fairly presented, in all material respects, and in conformity with accounting principles generally accepted in the United States.

We will issue the following reports in accordance with Generally Accepted Auditing Standards and *Government Auditing Standards*:

- ▶ Report on the fair presentation of the financial statements as a whole in conformity with accounting principles generally accepted in the United States.
- ▶ Report on internal control over financial reporting and on compliance with laws and regulations and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
- ▶ Issue a management letter in accordance with State laws.

## **Required Standards**

The Firm's audit will be performed in accordance with the following requirements, as applicable:

- ▶ Statements on Auditing Standards issued by the AICPA
- ▶ *Government Auditing Standards*, issued by the Comptroller General of the United States
- ▶ Codification of Governmental Accounting and Financial Reporting Standards, as promulgated by the Governmental Accounting Standards Board
- ▶ Audit and Accounting Guide, State and Local Governments, published by the American Institute of Certified Public Accountants (AICPA)
- ▶ All other applicable provisions of rules, regulations, statutes or orders which may pertain to the engagement

## **Monitoring and Communication**

The Firm will report the following information to the Board of Finance and Town Council, as applicable.

- ▶ The auditor's responsibility under generally accepted auditing standards and Government Auditing Standards
- ▶ Significant accounting policies
- ▶ Management's judgments and accounting estimates
- ▶ Significant audit adjustments; uncorrected misstatements
- ▶ Other information in documents containing audited financial statements
- ▶ Disagreements with management
- ▶ Major issues discussed with management prior to retention
- ▶ Difficulties encountered in performing the audit

## **Our Approach to Auditing Large and Complex EDP Systems**

Advances in technologies are having, and will continue to have, significant influence on business activities, and related internal control and accounting systems. The audit approach that we have developed provides the efficient and effective performance of audit procedures to our clients' financial statements and internal control systems. It provides a framework that is consistently applied to all of our audit engagements. The approach encourages flexibility and innovation, timely professional judgment, and audit team input. Our audit approach is tailored to each individual engagement, evolving to ensure it remains effective.

Key features of our approach include:

- ▶ Emphasis on obtaining a thorough, current understanding of the client's operations and control environment - including the information technologies that impact and enable operations
- ▶ Account balance, transaction cycle, and performance measurement focus that enables a risk-based identification of significant accounts, significant transactions, and high-risk business areas
- ▶ Utilization of computerized audit tools in the following areas: key item selection, recalculation of totals and transaction verification, identification of unusually large amounts or unusual classifications, statistical sampling, testing for duplicate and missing check numbers, testing for duplicate payments, testing for payroll attributes, stratification of customer, vendor, and employee data, testing for large and end-of-period journal entries

We have found that the use of computerized audit tools is critical to the audit process, and in our large and complex EDP audit environments, these tools are the only efficient method we have found to maintain satisfactory audit coverage. Depending on the availability and format of the data we typically use data extraction software to help in our planning, evaluation and testing requirements.

Our audit approach has been successfully applied to a variety of large EDP systems, including large governmental environments, large non-profit organizations, as well as commercial businesses.



## Reporting

Our plan will be developed based on the requirements outlined in your request for proposals. The work plan will be segmented as follows.

### **Financial Audits**

Our audits will be made in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits in the General Accountability Office's *Government Auditing Standards* issued by the Comptroller General of the United States, and the requirements of the Connecticut Auditor General. The primary purpose of the audit will be to express an opinion on the financial statements and, accordingly, such an examination is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered which lead to the belief that material errors, defalcations or other irregularities exist, or if any other circumstances are encountered that require extended services, we will promptly advise the appropriate level of Town management.

East Hartford's financial statement reporting follows Governmental Auditing Standards Board Statement No. 34, *Basis Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*.

Combining and Individual Fund Statements and Schedules necessary to demonstrate compliance with finance-related legal and contractual provisions and to present information spread throughout the statements in greater detail (e.g., taxes receivable including delinquent taxes and long-term debt). We will render an "in relation to" report on these schedules.

Management's Discussion and Analysis (MD&A) will be included in the financial reporting package as required supplementary information.

Our professionals can also provide technical assistance to help ensure your Annual Comprehensive Financial Report meets all the requirements of the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

### **Single Audits/Uniform Guidance**

Single audits will be conducted in accordance with the provisions of the federal Single Audit Act of 1984 as amended by the Single Audit Act Amendments of 1996 and U.S. Office of Management and Budget (OMB) Guidance 2 CFR part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – Subpart F – Audit Requirements and the Connecticut State Single Audit Act Requirements.

### **Reports on Compliance and Internal Controls**

In the required reports on compliance and on internal controls, we shall communicate any deficiencies found during the audit. A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

### **End of Year Reports**

Every Connecticut board of education is required to arrange for and undergo an independent audit of its financial records and submit the report of this audit to the Connecticut State Department of Education (CSDE). This requirement shall be satisfied if the school district's records are audited, to include using the Connecticut State Department of Education agreed upon procedures compliance supplement, as part of a

general audit of all municipal financial records. The audit must be conducted by an independent public accounting firm based on the compliance requirements, audit objectives and suggested audit procedures contained in this Compliance Supplement. The auditor shall comply with professional standards included in "Standards for Audit of Governmental Organizations, Programs, Activities and Functions" adopted by the Comptroller General of the United States in the conduct of the audit.

Each board of education is required to submit an End-of-Year Financial Report (EFS) to the CSDE. The EFS must be consistent with Department Regulations and Guidelines. We will perform the CSDE agreed upon procedures and communicate and deficiencies noted with management.

### **Management Letter**

Marcum will prepare a management letter to identify systemic deficiencies observed. The letter also may offer recommendations for changes in accounting and other procedures in order to improve operations.

### **MANAGEMENT LETTER ADDS VALUE BEYOND THE FINANCIAL STATEMENTS**

- ▶ Internal Controls Suggestions
- ▶ Cost vs. Benefit Evaluations
- ▶ Workable Solutions
- ▶ Operational Suggestions
- ▶ Identify Areas for Efficiencies
- ▶ Collaborative Process

As each potential management letter point is identified in the audit process, the engagement team will document the condition, our recommendation, and the benefits of the recommended action. All potential comments will be reviewed with key staff members before issuance. Our policy is to prepare this report as a vehicle for suggesting improvements to enhance efficiency, management effectiveness, and the degree of internal control.

Such a communication could contain comments and recommendations arising from our observations made during our audit and might encompass areas such as cash management, tax office operations, budgeting, internal accounting controls, purchasing, and the like. During the audit we will bring to your attention, on a timely basis, matters of interest as they develop.

Findings (material weaknesses and significant deficiencies and material instances of noncompliance) are required to be reported in writing and will be included in the schedule of findings and questioned costs.

### **Other Reporting**

In conjunction with the audit report on the Town's financial statements and the Management Letter, we will also prepare the following communications:

#### ***Irregularities and Illegal Acts***

We shall make an immediate, written report of any irregularities and illegal acts or indications of illegal acts of which we become aware.

#### ***Auditor Communications***

We will provide you with all required communications under Statements on Auditing Standards 114, including but not limited to:

1. Auditor's responsibility under auditing standards generally accepted in the United States of America
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments and any uncorrected misstatements
5. Other information in documents containing audited financial statements
6. Disagreements with management

7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

## Work Plan

Our work plan is structured to achieve the objective of fulfilling the expectations of your elected officials and management as well as all the requirements of federal, state and local agencies. In order to accomplish this objective, our engagement plan will be structured to:

- ▶ Permit early identification of problems or concerns with effective communication thereof to Town management and to the elected officials.
- ▶ Ensure immediate responsiveness to expressed or perceived needs or expectations.
- ▶ Maintain the necessary flexibility to deal with changed or emerging situations or concerns.
- ▶ Ensure timely completion of all services in order to meet prescribed reporting dates
- ▶ Utilize, where necessary, functional competence and industry specialists in order to offer constructive service recommendations to management.
- ▶ Minimize inconvenience to employees of East Hartford.

Our concept of comprehensive services goes far beyond the routine, once-a-year performance of such services. We have a professional commitment to be concerned with the affairs of our clients on a continuing basis and to be available to Town staff and leadership throughout the year. This approach blends both technical audit and general business experience into a constructive service concept. Accordingly, our engagement plan provides specifically for frequent meetings with Town management to discuss current results, your concerns and developing issues that could affect East Hartford.

Our approach to all of our engagements is to tailor our services to the specific needs and requirements of the client. Our audit services are performed in conformity with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

We will take a business approach to serving East Hartford and will be an effective resource to you. This approach includes meeting with East Hartford management, providing constructive services directed at improving productivity and operations and communicating important information to Town management on a timely basis.

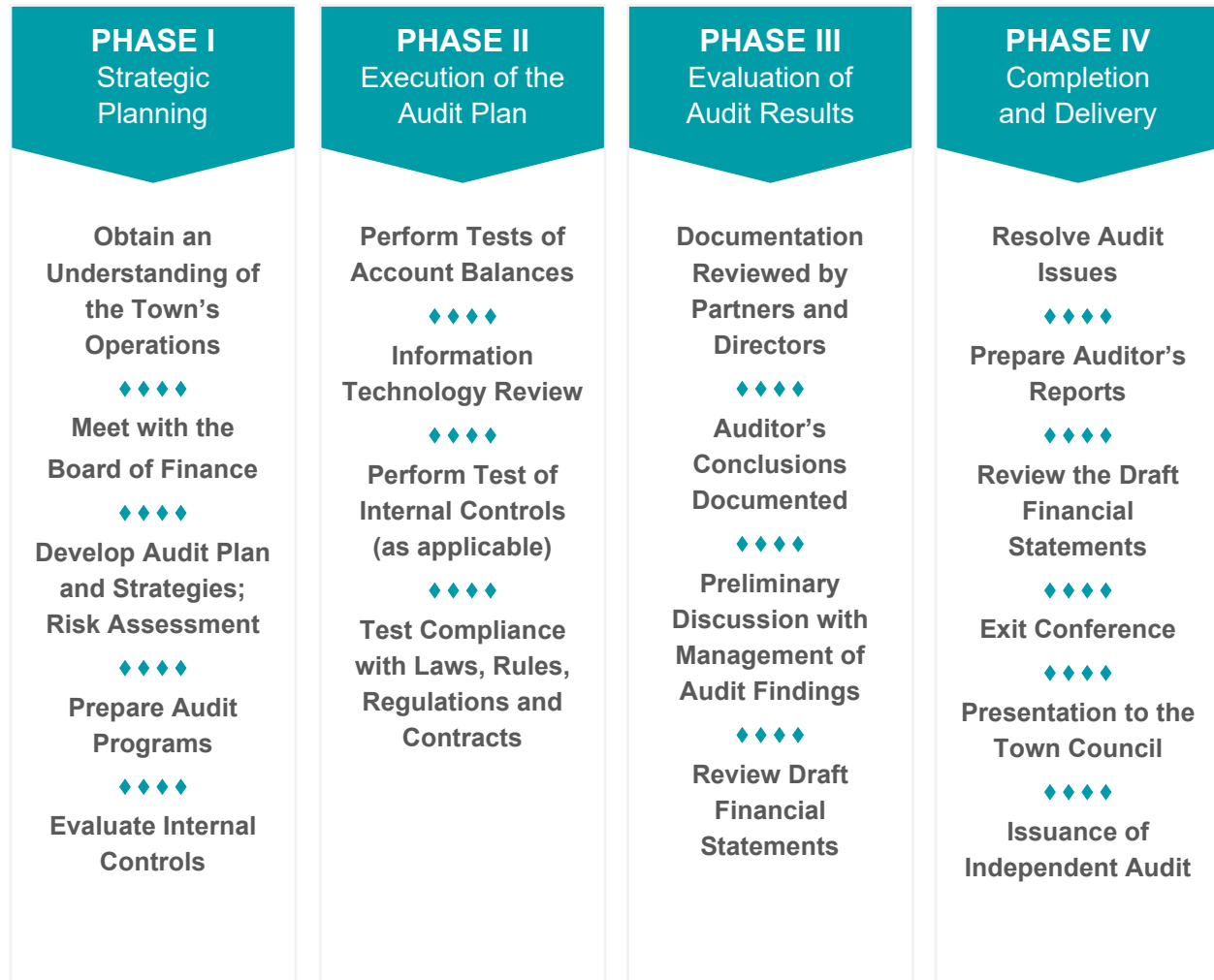
We will plan, schedule and coordinate our audit resources economically and efficiently. Our visits will be scheduled at times that are most convenient to your personnel and at times when your personnel are least burdened with normal workload. We expect to work closely with Town management throughout our examination.

Our relationship will grow through:

- ▶ Regular meetings to plan and review the progress of our engagement;
- ▶ Advising Town management on accounting and regulatory matters
- ▶ Submission of reports to Town management containing our recommendations for improvements in operating efficiency, internal controls, records, and operating policies and procedures

As part of the auditing function we will also assist East Hartford regarding implementation of any new pronouncements issued by the Government Accounting Standards Board (GASB).

We have developed a comprehensive and effective audit work plan to serve you in a complete and timely manner, using our advanced auditing techniques. Each phase of the engagement is designed to minimize disruption of your personnel as our staff becomes acquainted with your accounting and financial reporting procedures. The audit will be conducted in four phases, as shown below. These phases are discussed in more detail on the following pages.



### **Phase I – Strategic Planning**

We will tailor our audit approach through comprehensive audit planning based on a thorough understanding of your operations. The various forms and practice aids we will use were developed in accordance with the standards set by both the American Institute of Certified Public Accountants (AICPA) and *Government Auditing Standards*. This process is comprised of the following steps:

#### **Understanding East Hartford's Operations**

Initially we would expect to meet with the governing body (as a whole or with their designated liaison) charged with securing our services to discuss the overall timing, scope, and deliverables of our work. Next we will meet with the Town's management team to gain an understanding of the particulars of your operations and accounting and internal accounting control systems. We will also obtain and review the applicable sections with East Hartford's Charter or similar documentation that would impact on our audit. In summary:

- ▶ Meetings with governing/appointing body to define audit scope
- ▶ Discussion on matters of particular concern
- ▶ Review of Town Charter, ordinances, other documentation
- ▶ Meetings with Finance Director, Town Council, Board of Finance and Board of Education financial management
- ▶ Obtain understanding of the budget process
- ▶ Provide the Town with a list of information needed, including confirmations (i.e. bank and investment accounts, contact names and phone numbers, legal counsels, minutes, etc.)
- ▶ Confirm audit timing and deliverables

### ***Review of Internal Accounting and Administrative Controls***

We will perform an extensive review and evaluation of East Hartford's system of internal accounting and administrative controls to determine the nature, timing and extent of audit tests necessary to express an opinion on your financial statements. Our study and evaluation will begin with a review of flow charts, narratives and procedural documentation available from the Town's Finance Department. This information will serve as our basis for further inquiry and review to develop an understanding of East Hartford's flow of transactions through the accounting system as well as your overall control environment. In summary:

- ▶ Review Town accounting policies and procedures with emphasis on controls over receipts/revenues, expenses/disbursements, purchasing, payroll, tax collections, grant administration and financial reporting
- ▶ Interview key personnel charged with administering the above area
- ▶ Conduct a review of general and application controls used in East Hartford's information technology activities
- ▶ Based upon the above reviews/interviews identify significant controls used in transactional processing and reporting
- ▶ Confirm our understanding of significant processes and controls
- ▶ Determine whether processing and reporting systems used for Town and Board of Education are the same for regular activity and federal and state single audit activity
- ▶ Obtain and review prior audit reports, management letters, and reports from any outside program monitoring conducted

### ***Assessing Audit Risk***

In order to obtain maximum efficiency for our audit effort, we assess the risks that pertain to each fund, account balance and class of transactions. Risk assessment involves the information obtained in the above section in conjunction with the use of the aforementioned practice aid tools. In summary:

- ▶ Assess inherent risk on a Town-wide basis
- ▶ Assess control risk on a Town-wide basis
- ▶ Assess the risk of material misstatement of the financial statements
- ▶ Assess both inherent and control risk by significant transaction classes (as listed in the above paragraph) and accounts
- ▶ Assess the risk of material noncompliance regarding the administration of federal and state major programs

### ***Developing Audit Procedures***

Based upon assessment of the relative risk identified above, we tailor our audit procedures utilizing our assessment of audit risk to determine the potential risk of misstatement in each audit area. This approach ensures that East Hartford will receive the maximum value for time and effort spent by our personnel through the conduct of the audit, and your personnel through their assistance to us. In summary:

- ▶ Using the risk assessments developed above we will customize our audit programs which will provide focus to significant areas
- ▶ As an example, audit programs are prepared for the following areas:
  - General Procedures
  - Cash
  - Receivables & Revenues – Governmental Funds
  - Receivables & Revenues – Proprietary Funds
  - Accounts Payable & Expenses
  - Accrued Liabilities
  - Debt (i.e. pension liability, bonds, compensated absences, leases)
  - Payroll and Post-Employment Liabilities (i.e. Pension GASB 68 / OPEB GASB 75)
  - The assessment conclusions dictate the extent to which procedures will be performed

### ***Risk-Based Audit Technologies***

Marcum employs a risk-based approach early in the audit process. This approach considers how the overall risk identified in the general risk analysis affects specific account balances. We consider, in part:

- ▶ Relative significance of the account to the financial statements as a whole
- ▶ Volume of transactions
- ▶ Susceptibility of the account to fraud
- ▶ Accounts that have traditionally required significant adjustments
- ▶ Account with complex calculations, judgment, and accounting issues that have a high assessed level of inherent risk

Based on these considerations, we assess the inherent risk and control risk to determine the overall audit risk. Once this assessment is completed, the audit procedures to be used are determined. By redirecting our efforts through a risk-based approach, audits are significantly enhanced, which provide greater value to our clients.

We will use several approaches to conduct the audit engagement. These approaches include traditional audit techniques and strategies, and an evaluation of the systems utilized by Town of East Hartford.

### ***Specific Fraud Investigative Techniques***

Professional Auditing Standards imposes on auditors the additional responsibility to “plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements due to fraud.”

By redirecting our efforts through a risk-based approach and additional fraud inquiry techniques, audits are significantly enhanced.

### ***Phase II – Execution of the Audit Plan***

To provide for the timely completion of our audit, we would like to perform a portion of our work before year-end to identify and resolve any potential accounting issues as early as possible. During our interim examination, in addition to our review of internal controls, we will perform tests and review significant revenue and expense accounts. In summary:

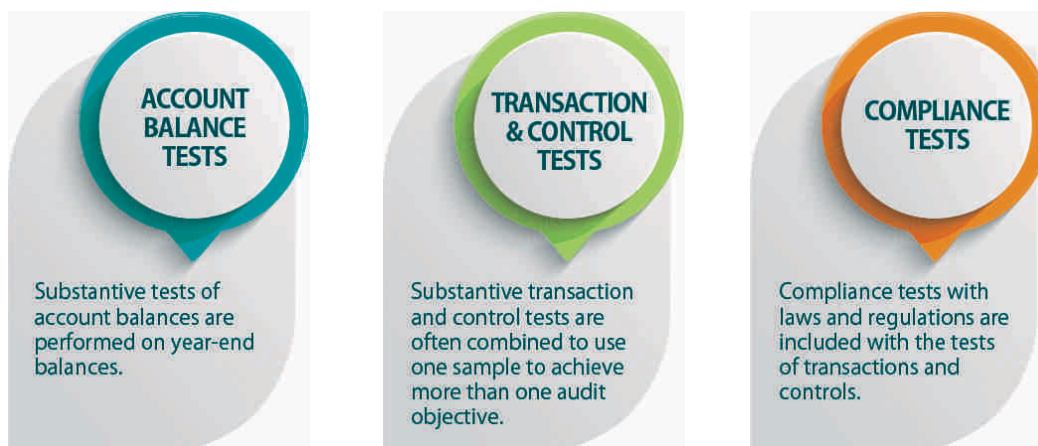
- ▶ Obtain preliminary financial information for Town funds as of an available date
- ▶ Calculate a preliminary estimate of materiality, tolerable misstatement and individually significant item level by major funds and non-major funds and perform analytic procedures on significant accounts

- ▶ Obtain Town-prepared schedule of expenditures of federal awards and expenditures of state financial assistance.
- ▶ Perform risk assessments on federal and state single audit programs to determine major program testing
- ▶ Design, select sample sizes, and perform dual-purpose detailed testing to satisfy requirements related to the testing of significant internal controls over both reporting and compliance (single audit). In most audits this will involve, at a minimum, tests over disbursements/expenses, payroll, cash management, and reporting. Other areas may also be tested dependent upon East Hartford's programs.
- ▶ Perform testing within the tax collector and assessor offices covering corrections and collections
- ▶ Review any findings developed as a result of our test work with Town management

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matters that may impact the completion of our audit work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to:

- ▶ Applying analytical procedures to assist in planning the nature, timing and extent of auditing procedures used to obtain evidential matter for specific account balances or transaction classes. Analytical procedures are utilized in almost every audit area tested.
- ▶ Performing substantive account balance and transaction tests. Statistical samples will be drawn from major transaction systems, including cash disbursements, cash receipts, accounts payable, and payroll. The size of the samples will be determined after the review of the internal control system.

There are three types of tests that involve audit sampling (statistical and non-statistical sampling):



The audit team will report on a weekly basis to management the status of any potential adjustments so that management may have adequate time to investigate, gather information and respond, if necessary.

### Information Technology Audit Techniques

In accordance with Professional Auditing Standards, we are required to gain an understanding of the procedures, both automated and manual, by which transactions are initiated, recorded, processed and reported, from their occurrence to their inclusion in the financial statements. During the planning stage of our audit, we evaluate the effect information technology (IT) will have in performing our audit procedures. This evaluation includes obtaining an understanding (generally through observations and inquiries of IT personnel) of internal controls and identifying those controls that are automated.

When key internal controls are automated, we use our IT specialist to perform a detailed review of those automated controls. Our IT specialist will then communicate to the audit engagement team as to whether such controls are working as prescribed by management. With this information, the audit engagement team determines the extent of their audit procedures.

In client situations where there is significant accounting data processed electronically, we use a state-of-the-art software program (TeamMate Analytics) to extract and summarize computerized financial data files.

Some of the uses of this program are:

- ▶ Retrieving aged receivables information
- ▶ Extracting credit balances in accounts receivable reports
- ▶ Extracting pre-determined sample items from reports for testing
- ▶ Merging files for the purposes of extracting information that meets predetermined criteria
- ▶ Sorting information
- ▶ Footing reports
- ▶ Searching for anomalies
- ▶ Searching for related party transactions
- ▶ Searching disbursements for selected vendors

This program provides an efficient way for us to extract and test computerized accounting information, enabling us to audit through the computer, rather than around the computer.

### **Data Processing Controls**

We will also perform a review of computer processing controls. The review examines the controls over data processing and is used to determine the level of testing necessary to rely on financial information from the systems. Our review of computer processing controls is separated into two areas – general data processing controls and application controls. General controls can be loosely defined as all of the procedures required to operate a data center, whereas the application controls relate to the specific instructions within a computer program. Assurance that general and application controls are in place and adequate is essential before we can determine the level of sampling necessary. Our review of general controls includes examining documentation, interviewing personnel and observing operations.

### **Use of Sampling and Analytical Reviews**

We rely appropriately on testing of transactions using statistical sampling as well as substantive analytic review. Financial activity areas lending themselves to sampling include fixed asset additions and deletions; governmental and proprietary receivables and revenues, payables and search for subsequent liabilities; and accrued absences. Auditor judgment is used to determine whether sampling would be useful. The number and amount of transactions in an account help decide the use of sampling. Samples can be determined randomly, haphazardly or statistically. Statistically, sample size calculations are based upon inherent and control risks developed during audit planning coupled with significant item levels and tolerable misstatement calculations for the particular area.

Statistical sampling is particularly valuable for attribute testing for compliance under the Federal Single Audit, tests of internal controls and assumed deviation rates. Samples are designed to provide an overall assurance of 95%. For compliance (attribute) samples generally range from 25 to 60 selections.

Analytical reviews are used by our firm as a way to measure changes in terms of pre-determined deviation calculations. Commonly, our reviews are based upon tolerable misstatement and significant item calculations coupled with pre-determined allowable percentages. Large activity swings are followed up with



management to identify possible mis-postings, unusual transactions, or other issues. The use of analytical reviews is an efficient way to measure performance and allow for identification of transactions.

### **Phase III – Evaluation of Audit Results**

During this phase, we will update our interim revenue and expenditure testing and complete various balance sheet examination. In summary, we will:

- ▶ Update our initial calculations of materiality, tolerable misstatements, and significant item levels and review our previous activity in relation to these updated amounts
- ▶ Perform substantive testing or analytical reviews on significant accounts and balances
- ▶ Validate information submitted to, and received from, the actuary for Town pension funds and OPEB liability
- ▶ Review the information from confirmations received
- ▶ Follow up on any requests for client information
- ▶ Perform agreed-upon procedures work regarding the End of Year Report (EFS)
- ▶ Review with the Town any potential adjustments proposed by our firm
- ▶ Finish reviews of work papers in the field

### **Phase IV – Completion and Delivery**

All of our work papers are submitted for both an in-house and an external (out of office) quality review after staff leaves the audit site. Our firm has an external quality review group of 10 individuals whose sole functions are the review of work papers and financial statements. This provides a totally independent set of eyes from firm personnel not connected with performing the engagement. The following activities will take place in the reporting phase:

- ▶ Draft reports are prepared and submitted to Town management for review
- ▶ Draft findings, comments, and recommendations are submitted to Town management for review
- ▶ If required, the Town will prepare corrective action plans to address single audit findings
- ▶ Preliminary exit meetings with Town management will be held, if the Town so desires, to discuss any questions or issues
- ▶ Final reports prepared and submitted to the Town
- ▶ Agreed-upon procedures report and related form is filed with CSDE
- ▶ Federal data collection form prepared and certified by both our firm and East Hartford

## **Technological Resources**

### **Marcum Labs**

#### **Enhancing Our Service with Innovation**

We seek to offer you an experience that is driven by dedicated professionals who understand the environment in which you operate, but our commitment to you doesn't end there. At Marcum, we take innovation seriously and continuously seek to improve our audit process through creative thinking and market-leading technology.

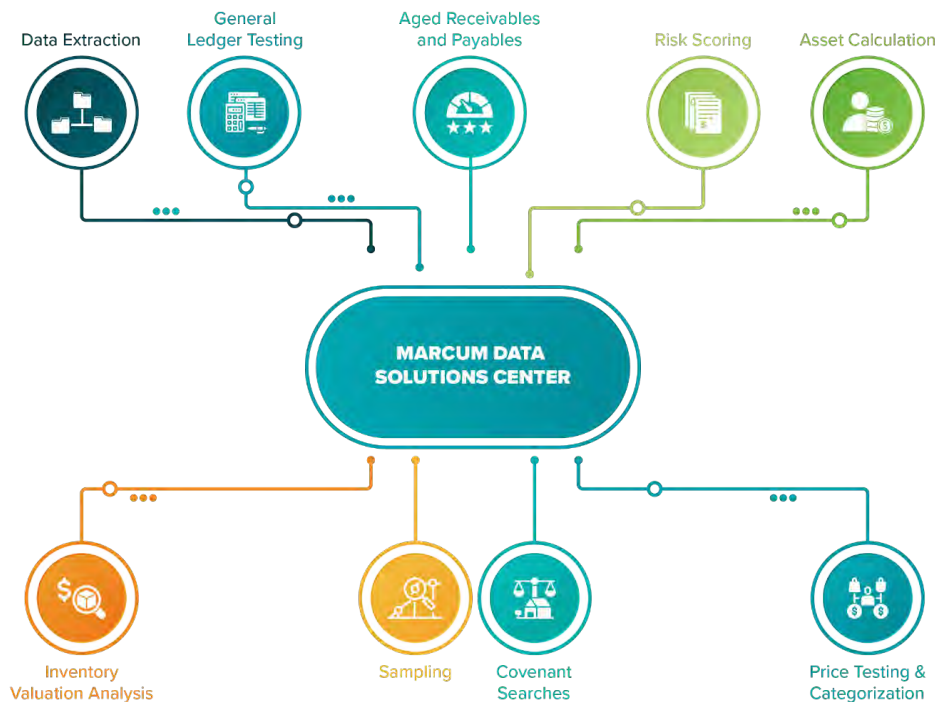


Marcum Labs is our firm's incubator dedicated to enhancing and adding value to our client service. Bringing together industry leaders, technologists, and practitioners within Marcum, this initiative improves the effectiveness and efficiency of our audit approach and enhances the value of choosing Marcum. The solutions being created through Marcum Labs have had immediate impact on our approach to handling your audit. Marcum Labs is a representation of our commitment to continuously invest in improvement, differentiating our firm with a direct benefit to our clients and our audit process.

## Marcum Data Solutions Center

The Marcum Data Solutions Center (“DSC”) is a grassroots solution developed by Marcum Labs to enhance our audit process through intelligent automation and advanced data analytics. Artificial intelligence has intrigued and intimidated for years. Our integration of self-directed, machine-driven solutions implemented with a human touch demonstrates how technology is able to create efficiencies and reduce risk.

Marcum assurance professionals leverage our DSC as a technology layer on top of their knowledge of your business and industry. Every application of this service is unique, as the audit team assigns work to the DSC, which in turn offers a level of insight to enhance the audit. The result is increased scrutiny in the areas of greatest importance, without additional disruptions to your business. The integration of the Marcum DSC into your audit is seamless for your team and sets a new standard for what an audit should entail.



## Intelligent Automation



As a complement to the Marcum DSC, our audit team will leverage Intelligent Automation (“IA”), a robotic process automation service developed collaboratively through Marcum Labs to increase the efficiency and depth of our engagements. Leveraging this advanced solution provides a quicker turnaround and adds significant value to the process.

The IA solution works with oversight from our professionals to offer an augmented, virtual workforce that can operate without interruption. The program streamlines the data-intensive components of our audit process and builds a knowledge base that can be leveraged from one audit to the next.

As one example, our audit teams working with clients that have cryptocurrency holdings recently leveraged this advanced platform to address the nuanced needs of our clients in this still-emerging industry. Our assurance professionals are able to address this fast-changing, ever-evolving area of risk in part because we are powering our services with creative, technology-driven solutions that adapt as the market develops and operational realities become more complex.

## ***Secure Digital Collaboration***

Marcum employs a paperless audit approach. Our audit teams utilize both proprietary and non-proprietary programs to streamline the audit process.

To ensure information is stored and shared safely, we use a secure workflow data management tool for every client relationship. The user-friendly collaborative site serves as a virtual common workspace that is keyed to our data request lists and electronic audit system. Any data we request from you can be easily uploaded to the secure site and seamlessly downloaded by our audit engagement team directly into our electronic work programs. This cloud-based tool minimizes the use of emails to transmit data, enhances the security of your information and eliminates duplicate requests for data. Our software tools and approach to our work reduce demands on client resources and saves our clients time and money.

## ***Computerized Audit Techniques***

We will use ProSystemfx Engagement software, which is a paperless software package. We will coordinate, if possible, with your IT department to download from your computer system the trial balance, consolidated financial statements and any other schedules that will assist us in completing our services. We will use the latest data analysis technology software (TeamMate Analytics) to help us access and analyze your data to maximize our audit efficiency.

## ***Tailoring the Audit Methodologies***

After meeting with your accounting department and obtaining an understanding of your policies and procedures, Marcum will design procedures that will enable us to test data within your current system. We do not use prepackaged audit programs, but instead, tailor our audit programs to work within our clients' environment to get the job done in the most efficient manner.

## ***Marcum's Capability to Audit Remotely***

We have the capability to conduct many of our services remotely. The paperless process and efficient workflow we employ allowed us to adjust seamlessly to a virtual environment. Although we may not be physically be in your offices, our overall process will not change.

When working remotely, we use Zoom and Microsoft Teams to have face-to-face meetings with clients and to observe processes or controls necessary for us to see. On the last day of fieldwork, whether we are in your office or auditing remotely, we hold an exit meeting with our entire team and your team to discuss any open items, potential issues, and potential management letter comments as well as confirm deadlines for the delivery of draft financial statements and the final reports.

Marcum's goal is to be flexible, to adapt to the client's changing needs and ultimately to perform our audit procedures with minimal disruption to East Hartford's personnel. To that end, during the planning phase of the engagement, we will discuss with management their preference as to where we perform our audit procedures. Marcum will then incorporate the results of that discussion into our audit plan for this engagement.

## Communication with Management

Clear and timely communications are critical to delivering the highest quality services. Throughout our engagement, we will consistently communicate our findings, recommendations and other observations to management. We will provide management with status reports during the course of our engagement. Such reports are an effective method to communicate initial findings and questions and to eliminate surprises at the end of the engagement.

At the completion of the engagement, we will meet with you to review the results of our procedures, which will include required communications as defined by professional standards and our observations and recommendations for improvements.

## Assistance from Town Staff

We design our audits to be as minimally disruptive to your daily operations as reasonably possible. We will coordinate with your finance director for many of our needs as they relate to our audit of the accounting records and we will prepare the draft financial statements and other schedules for your review and approval. We will also provide East Hartford with access to a secure portal for transferring documents that we request during the audit process, such as organizational policies, budgets, reports, etc.

For our on-site fieldwork, we will provide you with sample lists of resident files, invoices and other supporting documentation in advance of our visit. Our audits typically do not require your accounting staff to prepare any schedules that are onerous or time consuming.

## Anticipated Potential Audit Problems

**The Firm does not anticipate any potential audit problems.** One of the many advantages of choosing Marcum as your auditor is that our team has significant knowledge and understanding of water districts and their operations. The combination of our Firm's resources, level of partner involvement and experienced team members provides an excellent service team of professionals capable of servicing your needs. **Having a local government service team with access to national resources allows us to meet or exceed client deadlines.**

Regular communication will be ongoing with Town personnel, allowing for timely knowledge of matters as they arise. When we learn of matters the Town may not be aware of, we will be active in conveying relevant information.

We understand the audit, accounting and financial reporting requirements affecting your Town. As with other issues that may arise, we will work with Management throughout the year to achieve the appropriate resolution.

## 9. COMMITMENT TO DEI

For us, diversity, equity, and inclusion aren't buzzwords that stop on a committee agenda; they describe who we are and who we've been from the start. Women make up the majority of our practice group associates, including 65% of partners, and people of color, LGBTQIA+ and non-US born individuals are represented at every practice level including partners, directors and senior managers. In addition, some 30 languages are spoken by our employees.

Marcum has a diversity, equity, and inclusion (DEI) committee spearheaded by senior leaders throughout the country, including office and regional managing partners and Marcum's CEO. Under the guidance of our Director of DEI, Marcum actively develops strategies that ensures that we are a diverse Firm, where associates from underrepresented groups feel a strong sense of belonging and see ample opportunities for career growth and advancement.

Some of these initiatives include: national and regional committees and town halls; training such as Recognizing and Managing Unconscious Bias and DEI workshops for new managers; and ongoing Courageous Conversations Forums, a quarterly series of associate panel discussions on the personal impact of diversity on their career trajectory and how associates at all levels can move beyond conversation and into action.

Additionally, Marcum has developed Associate Resource Groups (ARGs) that serve as a safe space for associates to share common interests and discuss ways to improve the employee experience. The ARGs offer the opportunity for associates to join together to share common life experiences and to be catalysts for positive change at Marcum and in their communities.

Our commitment to diversity, equity, and inclusion extends beyond the office and into the community. Our associates volunteer and serve on boards and committees of many social justice and other organizations promoting equity. In an effort to address insufficient representation of minorities in CPA professions, we have taken proactive steps at the collegiate level such as targeted recruiting at HBCUs. Most recently, we started a scholarship fund to encourage more students from underrepresented groups to pursue a degree in accounting. Marcum also has a formal strategic partnership with the National Association of Black Accountants (NABA) and has held Firm-wide drives to raise thousands of dollars for NABA programs.

Marcum's mission is to hire and retain the best qualified people to help our clients meet their goals and achieve success. We accomplish this by recruiting superior candidates; maintaining a diverse and inclusive workforce that reflects our business communities, without regard for age, gender, minority status or sexual identity; providing dynamic mentoring and career development pathways; and enabling professional advancement to partner and executive staff positions within the Marcum organization.

### ***Marcum's Commitment to a Diverse East Hartford Engagement Team***

#### ***Non-Discrimination***

We affirm that Marcum complies with the non-discrimination policy of the State of Connecticut. Marcum does not discriminate against any individual because of race, religion, sex, color, age, handicap or national origin, and that these shall not be a factor in consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion or separation.

## *Equal Employment Opportunity policy*

Equal employment opportunity has been, and will continue to be, a fundamental principle at Marcum. Employment is based upon capabilities and qualifications without discrimination because of race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, placement, training, compensation, benefits, associate activities, access to facilities and programs, promotions, transfer, discipline, termination, general treatment during employment and all other terms and conditions of employment.

We endeavor to make a reasonable accommodation to associates who request an accommodation or for whom the Firm has notice may require such an accommodation, without regard to any protected classifications, related to an associate's: (i) physical or mental disability; (ii) sincerely held religious beliefs and practices; (iii) needs as a victim of domestic violence, sex offenses or stalking; (iv) needs related to pregnancy, childbirth or related medical conditions; and/or (v) any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

## **10. BENEFITS OF CHOOSING MARCUM**

With Marcum you will be assured to receive:

- ▶ National firm with specialized governmental experience and resources
- ▶ Significant partner involvement resulting in personalized service and communication of value-added ideas throughout the year
- ▶ Senior engagement team members have extensive industry experience
- ▶ Dedicated client-focused engagement teams
- ▶ Recently received an exceptional peer review report that contained no comments. A copy of this report is included as Appendix C.

In summary, Marcum has the resources of a large team with relevant in-depth industry knowledge to provide the highest level of quality service that you expect and deserve as a valued client.

### ***Value-Added Support and Resources***

Our goal is to keep you informed of pronouncements or regulatory changes before they occur and to maintain communication throughout the year. We offer trainings to clients on best practices and governance responsibilities. Communication comes through e-newsletters and direct conversations with our clients. We are committed to providing you with a team that is proactive, responsive and available.

Offering educational opportunities to our clients and to our staff is an important part of our service philosophy. Our team participates in a variety of educational programs through trade and professional organizations on a regular basis. We provide regular, internal educational programs to our staff to keep them abreast of changing accounting methodologies, audit issues, tax law changes and industry specific regulatory matters. Many of our industry professionals make presentations to our clients and various trade associations.

For our clients, we deliver educational opportunities and industry updates through a variety of methods. When important industry topics or issues emerge, we communicate these matters to clients and other members of the governmental industry. Methods used to provide these industry updates and educational opportunities include:

- ▶ Meetings with management and the Town Council
- ▶ Email communication for breaking news and discussions of new accounting or tax regulations
- ▶ Invitations to participate in relevant webcasts and webinars on industry topics

## 11. THANK YOU

Thank you for the opportunity to present our qualifications to serve the Town of East Hartford. We look forward to speaking with you in greater detail about this engagement and welcome any questions you may have regarding our proposal or our services. For additional information, please feel free to contact us:

**James Wilkinson**  
(401) 600-4709  
James.Wilkinson@marcumllp.com

**Kyle Connors**  
(401) 600-4722  
Kyle.Connors@marcumllp.com

APPENDIX A

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# Resolution for Partnerships





### Resolution for Partnerships


The undersigned, on behalf of Marcum LLP, a limited liability partnership duly organized and operating under the laws of the State of New York, affirms that Marcum LLP is qualified and authorized to do business in the State of Connecticut.

RESOLVED: That the following partner of this Limited Liability Partnership:

James Wilkinson, Partner

is to execute and deliver, in the name of and on behalf of this Limited Liability Partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut and is further authorized to bind the Limited Liability Partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has executed this resolution, this 28<sup>th</sup> day of April 2023



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James Wilkinson, Partner

APPENDIX B

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# Engagement Team Profiles



# JAMES D. WILKINSON, CPA\*, CITP

PARTNER ► ASSURANCE SERVICES

401.600.4709

james.wilkinson@marcumllp.com



James D. Wilkinson is a partner in the Firm's Providence, Rhode Island, office. He has more than 35 years of public accounting experience providing audit, accounting services, and technology consulting to a wide array of clients and industries. Additionally, he advises clients in areas ranging from business process efficiencies, mergers and acquisitions, and implementation of new accounting pronouncements.

Mr. Wilkinson is passionate about leveraging technologies to solve business challenges and provides outsourced accounting services for growing, entrepreneurial businesses from start-ups to well-established operations. He strives to implement technologies to empower people and transform complex systems and business processes into efficient and productive suites of integrated applications. He enjoys the fast-paced and ever-changing technology environment and contributing to client successes.

Mr. Wilkinson is an active peer review team captain under the AICPA Peer Review program, and has conducted quality control reviews for a multitude of CPA firms across the country.

## Professional & Civic Affiliations

American Institute of Certified Public Accountants (AICPA)  
Rhode Island Society of Certified Public Accountants (RISCPA)  
Massachusetts Society of Certified Public Accountants (MassCPAs)  
New England Peer Review, Inc., Member of Executive Committee  
(1995 – 2001; 2007 – 2013)  
PHS Music Boosters, Inc., Former President and Treasurer  
Associated Builders and Contractors of Rhode Island  
International Council of Shopping Centers  
Bill.com Accounting Partner Advisory Council, Founding Member

## Accreditations, Designations & Certifications

Certified Information Technology Professional (AICPA)  
Xero Certified Advisor  
QuickBooks ProAdvisor  
Bill.com Certified Expert

## PRACTICE FOCUS

- Financial Statement Audits
- ERISA, including 401(k) & 403(b), Plan Audits
- Federal and State Single Audits
- Agreed-upon Procedures
- Internal Control Assessments
- Accounting System Implementations
- Cloud Accounting

## INDUSTRY FOCUS

- State and Local Governments
- Not-for-Profit Organizations
- Construction
- Employee Benefit Plans
- Real Estate
- Emerging Businesses/Start-Ups

## EDUCATION

- Bachelor of Science, Business Administration  
Bryant University

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# JAMES D. WILKINSON, CPA\*, CITP

PARTNER ► ASSURANCE SERVICES



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james.wilkinson@marcumllp.com

## Continuing Professional Education

	2022	2021	2020
Yellow Book / Government Credits	26.5	24	36
Total CPE Credits	92	107	115

### Yellow Book / Government Courses, 2020-2022

2022 Govt Symposium, Marcum LLP, 2022  
Cybersecurity and Protecting Critical Assets  
GASB 87 Retrospective  
GASB Update  
Key Single Audit Topics  
AICPA GAQC 2022 Annual Required Webcast, AICPA, 2022  
AICPA Peer Review - GAGAS mandatory training, AICPA, 2022  
AICPA Peer Review Update Course, AICPA - American Institute of Certified Public Accountants, 2022  
2022 Accounting & Auditing Update, Marcum LLP, 2022  
Current Year Updates on Auditing Workpaper Templates, Marcum LLP, 2022  
Design & Implementation Workshop, Marcum LLP, 2022  
Design and Implementation Assessment Tool, Marcum LLP, 2022  
Substantive Test of Details – Practices, Efficiencies and Approach, Marcum LLP, 2022  
Coronavirus State and Local Fiscal Recovery Funds Program, AICPA, 2022  
Cybersecurity Trends and Impact on Governments, AGA - Boston Chapter, 2022  
GAQC - Federal Agency Findings in Single Audit QCRs, AICPA, 2022  
GASB Update 2022, GFOA, 2022  
Annual Required GAQC Update Webcast, AICPA, 2021  
S&L Govt Audit Planning Considerations, AICPA, 2021  
AICPA - Understanding Independence Implications of the New SLG Affiliates Ethics Interpretation, AICPA, 2021  
Accounting & Auditing Update, Marcum LLP, 2021  
CPEA: Risk Assessment, Marcum LLP, 2021  
Governmental Accounting and Financial Reporting - The Basics (Municipalities, Pension and CRA's), Marcum LLP, 2021  
Not for Profits: Revenues and Other Concerns, Marcum LLP, 2021  
Public Housing Authorities, Marcum LLP, 2021  
Uniform Guidance Marcum LLP, 2021  
AICPA Peer Review Conference, AICPA, 2020  
GAQC Annual Update Webinar, AICPA, 2020  
OMB Compliance Supplement and Single Audit Update, AICPA, 2020  
Accounting & Auditing Update, Marcum LLP, 2020  
Housing Authority, Marcum LLP, 2020  
Marcum Government Symposium Webinar Series, Marcum LLP, 2020  
GASB Update, 2020  
Hot Topics Related to Government Pensions, 2020  
Single Audit as it Relates to COVID-19, 2020  
GASB Update, Marcum LLP, 2020  
HUD Not for Profit Entities, Marcum LLP, 2020  
Not For Profit Accounting & Auditing, Marcum LLP, 2020  
Not For Profit Reporting, Marcum LLP, 2020  
Uniform Guidance Basics – Risk Assessment, Sample Size Determinations,  
Internal Control, Major Program Determination, Compliances, Marcum LLP, 2020  
Yellow Book & Independence, Marcum LLP, 2020

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# KYLE J. CONNORS, CPA\*

DIRECTOR ► ASSURANCE SERVICES



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Kyle Connors is an assurance director in the Providence, Rhode Island, office. He has more than 12 years of experience in public accounting, with significant expertise in municipal auditing and financial reporting matters. In addition, Mr. Connors leads assurance engagements for not-for-profit organizations, utility districts, public housing authorities, schools, and redevelopment authorities.

Mr. Connors has extensive Uniform Guidance experience, testing for compliance in the administration of federal education grants, HUD grants, and federally funded capital loan programs. He also has extensive experience performing program specific audits for both public and for-profit companies. Throughout his tenure in municipal accounting, Mr. Connors has worked closely with the State of Rhode Island, implementing Uniform Chart of Accounts guidance as well as the new Annual Supplemental Transparency Portal reporting.

Mr. Connors works within the firms quality control group ensuring that newly enacted GASB and FASB standards are properly implemented. He also serves as a team member on peer review engagements, assisting in performing peer reviews and both pre and post issuance reviews for firms across New England.

## Professional & Civic Affiliations

American Institute of Certified Public Accountants (AICPA)  
Massachusetts Society of Certified Public Accountants (MassCPAs)  
Leading Edge Alliance Young Professionals Group

## Continuing Professional Education

	2022	2021	2020
Yellow Book / Government Credits	15.5	7.5	55
Total CPE Credits	54.5	66.5	116.5

### Yellow Book / Government Courses, 2020-2022

2022 Yellow Book Update, Becker Professional Education, 2022  
AICPA Peer Review - Governmental--Government Auditing Standards, AICPA, 2022  
2022 Accounting & Auditing Update, Marcum LLP, 2022  
Design and Implementation Assessment Tool, Marcum LLP, 2022  
New England Regional Assurance Update, Marcum LLP, 2022  
RIOAG Training Event for Municipalities and their Auditors, Rhode Island Office of the Auditor General and Department of Revenue-Division of Municipal Finance, 2022  
CPEA: Risk Assessment, Marcum LLP, 2021  
Government Symposium Series: Key Current Topics Affecting Public Housing Authorities, Marcum LLP, 2021  
Public Housing Authorities, Marcum LLP, 2021

## PRACTICE FOCUS

- Governmental Audits
- Financial Statement Audits
- Financial Reporting
- Uniform Guidance
- Program Specific Audits
- Peer Reviews
- Agreed Upon Procedure Engagements

## INDUSTRY FOCUS

- Government
- Municipalities
- Not-for-Profit
- Schools
- Public Housing Authorities
- Utility Districts
- Fire Districts
- Redevelopment Authorities
- Low Income Housing Tax Credits

## EDUCATION

- Master of Business Administration  
University of Massachusetts
- Bachelor of Science in  
Accounting, University of  
Massachusetts

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# KYLE J. CONNORS, CPA\*

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Auditing Standards Update and FASB / UG / COSO, Massachusetts Association of Accountants, 2020  
GAQC Annual Update Webcast, AICPA, 2020  
AICPA Peer Review Must-Select Industry Update: Governmental—Government Auditing Standards, AICPA, 2020  
Accounting & Auditing Update, Marcum LLP, 2020  
Housing Authority, Marcum LLP, 2020  
Uniform Guidance Basics – Risk Assessment, Sample Size Determinations, Internal Control, Major Program Determination, Compliances, Marcum LLP, 2020  
Governmental Accounting & Auditing Seminar, MassCPAs, 2020  
GASB Update, Marcum LLP, 2020  
HUD Not for Profit Entities, Marcum LLP, 2020  
Marcum Government Symposium Webinar Series, Marcum LLP, 2020  
    COVID-19 IMPACT ON ACTUARIAL VALUATIONS & PENSION PLANS, 2020  
    ECONOMIC UPDATE, 2020  
    HOT TOPICS RELATED TO GOVERNMENT PENSIONS, 2020  
    IT RESILIENCE DURING COVID-19, 2020  
    LEVERAGING ROBOTIC PROCESS AUTOMATION, 2020  
    Managing Through COVID-19 - Local Government Perspective, 2020  
    SINGLE AUDIT AS IT RELATES TO COVID-19, 2020  
Not-for-Profit Accounting & Auditing, Marcum LLP, 2020  
Not-for-Profit Reporting, Marcum LLP, 2020  
Yellow Book & Independence, Marcum LLP, 2020

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# WILLIAM D. SAWICKI, CPA\*

DIRECTOR ► ASSURANCE SERVICES

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William D. Sawicki is a director in the Firm's New Haven, Connecticut office and a member of the Firm's Quality Control group. He has more than 35 years of accounting and auditing experience working with municipalities, government agencies, housing authorities, nonprofit entities and employee benefit plan providers. He also has a particular expertise in audits under Government Auditing Standards, as well as Housing and Urban Development (HUD) and federal and state compliance audits.

Mr. Sawicki teaches continuing education classes on federal Uniform Guidance, governmental and not-for-profit auditing, Yellow Book, HUD programs and compliance, as well as audits of employee benefit plans to Firm associates throughout Marcum offices across the country. He has developed training materials in the aforementioned areas and also has engagement quality review responsibilities for audits in these areas.

Mr. Sawicki is the chair of Marcum LLP's National Employee Benefit Practice Committee. Their responsibilities under Mr. Sawicki's direction include providing firm-wide training on benefit plan audits, as well as keeping up on the latest accounting and auditing standards.

Mr. Sawicki has an extensive background working with the State of Connecticut on compliance related to special projects and funding sources. He has performed audit and other attest services for numerous agencies of the State of Connecticut and has been responsible for, and participated in, approximately 20 municipal audits in the State of Connecticut. In addition, Mr. Sawicki has led internal audit engagements involving bidding processes, overhead and cost allocations, construction change orders, retainage, budgets and facilities operations.

## Professional & Civic Affiliations

American Institute of Certified Public Accountants (AICPA)  
Connecticut Society of Certified Public Accountants (CTCPA)  
Government Finance Officers Association, Connecticut Chapter  
Seymour Volunteer Ambulance Association, Incorporator  
Town of Seymour, Connecticut, Board of Finance, Chairman

## PRACTICE FOCUS

- Employee Benefit Plans
- Federal & State Compliance Audits
- Governmental Audits
- Nonprofit Audits
- GAO Yellow Book Audits
- Internal Audits

## INDUSTRY FOCUS

- Employee Benefit Plans
- Government
- Not-for-Profit

## EDUCATION

- Bachelor of Science, Business Administration  
University of New Haven

**MARCUM**  
ACCOUNTANTS ▲ ADVISORS

[marcumllp.com](http://marcumllp.com)

# WILLIAM D. SAWICKI, CPA\*

DIRECTOR ► ASSURANCE SERVICES



203.781.9726



william.sawicki@marcumllp.com

## Continuing Professional Education

	2022	2021	2020
Yellow Book / Government Credits	110.5	98.8	116
Total CPE Credits	211	215.8	174.5

### Yellow Book Courses / Government, 2020-2022

2022 Single Audit Update, Marcum LLP, 2022  
AICPA & CIMA Not-for-Profit Industry Conference, AICPA, 2022  
Connecticut and Rhode Island Single Audit Workshop, Marcum LLP, 2022  
HUD for Profit and NFP Update, Marcum LLP, 2022  
Not-For-Profit Accounting & Auditing Update, Marcum LLP, 2022  
Yellow book and HUD audits (Part 1), Marcum LLP, 2022  
Yellowbook and Single Audits, Marcum LLP, 2022  
AICPA & CIMA 2021 Governmental Accounting & Auditing Online Update, AICPA, 2021  
AICPA Not-for-Profit Industry Conference , AICPA, 2021  
CPEA: Risk Assessment, Marcum LLP, 2021  
Marcum Government Symposium Webinar Series: Key Single Audit Topics, Marcum LLP, 2021  
EBPAQC Designated Audit Quality Partner Audit Planning, AICPA, 2021  
PHA (Public Housing Authority) Conference, Affordable Housing Association of CPAs (AHACPA), 2021  
Uniform Guidance Revisions: What You Need to Know, AICPA, 2021  
Independence Considerations, Marcum LLP, 2021  
Not for Profits: Revenues and Other Concerns, Marcum LLP, 2021  
OMB Chapter 6 Internal Control, Marcum LLP, 2021  
Public Housing Authorities, Marcum LLP, 2021  
Uniform Guidance, Marcum LLP, 2021  
OMB Compliance Supplement and Single Audit Update, AICPA, 2020  
AICPA Not-for-Profit Industry Conference, AICPA, 2020  
Accounting & Auditing Update, Marcum LLP, 2020  
Housing Authority, Marcum LLP, 2020  
HUD Training, Marcum LLP, 2020  
Marcum Government Symposium Webinar Series, Marcum LLP, 2020  
    GASB Update, 2020  
    Single Audit as it Relates to COVID-19, 2020  
Not-for-Profit Entities: 2020 Audit Risk Alert, AICPA, 2020  
For-Profit HUD Entities, Marcum LLP, 2020  
HUD Not for Profit Entities, Marcum LLP, 2020  
Not For Profit Accounting & Auditing, Marcum LLP, 2020  
Not For Profit Reporting, Marcum LLP, 2020  
Uniform Guidance Basics – Risk Assessment, Sample Size Determinations, Internal Control, Major Program  
    Determination, Compliances, Marcum LLP, 2020  
Yellow Book & Independence, Marcum LLP, 2020

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# CHRISTINE KOLEV MULHERN, CPA\*

SENIOR MANAGER ► ASSURANCE SERVICES



401.600.4762



christine.mulhern@marcumllp.com

Christine Kolev Mulhern is an assurance manager in the Providence, Rhode Island office. She has more than 8 years of experience in public accounting, specializing in accounting and audit services of governmental entities, not-for-profit organizations, and construction companies.

## Professional & Civic Affiliations

American Institute of Certified Public Accountants (AICPA)  
Rhode Island Young Accountants Network Committee (RIYAN)

## Continuing Professional Education

	2021	2020	2019
Yellow Book / Government Credits	9	35.5	4
Total CPE Credits	110	158	117

## Yellow Book Courses, 2019-2021

CPEA: Risk Assessment, Marcum LLP, 2021  
 For-Profit HUD Entities, Marcum LLP, 2021  
 Public Housing Authorities, Marcum LLP, 2021  
 Accounting & Auditing Update, Marcum LLP, 2020  
 Housing Authority, Marcum LLP, 2020  
 Governmental Sector Accountants: An Introduction to GASB 87 Lease,  
 CPA Academy, 2020  
 GASB Update, Marcum LLP, 2020  
 HUD Not for Profit Entities, Marcum LLP, 2020  
 Introduction to Local Governments, Marcum LLP, 2020  
 Not For Profit Accounting & Auditing, Marcum LLP, 2020  
 Not For Profit Reporting, Marcum LLP, 2020  
 Uniform Guidance Basics – Risk Assessment, Sample Size Determinations,  
 Internal Control, Major Program Determination, Compliances, Marcum LLP, 2020  
 Yellow Book & Independence, Marcum LLP, 2020  
 A&A Update, Marcum LLP, 2019

## PRACTICE FOCUS

- Financial Statement Audits
- Uniform Guidance
- Agreed-Upon Procedures
- Attest Services

## INDUSTRY FOCUS

- State and Local Governments
- Not-for-Profit Organizations
- Construction

## EDUCATION

- Bachelor of Science in Accounting  
University of Massachusetts  
Dartmouth
- Master of Science in Accountancy  
Bridgewater State University



[marcumllp.com](http://marcumllp.com)

\* Licensed by the Commonwealth of Massachusetts

APPENDIX C

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# Peer Review Report





## Report on the Firm's System of Quality Control

To the Partners of  
Marcum LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Marcum, LLP (the "firm"), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended April 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, audits performed under FDICIA, audits of broker-dealers, and examinations of service organizations [SOC 1 and 2 engagements].

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Marcum, LLP, applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended April 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Marcum, LLP has received a peer review rating of *pass*.

*Brown, Edwards & Company, S. L. P.*

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia  
October 16, 2020

*Your Success is Our Focus*

319 McClanahan Street, S.W. • P.O. Box 12388 • Roanoke, VA 24025-2388 • 540-345-0936 • Fax: 540-342-6181 • www.BEcpas.com

APPENDIX D

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# Evidence Qualified to Conduct Business in Connecticut



3/22/23, 7:04 PM

Print Lookup Details



State of Connecticut

## Lookup Detail View

### Credential Holder

The following is a current record of credential information on file with the Department of Consumer Protection, State Board of Accountancy.

This page can be printed and serves as the official Credential Verification to be presented to all interested parties.

Name	Address
MARCUM LLP	730 Third Ave. 11th FL. Legal Dept. New York, NY 10017

### Credential Information

Credential	Credential Type	Credential Name	First Issuance Date	Effective Date	Expiration Date	Status
CPAP.0004771	CERTIFIED PUBLIC ACCOUNTANT FIRM PERMIT	MARCUM LLP	10/06/2009	01/01/2023	12/31/2023	ACTIVE

### Discipline

Discipline
If none listed below, there has been no discipline taken against this credential.

Generated on: 3/22/2023 7:03:42 PM

## MARCUM LLP

ACTIVE

10 MELVILLE PARK RD, MELVILLE, NY, 11747, United States

BUSINESS DETAILS

FILING HISTORY

NAME HISTORY

SHARES

### Business Details

#### General information

Business Name	Business ALEI
MARCUM LLP	1008899
Business status	Date formed
ACTIVE	6/30/2010
Citizenship/place of formation	Business type
Foreign/NY	LLP
Business address	Mailing address
10 MELVILLE PARK RD, MELVILLE, NY, 11747, United States	10 MELVILLE PARK ROAD, MELVILLE, NY, 11747, United States
Annual report due	Last report filed
6/30/2023	2022
NAICS code	NAICS sub code
Offices of Certified Public Accountants (541211)	541211

#### Principal Details

None

#### Agent details



## Title Page

Original

# Town of East Hartford

**Bid #23-25**

### Proposal for Professional Auditing Services

Firm's Name	CLA (CliftonLarsonAllen LLP)
Firm's Address	29 South Main Street, 4 <sup>th</sup> Floor West Hartford, CT 06107
Name of Principal	Vanessa Rossitto, CPA, Principal
Contact Information	860-561-6824   <a href="mailto:vanessa.rossitto@CLAconnect.com">vanessa.rossitto@CLAconnect.com</a>
Date of Submission	April 28, 2023

[CLAconnect.com](https://www.CLAconnect.com)

CPAs | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAGlobal.com/disclaimer](https://www.CLAGlobal.com/disclaimer).  
Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



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# Letter of Transmittal

April 28, 2023

Melissa N. McCaw, Director of Finance  
Office of the Purchasing Agent  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

RE: Request for Proposals (RFP) for Professional Auditing Services – Bid #23-25

Dear Ms. McCaw:

Thank you for inviting us to propose our services to you. We gladly welcome the opportunity to share our approach to helping Town of East Hartford (the Town) meet its need for professional services. The enclosed proposal responds to your request for audit services for four fiscal years, beginning June 30, 2023.

## Understanding of the work to be performed

We have read the Request for Proposal (RFP) and understand the scope of the work to be performed as detailed in the RFP under “*Scope of Work to be Performed.*” Should CLA be selected to serve this engagement, we will perform these services within the time period specified in the RFP and as finalized in the planning stages of the engagement.

We are confident that our extensive experience serving similar governmental entities, bolstered by our client-oriented philosophy and depth of resources, will make CLA a top qualified candidate to fulfill the scope of your engagement. The following differentiators are offered for the Town’s consideration:

- **Industry-specialized insight and resources** – As one of the nation’s leading professional services firms, and one of the largest firms who specialize in regulated industries, CLA has the experience and resources to assist the Town with their audit needs. In addition to your experienced local engagement team, the Town will have access to one of the country’s largest and most knowledgeable pools of regulated industry resources.
- **OMB Uniform Guidance (UG) experience** – CLA performs single audits for hundreds of organizations annually, ranking top in the nation for the number of single audits performed by any CPA firm. The single audit requires a specific set of skills to properly perform the procedures. As such, we have developed a group of professionals who specialize in providing single audit services.
- **Strong methodology and responsive timeline** – In forming our overall audit approach, we have carefully reviewed the RFP and other information made available and considered our experience performing similar work for other municipalities. Our local government clients are included amongst the more than 4,200 governmental organizations we serve nationally. Our staff understands your complexities not just from a compliance standpoint, but also from an operational point of view. We have developed a work plan that takes into consideration your unique needs as a governmental entity in Connecticut. The work plan also helps to minimize the disruption of your staff and operations and provides a blueprint for timely delivery of your required reports.



- **Communication and proactive leadership** – The Town will benefit from a high level of hands-on service from our team’s senior professionals. We can provide this level of service because, unlike other national firms, our principal-to-staff ratio is similar to smaller firms – allowing our senior level professionals to be involved and immediately available throughout the entire engagement process. Our approach helps members of the engagement team stay abreast of key issues at the Town and take an active role in addressing them.
- **A focus on providing consistent, dependable service** – We differ from other national firms in that our corporate practice focuses on the needs of non-SEC clients, thus allowing us to avoid the workload compression typically experienced by firms that must meet public companies’ SEC filing deadlines. CLA is organized into industry teams, affording our clients with specialized industry-specific knowledge supplemented by valuable local service and insight. Therefore, the Town will enjoy the service of members of our state and local government services team who understand the issues and environment critical to governmental entities.

We are confident that our technical approach, insight, and resources will result in unsurpassed client service for the Town. For ease of evaluation, the structure of our proposal follows your RFP section titled, *Proposal Requirements*.

We are eager to work with you and welcome the chance to present our proposal to the audit and investigations committee or entire management team. If you have any questions about our offerings, please do not hesitate to contact me via the information below.

Sincerely,

CliftonLarsonAllen LLP



Vanessa Rossitto, CPA

Principal

860-561-6824

vanessa.rossitto@CLAconnect.com



## 2. Independence:

CLA is independent of the Town as required by auditing standards generally accepted in the United States and the U.S. Government Accountability Office's *Government Auditing Standards*. Our firm-wide quality control policies and procedures foster strict compliance with these professional standards. In addition, the individuals assigned to your audit are independent of the Town.



### 3. License to Practice in the State of Connecticut

CLA and all assigned key professional staff are properly licensed to practice public accountancy in the state of Connecticut. A copy of our state license is provided below:



## 4. Firm Qualifications and Experience:

### Firm overview

CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, digital, audit, tax, consulting, and outsourcing services. Our broad professional services allow us to serve clients more completely — from startup to succession and beyond.

Our professionals are immersed in the industries they serve and have specialized knowledge of their operating and regulatory environments. With more than 8,500 people in nearly 130 U.S. locations and a global vision, we promise to know you and help you.

8,500+

PEOPLE

130

NEARLY 130 U.S. LOCATIONS

AN INDEPENDENT  
NETWORK MEMBER OF

CLA Global



### It takes balance

With CLA by your side, you can find everything you need in one firm. Professionally or personally, big or small, we can help you discover opportunities and bring balance to get you where you want to go.

For two consecutive years, CLA has been certified as a Great Place to Work<sup>®</sup>, based on employee feedback and workplace experience.

Great  
Place  
To  
Work

Certified  
JAN 2023-JAN 2024  
USA



## Size of firm’s governmental audit staff

With more than 550 professionals dedicated to our state and local government practice, CLA has one of the largest governmental audit and consulting practices in the country and brings extensive experience providing a variety of such services to state and local government entities. Our state and local government team serves more than 4,200 governmental engagements nationwide, including numerous cities, counties, municipalities, states and state agencies, and school boards. In addition, we perform single audits for hundreds of organizations annually, ranking top in the nation for the number of single audits performed by any CPA firm.

## Office location assigned to manage the engagement

The Town will be served by our industry-specialized engagement team located in our West Hartford, Connecticut office, located at the address provided below:

CLA West Hartford  
29 South Main Street, 4<sup>th</sup> Floor  
West Hartford, CT 06107



## Number and nature of professional staff to be employed on this engagement

The table below provides a breakdown by staff level and denotes full- or part-time status of the engagement team that will serve the Town. This team has extensive experience working with clients similar to the Town.

Level of Staff	Full-Time Staff	Part-Time Staff
Principal/Signing Director	1	-
Director/Manager	2	-
Senior	1	-
Associate	2-3	1



## Governmental experience

CLA offers the credibility, reputation, and resources of a leading professional services firm — without sacrificing the small-firm touch. We bring unsurpassed levels of technical excellence, commitment, and dedication to our clients, which have made us one of the most successful professional service firms serving governmental entities. Our strong reputation for serving state and local government units provides the Town the confidence in their decision to select CLA as their professional service provider.

CLA has one of the largest governmental audit and consulting practices in the country, serving more than 4,200 governmental clients nationwide. Regulated industry clients represent approximately one-quarter of all firm-wide revenue, and each of the governmental services team members are well versed in the issues critical to complex governmental entities.

Our professionals have deep, technical experience in serving governmental entities. As a professional service firm experienced in serving state and local units of government, we are very aware of the financial and legal compliance requirements that government officials are faced with daily. This creates complexities and service issues within a unique operational and regulatory environment. Because of our experience, we have become adept at providing our clients with insights in this environment not typical of other professional service firms.



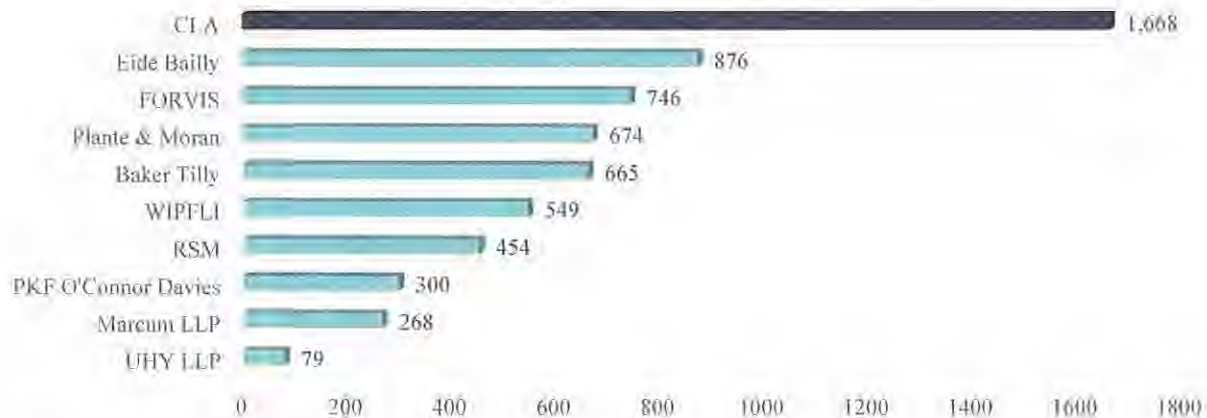
We differ from other national firms in that our corporate practice focuses on the needs of non-SEC clients, allowing us to avoid the workload compression typically experienced by firms that must meet public companies' SEC filing deadlines. CLA is organized into industry teams, affording our clients specialized industry-specific knowledge supplemented by valuable local service and insight. Therefore, the Town will benefit from working with members of our state and local government services team who understand the issues and environment critical to governmental entities.



## Single audit experience

The chart below illustrates CLA's experience in serving organizations that receive federal funds and demonstrates our firm's dedication to serving the government and nonprofit industry. **CLA performs the largest number of single audits in the United States. We audited nearly \$278 billion dollars in federal funds in 2021.**

Number of Single Audits Performed\*



\*The information for the firms above was pulled from the Federal Audit Clearinghouse for audits with fiscal year ends between January 1, 2021–December 31, 2021.

It is more important than ever to find qualified auditors who have significant experience with federal grants specific to the Town and can enhance the quality of the Town's single audit. Therefore, the single audit will be performed by a team of individuals who are managed by personnel who specialize in single audits in accordance with OMB's Uniform Guidance and who can offer both knowledge and quality for the Town. As part of our quality control process, the single audit will be reviewed by a firm Designated Single Audit Reviewer.

### Single Audit Resource Center (SARC) award

CLA received the [Single Audit Resource Center \(SARC\) Award](#) for Excellence in Knowledge, Value, and Overall Client Satisfaction. SARC's award recognizes audit firms that provide an outstanding service to their clients based on feedback received from an independent survey.



The survey queried more than 10,000 nonprofit and government entities about the knowledge of their auditors, the value of their service, and overall satisfaction with their 2021 fiscal year-end audit. The SARC award demonstrates CLA's dedication to serving the government and nonprofit industry and maintaining the most stringent regulatory requirements in those sectors.

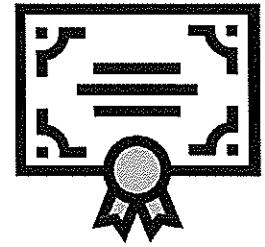
You'll need an audit firm experienced in performing single audits and a familiarity with the specific programs in which you are involved and will benefit from CLA's experience in this area.





## Certificate of achievement assistance

The Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting is awarded to state and local governments that go beyond the minimum requirements of generally accepted accounting principles. It is awarded to state and local governments who produce an annual comprehensive financial report that evidences the spirit of transparency and full disclosure. Members of the GFOA staff and the GFOA Special Review Committee (SRC) review reports submitted to the ACFR program.



CLA provides audit services to many entities that received the GFOA Certificate of Excellence in Financial Report. All of the procedures noted in our audit approach and our technical review of the ACFR are done to help the Town prepare and publish the top product possible. Our managers and principals who review the ACFR have a strong understanding of the GFOA requirement for the certificate. We understand that this is a prestigious award for the Town and a great accomplishment for the Finance and Accounting departments.

We will review the GFOA comment letter for each ACFR and provide the Town advice regarding the response to the GFOA reviewer's comments. Our procedures with respect to the ACFR will be the review of the comments from GFOA on the prior year submission to determine they were adequately addressed, completion of the ACFR checklist, and review of the transmittal letter and statistical data to determine that information presented is reasonable and agrees with the information in the financial statements and management's discussion and analysis (MD&A), where applicable.

We understand the interrelationships of the many and varied components of a governmental entity's financial statements, allowing us to quickly determine errors or problems with the financial statements. Our depth of knowledge and experience also allows us to assist the Town with the preparation of the ACFR and improvement of the Town's financial statements.

Our involvement with clients in the GFOA Certificate program helps to determine that we are on the leading edge of reporting trends and techniques. We have been engaged by various entities to review their statements for compliance with program requirements. We have aided clients in the early implementation of professional pronouncements and regularly provide our clients with updates on new pronouncements which will affect them and will do the same for the Town.

## Additional services

In addition to the services outlined in the *Scope of Work to be Performed* for this proposal, CLA collectively offers a wide breadth of highly customized services and capabilities to meet our clients' wants and needs, including a sampling of the following:

- Forensic audits
- Internal audit, risk assessments, and evaluations
- Implementation assistance for complex accounting standards
- ACA Reporting
- Operational and financial systems consulting
- Operations and performance improvement
- Self-insured medical and PBM claim audits
- IT security and network vulnerability assessments
- Fraud risk assessment and investigations
- Strategic, financial, and operational consulting
- Outsourced accounting and public administration
- Strategic, business, and capital planning
- Organizational and financial health assessment
- Training and educational seminars
- Telecom cost savings assessments

We pride ourselves on taking the initiative to meet each and every need of our clients, and therefore are always prepared to take on additional projects. However, independence is our first concern when providing additional services. Independence can easily become impaired when providing consulting services; therefore, we do not provide any services to our audit clients beyond those allowed.

If additional work is requested by the Town outside of the scope of the audit, we will discuss with you our proposed fee for additional services prior to beginning the new services.



# 5. Principal, Supervisory, and Staff Qualifications and Experience

An experienced engagement team has been aligned to provide the most value to your organization. The team members have performed numerous engagements of this nature and can commit the resources necessary to provide top quality service throughout the engagement. Following are our proposed management team members:



The most important resource any business has is people — *the right people.*

Engagement Team Member	Role	Years' Experience
<p><b>Vanessa Rossitto, CPA</b> <i>Principal</i></p>	<p><b>Engagement principal</b> – Vanessa will have overall engagement responsibility including planning the engagement, developing the audit approach, supervising staff, and maintaining client contact throughout the engagement and throughout the year. Vanessa Rossitto is responsible for total client satisfaction through the deployment of all required resources and continuous communication with management and the engagement team.</p>	25+
<p><b>Jeffrey Ziplow, MBA, CISA, CGEIT</b> <i>Principal</i></p>	<p><b>Information systems</b> – Jeff will serve as the Information Technology (IT) and General Control systems resource to the Town’s engagement. He will perform a review of Information Systems (IS) controls to conclude whether they are properly designed and operating effectively. For IS-related controls that we deem to be ineffectively designed or not operating as intended, he will communicate our findings and will provide recommendations to improve internal controls.</p>	35+
<p><b>Heather Plitt, CPA, MBA</b> <i>Director</i></p>	<p><b>Technical resource director</b> – Heather will be the technical resource for the audit team as well as the Town personnel. Heather’s many years of serving governmental entities will be an invaluable resource.</p>	18+



Engagement Team Member	Role	Years' Experience
Jessica Aniskoff, CPA, MBA <i>Manager</i>	<b>Engagement manager</b> – Jessica will act as the lead manager on the engagement. In this role, Jessica will assist the engagement principal with planning the engagement and performing complex audit areas. She will perform a technical review of all work performed and is responsible for the review of the annual comprehensive financial report and all related reports.	16+
Brandon Cathcart, MSA <i>Senior</i>	<b>Senior</b> – Brandon will be responsible for the day-to-day activities for this engagement, including the supervision of all staff assigned.	5+
Additional staff – We will assign additional staff to your engagement based on your needs and their experience providing services to similar clients. The staff assigned to your team will be from our 241 - Connecticut offices with state and local government as their industry focus at CLA.		

Detailed biographies are available in **Appendix A** of this proposal.

### IT & Risk management

CLA believes that a good audit yields substantial information for management and is a valuable tool in recognizing opportunities and identifying areas that can be strengthened. In that regard, we have assigned an experienced Information Technology (IT) resource principal to the Town's audit.

Including an IT professional on the Town's audit is a value-added service that is not always offered by all firms that conduct municipal audits.

### Continuity of service

We are committed to providing continuity throughout this engagement. It is our policy to maintain the same staff throughout an engagement, providing maximum efficiency and keeping the learning curve low. With a solid, steady engagement team, each year brings the additional benefits of trust and familiarity. We are also flexible in exploring alternative strategies to non-mandatory rotation policies.

In any business, however, turnover is inevitable. If and when it happens, we will provide summaries of suggested replacements and will discuss re-assignments prior to finalizing. We have a number of qualified staff members to provide the Town with quality service over the term of the engagement.

CLA is committed to maintaining high staff retention rates, which we believe are a strong indicator of service quality. High retention rates also indicate that our staff members have the resources they need to perform their tasks and maintain a positive work/life balance.



## Communication with management

Our key to success has been our ability to execute our work plans in an efficient manner. We have found that the more communication we have with our clients, the more efficient we can be and the more value we can bring to your organization.

Effective communication is critical to the success of our services. Through our client service focus, we emphasize developing a close professional working relationship with management. In this way, accounting and reporting issues can be identified and resolved on a timely basis. Our goal is to contact you as soon as any issue arises and to keep you ahead of the curve on what is happening during your engagement. However, should you have any questions or concerns, do not hesitate to contact us outside of any formal meetings.

We strive to respond to any communication within 24 hours of receipt, but our typical response times are much shorter as many phone calls, emails, etc. are returned the same day. It is our professional responsibility to keep management informed of current trends and industry developments.



## 6. Similar Engagement with Other Government Entities:

CLA serves over 70 municipalities in the State of Connecticut. We have provided a list of representative entities on the following pages.

### Sample Listing of Municipalities in New England

#### Municipalities in Connecticut

City of Bridgeport, CT*	City of Bristol, CT*	City of Groton, CT
City of Hartford, CT*	City of Meriden, CT*	City of Middletown, CT*
City of Milford, CT	City of New Britain, CT*	City of Norwalk, CT*
City of Norwich, CT*	City of Torrington, CT*	City of Waterbury, CT*
Town of Avon, CT*	Town of Bloomfield, CT	Town of Branford, CT
Town of Burlington, CT	Town of Cheshire, CT*	Town of Coventry, CT
Town of Darien, CT*	Town of East Haddam, CT*	Town of East Hartford, CT*
Town of Granby, CT	Town of Ellington, CT*	Town of Enfield, CT*
Town of Guilford, CT*	Town of Haddam, CT	Town of Groton, CT*
Town of Lebanon, CT	Town of Ledyard, CT*	Town of Hebron, CT*
Town of Mansfield, CT*	Town of Montville, CT*	Town of Manchester CT*
Town of Middlebury, CT	Town of Plainville, CT*	Town of Marlborough, CT
Town of Old Lyme, CT	Town of Simsbury, CT*	Town of Newington, CT*
Town of Rocky Hill, CT*	Town of Southington, CT*	Town of Ridgefield, CT*
Town of Southbury, CT	Town of Wallingford, CT*	Town of South Windsor, CT*
Town of Tolland, CT*	Town of Weston, CT	Town of Stratford, CT*
Town of West Hartford, CT*	Town of Wilton, CT	Town of Westport, CT*
Town of Wethersfield, CT*	Town of Wolcott, CT	Town of Windham, CT*

#### Additional Municipalities in New England

City of Amesbury, MA	City of Beverly, MA	City of Brockton, MA
City of Burlington, VT	City of Chelsea, MA	City of Cranston, RI
City of East Providence, RI	City of Fall River, MA	City of Framingham, MA
City of Franklin, NH	City of Gardener, MA	City of Gloucester, MA
City of Leominster, MA	City of Lowell, MA	City of Marlborough, MA
City of Medford, MA	City of Melrose, MA	City of Newport, RI
City of Newton, MA	City of Pawtucket RI	City of Providence, RI
City of Quincy, MA	City of Salem, MA	City of Somerville, MA
City of Waltham, MA	City of Warwick, RI	City of Woburn, MA



City of Worcester, MA	City of Worcester, MA	City of Worcester, MA
Town of Acton, MA	Town of Arlington, MA	Town of Ashby, MA
Town of Ayer, MA	Town of Barre, VT	Town of Barre, VT
Town of Bedford, MA	Town of Belmont, MA	Town of Berlin, MA
Town of Blackstone, MA	Town of Bourne, MA	Town of Bow, NH
Town of Braintree, MA	Town of Burlington, MA	Town of Carlisle, MA
Town of Charlestown, RI	Town of Chelmsford, MA	Town of Concord, MA
Town of Coventry, RI	Town of Danvers, MA	Town of Dedham, MA
Town of Dennis, MA	Town of Dighton, MA	Town of Douglas, MA
Town of Dover, MA	Town of Dracut, MA	Town of Duxbury, MA
Town of East Greenwich, RI	Town of East Greenwich, RI	Town of East Kingston, NH
Town of Eastham, MA	Town of Edgartown, MA	Town of Enfield, NH
Town of Epping, NH	Town of Essex, MA	Town of Foxborough, MA
Town of Georgetown, MA	Town of Gilford, NH	Town of Gorham, NH
Town of Hamilton, MA	Town of Harvard, MA	Town of Hingham, MA
Town of Hollis, NH	Town of Hollis, NH	Town of Ipswich, MA
Town of Jamestown, RI	Town of Johnston, RI	Town of Lexington, MA
Town of Littleton, MA	Town of Lynnfield, MA	Town of Mansfield, MA
Town of Marblehead, MA	Town of Marshfield, MA	Town of Mashpee, MA
Town of Middleton, MA	Town of Millbury, MA	Town of Millis, MA
Town of Nahant, MA	Town of Natick, MA	Town of New Castle, NH
Town of New Shoreham, RI	Town of Newbury, MA	Town of Newton, NH
Town of Norfolk, MA	Town of North Andover, MA	Town of Northborough, MA
Town of Norwood, MA	Town of Oak Bluffs, MA	Town of Pelham, NH
Town of Provincetown, MA	Town of Randolph, MA	Town of Richmond, RI
Town of Sherborn, MA	Town of Shirley, MA	Town of South Kingstown, RI
Town of Sterling, MA	Town of Stoneham, MA	Town of Stoughton, MA
Town of Stratham, NH	Town of Sudbury, MA	Town of Swampscott, MA
Town of Swansea, MA	Town of Tewksbury, MA	Town of Thornton, NH
Town of Tiverton, RI	Town of Wakefield, NH	Town of Walpole, NH
Town of Wareham, MA	Town of Watertown, MA	Town of Wayland, MA
Town of Webster, NH	Town of Wenham, MA	Town of West Greenwich, RI
Town of West Warwick, RI	Town of Westborough, MA	Town of Wilmington, MA
Town of Winchester, MA	Town of Winthrop, MA	

**CLA Clients in Connecticut with a Population of 40,000 and a \$150,000 Budget or More**

City of Bridgeport, CT	City of Hartford, CT	City of Waterbury, CT
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City of Norwalk, CT

City of New Britain, CT

Town of West Hartford, CT

City of Meriden, CT

City of Bristol, CT

Town of Manchester, CT

Town of Stratford, CT

City of Milford, CT

City of Middletown, CT

Town of Wallingford, CT

Town of Southington, CT

Town of Enfield, CT

\*Received Certificate of Achievement in Financial Reporting

The Town can benefit from deep, national industry experience, complemented by a team dedicated to accessibility and responsiveness. We are pleased to provide you with the following references, who can describe their experience in greater detail.

### Town of Westport, Connecticut

Client Contact	Gary Conrad, Finance Director
Phone Number   Email	203-341-1000   gconrad@westportct.gov
Address	110 Myrtle Avenue, Westport CT 06880
Services Provided	Financial Statement Audit, Federal Single Audit, State Single Audit, EFS Agreed Upon Procedures, Process Consulting, ACFR

### Town of Wallingford, Connecticut

Client Contact	Tim Sena, Comptroller
Phone Number   Email	203-294-2072   comptroller@wallingfordct.gov
Address	45 South Main Street, Wallingford CT 06492
Services Provided	Financial Statement Audit, Federal Single Audit, State Single Audit, EFS Agreed Upon Procedures, GASB 87 Assistance, ACFR

### Town of Groton, Connecticut

Client Contact	Dee Morrison, Interim Finance Director
Phone Number   Email	860-441-6690   dmorrison@groton-ct.gov
Address	45 Fort Hill Road, Groton CT 06340
Services Provided	Financial Statement Audit, Federal Single Audit, State Single Audit, EFS Agreed Upon Procedures, ACFR





## 7. Sale of the Auditing Firm:

CLA agrees that in the event of the sale of the firm to another entity or the merger of the firm with another entity during the performance of the services required as set forth in Section II of the RFP, the personnel of the firm conducting these services for the Town of East Hartford shall not change without the consent of the Town.



# Service Approach

## Seamless assurance advantage: a different way to audit

Many organizations view an audit as a requirement that doesn't contribute to their overall operations or value. At CLA, we believe an audit should be an annual check-up that gives you insight into your organization, allowing you to take advantage of opportunities and improve your operations.



**Our industry experience makes it easier** — CLA auditors are industry aligned, making our audit process fast and smooth. We focus on operational efficiency and leverage our industry experience to bring you meaningful insights that go beyond compliance requirements. A dedicated team of professionals will listen to your goals and concerns, then work with you to navigate industry pressures, changing markets, and complex standards, all with a common goal to drive your business toward success.

**Your time has value** — Your day is filled with competing priorities and constant distractions. We elevate your experience by utilizing a variety of communication tools, such as a web-based document portal, video conferencing, email, and phone calls, to keep everyone informed and on track. These tools provide flexibility to choose where and how your audit is performed. In contrast to a traditional engagement, where a team spends weeks on site at your location, our Seamless Assurance Advantage focuses on having the right team members on your engagement and isn't dependent on physical locations.

### No transition issues

**No transition issues** — As your current auditor of choice, the transition into the new fiscal year will be entirely seamless.

**No surprises** — We will provide the Town with a no-surprises approach to our services, based on frequent and timely communication and clarity around roles and expectations. If issues arise during your audit, we engage the right people in a frank discussion to resolve them.

**Significant involvement of principals and managers** — Our principals and managers are directly involved in your engagement and can proactively identify significant issues and resolve them with management. Your time is best spent with key decision makers so you can ask clarifying questions, discuss organizational strategies, and navigate sensitive reporting issues.

**We tailor the audit just for you** — While our audit programs provide typical approaches for given audit areas, CLA designs a client-specific, risk-based audit approach for each client. We use custom, industry-tailored programs, procedures, and tools designed specifically to focus on applicable issues.

**You'll learn about what we're doing and what we've found in plain, everyday language** — By working closely with your staff, CLA continuously learns about your organization. This involvement enables us to offer recommendations for improvements in your systems and procedures that are more comprehensive, better understood, and more frequently implemented.

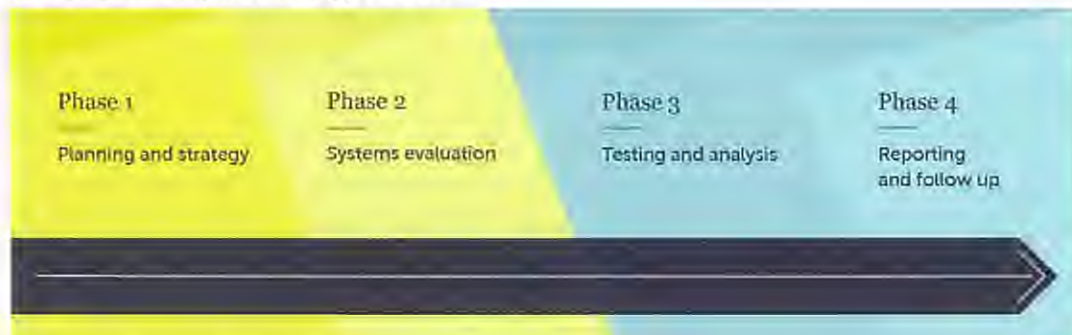
**When performing an audit**, we are sensitive and understanding of the fact that we report to those charged with governance. We maintain objectivity and independence to be able to issue our audit opinions. We will act within our philosophy of total client service, maintain the professional relationship refined with management, and fulfill our responsibilities with the utmost professionalism.



**Year-long support** — We encourage your staff to take advantage of our accessibility throughout the year for questions that may arise. Our people can provide proactive advice on new accounting or GAAP pronouncements and their potential impact; help with immediate problems, including answers to brief routine questions; and share insights and best practices to assist in planning for your future success.



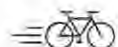
## Financial statement audit approach



### *Phase 1: Planning and strategy*

The main objective of the planning phase is to identify significant areas and design efficient audit procedures.

- Conduct an entrance meeting. Vanessa Rossitto and staff will meet with the Town personnel to agree on an outline of responsibilities and time frames:
  - Establish audit approach and timing schedule
  - Assistance to be provided by the Town personnel
  - Application of generally accepted accounting principles
  - Initial audit concerns
  - Concerns of the Town's management
  - Establishment of report parameters and timetables
  - Progress reporting process
  - Establish principal contacts
- Gain an understanding of the operations of the Town, including any changes in its organization, management style, and internal and external factors influencing the operating environment
- Identify significant accounts and accounting applications, critical audit areas, significant provisions of laws and regulations, and relevant controls over operations
- Determine the likelihood of effective Information Systems (IS) - related controls
- Perform a preliminary overall risk assessment
- Confirm protocol for meeting with and requesting information from relevant staff
- Establish a timetable for the fieldwork phase of the audit
- Determine a protocol for using TeamMate Analytics and Expert Analyzer (TeamMate), our data extraction and analysis software, to facilitate timely receipt and analysis of reports from management
- Compile an initial comprehensive list of items to be prepared by the Town, and establish deadlines



We will document our planning through:

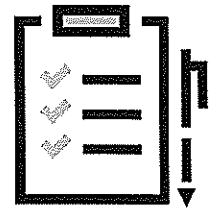
- **Entity profile** — This profile will help us understand the Town's activities, organizational structure, services, management, key employees, and regulatory requirements.
- **Preliminary analytical procedures** — These procedures will assist in planning the nature, timing, and extent of auditing procedures that will be used to obtain evidential matter. They will focus on enhancing our understanding of the financial results and will be used to identify any significant transactions and events that have occurred since the last audit date, as well as to identify any areas that may represent specific risks relevant to the audit.
- **General risk analysis** — This will contain our overall audit plan, including materiality calculations, fraud risk assessments, overall audit risk assessments, effects of our IS assessment, timing, staffing, client assistance, a listing of significant provisions of laws and regulations, and other key planning considerations.
- **Account risk analysis** — This document will contain the audit plan for the financial statements, including risk assessment and the extent and nature of testing by assertion.
- **Prepared by client listing** — This document will contain a listing of schedules and reports to be prepared by the Town personnel with due dates for each item.
- **Assurance Information Exchange (AIE)** — CLA utilizes a secure web-based application to request and obtain documents necessary to complete client engagements. This application allows clients to view detailed information, including due dates for all the items CLA is requesting. Clients can attach electronic files and add commentary related to the document requests directly on the application.

A key element in planning this audit engagement will be the heavy involvement of principals and managers. We will clearly communicate any issues in a timely manner and will be in constant contact with you as to what we are finding and where we expect it will lead.

Using the information we have gathered and the risks identified, we will produce an audit program specifically tailored to the Town that will detail the nature and types of tests to be performed. We view our programs as living documents, subject to change as conditions warrant.

### *Phase 2: Systems evaluation*

We will gain an understanding of the internal control structure of the Town for financial accounting and relevant operations. Next, we will identify control objectives for each type of control material to the financial statements, and then identify and gain an understanding of the relevant control policies and procedures that effectively achieve the control objectives. Finally, we will determine the nature, timing, and extent of our control testing and perform tests of controls. This phase of the audit will include testing of certain key internal controls:



- Electronic data, including general and application controls reviews and various user controls
- Financial reporting and compliance with laws and regulations

We will test controls over certain key cycles, not only to gather evidence about the existence and effectiveness of internal control for purposes of assessing control risk, but also to gather evidence about the reasonableness of an account balance. Our use of multi-purpose tests allows us to provide a more efficient audit without sacrificing quality.

Our assessment of internal controls will determine whether the Town has established and maintained internal controls to provide reasonable assurance that the following objectives are met:

- Transactions are properly recorded, processed, and summarized to permit the preparation of reliable financial statements and to maintain accountability over assets
- Assets are safeguarded against loss from unauthorized acquisition, use, or disposition
- Transactions are executed in accordance with laws and regulations that could have a direct and material effect on the financial statements

We will finalize our audit programs during this phase. We will also provide an updated Prepared by Client Listing based on our test results and our anticipated substantive testing.

During the internal control phase, we will also perform a review of general and application IS controls for applications significant to financial statements to conclude whether IS general controls are properly designed and operating effectively.

Based on our preliminary review, we will perform an initial risk assessment of each critical element in each general control category, as well as an overall assessment of each control category. We will then assess the significant computer-related controls.

For IS-related controls we deem to be ineffectively designed or not operating as intended, we will gather sufficient evidence to support appropriate findings and will provide recommendations to improve internal controls. For those IS controls we deem to be effectively designed, we will perform testing to determine if they are operating as intended through a combination of procedures, including observation, inquiry, inspection, and re-performance.

### *Phase 3: Testing and analysis*

The extent of our substantive testing will be based on results of our internal control tests. Audit sampling will be used only in those situations where it is the most effective method of testing.

After identifying individually significant or unusual items, we will decide the audit approach for the remaining balance of items by considering tolerable error and audit risk. This may include (1) testing a sample of the remaining balance; (2) lowering the previously determined threshold for individually significant items to increase the percent of coverage of the account balance; or (3) applying analytical procedures to the remaining balance. When we elect to sample balances, we will use TeamMate to efficiently control and select our samples.

Our work papers during this phase will clearly document our work as outlined in our audit programs. We will provide the Town with status reports and be in constant communication with the Town to determine that all identified issues are resolved in a timely manner. We will hold a final exit conference with the Town to summarize the results of our fieldwork and review significant findings.



#### Phase 4: Reporting and follow up

Reports to management will include oral and/or written reports regarding:

- Independent Auditors' Report
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards
- Independent Auditors' Report on Compliance for Each Major Federal Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by the *Uniform Guidance*
- Independent Auditors' Report on Compliance for Each Major State Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of State Financial Assistance Required by the State Single Audit Act
- Management Letter
- Written Communication to Those Charged with Governance, which includes the following areas:
  - Our responsibility under auditing standards generally accepted in the United States of America
  - Changes in significant accounting policies or their application
  - Unusual transactions
  - Management judgments and accounting estimates
  - Significant audit adjustments
  - Other information in documents containing the audited financial statements
  - Disagreements with the Town
  - The Town's consultations with other accountants
  - Major issues discussed with management prior to retention
  - Difficulties encountered in performing the audit
  - Fraud or illegal acts

Once the final reviews of working papers and financial statements are completed, our opinion, the financial statements, and management letter will be issued.

The Town will be given a draft of any comments we propose to include in the management letter. Items not considered major may be discussed verbally with management instead of in the management letter. Our management letter will include items noted during our analysis of your operations.

We will make a formal presentation of the audit results to those charged with governance, if requested.



## Single audit approach

In the current environment of increased oversight, it is more important than ever to find qualified auditors who have significant experience with federal and state grants specific to the Town and can enhance the quality of the Town's single audit. Therefore, the single audit will be performed by a team of individuals who specialize in single audits in accordance with the *Uniform Guidance* (federal single audit) and the Connecticut State Single Audit Act who will offer both knowledge and quality for the Town. As part of our quality control process, the single audit will be reviewed by a firm Designated Single Audit Reviewer.

Grant compliance can be a confusing topic and many of our clients rely on their federal and state funding as a major revenue source, so it is important that they understand what the compliance requirements are for their organization. CLA professionals are available to provide guidance and tools tailored to the Town's needs, and to assist in compliance with the requirements set forth in the *Uniform Guidance* and the Connecticut State Single Audit Act.

The AICPA clarified auditing standard; AU-C 935 "Compliance Audits" requires risk-based concepts to be used in all compliance audits including those performed in accordance with the *Uniform Guidance* and the Connecticut State Single Audit Act. Our risk-based approach incorporates this guidance.

We will conduct our single audit in three primary phases, as shown, below:



### *Phase 1: Risk assessment and planning*

The risk assessment and planning phase will encompass the overall planning stage of the single audit engagement. During this phase, we will work closely with the Town's management to determine that programs and all clusters of programs are properly identified and risk-rated for determination of the major programs for testing. We will also review the forms and programs utilized in the prior year to determine the extent of any changes which are required.

We will accomplish this by following the methodology below:

- Determine the threshold to distinguish between Type A and B programs, including the effect of any loans and loan programs
- Utilizing the preliminary Schedule of Expenditure of Federal Awards and Schedule of Expenditures of State Finance Assistance, we will identify the Type A and Type B programs in accordance with the *Uniform Guidance* and the Connecticut State Single Audit Act
- Identify the programs tested and the findings reported for the past two fiscal years. Determine and document the program risk based on the past two single audits.

- Prepare and distribute Type B program questionnaires to determine risk associated with Type B programs
- Determine the major programs to be tested for the current fiscal year based on the previous steps
- Based on our determination of the major programs, we will obtain the current year compliance supplement to aid in the determination of Direct and Material Compliance requirements, and customize the audit program accordingly
- Determine the preferred methods of communication during the audit

### *Phase 2: Major program testing*

We will determine the programs to be audited based on the risk assessment performed in the planning phase. We will perform the audit of the programs in accordance with the *Uniform Guidance* and the Connecticut State Single Audit Act.

To accomplish this, we will perform the following:

- Schedule a meeting and notify the Town's management of the major programs for the current fiscal year
- Plan and execute the testing of the expenditures reported on the Schedule of Expenditures of Federal Awards and the Schedule of Expenditures of State Financial Assistance
- Perform tests of compliance and internal controls over compliance for each major program identified
- Schedule periodic progress meetings to determine that schedules are adhered to and identify issues as they arise
- Conduct entrance and exit conference meetings with each grant manager

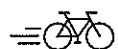
### *Phase 3: Final assessment and reporting*

We will re-perform the steps noted in the preliminary assessment and planning stage once the final Schedule of Expenditures of Federal Awards and the Schedule of Expenditures of State Financial Assistance is received to determine if additional major programs were identified.

Based on the final determination of the programs we will perform the following:

- Identify Type A and significant Type B programs which were not previously identified
- Re-assess the risk and determine if we are required to audit additional programs
- Prepare the Schedule of Findings and Questioned Costs
- Conduct exit conference with the Town's management to review drafts of required reports:
  - Independent Auditors' Report on Internal Control over financial reporting and on compliance and other matters based on an audit of Financial Statements Performed in Accordance with Government Auditing Standards
  - Independent Auditor's Report on Compliance for Each Major Federal Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by the *Uniform Guidance*
  - Independent Auditor's Report on Compliance for Each Major State Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of State Financial Assistance Required by the Connecticut State Single Audit Act

Throughout the single audit, we will maintain communication through periodic progress meetings with those designated by the Town. These meetings will be on a set schedule, but as frequently as the Town determines. During these meetings, we will discuss progress impediments and findings as they arise.





## Agreed-upon procedures approach – Education Financial System (EFS)

Your engagement team will maintain regular, ongoing communication at each step of the engagement — providing the Board of Education of the Town (BOE) ample opportunities to benefit from our insights and observations. To help support timely completion, the BOE will be continually informed of our progress.

Our procedures will be performed in accordance with the Connecticut State of Department of Education guidelines for the Agreed Upon Procedures for the Education Financial System (EFS) (Formerly known as the ED-001).



### *Phase 1: Planning*

The outcomes of this stage will form the basis for our approach to the AUP. During this stage, the engagement team will:

- Discuss the procedures to be applied
- Consider whether the requested procedures are appropriate for meeting the stated objectives
- Establish and document an understanding of the procedures to be performed
- Obtain an understanding of the objectives, the informational needs, and the nature of the documents to be reviewed
- Confirm our understanding of the BOE's requirements

### *Phase 2: Fieldwork*

While conducting our fieldwork, we will utilize our understanding of the BOE's organization. During all phases of fieldwork, the engagement team will be in constant communication with the BOE's designee. If necessary, we will also advise the BOE of any unusual circumstances requiring attention.

During the fieldwork phase, we will use statistical and non-statistical sampling when deemed appropriate.

### *Phase 3: Reporting*

The results of our fieldwork provide the basis for the issuance of our reports. All fieldwork will first be reviewed by the manager, before being reviewed by the engagement principal. Each report will then be reviewed by a quality control principal. After the independent review, we will then circulate a draft to the BOE management for their approval, after which we will issue the report.

## Use of technology in the audit

We're reimagining the audit process through technology to elevate your experience!



**Assurance Information Exchange (AIE)** — CLA offers a secure web-based application to request and obtain documents necessary to complete client engagements. This application allows clients to view detailed information, including due dates for items that CLA requests. Additionally, the application allows clients to attach electronic files and add commentary related to the document requests directly on the application. AIE is provided at no additional cost, subject to the terms of the Assurance Information Exchange Portal Agreement.

**TeamMate Analytics and Expert Analyzer (TeamMate)** — To analyze and understand large data sets, we use TeamMate Analytics and Expert Analyzer. We customize the application by industry in order to perform the most applicable procedures. This allows us to go beyond sampling and instead analyze the entire general ledger for targeted anomalies. Far beyond the audit application, our six-phase process of Risk Assessment, Data Analytics and Review (RADAR) can also provide actionable insights to help you understand your entity better.

**Microsoft® Teams** — Our services approach focuses on impactful interactions. We've said goodbye to the days of setting up camp in our clients' conference rooms for weeks on end. We know our clients have organizations to run, so our interactions have purpose. To assist with communications when we are not onsite, we utilize tools such as Microsoft Teams, which allow for two-way screen sharing and video. We've found this helps minimize disruptions in our clients' environments while continuing to effectively communicate with each other.

# Professional Fees

Our fees are based on the timely delivery of services provided, the experience of personnel assigned to the engagement, and our commitment to meeting your deadlines.

CLA understands the importance of providing our clients with value-added strategies. We propose to provide routine, proactive quarterly meetings—as part of our fee—that will allow us to review and discuss with you the impact of new accounting issues, as well as any other business issues you are facing and how they should be handled. This level and frequency of interaction will no doubt enable CLA to help you tackle challenges as they come up and take full advantage of every opportunity that presents itself.

Professional Services	2023	2024	2025	2026	2027
Total Audit Fee	\$92,000	\$96,600	\$101,400	\$106,500	\$111,800

Our clients don't like fee surprises. Neither do we. We commit to you, as we do all of our clients, that:

- We will be available for brief routine questions at no additional charge, a welcome investment in an ongoing relationship.
- Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services. We believe our clients deserve clarity around our technology and client support fee, and we will continue to be transparent with our fee structure.
- Any additional charges not discussed in this proposal will be mutually agreed upon up front.
- We will always be candid and fair in our fee discussions, and we will avoid surprises.

## Fee considerations

The fee proposal is based on the following:

- The Town personnel will help periodically throughout the year and during the assurance fieldwork regarding account analysis and provision of year-end account reconciliation workpapers and schedules.
- The assurance reports will be delivered in accordance with the Town's deadlines.
- Satisfactory completion of our firm's normal client acceptance procedures.
- Professional standards and regulations currently in effect. We reserve the right to modify your proposed fee if professional standards or regulations change for any engagement period.
- No significant changes in the operations of the Town after the date of this proposal.



## Fee increase

Our fees are based on professional standards and regulations currently in effect and barring any changes in the nature or requirements of the engagement, our annual fees will increase in accordance with the increases in our payroll and overhead costs. In addition, costs could increase due to substantial changes in your office locations, asset size, and/or operational structure.

## Billing for phone calls and questions

It is not our policy or practice to bill our clients every time we receive a phone call or email. While providing our services to you, we will regularly consult with you regarding accounting, financial reporting, and significant business issues. If a specific project is complex or requires significant time or resources, we will discuss the scope of the project and its fee with you first to make sure there are no surprises. While it is difficult to establish an exact policy for billing in these situations, we commit to discussing the request with you in advance of performing our services if we believe the time requirement to provide you the desired assistance is other than routine. We will discuss the scope of the project and our estimate to complete it prior to commencing work.



Our last word on fees — we are committed to serving you. Therefore, if fees are a deciding factor in your selection of an accounting firm, we would appreciate the opportunity to discuss our scope of services.

At CLA, it's more than just getting the job done.



# Appendix

## A. Engagement team biographies





# Vanessa Rossitto, CPA

## CLA (CliftonLarsonAllen LLP)

Principal  
West Hartford, Connecticut

860-561-6824  
vanessa.rossitto@CLAconnect.com



### Profile

As principal, Vanessa performs a wide variety of significant audit engagements, including financial and compliance audits of government and quasi-government engagements. She has more than 25 years of experience in government accounting and auditing. Vanessa is knowledgeable of the reporting requirements of both Uniform Guidance and the State Single Audit Act. She has played an instrumental role in obtaining and maintaining the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for her clients.

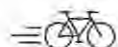
Vanessa serves on the Special Review Committee for the GFOA Certificate of Achievement for Excellence in Financial Reporting. She has also testified before the State Legislative Program Review and Investigations Committee on behalf of the Connecticut Society of Certified Public Accountants on Raised Bill No. 1034, An Act Concerning Regional School District Governance.

### Technical experience

- Audit and accounting
- Single audits
- Financial statement audits

### Education and professional involvement

- Bachelor of science in accounting from Central Connecticut State University, New Britain, Connecticut
- American Institute of Certified Public Accountants
- Connecticut Society of Certified Public Accountants – Government Committee Member; Executive Director Search Committee Chairperson; Past Member, Strategic Planning Committee; Past Chair, Governmental Accounting and Auditing Committee; Past Treasurer, Board of Directors
- Government Finance Officers Association of Connecticut
- Government Finance Officers Association of the United States and Canada – Special Review Committee, GFOA Certificate of Achievement for Excellence in Financial Reporting; Special Review Executive Committee



## Civic organizations

- Tri-State Diversity Council
- Leadership Greater Hartford, *Board of Directors; Finance Committee; Class of 2000*
- Hartford Area Habitat for Humanity, *Past Vice President, Board of Directors; Past Chair, Governance Committee, Past Chair, Audit Committee*
- Connecticut Council of Small Towns
- Charter Oak State College Foundation, *Past Board Member*

[CLAconnect.com](https://www.claconnect.com)

CPAs | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAglobal.com/disclaimer](https://www.claglobal.com/disclaimer).

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.





# Jeffrey Ziplow, MBA, CISA, CGEIT

CLA (CliftonLarsonAllen LLP)

Principal  
West Hartford, Connecticut

860-561-6815  
jeffrey.ziplow@CLAconnect.com



## Profile

Jeff is a principal in the firm's business risk advisory service group. Over his 35-year career he has had significant experience working with organizations to assess their IT controls as they relate to business operations and helps to develop recommendations to mitigate risk. In this role, Jeff works with clients on data breach responses, cyber security risk assessments and provides insight and guidance on developing better security practices. In addition, he works on process control related projects to enhance operational efficiencies and provide tangible control recommendations.

Jeff also oversees various IT audits based on the AICPA's SSAE-18 (SOC-1) and AT-101 (SOC-2) compliance standards as well as working with the NIST based security standards. Over the past several years, he has been actively involved in providing cybersecurity and risk assessments presentations to municipalities, nonprofits, and various companies to enhance leadership in these areas. He also works with the attorney generals of Connecticut, Florida, and Indiana to provide guidance/support on cyber security matters.

## Technical experience

- Risk management
- Information system
- Security assessments
- Processes and controls
- SOC-1 and SOC-2 audits
- HIPAA audits
- NIST compliance standards

## Education and professional involvement

- Master of business administration from Boston College, Boston, Massachusetts
- Bachelor of arts from the University of Vermont, Burlington, Vermont
- Certified Information Systems Auditor
- Certified Governance of Enterprise IT
- Information Systems Audit and Control Association
- Government Finance Officers Association of Connecticut

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.







## Heather Plitt, CPA, MBA

CLA (CliftonLarsonAllen LLP)

Director  
Baltimore, Maryland

410-453-5571  
heather.plitt@CLAconnect.com



### Profile

Heather has more than 18 years of experience and is a quality reviewer with the National Assurance Technical Group, focusing on reviews of assurance engagements for state and local government clients across the firm. She also serves as a technical resource for engagement teams performing state and local government engagements. Prior to her time in the National Assurance Technical Group, Heather specialized in financial and single audits for state and local governments, including school districts, counties, cities, and other government agencies.

### Technical experience

- Governmental auditing and accounting with an emphasis on state and local agencies, including single audits
- Nonprofit auditing and accounting, including single audits

### Education and professional involvement

- Master of business administration from the University of Baltimore
- Bachelor of science in accounting from the University of Baltimore
- Certified Public Accountant, Maryland and Virginia
- Maryland Association of Certified Public Accountants
- Virginia Association of Certified Public Accountants
- American Institute of Certified Public Accountants

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# Jessica Aniskoff, CPA, MBA

CLA (CliftonLarsonAllen LLP)

Manager  
West Hartford, Connecticut

860-570-6451  
jessica.aniskoff@CLAconnect.com



## Profile

Jessica provides audit services, supervises fieldwork, oversees staff accountants during engagements, and is responsible for the completion of financial statements.

She has more than 16 years of experience and specializes in municipalities, quasi-government organizations, and water utilities.

Jessica is particularly experienced in compliance audits, as the majority of her clients are subject to federal and state single audit requirements. She has an in-depth understanding of municipal financial reporting and has played an instrumental role in the development of comprehensive financial reports that have qualified for the Government Finance Officers Association Certificate Program.

## Technical experience

- Audit and accounting

## Education and professional involvement

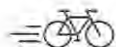
- Master of business administration in international business from Central Connecticut State University, New Britain, Connecticut
- Bachelor of science in accounting from Central Connecticut State University, New Britain, Connecticut
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Connecticut Society of Certified Public Accountants
  - Governmental Accounting and Auditing Committee, *Past Chairperson*
- Government Finance Officers Association of Connecticut

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# Brandon Cathcart, MSA

CLA (CliftonLarsonAllen LLP)

Senior  
West Hartford, Connecticut

860-561-6868  
brandon.cathcart@CLAconnect.com

## Profile

Brandon is an assurance senior with more than five years of experience working with state and local governments.

## Technical experience

- State and local government
- Retail
- Nonprofit entities

## Education and professional involvement

- Master of science in accounting from Post University, Waterbury, Connecticut
- Bachelor of science in accounting from Post University, Waterbury, Connecticut
  - Delt Mu Delta
  - Magna Cum Laude
  - Alpha Chi
- The National Society of Leadership and Success

## Key relevant clients

- City of Stamford
- City of Torrington
- Town of Ellington
- Town of Middlebury
- Town of Burlington
- Connecticut Municipal Electric Energy Cooperative
- Town of Coventry
- Region School District 13

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B. Quality control procedures and peer review report



In the most recent peer review report, dated November 2022, we received a rating of *pass*, which is the most positive report a firm can receive. We are proud of this accomplishment and its strong evidence of our commitment to technical excellence and quality service. The full report is provided on the following page.



In addition to an external peer review, we have implemented an intensive internal quality control system to provide reasonable assurance that the firm and our personnel comply with professional standards and applicable legal and regulatory requirements. Our quality control system includes the following:

- A quality control document that dictates the quality control policies of our firm. In many cases, these policies exceed the requirements of standard setters and regulatory bodies. Firm leadership promotes and demonstrates a culture of quality that is pervasive throughout the firm's operations. To monitor our adherence to our policies and procedures, and to foster quality and accuracy in our services, internal inspections are performed annually.
- Quality control standards as prescribed by the AICPA. The engagement principal is involved in the planning, fieldwork, and post-fieldwork review. In addition, an appropriately experienced professional performs a risk-based second review of the engagement prior to issuance of the reports.
- Hiring decisions and professional development programs designed so personnel possess the competence, capabilities, and commitment to ethical principles, including independence, integrity, and objectivity, to perform our services with due professional care.
- An annual internal inspection program to monitor compliance with CLA's quality control policies. Workpapers from a representative sample of engagements are reviewed and improvements to our practices and processes are made, if necessary, based on the results of the internal inspection.
- Strict adherence to the AICPA's rules of professional conduct, which specifically require maintaining the confidentiality of client records and information. Privacy and trust are implicit in the accounting profession, and CLA strives to act in a way that will honor the public trust.
- A requirement that all single audit engagements be reviewed by a designated single audit reviewer, thereby confirming we are in compliance with the standards set forth in the *Uniform Guidance*.



## Report on the Firm's System of Quality Control

To the Principals of CliftonLarsonAllen LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP (the "Firm") applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards, may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the Firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA, and examinations of service organizations (SOC 1<sup>®</sup> and SOC 2<sup>®</sup> engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

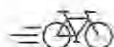
### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. CliftonLarsonAllen LLP has received a peer review rating of *pass*.

*Cherry Bekaert LLP*

Cherry Bekaert LLP  
Charlotte, North Carolina  
November 18, 2022

cbh.com



C. RFP forms



APPENDIX A

SUBMITTAL

Submitted By: CLA      Submitted For: Bid #23-25      Date: 4/28/2023

Signature: *Vanessa Rossitto*      Firm: CliftonLarsonAllen LLP

Name: Vanessa Rossitto, CPA      Address: 29 South Main Street, 4th Floor  
West Hartford, CT 06107

Title: Principal

Telephone: 860-561-6824

Professional Staff Size:  
Total: 8,976

Governmental Audit Staff: 615

Staff Assigned to Engagement: Refer to Section 5. Principal, Supervisory, and Staff Qualifications and Experience on page 13.

Connecticut Municipal Audit Clients: Refer to Section 6. Similar Engagement with Other Government Entities

- List 2022 Engagements for Municipalities of 40,000 Population or More and/or General Fund Expenditure of \$150 Million or More on page 16.
- Certificate of Achievement Clients: Refer to Section 6. Similar Engagement with Other Government Entities on page 16.

AUDIT FEE	FY23	FY24	FY25	FY26	FY27
TOTAL AUDIT FEE (all inclusive)	\$ 92,000	\$ 96,600	\$ 101,400	\$ 106,500	\$ 111,800

Note: Fees submitted shall be fixed fees for the total engagement. No additional sums will be paid for expenses.





## DECLARATION

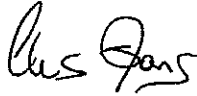
State of Minnesota  
County of Hennepin

I, CHARLES JONES, being duly sworn, depose and say:

I am the General Counsel, Principal of CliftonLarsonAllen LLP ("CLA"). In my role as General Counsel, I have responsibility for legal compliance for CLA.

CLA is a duly formed limited liability partnership under the laws of the State of Minnesota and has been since January 2, 2012. According to the Minnesota Professional Firm Act, any partner or principal of a partnership is permitted to sign on behalf of and legally bind the partnership. As such, any partner or principal of CLA is authorized to sign on behalf of and legally bind CLA.

Vanessa Rossitto, CPA is a Principal of CLA. By virtue of Ms. Rossitto being a Principal of CLA, she has signing authority on behalf of and can legally bind CLA by signing contractual documents on its behalf, including, without limitation, the subject contract.



---

CHARLES E. JONES

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**TOWN OF EAST HARTFORD, CT  
PURCHASING DEPARTMENT**

**INTEROFFICE MEMORANDUM**

DATE: April 28, 2023  
TO: Melissa N. McCaw, Director of Finance  
FROM: Michelle Enman, Purchasing Agent  
RE: Results of Bid #23-25 - R.F.P. – Professional Auditing Services

\*\*\*\*\*

Attached is the proposal received for the above listed R.F.P. for your evaluation:

CLA(CliftonLarsonAllen)  
Marcum

West Hartford, CT  
Hartford, CT

Please send a **copy of all correspondence** regarding this R.F.P. **to the Purchasing Dept.**, including score sheets, short lists, interview notes and original contract. Please contact me for ordinance procedures on how to award a RFP if necessary. Thank you.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 2, 2023  
TO: Richard F. Kehoe, Chair   
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Tax Policy Subcommittee – Properties Recommended for Tax Lien Sales

---

Attached please find a property that was inadvertently excluded from the list of properties recommended for the Town's annual tax lien sale in March of 2023.

Please place this item on the Town Council agenda for the May 16, 2023 meeting for referral to the Tax Policy Subcommittee.

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

To: Mayor Walsh  
Temporary Town Hall  
50 Chapman Place  
East Hartford, Ct. 06108

From:  
Reginald Thibault  
42 Chester St.  
East Hartford, Ct. 06108  
860 289 3536  
photolover\_1@yahoo.com

4-17-2023

Hello Mayor Mike!

I am writing about 61 Chipper Drive, East Hartford, CT. 06108. Recently I tried to contact the owner of record of the above property.

My property , 42 Chester Street, abuts 61 Chipper Drive. I have learned that the property on Chipper Drive is probably abandoned as well as vacant. For several years the tax bills sent to the owner of record, Renee Estates, have been returned as undeliverable. I went to the address of record 281 Hartford Turnpike, Vernon, Ct. That address is an office building. I was unable to speak with anyone who was familiar with Renee Estates. My guess is that the company probably no longer exists.

From the Assessors GIS listing the property appears to have less than 75 feet of frontage which I believe to be non conforming. On the East of the property is a large drainage easement to the State of Connecticut. To the west of that easement, more or less in the middle of the property is a buried Sanitary Sewer. These things together with the property being all or in part in a flood plane would make the property hopelessly unsuitable for building. The above reasoning leads me to presume abandonment of that property.

If I am correct the Town has Tax Liens against that property but since it cannot be developed the Town has not posted it for sale or disposal.

I would like to pay the delinquent taxes and purchase 61 Chipper Drive. How can this be done?

Reginald Thibault



42 Chester St.  
East Hartford, Ct. 06108



## MEMORANDUM

DATE: March 7, 2023 – Concluded on March 10, 2023  
TO: Michael P Walsh, Mayor  
FROM: Iris Laurenza - Collector of Revenue  
RE: Referral to Tax Policy Committee  
Property Recommended for Tax Lien Sale

---

Attached please find a property which was inadvertently excluded from the list of properties recommended for the town's annual tax lien sale. The list contains 1 property that should move forward in a tax lien sale totaling \$ 2,118.86. This amount represents over six years of delinquencies.

Please note the abutting property owner has expressed both written and verbal interest to several departments in town, in bidding on this parcel. Where all other town efforts have failed to secure payment, putting this out for lien sale lends itself to the potential to clear it off the tax rolls and begin fresh.

The policy criteria applied by the Tax Office that results in a property being selected for lien sale includes any real estate delinquency in excess of \$10,000 or any amount when the delinquency spans any portion of three or more grand list years.

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

- The tax bill first installment legal notice is published (3 times; before due date, after due and before it becomes delinquent)
- An individual tax bill is printed and mailed to the property address (mid-June)
- If full payment is not received, an individual delinquent letter is mailed (August)
- The tax bill second installment legal notice is published (3 times; before due date, after due and before it becomes delinquent)
- If full payment is not received, an individual demand letter is mailed (February)
- If amounts remain unpaid, a notice of Intent to Lien notice is mailed (April)
- If amounts remain unpaid, a lien is filed by the Tax Collector (May)

Based on the aforementioned, the town will issue a tax lien sale request for proposal (RFP). When the town has accepted bids in the past, the town was able to collect 100% of the tax due on the parcels when the lien was sold.

On some properties, the owner came forward and entered into an agreement with the town to deposit an initial payment of approximately 25% of the taxes due while

agreeing to retire remaining balance of eighteen months while keeping new taxes current.

As in the past lien sales, the town advertises these properties and requests sealed bids. The bids received by the town will be opened and analyzed by the Administration, who then will return to the Town Council with recommendations for the sale. The Finance Department, including the Tax Office, will work closely with Corporation Counsel to facilitate this sale by September 30, 2023 for tax receipt recording purposes.

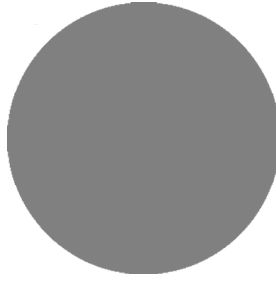
In closing, while it is unfortunate that the town has to initiate this action, despite our best efforts, we have been unable to secure collection with this particular property. Accordingly, this process is encouraged to maintain a fair and equitable tax collections system and support town services upon which our town residents rely.

Should you have any questions or concerns regarding the above mentioned, please do not hesitate to contact me.

Thank you.

Town of East Hartford - 2023 Lien Sale - Interest through 8/31/23

BILL#	UNIQUE ID	NAME	PROPERTY LOCALITY	TAX	INTEREST	LIEN	FEE	TOTAL
2015-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	136.2	175.7	24	50.39	386.29
2016-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	139.74	155.11	24	47.83	366.68
2017-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	141.55	131.64	24	44.58	341.77
2018-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	145.86	109.4	24	41.89	321.15
2019-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	148.26	84.51	24	0	256.77
2020-01-0011863	17199	RENE ESTATES	61 CHIPPER DR	146.57	57.16	24	0	227.73
2021-01-0011845	17199	RENE ESTATES	61 CHIPPER DR	160.72	33.75	24	0	218.47
TOTAL	7		17199 61 CHIPPER DR	1,018.90	747.27	168	184.69	2,118.86
GRAND TOTAL	7			1,018.90	747.27	168	184.69	2,118.86



TO: Mayor Mike Walsh

FROM: Eileen Buckheit, Development Director

DATE: May 9, 2023

RE: 341 East River Drive – Commerce Center

---

I am respectfully requesting an item in reference to the above stated address be placed on the May 16<sup>th</sup> agenda.

The proposed project is on the property on East River Drive owned by the Simon Konover company. The parcel of land sits between the American Eagle Federal Credit Union and the Two Rivers Magnet School.

The Simon Konover group is proposing to build up to 130 new apartments on the site. The land use process has not started, but the company has met with the Development Department and upon initial planning review, the basic layout seems feasible. A general site plan has been included for reference.

The accompanying proforma has been reviewed by the Mayor, Finance Director, Development Director, as well as CRDA which assists the Town with our State funding requests. We feel that this proforma represents a balanced approach to grow our grand list and also provide the public support this project will require.

I look forward to further explaining the details of this development project.

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



## East Hartford, CT - Apartments - CRDA: CASH FLOW

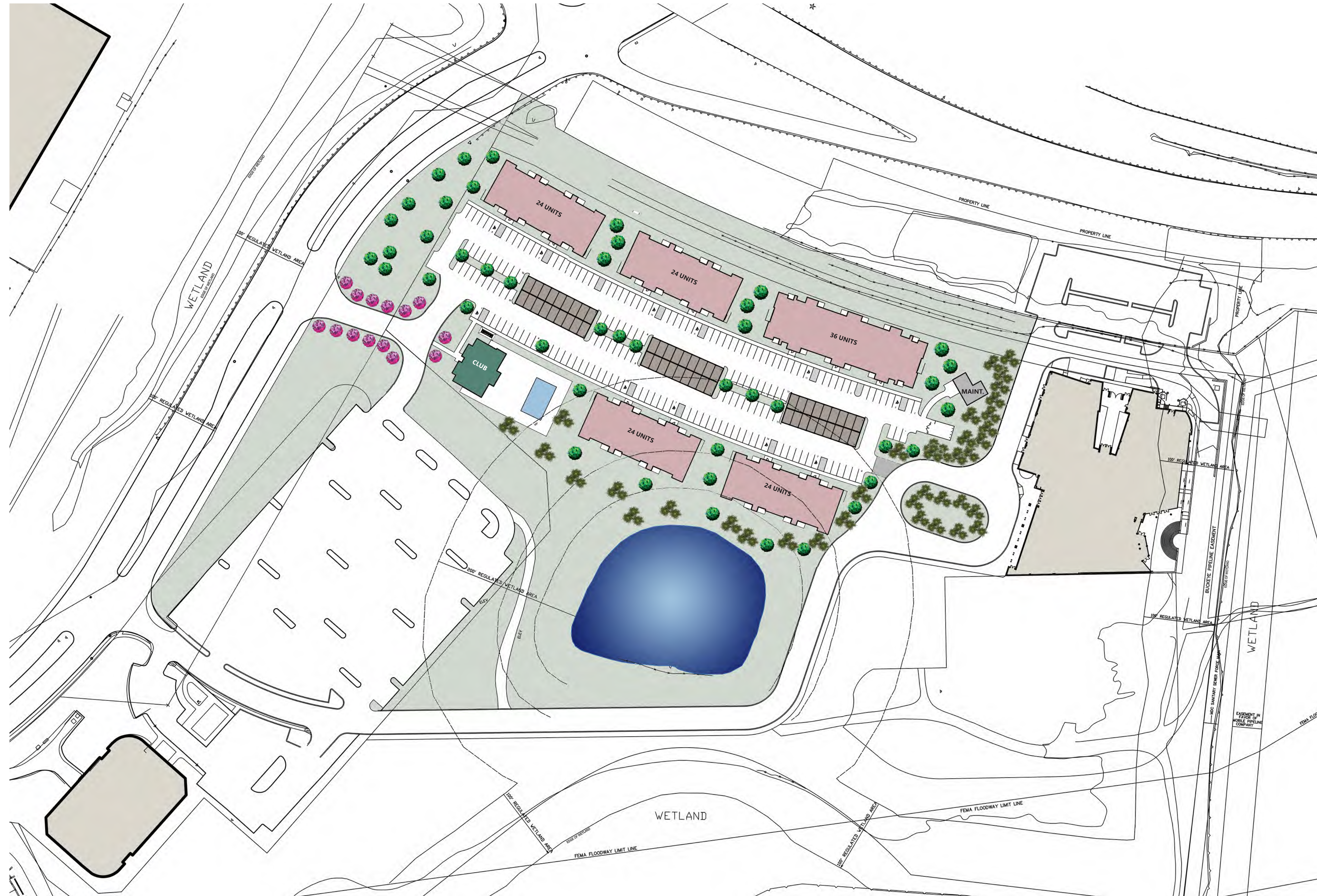
<b>RETURNS</b>					
Year Ending		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
Development Cost	\$ (38,523,100)	-	-	-	-
Primary Loan	25,040,000	-	-	-	-
CRDA Loan*	5,704,620	-	-	-	-
Income	-	3,298,647	3,381,113	3,465,641	3,552,282
Lease-Up Vacancy	-	-	-	-	-
Expenses (less RET)	-	(765,600)	(784,740)	(804,359)	(824,467)
Real Estate Taxes	-	(802,321)	(822,379)	(842,939)	(864,012)
RET Abatement	-	521,509	476,980	429,899	380,165
<b>NOI (LESS ABATEMENT)</b>	-	<b>2,252,234</b>	<b>2,250,974</b>	<b>2,248,242</b>	<b>2,243,968</b>
Reserves	-	(26,400)	(27,060)	(27,737)	(28,430)
Primary Debt Service	-	(1,850,107)	(1,850,107)	(1,850,107)	(1,850,107)
CRDA Debt Service*	-	(114,092)	(114,092)	(114,092)	(114,092)
<b>CASH FLOW AFTER DS</b>		<b>261,635</b>	<b>259,714</b>	<b>256,306</b>	<b>251,338</b>
<i>Primary Debt Constant</i>		7.4%	7.4%	7.4%	7.4%
<i>CRDA Debt Constant</i>		2.0%	2.0%	2.0%	2.0%
<i>Combined Debt Constant</i>		6.4%	6.4%	6.4%	6.4%
<i>DSCR - Primary Loan</i>		1.22	1.22	1.22	1.21
<i>DSCR - Combined</i>		1.15	1.15	1.14	1.14

\*Total CRDA loan = \$7.7M. Analysis assumes \$2M of loan is forgivable. Debt service is interest only @ 2.0%.

## East Hartford, CT - Apartments - CRDA: TAX ABATEMENT

Construction Schedule	Tax Growth	Land Taxes	Fully Assessed Taxes	Annual Fully Assessed Taxes	Construction Completion	Abatement (Percentage)	Abatement/Unit (Dollars)	Annual Tax Payments/Unit	Abatement (Dollars)	Annual Tax Payments
2024	2.5%	\$59,433	\$6,078	\$802,321	100%	65%	(\$3,951)	\$2,127	(\$521,509)	\$280,813
2025	2.5%	\$60,919	\$6,230	\$822,379	100%	58%	(\$3,613)	\$2,617	(\$476,980)	\$345,399
2026	2.5%	\$62,442	\$6,386	\$842,939	100%	51%	(\$3,257)	\$3,129	(\$429,899)	\$413,040
2027	2.5%	\$64,003	\$6,546	\$864,012	100%	44%	(\$2,880)	\$3,666	(\$380,165)	\$483,847
<b>2028</b>	<b>0.0%</b>	<b>\$64,003</b>	<b>\$6,546</b>	<b>\$864,012</b>	<b>100%</b>	<b>37%</b>	<b>(\$2,422)</b>	<b>\$4,124</b>	<b>(\$319,685)</b>	<b>\$544,328</b>
2029	2.5%	\$65,603	\$6,709	\$885,613	100%	30%	(\$2,013)	\$4,696	(\$265,684)	\$619,929
2030	2.5%	\$67,243	\$6,877	\$907,753	100%	23%	(\$1,582)	\$5,295	(\$208,783)	\$698,970
2031	2.5%	\$68,924	\$7,049	\$930,447	100%	16%	(\$1,128)	\$5,921	(\$148,872)	\$781,575
2032	2.5%	\$70,647	\$7,225	\$953,708	100%	9%	(\$650)	\$6,575	(\$85,834)	\$867,874
<b>2033</b>	<b>0.0%</b>	<b>\$70,647</b>	<b>\$7,225</b>	<b>\$953,708</b>	<b>100%</b>	<b>0%</b>	<b>\$0</b>	<b>\$7,225</b>	<b>\$0</b>	<b>\$953,708</b>
2034	2.5%	\$72,413	\$7,406	\$977,551	100%	0%	\$0	\$7,406	\$0	\$977,551
2035	2.5%	\$74,224	\$7,591	\$1,001,990	100%	0%	\$0	\$7,591	\$0	\$1,001,990
2036	2.5%	\$76,079	\$7,781	\$1,027,039	100%	0%	\$0	\$7,781	\$0	\$1,027,039
2037	2.5%	\$77,981	\$7,975	\$1,052,715	100%	0%	\$0	\$7,975	\$0	\$1,052,715
<b>2038</b>	<b>0.0%</b>	<b>\$77,981</b>	<b>\$7,975</b>	<b>\$1,052,715</b>	<b>100%</b>	<b>0%</b>	<b>\$0</b>	<b>\$7,975</b>	<b>\$0</b>	<b>\$1,052,715</b>

<b>NPV @ 8.00%</b>	<b>\$2,142,702</b>
--------------------	--------------------



**NOTES**

- NUMBER OF UNITS: 132
- CLUBHOUSE: 3,400 SF
- GARAGE PARKING: 54 SPACES
- SURFACE PARKING: 195 SPACES
- TOTAL PARKING: 249 SPACES, 1.89 SP/DU

1" = 70'  
 JUNE 11, 2022  
 © 2022 - GATE 17 ARCHITECTURE, LLC

# EAST HARTFORD APARTMENTS

EAST HARTFORD, CONNECTICUT  
 SIMON KONOVER

**GATE17**  
 ARCHITECTURE

2045 ROUTE 35  
 WALL, NEW JERSEY 07719  
 (856) 429-2001



RESIDENTIAL FRONT ELEVATION

# EAST HARTFORD APARTMENTS

EAST HARTFORD, CONNECTICUT  
SIMON KONOVER

3/16" = 1'-0"  
JUNE 24, 2022  
© 2022 - GATE 17 ARCHITECTURE, LLC

**GATE17**  
ARCHITECTURE  
2045 ROUTE 35  
WALL, NEW JERSEY 07719  
(856) 429-2001



CLUBHOUSE FRONT ELEVATION

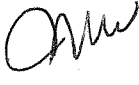
1/4" = 1'-0"  
JUNE 24, 2022  
© 2022 - GATE 17 ARCHITECTURE, LLC

**EAST HARTFORD APARTMENTS**  
EAST HARTFORD, CONNECTICUT  
SIMON KONOVER

**GATE17**  
ARCHITECTURE  
2045 ROUTE 35  
WALL, NEW JERSEY 07719  
(856) 429-2001



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 1, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: APPOINTMENTS/REAPPOINTMENTS: Boards and Commissions

---

The following names were submitted by the Republican Town Committee Chair Prescille Yamamoto to serve on the following boards & commissions:

### Appointments:

#### **Economic Development Commission**

- (R) Salema Davis– 11 Springside Ave– term to expire 12/25

### Re-appointments:

#### **Beautification Commission**

- (R) Kathleen P. Cattanach – 97 Chipper Drive – term to expire 12/25
- (R) Mary J. Mourey – 785 Burnham St – term to expire 12/25

#### **Commission on Aging**

- (R) Maria Elena Potvin – 33 Matthew Road – term to expire 12/25

#### **Commission on Culture and Fine Arts**

- (R) Joan Coates – 508 Oak St – term to expire 12/26

#### **Inland Wetlands Commission**

- (R) Stephen Roczynski – 39 Fowler Lane – term to expire 12/26

#### **Planning and Zoning Commission**

- (R) Stephen Roczynski - 39 Fowler Lane – term to expire 12/27

#### **Veterans Commission**

- (R) James Shelmerdine Jr. – 745 Tolland St – term to expire 12/23

Please place these nominations on the Town Council agenda for the May 16, 2023 meeting.

C: C. Martin, Chief of Staff  
R. Pasek, Town Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 1, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: APPOINTMENTS: Boards and Commissions

---

The following name was submitted to serve on the following commission:

Appointments:

**Commission on Services for Persons with Disabilities**

- (I) Gary A. Roy– 61 Matthew Road– term to expire 12/23

Please place these nominations on the Town Council agenda for the May 16, 2023 meeting.

C: C. Martin, Chief of Staff  
R. Pasek, Town Clerk

East Hartford Republican Town Committee  
235 East River Drive, #508  
East Hartford, CT 06108  
[pfyamamoto@sbcglobal.net](mailto:pfyamamoto@sbcglobal.net)  
860-289-1011

April 19, 2023

Mayor Michael P. Walsh  
Town of East Hartford  
740 Main Street,  
East Hartford, CT 06108

Dear Mayor Walsh:

The East Hartford Republican Town Committee met on Wednesday, April 19, 2023 and nominated one individual to a new commission and nominations to seven Boards or Commissions. Please forward these nominations to the Town Council for approval.

Salema Davis - Economic Development Commission  
Kathleen P. Cattnach - Beautification Commission  
Mary J. Mourey - Beautification Commission  
Maria Elena (Marilen) Potvin - Commission on Aging  
Joan M. Coates - Comm. On Culture & Fine Arts  
Stephen Roczynski - In-Land Wetlands  
Stephen Roczynski - Planning / Zoning Commission  
James W, Shelmerdine, Jr - Veterans Commission

Thank you for the opportunity to have these individuals nominated to our various Boards and Commissions.

Sincerely,



Prescille F. Yamamoto

Prescille F. Yamamoto  
Attachments: 8



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



Date: 4/19/23

Name: Salema Davis

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

Address: 11 Springside Ave

Apt.# PH

Zip: 06108

Home Phone: (646) 490-0643

Email: salemafabu@yahoo.com

Cell Phone: (347) 517-1879

Years as an E.Hartford Resident: 6

Occupation: EXecutive Director

Employer: The George Walker Jr. Community Coalition

Employer/Work Address

Formal Education/Certifications: A.S. Early Childhood Education / Family Development Credential

Party Affiliation: Unaffiliated

Democrat

Republican

Minority Party

As it appears on the E. Htfd. Voter Registration List

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

**Interest statement:**

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

As a homeowner economic development is important to the quality of life while helping to insure this for other residence and homeowners who look for a better way to live financially.

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

Chaired Parks & Co-Chaired Economic development for Brooklyn NY Community Board 5 for 10yr.

Chaired DYCD for Brooklyn NY Assembly district 60th & 54th for 8yrs.

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

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

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

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

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

Signature Salema Davis

Date 4/19/23

Please return completed and signed form to:

BCpost@easthartfordct.gov

or mail to:

Town of East Hartford  
Office of the Mayor  
740 Main Street  
East Hartford CT 06108

For internal use only:

Mandatory Qualifications:

Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_



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

Board or Commission Name: Beautification Date: 2/8/22

Name: KATHLEEN P CATTANACH  
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 97 CHIPPER DRIVE Apt.# \_\_\_\_\_ Zip: 06108-2708

Home Phone: 860-528-4532 Email: Kcattanache@gmail.com

Cell Phone: 860-209-2515 Years as an E.Hartford Resident: 35

Please answer the following:

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

Why do you wish to be considered for reappointment by the Mayor and Council?  
I enjoy being part of making East Hartford a cleaner therefore better place to call home

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)  
Taken part in all Beautification Commission event ARBOR Day Celebrations, Tree lighting, Holiday Fest etc.

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

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

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

Kathleen Cattanaach 2/8/2023  
Signature Date

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

For internal use only:	
Attendance Record: #of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/O _____ C/R _____ T/C _____

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



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

Board or Commission Name: Beautification

Date: 2-9-2023

Name: Mary J. Mourey

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

Address: 785 Burnham St.

Apt.# \_\_\_\_\_

Zip: 06108

Home Phone: (860) 289-6236

Email: marymourey785@gmail.com

Cell Phone: \_\_\_\_\_

Years as an E.Hartford Resident: 65+

Please answer the following:

How long have you served on this Board or Commission? over 50 years

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

Yes

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

Have done many tasks for the Commission and hope to continue to do so. Have enjoyed serving the community to help beautify the town.

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

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

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

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

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

Mary J. Mourey

Signature

2-9-2023

Date

Please return completed and signed form to:

BCpost @easthartfordct.gov

or mail to:

Town of East Hartford  
Office of the Mayor  
740 Main Street  
East Hartford CT 06108

For internal use only:

Attendance Record:

#of Meetings \_\_\_\_\_ Absences \_\_\_\_\_ % \_\_\_\_\_

Mandatory Qualifications:

Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_

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



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

Board or Commission Name: Commission on Aging Date: 12/15/22

Name: Maria Elena (Marilyn) Potvin  
Your name exactly as it appears on the E. Htfd. Voter Registration List

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

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

Cell Phone: 860-776-5968 Years as an E.Hartford Resident: 55 years

Please answer the following:

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

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

Because I enjoy being a Commissioner & proud to be one. I enjoy helping & making people happy as part of the Commission

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

I'm there for every way I'm needed to help, either the picnic for the seniors, helping patients in Riverside, contributing to charity gifts for patients & any other way my help is needed

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

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

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

Signature: Maria Elena (Marilyn) Potvin Date: 12.15.22

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

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

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



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

**Board or Commission Name:** Culture and Fine Arts

**Date:** September 25, 2022

**Name:** Joan M. Coates

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

**Address:** 508 Oak Street **Apt.#** \_\_\_\_\_ **Zip:** 06118

**Home Phone:** \_\_\_\_\_ **Email:** jcoates545@gmail.com

**Cell Phone:** 860 463 9320 **Years as an E.Hartford Resident:** 61 years

**Please answer the following:**

**How long have you served on this Board or Commission?** 11 years approximately

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

~~I am and have been involved with the East Hartford Summer Youth Festival since 1969 and have spent most of my life in theater and arts.~~

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

~~I have sponsored and supported events with the fine arts commission.~~

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;		
<input checked="" type="checkbox"/>	I understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.	
<input checked="" type="checkbox"/>	I understand that I may be required to complete training and/or continuing education.	
<input checked="" type="checkbox"/>	I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.	
By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.		
Signature <u>Joan M. Coates</u>		Date <u>11/10/22</u>
<b>Please return completed and signed form to:</b>	BCpost @easthartfordct.gov	<b>or mail to:</b> Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

*For internal use only:*

Attendance Record: #of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/O _____ C/R _____ T/C _____
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Forwarded to Council: \_\_\_\_\_



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

Board or Commission Name: In-Land Wetlands

Date: April 19, 2023

Name: Stephen Roczynski  
Your name exactly as it appears on the E. Htd. Voter Registration List

Address: 39 Fowler Lane Apt.# \_\_\_\_\_ Zip: 06118

Home Phone: \_\_\_\_\_ Email: Stephen.Roczynski@earthartfordct.gov

Cell Phone: 860-250-0640 Years as an E.Hartford Resident: 35

Please answer the following:

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

Why do you wish to be considered for reappointment by the Mayor and Council?  
I feel that I offer some good input to the commission and as well as enjoy it.

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

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

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

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

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

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

Signature <u>[Signature]</u>		Date <u>April 19 2023</u>	
Please return completed and signed form to:		BCpost @easthartfordct.gov	or mail to: Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

Attendance Record: #of Meetings _____ Absences _____ % _____	Mandatory Qualifications: Resident _____ T/O _____ C/R _____ T/C _____
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Forwarded to Council: \_\_\_\_\_



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

planning/Zoning Comm.

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

Date: April 19 2023

Name: Stephen Roczynski

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

Address: 39 Fowler Lane Apt.# \_\_\_\_\_ Zip: 06118

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: 860 - 250 - 0640 Years as an E.Hartford Resident: ~~31~~ 35

Please answer the following:

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

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

I Feel I OFFER valuable INPUT ~~and~~ IDEAS, CONCERNS  
and questions TO THIS ~~Board~~ Commission. I ALSO enjoy serving  
on THIS Commission.

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

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

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

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

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

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

Signature [Signature] Date YORBA 4-19-23

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

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

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



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

Board or Commission Name: Veterans Comm.

Date: 17 April 2023

Name: James W. Shelmerdine Jr.  
Your name exactly as it appears on the E. Hfd. Voter Registration List

Address: 745 Tolland Street Apt.# — Zip: 06108

Home Phone: 860-350-4880 Email: N/A

Cell Phone: 11 11 11 Years as an E.Hartford Resident: 90

Please answer the following:

How long have you served on this Board or Commission? one term

Why do you wish to be considered for reappointment by the Mayor and Council?  
I believe I have something to offer the Veterans Commission

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

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

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

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

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

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

Signature: James W. Shelmerdine Jr. Date: 17 April 2023

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

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

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



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



Date: May 1, 2023

Name: Gary A. Roy  
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 61 Matthew Road Apt.# \_\_\_\_\_ Zip: 06108

Home Phone: (860) 291-9666 Email: garyalbertroy@yahoo.com

Cell Phone: (860) 810-8736 Years as an E.Hartford Resident: 14

Occupation: work status on hold - injury Employer: none  
Employer/Work Address

Formal Education/Certifications: East Windsor High School diploma

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

Name of board or commission you wish to serve on: Comm. on Services for Persons with Disabilities.

**Interest statement:**  
Your reason for being interested in serving our Town in this capacity

I have been an East Hartford resident for over 14 years. I would like to be a member of this commission so I can take part in and assist in improving life and opportunities for the disabled in this town. My own limitations due to a work injury, give me a unique perspective on the needs of people with disabilities and mobility issues.

**List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:**  
My mother has polio since childhood and used crutches then became wheelchair bound. Growing up with someone who had polio showed me that even with her mobility issues, there are many opportunities available. I witnessed the struggles she went through and overcame. It never stopped her from driving, working, keeping a house and raising two boys. I have experienced first hand some of these difficulties due to my own work injuries and multiple surgeries. I am passionate about equal opportunities and access for everyone. I have belonged to numerous organizations as a member and officer and have organized many events and ceremonies as part of those.

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

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

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

Signature <u>Gary A. Roy</u>		Date <u>May 1, 2023</u>	
Please return completed and signed form to:	BCpost@easthartfordct.gov	or mail to:	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 4, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: AMUSEMENT PERMIT APPLICATIONS

---

The following Amusement Permits are 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 permits to the Town Council agenda for May 16, 2023 meeting.

- Hartford Riders Bike Night
  - Thursday, May 18, 2023 from 5-9 PM
- Imperio Portuguese Festival
  - Saturday, May 27 from 7 -10:30 PM
  - Sunday, May 28, 2023 from 2 -10:30 PM at 341 Forest St.
- Walk Your A1C Down
  - Saturday, June 3, 2023 from 9 am-1 pm, walk from Sunset Ridge School (450 Forbes St) to High School (857 Forbes St) and back. Rain date is Sunday, June 4, same time/place.
- East Hartford Back to school Rally 2023
  - Thursday, August 17, 2023, from 3:30 PM-6 PM on Town Green. Set up time is 1:30 PM and cleanup is by 7 PM.
- RiMaConn Relay
  - Saturday, August 26, 2023, from 5-9:30 PM

C: S. Sansom, Chief of Police

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: May 11, 2023

Re: **Amusement Permit Application**  
**“Hartford Riders Bike Night”**

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

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



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

Police Department

31 School Street

East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

May 11, 2023

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

**Re: Outdoor Amusement Permit Application  
"Hartford Riders Bike Night"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **Hartford Riders, LLC** by **Tyler Merullo, Event Coordinator**. The applicant seeks to conduct the **Hartford Riders Bike Night** on their premises at **Hartford Harley-Davidson** located at **221 Governor Street** on **Thursday, May 18, 2023**, from **5:00 pm – 9:00 pm** with live entertainment, vendors and food. This event is rain or shine.

The applicant respectfully requests a waiver of the associated time requirement under the provisions of (TO) 5-2(a).

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 and Office of Corporation Counsel approve the application as submitted.

The Fire Department approves the application as submitted and indicates there are no anticipated costs to their Departments. The Fire Marshall will conduct food truck and stage inspections.

The Health Department approves the application as submitted and indicates there are no anticipated costs to their Departments. They will inspect food truck day of event.

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,

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

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Wednesday, May 10, 2023 3:42 PM  
**To:** Rivera, Augustina  
**Cc:** Fitzgerald, Robert  
**Subject:** Hartford Riders/EH Brewing  
**Attachments:** COI EH Brewing Group Excl WC.pdf; COI EH Brewing Group WC.pdf; COI Hartford Riders Excl WC.pdf; COI Hartford Riders WC.pdf

The COIs are approved for this event for the above.

*Chris*

Christine M. Sasen, MBA  
Risk Manager  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
Telephone: (860) 291-7244  
Facsimile: (860) 291-0145  
Cell: (860) 436-7787  
E-Mail: [csasen@easthartfordct.gov](mailto:csasen@easthartfordct.gov)

**Rivera, Augustina**

---

**From:** Fitzgerald, Robert  
**Sent:** Monday, May 8, 2023 11:27 AM  
**To:** Rivera, Augustina; Sasen, Christine  
**Subject:** RE: Hartford Harley Davidson Outdoor Amusement Permit Application

Tina, thank you for clearing that up! Provided they address update the application and COI to reflect the proper business name then I am all set and have no further comment.

Robert Fitzgerald

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, May 8, 2023 11:24 AM  
**To:** Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** RE: Hartford Harley Davidson Outdoor Amusement Permit Application

Hello. Just spoke to them, long story short they are Hartford Riders, LLC, so they will redo the application to remove Harford Harley Davidson from it, they will eventually come in to register it officially. I told them the Certificate of Insurance has to match the application so they are aware.

---

**From:** Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>  
**Sent:** Monday, May 8, 2023 10:36 AM  
**To:** Rivera, Augustina <ARivera@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** RE: Hartford Harley Davidson Outdoor Amusement Permit Application

Tina:

Good morning, can you please ask them to confirm that the trade name "Hartford Harley-Davidson" is registered to them? It does not come up when I check it on the online town clerk records. Based on an online review of the land records the trade name appears to be registered to "Hartford Harley-Davidson Sale, Inc." Robert Pasek in the Town clerk's office will pull a copy of the certificate from the clerk's vault tomorrow.

If the trade name is registered to the applicant we are fine and I have no further comment on that point. If it is not, they just need to remove the trade name from the application. So its fixable either way but we need to verify the trade name.

Robert Fitzgerald

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, May 8, 2023 10:13 AM  
**To:** Sasen, Christine <CSasen@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>  
**Subject:** Hartford Harley Davidson Outdoor Amusement Permit Application

Good morning,

Hartford Harley Davidson is late with submission of their updated Certificate of Insurances. After speaking with Hawkins this morning, he said to give them until today to submit. Supposedly within the next 45 minutes they will be submitting

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

**DATE: 5/1/23**

**APPLICATION FOR: Hartford Harley-Davidson Bike Night**

**APPLICANT: Tyler Merullo (860) 748-4607**

**ADDRESS: 221 Governor Street**

**DATE(S) OF EVENT: May 18 2023 5pm-9pm**

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

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

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



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





Scott Sansom  
Chief of Police

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

Fire Dept



Michael P Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Thursday, May 18, 2023

Event: "Hartford Harley Davidson Bike Night"

Applicant: **The Hartford Riders, LLC. dba Hartford Harley-Davidson, by Tyler Merullo, Event Coordinator**

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

Stephen Alsup, Assistant Fire Chief

5/1/2023

Comments:

Food Truck and Stage Inspection as required by Fire Marshal.

**Rivera, Augustina**

---

**From:** O'Connell, Michael  
**Sent:** Wednesday, May 10, 2023 9:11 AM  
**To:** Rivera, Augustina; Burnsed, Laurence  
**Subject:** RE: Following up on the Hartford Riders Bike Night

Good Morning:

I was able to get in touch with the food truck operator last evening and walked him through renewing his itinerant vendor's license and updating his base of operations (now working with Key Foods @ 954 Main Street instead of 860 Main), so we are all set from the food side now. We'll have one of our staff inspect the truck on the day of the event next week.

Mike.

---



Scott Sansom  
Chief of Police

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

Parks and Rec



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Thursday, May 18, 2023

Event: "Hartford Harley Davidson Bike Night"

Applicant: **The Hartford Riders, LLC. dba Hartford Harley-Davidson, by  
Tyler Merullo, Event Coordinator**

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

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

Ted Fravel

Signature

5/3/2023

Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Thursday, May 18, 2023

Event: "Hartford Harley Davidson Bike Night"


Applicant: The Hartford Riders, LLC. dba Hartford Harley-Davidson, by  
Tyler Merullo, Event Coordinator

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\_\_\_\_\_

Signature  5/2/2023 Date

Comments:

**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Thursday, May 11, 2023 7:29 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Application for Bike Night

Tina,

I have reviewed the Outdoor Amusement Permit Application for "Bike Night." I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

*Mack S. Hawkins*

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

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



---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Thursday, April 27, 2023 2:14 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Hartford Riders Bike Night
2. Date(s) of Event:  
Thursday May 18th, 2023. Rain or Shine.
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
Hartford Riders, LLC.  
221 Governor St. East Hartford , CT 06108  
(860) 748-4607  
TylerMerulloHD@Gmail.com
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.  
Chad Raymond - Director of Operations (Sheldons HD - 914 Southbridge St. Auburn, MA)  
  
Bryan Castor / Chad Clark - Owners (Old School HD - 398 Somers Rd. Ellington, CT)
5. List the location of the proposed amusement: (Name of facility and address)  
Hartford Riders LLC. - 221 Governor St. East Hartford CT, 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
This event will be on Thursday May 18th from 5 p.m. - 9 p.m.
7. Provide a detailed description of the proposed amusement:  
It's a Bike Show were we will be having a band preform.

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)? **Thursday May 18th : 5 p.m. - 9 p.m.**

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

**30-60**

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

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

**150**

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:

**Main Parking lot close for event.**

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

**Bikes entering Governor St - Cars entering from Ash St.**

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

**Main Lot = Bikes / Side Lot = Cars**

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:

**Trash cans around perimeter - Trash Clean up.**

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:

**Both entrances will be open**

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

**Blocked emergency parking**

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

**We have a first-aid kits as well as fire extinguishers inside of the building**

d. Crowd control plan:

**Close parking areas when filled**

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

**End of day clean up, removal of cones + trash**

f. Provision of sanitary facilities:  
**Portapoties**

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,  
**3rd party has liquor license, insurance + tips certified**

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.  
**3 Drink Max, ID Check, Wristbands**

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):

**I'm requesting a time waiver due to this application being submitted less than 30**

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

**Hartford Riders, LLC**

(Legal Name of Applicant)

**Tyler Merullo**

(Applicant Signature)

**Event Coordinator**

(Capacity in which signing)

**Tyler Merullo**

(Printed Name)

**4/20/23**

(Date Signed)



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



**FOR OFFICE USE**

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 4/27/23 14:59 AM PM

Time remaining before event: 21 min

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.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/08/23

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>THORNE INSURANCE GROUP</b> 319 Cherry Street Bridgewater, MA 02324	<b>CONTACT NAME:</b> Bruce Thorne <b>PHONE (A/C, No, Ext):</b> (508)279-4454 <b>FAX (A/C, No):</b> (888)427-4454 <b>E-MAIL ADDRESS:</b> bruce.thorne@comcast.net													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: NATIONAL CASUALTY COMPANY</td> <td>11991</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: NATIONAL CASUALTY COMPANY	11991	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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<b>INSURED</b>  Hartford Riders, LLC 221 Governor Street East Hartford CT 06108														


**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	KKO0000026583500	05/15/23	05/15/24	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> DPD <input checked="" type="checkbox"/> GK	X	KKO0000026583400	05/15/23	05/15/24	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$	X	XKO0000026583600	05/15/23	05/15/24	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE      OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	BPP Garage Keepers - direct primary DPD		KKO0000026583400	05/15/23	05/15/24	1,000,000 1,000,000 2,267,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of East Hartford and the East Hartford Board of Education, its officials, employees, volunteers, boards and commissions are included as an Additional Insured on automobile, general liability and umbrella/excess liability policies.

<b>CERTIFICATE HOLDER</b>  The Town of East Hartford and East Hartford Board of Education 740 Main Street East Hartford, CT 06108	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/08/2023

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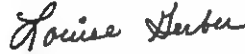
<b>PRODUCER</b> Southeast Agency 108 Main Street  Jewett City CT 06351		<b>CONTACT NAME:</b> Keiko Gianfriddo <b>PHONE (A/C, No, Ext.):</b> <b>FAX (A/C, No)</b> <b>E-MAIL ADDRESS</b>	
<b>INSURED</b> Hartford Riders LLC, DBA Hartford Harley-Davidson 398 Somers Rd  Ellington CT 06029		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A Technology Insurance Company INSURER B INSURER C INSURER D INSURER E : INSURER F :	<b>NAIC #</b> 42376

**COVERAGES**      **CERTIFICATE NUMBER:** CL2210620494      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV NJURY \$ GENERAL AGGREGATE \$ PRODUCTS COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N		TWC4112965	06/04/2022	06/04/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000 000 E.L. DISEASE - EA EMPLOYEE \$ 1,000 000 E.L. DISEASE - POLICY LIMIT \$ 1,000 000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Town of East Hartford 740 Main Street  East Hartford CT 06108	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/9/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Smith Brothers Insurance, LLC. 68 National Drive Glastonbury, CT 06033	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (860) 652-3235 FAX (A/C, No): (860) 652-3236 E-MAIL ADDRESS: GeneralMailbox@SmithBrothersUSA.com
	INSURER(S) AFFORDING COVERAGE INSURER A : Selective Insurance Group NAIC # 2429 INSURER B : Hartford Property & Casualty 34690 INSURER C : Selective Insurance Company of America 12572 INSURER D : INSURER E : INSURER F :
<b>INSURED</b>  East Hartford Brewing Group LLC PO Box 278 Thompson, CT 06277	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD I WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		S 2516024	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		S 2516024	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY NJURY (Per person) \$ BODILY NJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		S 2516024	7/1/2022	7/1/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below		08WECAK9HN2	4/1/2022	4/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<b>Liquor Liability</b>		S 2516024	7/1/2022	7/1/2023	Liquor Liability 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Re: Harley Davidson Bike Night, Event Date 5/18/2023

Town of East Hartford is included as Additional Insured on Commercial General Liability and Liquor Liability per policy forms.

<b>CERTIFICATE HOLDER</b>  Town of East Hartford 740 Main St East Hartford, CT 06108	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/18/2023

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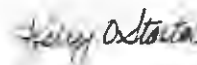
<b>PRODUCER</b> Hilb Group of New England, LLC 30 Braintree Hill Office Park Suite 203 Braintree MA 02184	<b>CONTACT NAME:</b> Kelly Stanton <b>PHONE (A/C, No, Ext):</b> (781) 966-3700 <b>FAX (A/C, No):</b> (781) 966-3701 <b>E-MAIL ADDRESS:</b> Kstanton@hilbgroup.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> INSURER A : Hartford Financial Services Group Inc
<b>INSURED</b> East Hartford Brewing Group, LLC 776 Tolland Street East Hartford CT	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

**COVERAGES**      **CERTIFICATE NUMBER:** CL2351070485      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADULT INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	08 WEC AW5NFV	04/01/2023	04/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE Harley Davidson Bike Night, Event Date 05/18/23

<b>CERTIFICATE HOLDER</b> Town of East Hartford 740 Main Street East Hartford CT 06108	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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# HARTFORD HARLEY-DAVIDSON



CONES

BEER TRUCK

BLOCKED OFF / EMERGENCY PARKING

EXTRA BIKE PARKING

BIKE PARKING

FOOD TRUCK

CONES

EXTRA BIKE PARKING

BAND + STAGE

EXTRA BIKE PARKING

CARS

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

To: Mayor Walsh

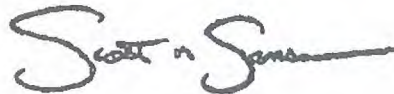
From: Chief Scott M. Sansom

Date: May 2, 2023

Re: **Amusement Permit Application**  
**"Imperio Portuguese Festival"**

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

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



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

May 2, 2023

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

**Re: Outdoor Amusement Permit Application  
"Imperio Portuguese Festival"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **The Holy Ghost Portuguese Society, Inc.** submitted by **Arthur Matos, President**. The applicant seeks to conduct the a religious celebration on **Saturday, May 27, 2023 from 7:00pm to 10:30pm** and **Sunday, May 28, 2023 from 2:00pm to 10:30pm** on their premises located at 341 Forest Street. There will be food and liquor served, a DJ playing music and a small procession on the premises. This is a rain or shine event.

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 and Office of Corporation Counsel** approve the application as submitted.

**The Fire Department** approves the application and states that Fire Marshal may have to inspect for liquor permit and any tents and indicates that **there are no anticipated costs to their Department.**

**The Health Department** approves the application as submitted and indicates that **there are no anticipated costs to their Department.** The applicant has been in communication with the environmental division staff regarding food handling and service requirements.

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

**The Public Works Department** approves the application as submitted and indicates **there are no anticipated costs to their Department.**

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

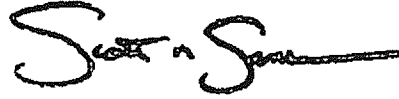
- **The Police Department** can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.



- 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,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Thursday, April 20, 2023 8:17 AM  
**To:** Rivera, Augustina  
**Cc:** Fitzgerald, Robert  
**Subject:** RE: Outdoor Amusement Permit Application - Imperio Portuguese Festival

COI ok. Thx.

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Wednesday, April 19, 2023 2:18 PM  
**To:** Sasen, Christine <CSasen@easthartfordct.gov>  
**Cc:** Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>  
**Subject:** RE: Outdoor Amusement Permit Application - Imperio Portuguese Festival

Hi Chris,

I just received the updated COI with the recommended changes for the "Imperio Portuguese Festival" event, let me know if it is approved. Thanks.

Tina

**From:** Sasen, Christine <CSasen@easthartfordct.gov>  
**Sent:** Monday, April 17, 2023 3:21 PM  
**To:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Cc:** Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>  
**Subject:** RE: Outdoor Amusement Permit Application - Imperio Portuguese Festival

Tina,

I should have picked up on it last year.

Two minor corrections to COI.

1. Named Insured: Add "e" at end of Portugues"e"
2. Additional Insured: Change Commissioners to Commissions.

Thank you.

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 17, 2023 9:57 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack

**Rivera, Augustina**

---

**From:** Fitzgerald, Robert  
**Sent:** Monday, May 1, 2023 2:45 PM  
**To:** Rivera, Augustina  
**Cc:** Corp Counsel  
**Subject:** RE: Outdoor Amusement Permit Application - Imperio Portuguese Festival

Tina:

No comment from me.

Robert Fitzgerald

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 17, 2023 9:57 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application - Imperio Portuguese Festival

Good morning,

As I am catching up with all my emails and mail I have a total of 4 additional Outdoor Amusement Permit Applications.

Attached is the first one, it is from the **Holy Ghost Portuguese Society, Inc.** to hold their "Imperio Portuguese Festival" on May 27<sup>th</sup> and May 28<sup>th</sup>. This is their 2<sup>nd</sup> year doing the event, last year it was called the 45<sup>th</sup> Anniversary of Imperio-Holy Ghost Festival. Attached is the Director's & Notice, their application and the Certificate of Insurance, layout of the event and their liquor permit on a separate document.

Please have your **comments to me by Monday, May 1<sup>st</sup>.**

Thank you.

Tina

Augustina Rivera  
 Administrative Clerk 3  
 Support Services/Operations Bureau  
 East Hartford Police Department  
 31 School Street  
 East Hartford, CT 06108  
 Office: 860-291-7631 Fax: 860-610-6290



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, May 27, 2023 and Sunday, May 28, 2023

Event: "Imperio Portuguese Festival"

Applicant: Holy Ghost Portuguese Society, Inc.

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. Alsup

4/21/2023

Signature

Stephen J. Alsup, Assistant Fire Chief

Date

Comments:

FMO to inspect any tents as necessary.

TOWN OF EAST HARTFORD  
FIRE MARSHALS OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit

DATE 5/1/23

APPLICATION FOR: ImPerio

APPLICANT: Arthur Matos (860) 883-8464


ADDRESS: 341 Forest Street Holy Ghost Portuguese Society

DATE(S) OF EVENT: 5/27/23 and 5/28/23

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

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

COMMENTS: will need an inspection for liquor permit and tents



JOHN PELOW  
FIRE MARSHAL  
TOWN OF EAST HARTFORD



Scott Sansom  
Chief of Police

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

Health Dept



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, May 27, 2023 and Sunday, May 28, 2023

Event: "Imperio Portuguese Festival"

Applicant: Holy Ghost Portuguese Society, Inc.

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

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

Laurence Burnsed, MPH, MBA

Signature

April 25, 2023

Date

### Comments:

Event organizers have been in communication with environmental division staff regarding food handling and service requirements.



Scott Sansom  
Chief of Police

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

URNS AND REC



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, May 27, 2023 and Sunday, May 28, 2023

Event: "Imperio Portuguese Festival"

Applicant: Holy Ghost Portuguese Society, Inc.

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

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

Ted Fravel

Signature

5/1/23

Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

### Administrative Review of Amusement Permit

Event Date: Saturday, May 27, 2023 and Sunday, May 28, 2023

Event: "Imperio Portuguese Festival"


Applicant: Holy Ghost Portuguese Society, Inc.

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

Signature  Date 4/18/2023

Comments:



Rivera, Augustina

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, April 26, 2023 12:41 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application - Imperio Portuguese Festival

Tina,

I have reviewed the Outdoor Amusement Permit Application for "Imperio Portuguese Festival" for 2023. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day(s) of the event.

Thank you,

*Mack S. Hawkins*

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

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



**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 17, 2023 9:57 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application - Imperio Portuguese Festival

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

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



Scott M. Sansom  
Chief of Police

## OUTDOOR AMUSEMENT PERMIT APPLICATION

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

1. Name of Event: IMPERIO (PORTUGUESE FESTIVAL)
2. Date(s) of Event: MAY 27-28 RAIN OR SHINE  
SATURDAY MAY 27  
SUNDAY MAY 28
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): ARTHUR MATOS (PRESIDENT)  
866 883 8464  
HOLY GHOST PORTUGUESE SOCIETY INC  
341 FOREST ST  
EAST HARTFORD CT 06118
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.  
MONICA DA COSTA SECRETARY 51 MEADOW BROOK RD ELLINGTON CT 06029  
CARLOS FEITIERA VICE PRESIDENT 345 MEADOW TRAIL CUENTRY 06238  
SYLVIE HEATH TREASURER 47 WILKYS ST EAST HARTFORD CT 06118  
ARTHUR MATOS PRESIDENT 92 ELLINGTON RD EAST HARTFORD 06108
5. List the location of the proposed amusement: (Name of facility and address)  
HOLY GHOST PORTUGUESE SOCIETY  
341 FOREST ST EAST HARTFORD CT 06118
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
5-27 = 7 PM TO 10.30 PM  
5-28 = 2 PM TO 10.30 PM
7. Provide a detailed description of the proposed amusement:

THE EVENT IS A RELIGIOUS CELEBRATION WITH DINNER, MUSIC AND PROCESSION.  
THE FOOD IS COOKED INSIDE THE CLUB WITH TENT AND TABLES FOR THE  
PEOPLE WHO WISH TO EAT OUTSIDE. THIS IS FOR MEMBER ONLY. THERE WILL  
BE A DISPLAYING MUSIC DURING HOUR OF EVENT. SUNDAY WILL HAVE A PROCESSION  
EHPD FORM # 127, Revised 01-24-22 Page 1 of 4 pages ON THE HOLY GHOST PROPERTY. LIQUOR  
WILL BE WITHIN PROPERTY

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)?

5-27 7 PM to 10.30 PM  
5-28 2 PM to 10.30 PM.

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

30 + over

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

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

MAY BE 100 TO 150

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:

EVERYTHING IS WITHIN CLUB PROPERTY

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

SHOULD NOT IMPACT NEIGHBORHOOD EVERYTHING IS ON PROPERTY

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

ON SITE PARKING

d. Noise impact on neighborhood:

LIMITED TO EVENT HOUR

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

ORGANIZATION MEMBERS WILL CLEAN UP

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

LIMITED TO HOURS OF EVENT

g. Other expected influence on surrounding neighborhood:

12. Provide a detailed plan for the following:

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

THERE ARE 3 ENTRANCES TO PROPERTY

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

WE SHALL CALL 911

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

FIRE EXTINGUISHERS AND EVERYTHING IS UP TO CODE

d. Crowd control plan:

PEOPLE WILL BE COMING AND GOING THROUGHOUT THE DAY

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

f. Provision of sanitary facilities:

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

a. Food available: Yes No

AND FOOD WILL BE COOKED ON SITE  
CLUB HAS KITCHEN

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,  
BY A TICKET TO PURCHASE LIQUOR.

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.  
A BAND WILL BE GIVEN TO FOLKS ON WRIST FOR OVER 21

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:

HOLY GHOST PORTUGUESE SOCIETY INC  
(Legal Name of Applicant)

Arthur MATOS  
(Applicant Signature)

ARTHUR MATOS 4-12-23  
(Printed Name) (Date Signed)

PRESIDENT  
(Capacity in which signing)

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

**FOR OFFICE USE**

Insurance Certificate Included:	<u>YES</u>	NO
Liquor Permit Included:	YES	NO
Certificate of Alcohol Liability Included:	YES	NO
Time Waiver Request Included:	<u>YES</u>	NO
Fee Waiver Request Included:	<u>YES</u>	NO

**Outdoor Amusement Permit Fees:**

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

**Total Assessed Amusement Permit Fee**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 4/17/23 7 : 00 AM PM

Time remaining before event: 40 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.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT NAME:</b> Joan Holt	
AJC Insurance Agency		<b>PHONE (A/C, No, Ext):</b> (860) 721-0922	<b>FAX (A/C, No):</b> (860) 529-2182
1850 Silas Deane Hwy		<b>E-MAIL ADDRESS:</b> Joan@ajcins.com	
Rocky Hill CT 06067		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> ACE PROP & CAS INS CO	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	
<b>INSURED</b>			
Holy Ghost Portuguese Society Inc			
341 Forest St			
East Hartford CT 06118			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		D95959568	03/23/2023	03/23/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER.					GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER					\$
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
						\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of East Hartford, its officials, employees, volunteers, boards and commissions are included as additional insureds on all listed policies.

**CERTIFICATE HOLDER****CANCELLATION**

Town of East Hartford  740 Main Street  East Hartford CT 06108	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Daniel Pedro

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STATE OF CONNECTICUT ♦ DEPARTMENT OF CONSUMER PROTECTIC

This permit is not in effect until filed with the Town Clerk CGS Section 30-53

# LIQUOR PERMIT

This certifies that

**ARTHUR M MATOS**

341 FOREST ST REAR

EAST HARTFORD, CT 06118-2415

is authorized to sell such alcoholic liquor as is provided by law under permit number

**CLUB LIQUOR**

**PERMIT #: LIC.0001779**

Trade Name: **HOLY GHOST PORTUGUESE SOCIETY**

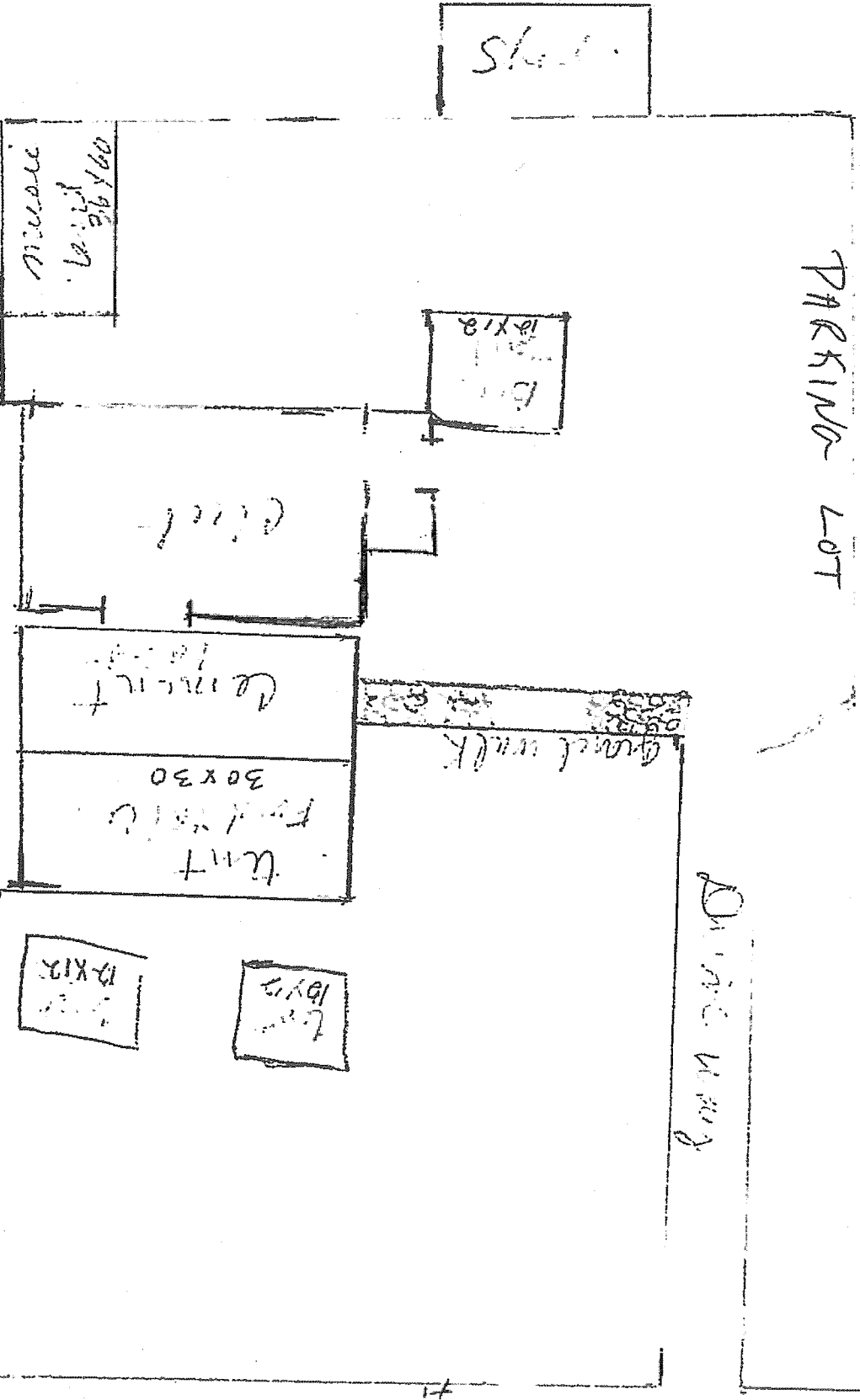
Backer: **THE HOLY GHOST PORTUGUESE**

**Effective Date: 06/27/2022**

**Expiration Date: 06/26/2023**

Michelle Scagull, Commissioner

Parking on ground





MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

To: Mayor Walsh

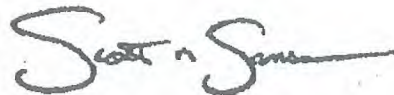
From: Chief Scott M. Sansom

Date: May 2, 2023

Re: **Amusement Permit Application**  
**"Walk Your A1C Down"**

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

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



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

May 2, 2023

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

Re: **Outdoor Amusement Permit Application**  
**"Walk Your A1C Down"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Lions Foundation, Inc. by Rosamond White, President**. The applicant seeks to conduct a walk to raise money and awareness for Diabetes with funds raised to be donated to an organization with kids or the geriatric population with diabetes. The event will be held on **Saturday, June 3, 2023** from approximately **9:00 a.m. to 1:00 p.m.** The walk will begin at **Sunset Ridge School (450 Forbes Street)** to **East Hartford High School (857 Forbes Street)**, then turns, retracing its steps back to **Sunset Ridge School**. The event will have information, games, music, refreshments and a possible collaboration with a medical organization or with the **East Hartford Health Department**. The **rain date will be Sunday, June 4, 2023**.

The applicant respectfully requests a waiver of the associated permit fee, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a not-for-profit event.

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** and the **Office of Corporation Counsel** approve the application as submitted.

The **Inspections and Permits Department** 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 inspect any food trucks that may be present.

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


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

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,

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

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Tuesday, April 25, 2023 12:41 PM  
**To:** Roz White; Rivera, Augustina  
**Cc:** Fitzgerald, Robert  
**Subject:** RE: East Hartford Lions Foundation Diabetes Walkathon

COI ok with me.

**From:** Roz White <blanche6713@msn.com>  
**Sent:** Tuesday, April 25, 2023 12:03 PM  
**To:** Sasen, Christine <CSasen@easthartfordct.gov>; Rivera, Augustina <ARivera@easthartfordct.gov>  
**Subject:** Fwd: East Hartford Lions Foundation Diabetes Walkathon

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

---

Have you smiled today? Try it

---

**From:** Desiree Morris <[dmorris@dspins.com](mailto:dmorris@dspins.com)>  
**Sent:** Tuesday, April 25, 2023 11:45 AM  
**To:** [blanche6713@msn.com](mailto:blanche6713@msn.com) <[blanche6713@msn.com](mailto:blanche6713@msn.com)>  
**Subject:** FW: East Hartford Lions Foundation Diabetes Walkathon

Hello, here is the cert with the revised named insured box. Thanks!

**Desiree Morris** | Customer Service Representative  
P: 847-485-2412 | F: 847-934-6186  
1900 East Golf Road, Suite 650, Schaumburg, IL 60173  
[dmorris@dspins.com](mailto:dmorris@dspins.com) | [www.dspins.com](http://www.dspins.com) | 

**From:** Desiree Morris  
**Sent:** Monday, April 24, 2023 12:12 PM  
**To:** [blanche6713@msn.com](mailto:blanche6713@msn.com)  
**Cc:** Jeannene Miller <[jmiller@dspins.com](mailto:jmiller@dspins.com)>  
**Subject:** RE: East Hartford Lion Club-Diabetes Walkathon

Good afternoon,

**Rivera, Augustina**

---

**From:** Fitzgerald, Robert  
**Sent:** Monday, May 1, 2023 12:05 PM  
**To:** Rivera, Augustina  
**Cc:** Corp Counsel  
**Subject:** RE: Outdoor Amusement Permit Application - East Hartford Lions Club "Walk Your A1C Down" Diabetes Walk

Tina:

The applicant name should be changed to East Hartford Lions Foundation, INC.

Besides that, this looks good from my perspective. It seems the gathering points are on board of education property so I assume the BOE approves, and it appears the walking will be done on sidewalks so I don't see the need for a license agreement.

If Roz has any questions please extend my cell phone number, 860-500-3075.

Thank you,

Robert Fitzgerald

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 17, 2023 2:32 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application - East Hartford Lions Club "Walk Your A1C Down" Diabetes Walk

Good afternoon,

Attached please find the Director's Review & Notice and Outdoor Amusement Permit Application for the East Hartford Lions Club walk for Diabetes called the "Walk Your A1C Down" to be held on Saturday, June 3, 2023 with a rain date of Sunday, June 4, 2023. Within the application, reference is made to a collaboration with a medical organization, so I asked and Roz said she was working on possibly working with Intercommunity Health and was going to contact the East Hartford Health Department as well. The applicant works in our Human Resources Department (Roz), so if you have any questions she said to feel free to contact her at ext. 7220.

Please return your comments to me by Monday, May 1<sup>st</sup>, 2023.

inspector



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, June 3, 2023;  
Rain Date: Sunday, June 4, 2023

Event: "Walk Your A1C Down – East Hartford's Lions Club Diabetes Walk"

Applicant: East Hartford Lions Club, Rosamond White, President

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

Bruce Cohen 4/20/23

Signature

Date

Comments:

Fire Dept



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

### Administrative Review of Amusement Permit

Event Date: Saturday, June 3, 2023;  
Rain Date: Sunday, June 4, 2023

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Applicant: East Hartford Lions Club, Rosamond White, President

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

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- 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  
Stephen Alsup, Assistant Fire Chief

2/21/23  
Date

Comments:

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

**DATE: 6/3/23**

**APPLICATION FOR: Walk your A1C Down**

**APPLICANT: Rosamond White**  
Lionseasthartford@gmail.com


**ADDRESS: Sunset Ridge School, 450 Forbes Street – East Hartford High School  
857 Forbes Street**

**DATE(S) OF EVENT: Saturday June 3<sup>rd</sup> 2023 Rain date Sunday June 4<sup>th</sup> 2023**

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

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

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

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





Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, June 3, 2023;  
Rain Date: Sunday, June 4, 2023

Event: "Walk Your A1C Down – East Hartford’s Lions Club Diabetes Walk”

Applicant: East Hartford Lions Club, Rosamond White, President

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

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

Laurence Burnsed, MPH, MBA  
Signature \_\_\_\_\_

April 25, 2023  
Date \_\_\_\_\_

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, June 3, 2023;  
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Event: "Walk Your A1C Down – East Hartford's Lions Club Diabetes Walk"

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

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

Ted Fravel

Signature

5/1/2023

Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

### Administrative Review of Amusement Permit

Event Date: Saturday, June 3, 2023;  
Rain Date: Sunday, June 4, 2023

Event: "Walk Your A1C Down – East Hartford's Lions Club Diabetes Walk"


Applicant: East Hartford Lions Club, Rosamond White, President

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

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- 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


4/19/2023  
 \_\_\_\_\_  
 Signature Date

Comments:

Rivera, Augustina

---

**From:** Hawkins, Mack  
**Sent:** Monday, April 24, 2023 12:40 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application - East Hartford Lions Club "Walk Your A1C Down" Diabetes Walk

Tina,

I have reviewed the Outdoor Amusement Permit Application for East Hartford Lions Club "Walk Your A1C Down" Diabetes Walk for 2023. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

*Mack S. Hawkins*

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

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



**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 17, 2023 2:32 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application - East Hartford Lions Club "Walk Your A1C Down" Diabetes Walk

Good afternoon,

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Walk Your A1C Down - East Lions Club Diabetes Walk
2. Date(s) of Event:  
Saturday June 3rd, 2023 Raindate Sunday June 4th, 2023
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
East Hartford Lions ~~Club~~ **FOUNDATION, Inc**  
PO Box 380765  
East Hartford, CT 06118 -0765  
Rosamond White, President  
lionseasthartford@gmail.com  
[https://e-clubhouse.org/sites/east\\_hartford/index.php](https://e-clubhouse.org/sites/east_hartford/index.php)
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.  
Jill Gauthier Vice President  
Steve Crecco - Secretary  
Leydi Vasquez - Treasurer  
Rosamond White - President  
PO Box **380765**  
East Hartford CT 06118 (93 Sandra Dr)
5. List the location of the proposed amusement: (Name of facility and address)  
Sunset Ridge School, 450 Forbes Street, East Hartford to East Hartford High School 857 Forbes St, EH back to Sunset Ridge School
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
Saturday June 3rd, 2023 9:00 AM -1:00 PM
7. Provide a detailed description of the proposed amusement:  
This is a walkaton to bring awareness to the condition of Diabetes by raise funds by walking. The proposed event is to have information, games and walking with the collabration with medical organization.

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

✓ Yes      No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)?

9. What is the expected age group(s) of participants?  
the majority of the walkers will be 35-60 but walkers from all age groups are welcome.

10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
50-100

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:

Attachment

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

Attachment

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

Attachment

d. Noise impact on neighborhood:

Attachment

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

Attachment

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

g. Other expected influence on surrounding neighborhood:

Attachment

12. Provide a detailed plan for the following:

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

Attachment

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

Attachment

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

Attachment

d. Crowd control plan:

Attachment

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

Attachment

f. Provision of sanitary facilities:  
Attachment

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):

Fee waiver request as a non profit group

---

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

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

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

---

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

East Hartford Lions  Foundation, Inc  
(Legal Name of Applicant)

  
(Applicant Signature)

Rosamond S. White  
(Printed Name)

04/13/2023  
(Date Signed)

President  
(Capacity in which signing)

---

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

**FOR OFFICE USE**

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

**Outdoor Amusement Permit Fees:**

Sport, athletic contest, musical, operatic, dramatic, theatrical or pictorial performance or other exhibitions

\$ 10/performance §5-6

Parades

\$ 25/each parade §5-6

Fireworks display or air show

\$ 25/performance §5-6

Carnival, rodeo, circus, or tent show

\$ 100/day §5-6

**Total Assessed Amusement Permit Fee**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: ~~04/13/2023~~ 4/17/23 7:00  AM  PM

Time remaining before event: 47 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.



## **Outdoor Amusement Permit Application Additional Responses**

### **7. Provide a detailed description of the proposed amusement:**

Set-up will commence at 8:30 am outside of Sunset Ridge Middle School - registration tables, refreshments, prize drawing items, signage and activities. Registration will start at 9 am. Guest speakers will introduce the event at 9:40. The walk will commence at 10 am, proceed up Forbes Street to EH High School, then walk back to Sunset Ridge Middle School. We will close out the walkathon with Thanks and appreciation to walkers, sponsors and collaborators. Club members will remain to help clean up. COVID safety precautions will be taken - hand sanitizer will be provided.

### **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:**

There is a large amount of pedestrian traffic, as the event consists of a fundraising walk that starts at Sunset Ridge Middle School, follows Forbes Street to EH High School. The walkers will stop for water and walk back to Sunset Ridge School. Water break will be done in the parking lot of the high school. All walkers are to use designated crosswalks and sidewalks.

**b. Traffic control and flow plan at site & impact on surrounding/supporting streets:** All participants use designated crosswalks and sidewalks. Participants will park their cars at the high school or Sunset Ridge Middle school parking lot. This does not create any undue congestion, and the impact on surrounding streets is minimal.

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

All participants park their vehicles in the SRMS/EHHS parking lot. This does not create any undue congestion, and the impact on surrounding streets is minimal.

#### **d. Noise impact on neighborhood!**

There is some noise, but this is limited to the casual conversation of the participants as they walk the planned route. There will be music and speeches in the parking lot of Sunset Ridge during registration welcome and Thank You, which should not create any noise impact on the surrounding neighborhoods.

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

Lions members and volunteers will clean all areas used for the walk - high school and middle school. A water station with trash receptacles will be set up at Sunset Ridge School, and the high school. Lions Club leadership will inspect both areas at end of event.

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

Minimal; there will be heavy pedestrian traffic on the road for approx. 1.5 hour.

#### **g. Other expected influence on surrounding neighborhood:**

The club goal is increase the awareness of Diabetes, raise funds to donate to an organization with kids or the geriatric population with diabetes, and to engage and promote the Lions Club within the town.

**12 Provide a detailed plan for the following:**

**b. Provision for notification of proper authorities in the case of emergency:**

There are functioning landlines at Sunset Ridge Middle School, the main hub of this event. All walk leaders will have operational cell phones along the walking route.

**Any provision for on-site medical services:**

We will have first aid kits on site and access to telephones in the event that more serious medical treatment is necessary.

**c. Crowd control plan:**

Lion Club members will be placed at strategy spaces to control and lead the walkers.

**If on town property, the plan for the return of the amusement site to per-amusement conditions:**

Volunteers are stationed at key locations along the route. They are responsible for the maintenance of the location, and these conditions are checked by the advisor listed on this form prior to the end of the event.

**d. Provision of sanitary facilities:**

A custodian is present at Sunset Ridge Middle School during the hours of the event, making restrooms inside the school available to event participants.

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

The East Hartford Lions Club is a non-profit organization whose 100% investment is to the betterment of the town. We would like to request a waiver of any fees for this event.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> DSP Insurance Services, Inc. 1900 E. Golf Road, Suite 650 Schaumburg, IL 60173	<b>CONTACT NAME:</b> John Adams <b>PHONE (A/C, No, Ext):</b> 1-800-316-6705 <b>FAX (A/C, No):</b> 847-934-6186 <b>E-MAIL ADDRESS:</b> lionsclubs@dspins.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: ACE American Insurance Company	22667	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER F:														
<b>INSURED</b> East Hartford Lions Foundation, Inc. East Hartford, Connecticut														

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		HDO G47352241	09/01/2022	09/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		ISA H10761220	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above: Walk Your A1C Down Diabetes Walkathon, 6/3/23

\*\*\* The Town of East Hartford, its officials, employees, volunteers, boards and commissions \*\*\*

is included as an Additional Insured(s), but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.

PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES

<b>CERTIFICATE HOLDER</b> Town of East Hartford 740 Main Street East Hartford, Connecticut 06108	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

To: Mayor Walsh

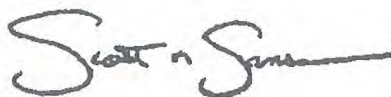
From: Chief Scott M. Sansom

Date: May 2, 2023

Re: **Amusement Permit Application**  
**“East Hartford’s Back to School Rally 2023”**

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

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



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

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

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(860) 528-4401

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May 2, 2023

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

**Re: Outdoor Amusement Permit Application  
"East Hartford's Back to School Rally 2023"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **The Town of East Hartford's Youth Services Department by Cephus Nolen, Jr, Director of Youth Services**. The applicant seeks to conduct the **East Hartford's Back to School Rally** on **Thursday, August 17, 2023** from **3:30pm to 6:00pm** at the **Town Green and Gazebo**. This event will be in **partnership with the East Hartford Public Schools** and will have **community providers** sharing information about their services, **back pack giveaways** and activities for school aged children and youth. The set up time is **1:30pm** and clean up by **7:00pm**.

**Rain date: Friday, August 18, 2023 with the same hours.**

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 Office and The Office of Corporation Counsel** approve the application as submitted.

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

**The Fire Department** approves the application as submitted and states **there are no anticipated costs to their Department**. The Fire Marshall will need to inspect any food trucks.

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

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

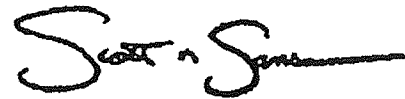
**The Public Works Department** approves the application as submitted and states **there are no anticipated estimated costs to their Department**.

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,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is fluid and cursive, with a long horizontal stroke at the end.

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Wednesday, April 19, 2023 10:01 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application - East Hartford's Back To School Rally 2023

Ok with me. I called Cephus to see if there will be a bouncy house. He said he would check with BOE and get back to me. He said there hasn't been one in the past. If there is, I will need COI from vendor. I will let you know what Cephus tells me. Chris

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Tuesday, April 18, 2023 11:13 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application - East Hartford's Back To School Rally 2023

Good morning,

Attached are both the Directors' Review & Notice and the Outdoor Amusement Permit Application for the Town's Dept. for Youth Services' for their "Back to School Rally" event to be held on August 17, 2023 with a rain date of Friday, August 18<sup>th</sup>.

Please have your comments sent to me no later than **Tuesday, May 2<sup>nd</sup>**.

Thank you.

Tina

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

**Rivera, Augustina**

---

**From:** Fitzgerald, Robert  
**Sent:** Tuesday, May 2, 2023 2:54 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application - East Hartford's Back To School Rally 2023

Tina:

Good afternoon, no comment from me on this one, okay by me.

Thanks,

Robert Fitzgerald

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Tuesday, May 2, 2023 1:53 PM  
**To:** Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit Application - East Hartford's Back To School Rally 2023

Hi Robert,

I need your comments for the East Hartford Youth Services' Back to School Rally application.

Thanks.

**From:** Rivera, Augustina  
**Sent:** Tuesday, April 18, 2023 11:13 AM  
**To:** Burnsed, Laurence <[lburnsed@easthartfordct.gov](mailto:lburnsed@easthartfordct.gov)>; Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Munson, Kevin <[KMunson@easthartfordct.gov](mailto:KMunson@easthartfordct.gov)>; Trujillo, Alexander <[atrujillo@easthartfordct.gov](mailto:atrujillo@easthartfordct.gov)>  
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**Subject:** Outdoor Amusement Permit Application - East Hartford's Back To School Rally 2023

Good morning,

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Please have your comments sent to me no later than **Tuesday, May 2<sup>nd</sup>**.

Thank you.



INSPECTIONS WILL BE PERFORMED



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Thursday, August 17, 2023  
Rain Date: Friday, August 18, 2023

Event: "East Hartford's Back to School Rally 2023"

Applicant: East Hartford Youth Services Department, Cephus Nolen, 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 \$ \_\_\_\_\_

Bruce Cohen

4/20/23

Signature

Date

Comments:

Fire Dept



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Thursday, August 17, 2023  
Rain Date: Friday, August 18, 2023

Event: "East Hartford's Back to School Rally 2023"

Applicant: East Hartford Youth Services Department, Cephus Nolen, 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

Stephen Alsup, Assistant Fire Chief

4/21/23  
Date

Comments:

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

**DATE: 5/1/23**

**APPLICATION FOR: East Hartford Back to School Rally**

**APPLICANT: Sonya Stemmer (860) 622-5132**

**ADDRESS: East Hartford Town Green and Gazebo, 50 Chapman Place**

**DATE(S) OF EVENT: August 17<sup>th</sup> 2023 rain date August 18<sup>th</sup> 2023**

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

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

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



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



Scott Sansom  
Chief of Police

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

Health Dept



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Thursday, August 17, 2023  
Rain Date: Friday, August 18, 2023

Event: "East Hartford's Back to School Rally 2023"

Applicant: East Hartford Youth Services Department, Cephus Nolen, Director

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

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

Laurence Burnsed, MPH, MBA

Signature

April 25, 2023

Date

Comments:



Scott Sansom  
Chief of Police

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

Parks and Rec



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Thursday, August 17, 2023  
Rain Date: Friday, August 18, 2023

Event: "East Hartford's Back to School Rally 2023"

Applicant: East Hartford Youth Services Department, Cephus Nolen, 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

Ted Fravel

Signature

5/1/23

Date

Comments:



**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, April 26, 2023 12:44 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application - East Hartford's Back To School Rally 2023

Tina,

I have reviewed the Outdoor Amusement Permit Application for "East Hartford's Back To School Rally 2023." I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

*Mack S. Hawkins*

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

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



**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Tuesday, April 18, 2023 11:13 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application - East Hartford's Back To School Rally 2023

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
East Hartford's Back to School Rally 2023
2. Date(s) of Event:  
August 17th, 2023 - (Rain Date: August 18th, 2023)
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
Town of East Hartford Department of Youth Services & East Hartford Public Schools:  
Sonya Stemmer , EHPS Supervisor of Professional Development, 860-622-5132.  
stemmer.sa@easthartford.org  
Cephus Nolen , Youth Services Director, 860-291-7181, cnolen@easthartfordct.gov
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.
5. List the location of the proposed amusement: (Name of facility and address)  
East Hartford Town Green & Gazebo, 50 Chapman Place, East Hartford, CT
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
August 17th : Set up at 1:30 - Event will be from 3:30-6:00 pm , Clean-up by 7:00pm
7. Provide a detailed description of the proposed amusement:  
the Back to School Rally will have community providers who will share information about their services . There will also be back-pack" give-aways and activities for school age children & youth



8. Will music or other entertainment be provided wholly or partially outdoors?
- ✓ Yes      No
- a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 3:30-6:00
9. What is the expected age group(s) of participants?  
School age youth and their parents/guardians.
10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
250-400 in and out during the course of the 3 1/2 hours.
11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:
- a. Crowd size impact:  
The crowd size will have minimal impact on the surrounding neighborhoods.
- b. Traffic control and flow plan at site & impact on surrounding / supporting streets:  
There will be minimal impact on traffic flow.
- c. Parking plan on site & impact on surrounding / supporting streets:  
There is adequate parking in the lots
- d. Noise impact on neighborhood:  
Minimal impact on the neighborhood.
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:  
Park and Rec. will provide additional garbage and recycling bins.
- f. List expected general disruption to neighborhood's normal life and activities:  
none anticipated
- g. Other expected influence on surrounding neighborhood:
12. Provide a detailed plan for the following:
- a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:  
The Town Green has easy accessibility from various entrances
- b. Provisions for notification of proper authorities in the case of an emergency:
- c. Any provision for on-site emergency medical services:
- d. Crowd control plan:
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition:  
There will be a set-up and clean-up team to restore the area.

f. Provision of sanitary facilities:

There are out door "porta-pottys" along with rest rooms with-in the Cultural Center

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:

East Hartford Dept. Youth Services  
(Legal Name of Applicant)

Cephus Nolen Jr.  
(Applicant Signature)

Cephus Nolen Jr.  
(Printed Name)

4/18/2023  
(Date Signed)

Director of Youth Services  
(Capacity in which signing)

---

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

**FOR OFFICE USE**

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

**Outdoor Amusement Permit Fees:**

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

**Total Assessed Amusement Permit Fee**

Received By: Augustina Rucia  
Employee Number: 9099  
Date & Time Signed: 4/18/23 10 : 40  AM  PM  
Time remaining before event: 121 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.

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: May 4, 2023

Re: **Amusement Permit Application**  
**"RiMaConn Relay"**

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

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



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

May 4, 2023

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

**Re: Outdoor Amusement Permit Application  
"RiMaConn Relay"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **The Hartford Marathon Foundation by Andris Briga, the Operations Manager**. The applicant seeks to conduct a team relay event that invites participants to complete a ninety-five (95) mile trek from Lincoln, Rhode Island to Hartford, Connecticut using the East Coast Greenway on **Saturday, August 26, 2023 from 5:00 PM – 9:30 PM**.

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

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

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

The **Office of Corporation Counsel** approves the application as submitted and requires that a limited license agreement be signed.

The **Fire Department** approves the application as submitted and indicates there are **no anticipated costs to their Department**. The Fire Marshall will need to inspect any food trucks that may be present.

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

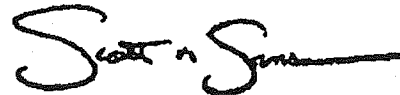
The **Public Works Department** approves the application as submitted and states there are **no anticipated costs to their Department**.

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

- There will be significant detours for several hours. Traffic on the adjacent streets can be maintained with a near-normal flow of traffic.
- Police manpower required for these events exceeds the Department's normal Patrol Complement and overtime hiring will be necessary. As an event that is not Town-sponsored, this expense will have to be borne by the applicant. The anticipated cost to the Department for this event is \$2,657.43 for police services.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is stylized with a large initial "S" and a long horizontal flourish at the end.

Scott M. Sansom  
Chief of Police

Cc: Applicant

Rivera, Augustina

---

**From:** Sasen, Christine  
**Sent:** Thursday, April 20, 2023 6:41 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application - RiMaConn Relay

I am ok with that on this one as we have done in the past for this applicant.

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Wednesday, April 19, 2023 2:59 PM  
**To:** Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** RE: Outdoor Amusement Permit Application - RiMaConn Relay

Just checking in, do you need the COI before it goes to Town Council, or as done in the past I go ahead and move it forward but with the caveat of needing to receive the COI before the event?? I know for the Marathon and for RiMaConn we have done this in the past.

**From:** Sasen, Christine <CSasen@easthartfordct.gov>  
**Sent:** Monday, April 17, 2023 3:25 PM  
**To:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Subject:** RE: Outdoor Amusement Permit Application - RiMaConn Relay

Need COI

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 17, 2023 12:30 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application - RiMaConn Relay

Good afternoon,

Attached please find the Director's Review & Notice for the Hartford Marathon Foundation for the "RiMaConn Relay" to be held on **Saturday, August 26, 2023**. Attached is also the application along with their Board of Director's list, a cover letter and maps.

Please return your comments to me by **Monday, May 1<sup>st</sup>, 2023**.

Thank you.



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, August 26, 2023

Event: "RiMaConn Relay"

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

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

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

Bruce Cohen  
Signature

4/20/23  
Date

Comments:



**Rivera, Augustina**

---

**From:** Fitzgerald, Robert  
**Sent:** Monday, May 1, 2023 3:42 PM  
**To:** Rivera, Augustina  
**Cc:** Corp Counsel  
**Subject:** RE: Outdoor Amusement Permit Application - RiMaConn Relay  
**Attachments:** Hartford Marathon Foundation - RiMaConn License Agreement 2023.pdf

Tina:

Please see attached proposed license agreement for signature by the applicant. This should be included in the packet for council.

Thank you,

Robert P. Fitzgerald

**From:** Fitzgerald, Robert  
**Sent:** Monday, May 1, 2023 2:31 PM  
**To:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Cc:** Corp Counsel <corpcounsel@easthartfordct.gov>  
**Subject:** RE: Outdoor Amusement Permit Application - RiMaConn Relay

Tina:

Given the distance that runners will be traversing through town, a license agreement is appropriate in this instance. I will forward you a draft agreement to send to the applicant shortly.

Robert Fitzgerald

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 17, 2023 12:30 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application - RiMaConn Relay

Good afternoon,

Attached please find the Director's Review & Notice for the Hartford Marathon Foundation for the "RiMaConn Relay" to be held on Saturday, August 26, 2023. Attached is also the application along with their Board of Director's list, a cover letter and maps.



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

we kept

## Administrative Review of Amusement Permit

Event Date: Saturday, August 26, 2023

Event: "RiMaConn Relay"

Applicant: Hartford Marathon Foundation, Andris Briga, Operations Manager

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

- 1. the application be approved as submitted.
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- 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  
Stephen Alsup, Assistant Chief

4/21/23  
Date

Comments:

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

**DATE 5/1/23**

**APPLICATION FOR: RiMaConn**

**APPLICANT: Andris Briga (860) 652-8866**


**ADDRESS: P&W Stadium to Mortenson Riverfront Plaza**

**DATE(S) OF EVENT: 8/26/23**

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

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

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

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



Scott Sansom  
Chief of Police

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

Health Dept



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, August 26, 2023

Event: "RiMaConn Relay"

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

Laurence Burns, MPH, MBA

April 25, 2023

Signature

Date

Comments:



Scott Sansom  
Chief of Police

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

Parks and Rec



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, August 26, 2023

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- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

5/1/23

Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, August 26, 2023

Event: "RiMaConn Relay"

Applicant: Hartford Marathon Foundation, Andris Briga, Operations Manager

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

Anticipated Cost(s) if known \$0 \_\_\_\_\_

4/18/2023

Signature

Date

Comments:

**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, May 3, 2023 2:48 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application - RiMaConn Relay

Tina,

I have reviewed the Outdoor Amusement Permit Application for 2023 RiMaConn Relay. I approve the application as submitted. The anticipated cost for this event is \$2,657.43 for police services..

Thanks,

*Mack S. Hawkins*

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

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



**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 17, 2023 12:30 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application - RiMaConn Relay

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
RiMaConn Relay
2. Date(s) of Event:  
Saturday August 26, 2023
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
Andris Briga  
Hartford Marathon Foundation, Inc.  
351 Main Street, East Hartford CT, 06118  
Office: (860) 652-8866, Email: andris@hartfordmarathon.com
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
Hartford Marathon Foundation, Inc.  
351 Main Street, East Hartford CT, 06118  
  
See Board of Directors list attached
5. List the location of the proposed amusement: (Name of facility and address)  
See race course map attached
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
Saturday August 26, 2023 from 5:00 PM - 9:30 PM. Due to the nature of the event, participants will run through East Hartford between these times. Runners will be well spaced out by this point in the relay.
7. Provide a detailed description of the proposed amusement:  
The RiMaConn Relay is a team relay event that invites participants to complete a 95 mile trek from Lincoln, RI to Hartford, CT using the East Coast Greenway.



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

Yes  No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)?

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

14 - 85

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

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

130 teams total with only 1 member of each team completing this section of the event.

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

a. Crowd size impact:

Runners will run on local roads, obeying traffic laws.

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

HMF to work with local police/DOT on traffic impact/control. See additional attachment.

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

Participants will park in Hartford, CT.

d. Noise impact on neighborhood:

Minimal, just runners, no amplified sound.

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

HMF to handle any trash removal due to limited number of participants.

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

Minor traffic impact as runners pass due to the nature of the event.

g. Other expected influence on surrounding neighborhood:

This is a great opportunity for residents to participate and/or volunteer.

12. Provide a detailed plan for the following:

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

Roads are accessible for emergency personnel and vehicles to access all areas.

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

HMF to remain in communication with public safety officials during event.

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

Due to size of event, 911 to be utilized HMF to confirm with EMS prior to event.

d. Crowd control plan:

Staff and volunteers to direct runners along route.

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

HMF staff and volunteers to remove all signage, waste, etc. as needed to return the amusement site to pre-amusement condition.

f. Provision of sanitary facilities:

Portable toilets at each exchange location for participants and volunteers.

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

a. Food available: Yes  No  AND

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

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

Yes  No  Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

---

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

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

a. False Statement is a Class A Misdemeanor.

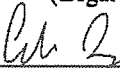
b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

---

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

Hartford Marathon Foundation

(Legal Name of Applicant)



(Applicant Signature)

Andris Briga

(Printed Name)

4/11/23

(Date Signed)

Operations Manager

(Capacity in which signing)

---

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

**FOR OFFICE USE**

Insurance Certificate Included:	YES	<u>NO</u>
Liquor Permit Included:	YES	<u>NO</u>
Certificate of Alcohol Liability Included:	YES	<u>NO</u>
Time Waiver Request Included:	YES	<u>NO</u>
Fee Waiver Request Included:	YES	<u>NO</u>

**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: Augustine Rivera

Employee Number: 9099

Date & Time Signed: ~~4/11/23~~ 4/17/23 7:00 AM PM

Time remaining before event: 131 days.

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



Hartford Marathon Foundation
351 Main St, East Hartford, CT 06118
P: 860-652-8866
www.hartfordmarathon.com

April 11, 2023

Town of East Hartford
31 School Street
East Hartford, CT 06108

Request To Use Town For Athletic Event – RiMaConn Relay – Saturday, August 26, 2023

To Whom It May Concern,

The Hartford Marathon Foundation (HMF) requests permission to traverse the Town of East Hartford for the fourth running of the RiMaConn Relay, presented by Webster Bank on Saturday, August 26, 2023. The event is an 18 stage relay run that will start in Lincoln, RI and finish in Hartford, CT. The 95-mile journey will traverse 20 towns and 3 states. Teams of 6 members will begin between 4 AM and 9 AM (depending on their projected pace) and exchanging the "baton" roughly every 5 miles to their teammates. Runners will be instructed to obey all local traffic laws as they make their way along the route. Roads are not requested to be closed to vehicle traffic, however police coordination is requested as deemed necessary to allow for safe passage of runners in key areas. The event concept was developed by HMF and East Coast Greenway advocates as a way to showcase the extensive multi-use trail network's accomplishments and accessibility through Rhode Island, Massachusetts, and Connecticut. We project that our impact to the town will be between 5:00 PM and 9:30 PM, and will include the utilization of the following:

- City streets (See course maps)
• Charter Oak Greenway (East Coast Greenway)
• Great River Park

Thank you for considering this request. If you have any questions, please contact me.

Sincerely,

Andris Briga
Operations Manager
Hartford Marathon Foundation

Attachment(s): RiMaConn Relay - Leg 18 Map
Town of East Hartford - Outdoor Amusement Permit

East Hartford Event Approval: Yes \_\_\_\_\_ | No \_\_\_\_\_ | Need Further Information \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Hartford Marathon Foundation, Inc.  
2023 Board of Directors

Chairman

**Christine Andrews (Chris)**  
Andrews Benefits  
Farmington, CT 06034  
Tel: (860) 678-8888  
Cell: (860) 573-3716  
[candrews@andrewsagency.net](mailto:candrews@andrewsagency.net)

Vice Chairman

**Sivasenthil (Siva) Arumugam, M.D.**  
Partner, Woodland Anesthesiology  
Hartford, CT 06105  
Tel: (860) 714-6654  
[Siva6face@gmail.com](mailto:Siva6face@gmail.com)  
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Avon, CT 06001

Treasurer

**Robert M. Haggett, C.P.A. (Bob)**  
Cell: (860) 659-7115  
[rmhaggett@gmail.com](mailto:rmhaggett@gmail.com)  
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Glastonbury, CT 06033

Secretary

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Kennebunkport Maine 04046

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Executive Director, UConn Recreation  
University of Connecticut  
Storrs, CT  
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**Christopher A. Montross (Chris)**

Senior Managing Director  
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Wethersfield, CT 06109-1413

**Nicole Mule\***

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Smoak & Stewart, P.C.  
Stamford, CT 06901  
Tel: (860) 287-7933  
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[Andrew.Worthington@ubs.com](mailto:Andrew.Worthington@ubs.com)  
Cc: [Carolanne.McKenzie@ubs.com](mailto:Carolanne.McKenzie@ubs.com)

President

**Josh Miller**

President  
Hartford Marathon Foundation  
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Tel: (860) 652-8866  
Cell: (860) 338-1781  
[josh@hartfordmarathon.com](mailto:josh@hartfordmarathon.com)

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**Kenneth L. Shluger (Ken)**

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**David Polk**

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[Dpolk16@comcast.net](mailto:Dpolk16@comcast.net)

**Brewster Perkins**

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180 Fern Street  
west Hartford, CT 06119

**Timothy Larson (Tim)**

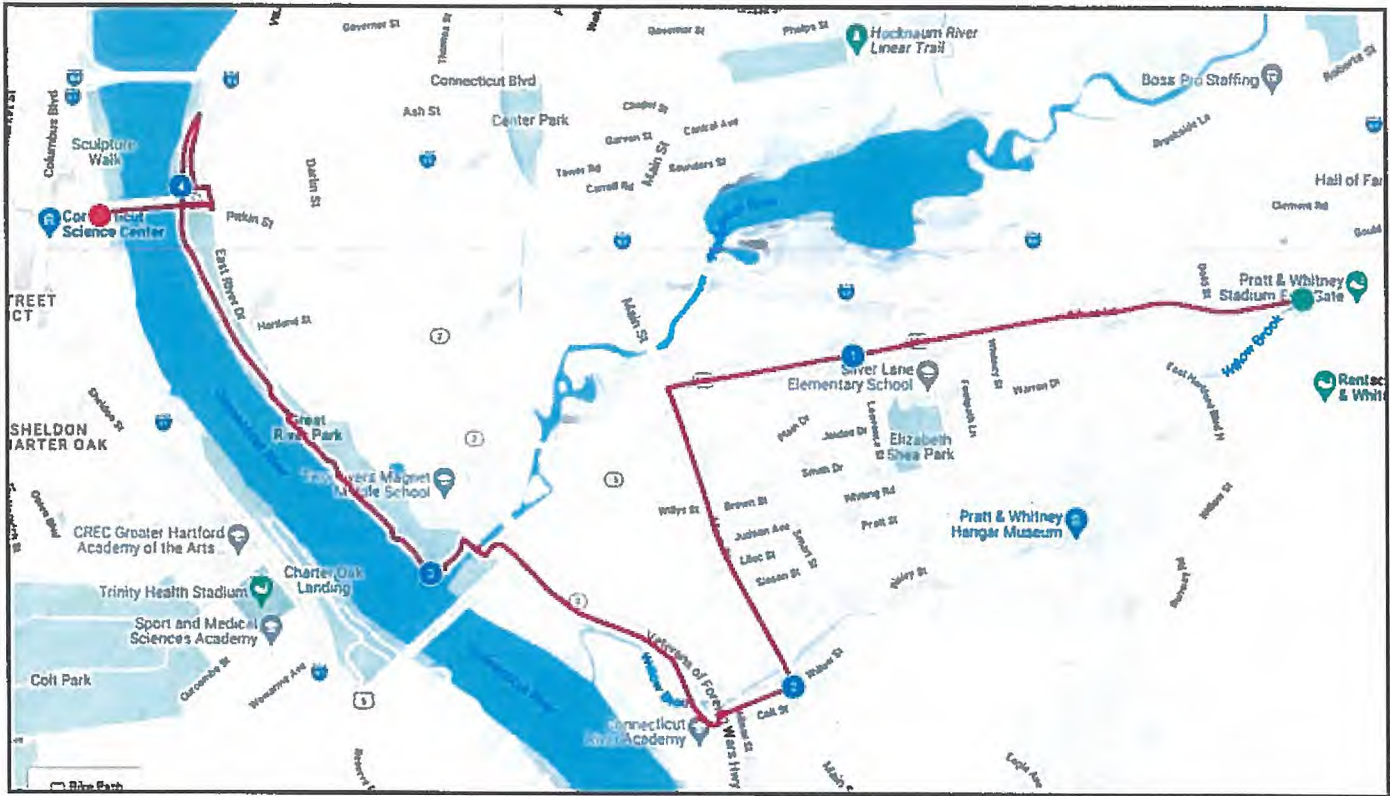
Commission of Higher Education  
State of CT  
Cell: (203) 859-0076  
[tdlarson8@gmail.com](mailto:tdlarson8@gmail.com)

### Running Details

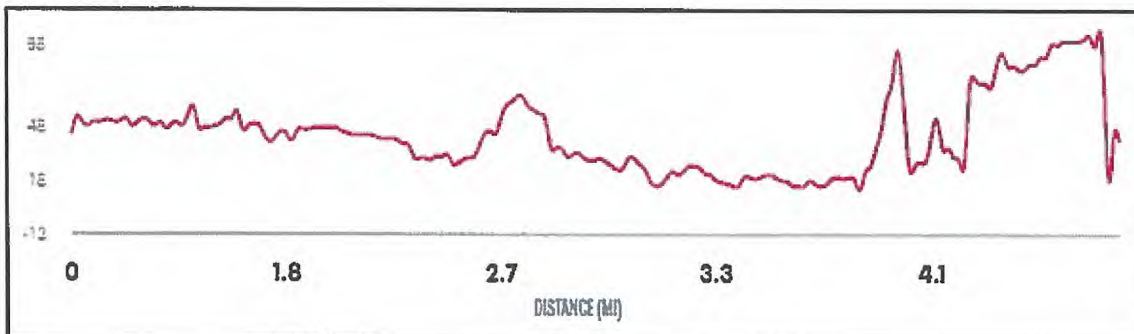
Start: Aircraft Club, East Hartford, CT

Finish: Mortenson Riverfront Plaza, Hartford, CT

DISTANCE	START ELEVATION	MAX ELEVATION	ELEVATION GAIN	DIFFICULTY	TERRAIN
4.6 MILES	43 FT	98 FT	141 FT	MODERATE	PAVED TRAIL/ROAD



1. Head west on Silver Lane (0.0 miles)
2. Turn left on Main Street (1.3 miles)
3. Turn right at Willow Street onto multi use trail (0.7 miles)
4. Continue across Riverside Drive (0.2 miles)
5. Turn right on trail – DO NOT TAKE STAIRWELL SPUR (0.6 miles)
6. Continue through Great River parking lot to stay on trail (0.6 miles)
7. Take hard right on trail at the top of the dike (0.7 miles)
8. Turn right on East River Drive (0.2 miles)
9. Take right onto Founders Bridge Ramp (0.0 miles)
10. Take left at top of ramp onto Founders Bridge (0.0 miles)
11. Arrive at the Finish Line at Mortenson Riverfront Plaza! (0.2 miles)



**Safety Notes:**

- Stay on sidewalk / bikeway / trail where applicable
- Use caution crossing streets
- Follow directional signs

**Driving Details**

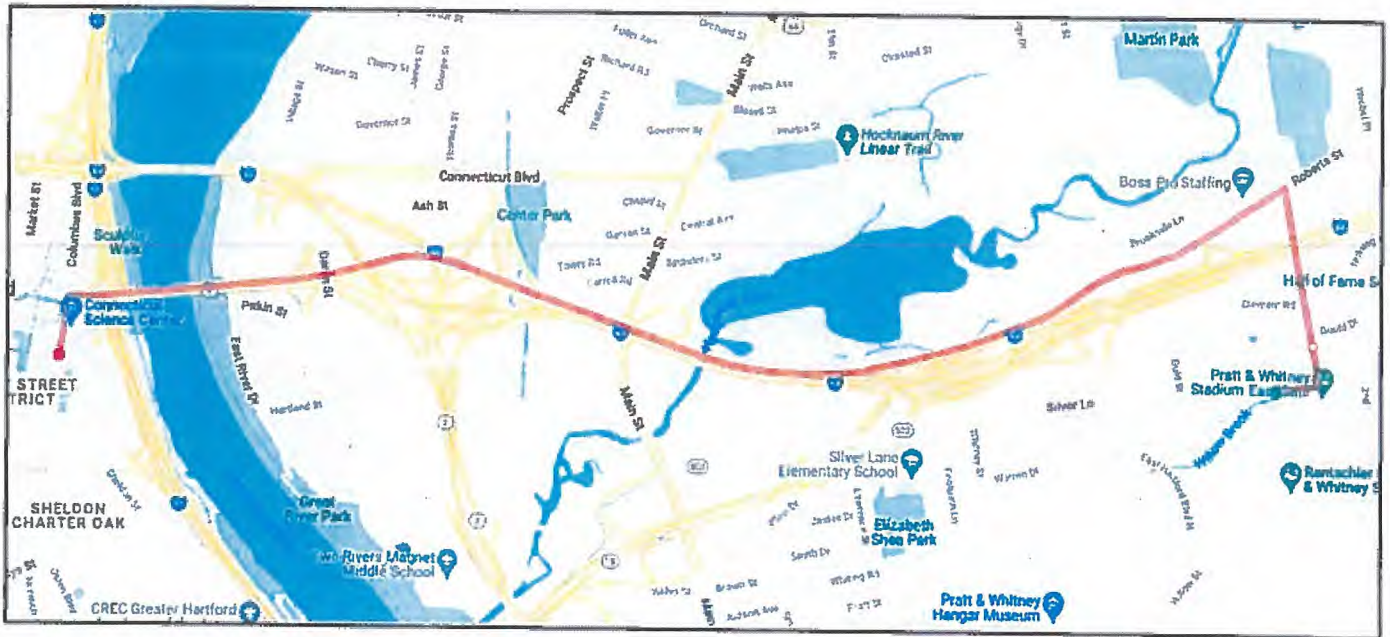
**Driving Directions to Finish Line Parking: Front Street North Garage, 24 Front Street, Hartford, CT 06103 (Closest to Finish Line)**

**Additional Garage:**

- **Front Street South Garage, 62 Front Street, Hartford, CT 06103**

**Driving Distance: 3.5 miles**

**Estimated Drive Time: 7 Minutes**



1. Turn left out of Aircraft Club parking lot onto Silver Lane (CAUTION RUNNERS MAY BE CROSSING GATE)
2. Turn left on Simmons Road (CAUTION RUNNERS MAY BE ON ROAD)
3. Turn left onto Roberts Street
4. Use right lane to take Highway I-84 West (towards Hartford)
5. Merge onto Highway I-84
6. Use left 3 lanes to take Exit 54 towards Downtown/Hartford
7. At the end of the bridge/ramp, use left lane to take left onto Columbus Boulevard
8. Front Street North Garage entrance will be on your right
9. Exit garage and make your way to the top of the plaza and the finish line!

**Parking Details:**

- **Parking Pass** - Each team will be given one parking pass at the post-race event area which will grant prepaid access to any of the above mentioned parking garages. Passes may be picked up at the merchandise tent. **Parking Pass is only active from 5 AM – 11 PM, Saturday, August 27.** Additional vehicles are welcome to park in the above mentioned garages, normal rates will apply.
- Once parked, teams should approach the Riverfront Plaza Level via the stairwell at the intersection of Columbus Boulevard and State Street. At the top of the stairs, continue east toward the Connecticut River.



## Leg 18: Aircraft Club to Mortenson Riverfront Plaza

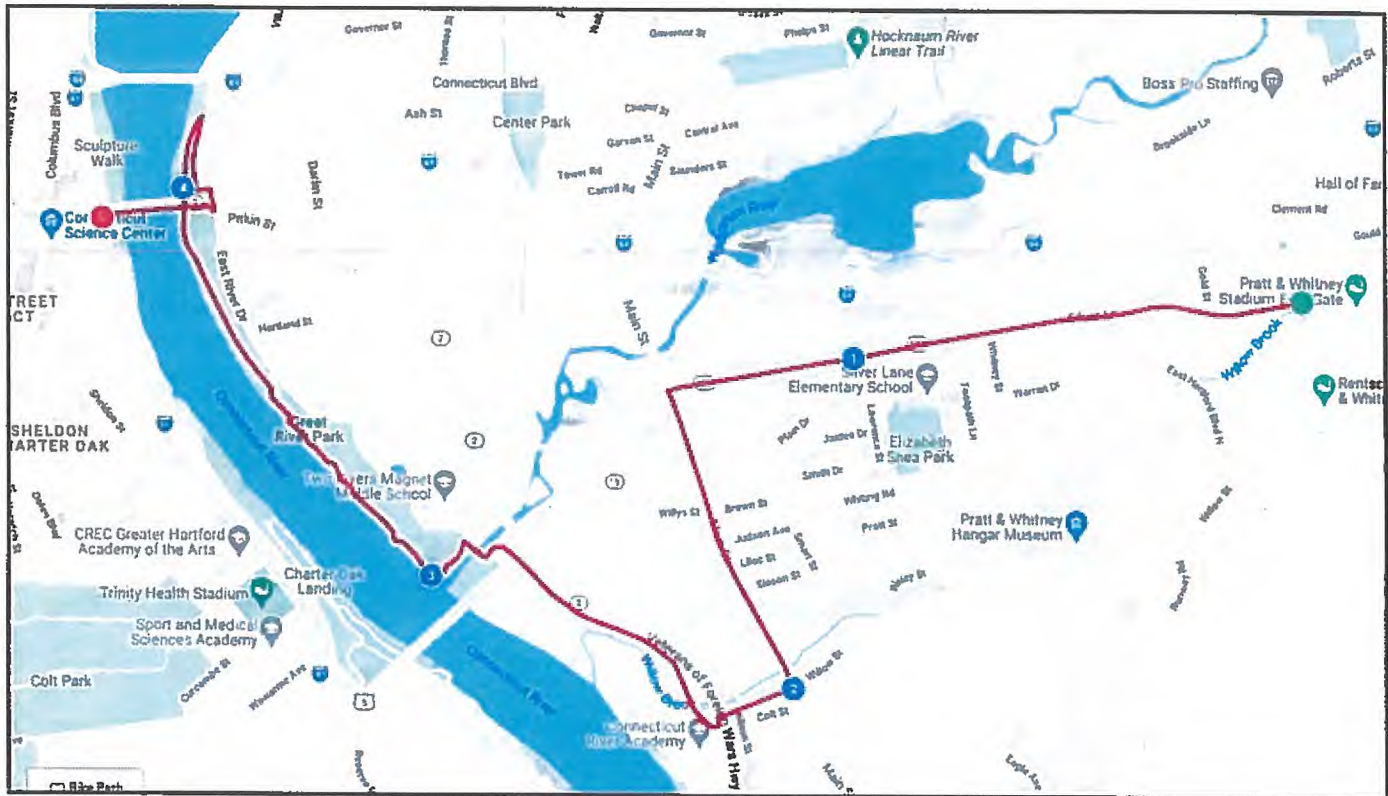
R6 | U3

### Running Details

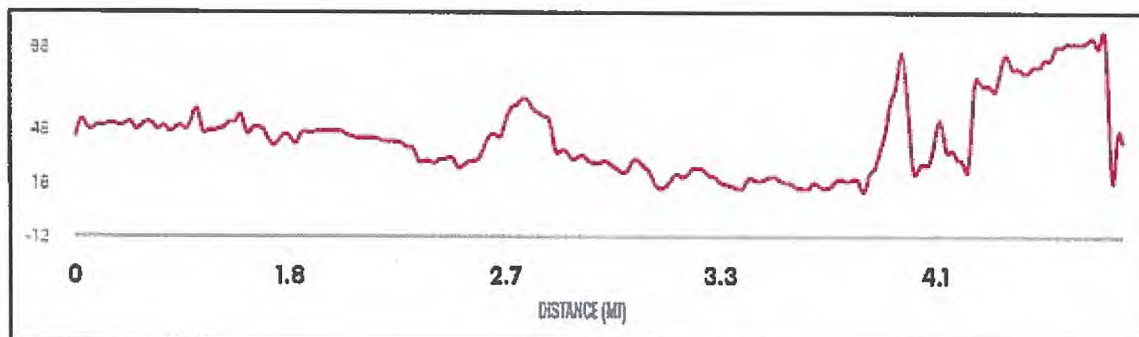
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11. Arrive at the Finish Line at Mortenson Riverfront Plaza (0.2 miles)



**Safety Notes:**

- Stay on sidewalk / bikeway / trail where applicable
- Use caution crossing streets
- Follow directional signs



**Driving Details**

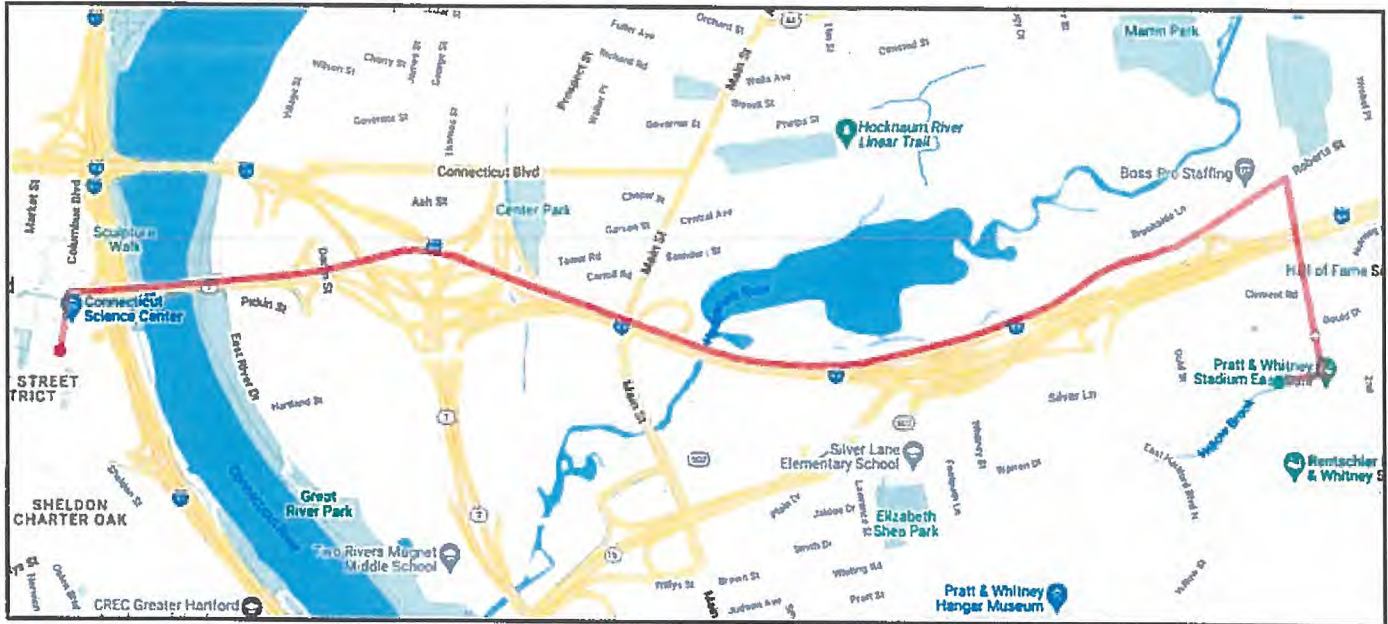
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**Additional Garage:**

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**Estimated Drive Time:** 7 Minutes



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- Once parked, teams should approach the Riverfront Plaza Level via the stairwell at the intersection of Columbus Boulevard and State Street. At the top of the stairs, continue east toward the Connecticut River.

## LIMITED LICENSE AGREEMENT

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

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

We grant you a limited license to utilize Town roads including: Silver Lane, Main Street, Willow Street, Riverside Drive, Great River Park and the Town levy system, East River Drive, Simmons Road, and Roberts Street (the "Premises") for the running of the 2023 RiMaConn Relay. The following terms shall govern this limited license:

1. TERM. The term of the limited license begins at 4:00 am and concludes at 11:59 pm on August 26, 2023, the day of the 2023 RiMaConn Relay.

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

3. USE. You will only use the Premises for an event known as the 2023 RiMaConn Relay. You also may not grant a sublicense for the use of the Premises to any other party. You may not charge the public or any party for use of the Premises. Charging an entry fee to participants will not be considered charging the public or any party for use of the Premises. Your use of the Premises will be subject at all times to the direction and authority of the Town of East Hartford and its Police and Fire Departments.

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

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

6. ENTERING PREMISES. We may enter on the Premises at all times. You will not unreasonably deny us the right to do so. Should an emergency arise, we will have the right to block or close roadways even if it means stopping or delaying the 2023 RiMaConn Relay.

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

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

9. INSURANCE AND HOLD HARMLESS. As additional consideration for the use of the Premises you agree to indemnify, defend and hold harmless the Town of East Hartford and its agents, servants, employees and volunteers from any loss or damages as a result of any personal injury, bodily injury, property damage or wrongful death arising out of or in any way related to the use of the Premises by you or any vendor or member of the public, the only exception being loss or damages caused by the sole gross negligence of the Town of East Hartford. This indemnity shall include, but is not limited to, any environmental harm or damage to the Premises as a result of the use of the Premises under this Limited License Agreement. You further agree to obtain general liability and automobile liability insurance with limits of at least \$1,000,000 Each Occurrence/\$2,000,000 Aggregate that provides coverage for personal injury, property damage, bodily injury and wrongful death during the entire period any person, property, equipment or apparatus is on any portion of the Premises, including set-up times, take down times, times when the 2023 RiMaConn Relay is in progress, after-hours and overnights. Said policies of insurance shall be specifically endorsed to name the Town of East Hartford and its agents, servants employees and volunteers as additional insureds; and shall be endorsed as primary to any insurance, including self-insurance, of the Town of East Hartford. Said policies of insurance shall also be specifically endorsed to provide coverage for the agreement by you to indemnify, defend and hold harmless the Town of East Hartford and its agents, servants, employees and volunteers described above. Your insurance policies must also provide coverage for environmental spills and/or contamination. Evidence of Worker's Compensation coverage will be required. A copy of all policies

of insurance shall be provided to the Town of East Hartford thirty days before the beginning of the term of this Agreement.

10. NO COST TO TOWN. You agree that all costs associated with the 2023 RiMaConn Relay, including, but not limited to, advertising, clean-up, trash removal, repair of the Premises and Police, Fire and Public Works services, shall be at your sole expense. You will be asked to execute one or more separate agreements outlining your commitment to pay for Police and Fire services, and will be billed by the Public Works Department for overtime and other labor costs.

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

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

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

Dated May 4, 2023  
TOWN OF EAST HARTFORD

\_\_\_\_\_  
By: Michael P. Walsh, Mayor

HARTFORD MARATHON FOUNDATION, INC.

Andris Briga  
By: Andris Briga, Operations Manager