

*Robert J. P...*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
MAY 19, 2020

2020 MAY 15 P 12:01  
TOWN CLERK  
EAST HARTFORD

**REVISED 05-15-20**

=====  
Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the May 19<sup>h</sup> Town Council meeting will be accessible through "Microsoft Teams" +1 929-235-8441 Conference ID: ~~257 041 67~~# **870 004 744 #**

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. May 5, 2020 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
  - A. Outdoor Amusement Permit Application: Gengras Spring Open House – *Revised*
8. NEW BUSINESS
  - A. Applications to CRCOG for Local Transportation Capital Improvement Program (LoTCIP) Funding:
    1. Silver Lane Pedestrian Safety and Mobility Project
    2. Reconstruction of Goodwin Street
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 2<sup>nd</sup>)

*Robert J. Peck*

EAST HARTFORD TOWN COUNCIL

2020 MAY 11 A 9:08

MICROSOFT "TEAMS"

TOWN CLERK  
EAST HARTFORD

MAY 5, 2020

ATTENDING Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina  
VIA TEAMS Wilson, Minority Leader Esther B. Clarke, Councillors Connor Martin, Angela  
Parkinson, Awet Tsegai, Patricia Harmon and John Morrison

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30 p.m. He explained that the latest technology (Microsoft Teams) is being utilized this evening in order to comply with Governor Lamont's ongoing executive order for social distancing. The Chair stated that, since Town Hall is closed due to the pandemic, residents may call in and be a virtual part of this meeting. He announced the phone number and the access code for the listening public. Chair Kehoe then led the Council in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc suggested waiting until the end of the meeting for her update to the Council.

APPROVAL OF MINUTES

April 21, 2020 Regular Meeting

MOTION By Sebrina Wilson  
seconded by Don Bell  
to **approve** the minutes of the April 21, 2020 Regular Meeting.  
Motion carried 9/0.

NEW BUSINESS

Referral to the Ordinance Committee re: Establishment of Process for Naming Town Facilities

MOTION By Sebrina Wilson  
seconded by Esther Clarke  
to **refer** to the Ordinance Committee the creation of an ordinance that would establish standards and guidelines for naming town facilities after individuals, with instructions to investigate the issue and report back to the Town Council with its recommendations, if any.  
Motion carried 9/0.

Refund of Taxes

MOTION By Connor Martin  
seconded by Awet Tsegai  
to **refund** taxes in the amount of \$69,957.67  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2018-03-0050194	ACAR LEASING LTD	2016/1GKKVNEDXGJ269859	0	-525.82
2018-01-0008575	CORELOGIC CENTALIZED REFUNDS	934 SILVER LN	0	-16,276.53
2018-01-0008577	CORELOGIC CENTALIZED REFUNDS	950 SILVER LN	0	-20,786.47
2018-01-0014884	CORELOGIC CENTALIZED REFUNDS	140 DAVIS RD	0	-2,743.29
2018-04-0082626	EGUEZ-EGUEZ AKEMI	2007/5NPEU46F57H184071	0	-74.52
2017-01-0005754	HOMELoAN SERV	43 STEVENS ST	0	-2,077.50
2018-01-0007859	HOMELoAN SERV	11 DOROTHY RD	0	-2,399.03
2018-01-0007925	HOMELoAN SERV	38 WESTVIEW DR	0	-2,554.46
2018-01-0009227	HOMELoAN SERV	85 HILTON DR	0	-3,025.67
2018-01-0010147	HOMELoAN SERV	100 FOREST ST	0	-3,037.95
2018-01-0014843	HOMELoAN SERV	143 WALNUT ST		-2,103.63
2018-01-0015569	HOMELoAN SERV	53 PENDELTON DR	0	-3,020.51
2018-03-0067141	HYUNDAI LEASE TITLING	2017/KMHD84LF4HU189088	0	-254.47
2018-03-0068674	KEANE JONATHAN C	2017/1C6RR7MT1HS631924	33.55	-559.13
2018-03-0068675	KEANE JONATHAN C	2016/3C63R3AL0GG116681	32.75	-545.85
2018-03-0068728	KEHOE JEAN C	2016/WVGBV7AX9GW557524	0	-9
2018-01-0011513	LEONE,THROWE,TELLER,& NAGLE	621 MAIN ST		-116.81
2018-01-0010314	MURPHY EDWARD C	24 VILLAGE ST	0	-2,290.98
2017-03-0076852	OREILLY AUTOMOTIVE STORES INC	2015/1N6BD0CT0FN763003	0	-127.8
2018-02-0043656	OREILLY AUTOMOTIVE STORES INC	265 ELLINGTON RD	0	-343.28
2018-03-0076619	OTTONE PETER	2017/1G1BF5SM1H7263999	0	-268.65
2018-03-0080905	RODRIGUEZ-TORRES MIGUEL J	2007/JKAZX4J127A069417		-42.39
2018-03-0081907	SANCHEZ ISMAEL T	2009/5NPET46C39H479472	4.19	-139.5
2012-01-0008278	TORRES DELIA	23 FLORADALE DR	0	-2,447.87

2018-03-0087617	VW CREDIT INC	2018/WAUDNAF46JN002999	0	-859.9
2018-03-0087624	VW CREDIT INC	2018/WA1LHAF77JD041715	0	-1,118.80
2018-03-0087629	VW CREDIT INC	2018/WAUENCF53JA109492	0	-1,018.57
2018-03-0087634	VW CREDIT INC	2018/WA1LHAF77JD041620	0	-1,118.80
		SUBTOTAL	70.49	-69887.18
		TOTAL		\$(69,957.67)

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

This topic is combined with "Opportunity for Residents to Speak" (see below) following the Mayor's remarks.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc: (1) explained that, while social distancing will continue, a recovery committee has been formed to deal with the relaxation of some of the restrictions of Covid-19; (2) said the town is tracking its cost of the pandemic to submit to FEMA for reimbursement; (3) stated that the town is working with CBIA for the distribution of PPE's because it will be necessary for those local businesses – both large and small – to have the appropriate PPE's to get their employees back to work; (4) announced that the Renters' Rebate program will be handled remotely through phone interviews and applications; (5) told the Council that there is still interest in the Showcase Cinema property and, to that end, the town is hiring an on-call real estate consultant Thursday and also on Thursday, the RFQ for the Showcase property will be issued; (6) asked the Council if they had questions on the 3<sup>rd</sup> quarter financials that were distributed last week; (7) told the Council that the town-wide freeze implemented last month will need to be eased up a bit to allow for replacing key employees who are retiring this year; (8) explained that she will be working closely with the Tax office to see if there is a better way to encourage on-line participation from the public; (9) reported that Corporation Counsel is working with SiFi Networks to extend their Development Agreement to the end of the year; (10) said the road program is underway in the Cambridge/Jefferson Drive area. Additionally, the Mayor reported that there is funding to include the Westerly Terrace area in this year's road program; (11) said that there is going to be a parade on Wednesday May 6<sup>th</sup> at 1PM to honor all the workers at Riverside Health and Rehabilitation Center, which has been recently named a step-down Covid-19 positive facility; (12) acknowledged the efforts of Linda Trzetzak, who has done a yeoman's job since she assumed the position of Finance Director; (13) announced that this is Teacher Appreciation Week and recognized Councillor Parkinson – a teacher at Bacon Academy – and all teachers for their dedication to this noble profession; (14) noted that May 3<sup>rd</sup> through May 9<sup>th</sup> is Public Service Recognition Week and recognized the efforts of all government employees during this difficult time; (15) reported that "East Hartford Eats" contest has been extended through May 15<sup>th</sup>. She thanked the Amadasun family for purchasing additional gift cards for the contest; (16) made the Council aware that since January there has been a significant increase in the town's municipal solid waste being delivered to MIRA, which translates into additional costs for the town; (17) added that there has been a decline in

tax collection, but is hopeful that once the pandemic has run its course, there will be a return to normal; and (18) Cabela's will be donating 4,000 face masks to the town.

Linda Trzetzziak, Finance Director reported that through April 30<sup>th</sup> the town and Board of Education combined has recorded \$250,000 in expenses related to the Covid-19 pandemic. Ms. Trzetzziak estimated that through the end of June that number could rise to \$750,000. Costs would be submitted to FEMA for 75% reimbursement from the federal government, but that will take about a year to receive. She indicated that all state and federal aid, grant and programs to help mitigate the costs of this virus are being actively pursued.

Ms. Trzetzziak indicated that while the revenues were good through March, April will show a different picture. Since Town Hall – along with all town buildings – were closed to the public mid-March, user fees have declined, tax collection is down, and tipping fees have increased. However, the Tax Collector is expected to file intent to lien notices this week and that may result in an increase in revenues. Additionally, Ms. Trzetzziak noted that there are a large number of firefighters that plan to retire this year which would put a strain on the town's benefits account.

For the benefit of the general public, Mayor Leclerc announced that due to the diligent efforts of State Representative Jason Rojas, an additional \$1.6M in PILOT funding has been made available to the town. She thanked Representative Rojas and the rest of the legislative delegation for always having East Harford's best interests at heart.

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

Esther Clarke had the following questions: (1) The 3<sup>rd</sup> Quarter financial report indicated that "...outside legal and consultant fees have impacted the budgets in HR, Corporation Counsel and the Finance Department." *The Mayor could not recall the exact amount of the over-budget figure, but did explain what the overage was spent on. There were legal challenges to the testing process for positions in both the Fire and Police Departments and the final legal bills related to the UTC lawsuit came due.* (2) asked for an explanation on the \$400,000 expense for Fleet vehicle maintenance costs in the Public Works Department. *Mayor Leclerc indicated that a new refuse truck had caught fire and had to be restored. There were other vehicles that needed significant repairs, as well.* (3) inquired on what entity is digging in town roads, specifically Forbes Street, and installing cables. *Mayor Leclerc indicated that it was Verizon which is installing its 5g network and that East Hartford cannot stop Verizon from tearing up the road as long as they repair it.*

Councillor Clarke requested from the Mayor and the Chair agreed that the Finance Director should provide the Council with a monthly update of the town's financial situation during the pandemic so that the town's financial progress is more easily tracked by the Councillors.

Don Bell (1) asked what liens the Tax Collector is prepared to file. *Linda Trzetzziak indicated that the lien is for the Grand List of 2018 – which was half due July 2019 and the balance due in full in January 2020.* (2) thanked the Mayor for her hard work during the pandemic and asked if the Police would be monitoring social distancing as the town slowly recovers. *Mayor Leclerc stated that the Police will not be monitoring social*

distancing in a "hands on" capacity. Part-time Parks & Recreation Department employees will be observing how people are practicing social distancing in the town's parks. She also indicated that there are no plans for civil fines. (3) inquired on what guidance from Governor Lamont the Mayor has followed to re-open the town. The Mayor said that at this time, there is no guidance coming out of the Governor's office. (4) asked if there was any possibility that the town would not be reimbursed by FEMA for expenses related to the pandemic. Mayor Leclerc explained that normally FEMA reimburses municipalities for weather-related events. This pandemic is a totally new category and reimbursement may hinge on how the town writes the description of the expense. (5) asked if the recovery and/or the logistics committee meetings are opened to the public. The Mayor believed they would be since the "community" would be a participant in the committee. She suggested Vice Chair Bell call the Development Director and sign up to be a member if he is interested.

Rich Kehoe asked (1) how the town is handling the renewal of the permits for the transfer station which are due July 1<sup>st</sup>. Mayor Leclerc said presently the way to handle the renewal is: fill out the application on-line, drop it off at Ecology Drive with your check in the marked mailbox and a clerk will retrieve it after you have left, process it and either put the permit back in that marked mailbox or mail it to your house. What the town is working on is: to go through View Permit – a platform used for on-line permitting which has been expanded, you can run your payment through this system, get an immediate response which would print the permit and mail the book to your house. (2) if the new real estate consultant had a chance to review the RFQ for the Showcase property. Mayor Leclerc explained that the RFQ was ready before the consultant was hired but Mike Goman, from Goman & York Property Advisors, reviewed and approved the wording. (3) since FEMA reimbursement for expenses in the current fiscal year will most likely not happen until next fiscal year, the Chair asked Finance Director Trzetzziak to explain how the town accounts for that. Ms. Trzetzziak stated that she will probably move the expenses into a "Grant – Special Revenue account", but not until late June. She also reminded the Council that while the FEMA reimbursement was 75%, the town had to provide a match. The Mayor indicated that the town was notified that use of the additional CDBG money could be the match for the FEMA dollars.

Angie Parkinson asked for an update on the Senior Center renovations and the new building for Goodwin University on the corner of Main and Ensign Streets. Mayor Leclerc indicated that both projects are progressing nicely. She noted that both are practicing social distancing and doing an exceptional job. The Mayor also said the Clayton Motors project and the Solaris Building project at 1450 Main Street – formerly Tastebuds – are coming along nicely.

Awet Tsegai inquired on (1) the possibility of renovating "Walk/Don't Walk" lights from push button to no-contact. The Mayor indicated that traffic lights are the property of the State of Connecticut and that it would be cost prohibitive. (2) the establishment of a recovery committee as per the Governor's April 29<sup>th</sup> press release. Mayor Leclerc stated that a recovery committee was formed about 3 weeks ago. It is comprised of the individuals from various departments, including Social Services, Health, Parks & Recreation and it will work closely with businesses in town. (3) Thanked the Mayor and her staff for their leadership at this difficult time.

Chair Kehoe stated that, while the numbers related to Covid-19 hospitalizations are declining and the town is making progress, the process of reopening the town should be a very slow event so as to prevent going backward rather than forward. He also joined the Council in supporting Mayor Leclerc and the Administration for their tireless efforts during this time.

ADJOURNMENT

MOTION      By Esther Clarke  
                  seconded by Don Bell  
                  to **adjourn** (8:45 p.m.) this very unusual type of meeting.  
                  Motion carried 9/0.

The Chair announced that the next meeting of the Town Council is scheduled for May 19<sup>th</sup> and will probably be in the same Microsoft Teams format.

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

MARCIA A. LECLERC  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

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

To: Mayor Leclerc

From: Chief Scott M. Sansom

Date: May 6, 2020

Re: **Amusement Permit Application**  
**“Gengras Spring Open House”**

Please be informed that the date for the amusement permit application for “Gengras Spring Open House” has changed per Steve Bray, its Events Coordinator. The original date was set for Saturday, May 16, 2020 and has now been moved to Saturday, June 20, 2020.

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



Scott M. Sansom  
Chief of Police



Body-worn Recording Equipment Grant

MOTION By Awet Tsegai  
seconded by John Morrison  
to adopt the following resolution:

**WHEREAS** The State of Connecticut Office of Policy and Management (OPM) is providing reimbursement grants to assist municipalities, local police departments and university police forces with the procurement and implementation of Body-Worn Recording Equipment (BWRE); and

**WHEREAS** Law enforcement agencies are using body-worn cameras in various ways: to improve evidence collection, to strengthen officer performance and accountability, to enhance agency transparency, to document encounters between police and the public, and to investigate and resolve complaints and officer-involved incidents.

**NOW THEREFORE LET IT BE RESOLVED** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Office of Policy and Management as they pertain to this BWRE grant.

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

Outdoor Amusement Permit Applications:

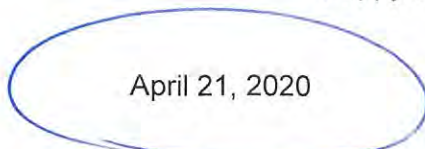
Gengras Spring Open House

MOTION By Angie Parkinson  
seconded by John Morrison  
to **approve** the outdoor amusement permit application entitled "The Gengras Spring Open House", submitted by Steve Bray, Events Coordinator for Gengras Motor Cars, Inc., to conduct an open house at 221 Governor Street with sales and vendor tents, music and free food, on Saturday, May 16<sup>th</sup> from 9AM to 5PM, with music from 11AM to 3PM; subject to compliance with adopted codes, regulations and executive orders of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its Agencies. Motion carried 9/0.

Pappy's Golf Tournament and Customer Appreciation Days

MOTION By Angie Parkinson  
seconded by John Morrison  
to **approve** the outdoor amusement permit application entitled "Pappy's Golf Tournament and Customer Appreciation Days", submitted by Arthur Rancourt, Permittee, for Rancourt Enterprises, Inc., DBA: Pappy's Café, to conduct two Customer Appreciation Day cookouts on Saturday, June 13<sup>th</sup> and Saturday June 27<sup>th</sup> (the June 27<sup>th</sup> cookout will be preceded by the golf tournament) from 12PM to 8PM with food and liquor to be served both days at Pappy's Café on 37 Burnside Avenue; subject to compliance with

*Original motion*



**Pham, Paulyna**

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**From:** sbray@gengras.com  
**Sent:** Thursday, April 23, 2020 8:35 AM  
**To:** Pham, Paulyna  
**Cc:** Sansom, Scott  
**Subject:** Gengras Harley-Davidson Open House  
**Attachments:** 2020\_Outdoor Amusement Permit Application.docx

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.

Hi Paulyna,

We must delay our Open House yet again. Now we are shooting for June 20.

Sorry for any inconvenience.

Steve Bray  
Parts Dept. Manager  
Events and Promotions  
Gengras Harley-Davidson  
221 Governor St.  
East Hartford, CT 06108  
Direct 860-727-6608  
Main 860-528-7200  
Fax 860-528-5713  
[sbray@gengras.com](mailto:sbray@gengras.com)





# 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:  
The Gengras Spring Open House
2. Date(s) of Event:  
Saturday June 20
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) :  
Gengras Motor Cars, Inc.  
300 CT Blvd, East Hartford, CT. 06108  
By Steve Bray, Events Coordinator, Cell 860-869-8963  
Work 860-727-6608 115 Brentmoor rd East Hartford, CT. 06118  
sbray@gengras.com
4. If Applicant is a partnership, corporation, limited liability company, club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
Skip Gengras, Chip Gengras, Jonathan Gengras, Gengras Motorcycles, Inc.  
300 Conn Blvd, East Hartford, Ct. 06108
5. List the location of the proposed amusement: (Name of facility and address)  
Gengras H-D 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):  
June 20, 9am - 5pm
7. Provide a detailed description of the proposed amusement:  
An Open House event with product/vendors tents, band, free food. Alcohol vendor. A portion of the proceeds from this event will benefit The Combat Veterans Association.

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)? **11am - 3pm**

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

**Mostly 18+ with some families.**

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

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

**50-250 people**

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:

**Crowd impact minimal. Ample parking provided**

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

**No impact expected, as we are easily accessible from multiple routes.**

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

**No impact expected, ample parking in Gengras owned lots.**

d. Noise impact on neighborhood:

**Minimal as we are in a commercial building zone, daytime event.**

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

**Gengras staff will be responsible for trash disposal.**

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:

**Entrances will be clear, as well as fire lanes in case of emergency.**

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

**Multiple on site phones are available.**

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

**none**

d. Crowd control plan:

**Activities in multiple areas and staff will guide attendees.**

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

**n/a**

f. Provision of sanitary facilities:

**On site indoor restrooms, porto potties and hand washing station.**

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

Food available  Yes  No AND contact has been made with the East Hartford Health

Department  Yes  No.

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

yes  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, Alcohol will be sold by

Good Time Tap LLC of Russell, Ma (413)250-1202  
Fully licensed and insured to vend alcohol in CT.

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.  
None sold to Minors, all safe guards employed.

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): Copy of Liquor permit will be provided before event.

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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.

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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:

Stephen T. Bray

\_\_\_\_\_  
(Legal Name of Applicant)

ST Bray  
(Applicant Signature)

Stephen T Bray

\_\_\_\_\_  
(Printed Name)

4/22/20

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Capacity in which signing)

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

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FOR OFFICE USE



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 8, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION: Application to CRCOG for LOTCIP Funds for the Silver Lane  
Pedestrian Safety and Mobility Project

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The Town of East Hartford is seeking funding to provide new and improved pedestrian facilities along Silver Lane (SR 502) through a grant issued by the Capitol Region Council of Governments (CRCOG) under the Local Transportation Capitol Program (LOTCIP).

The grant amount is up to \$1,000,000. If selected for funding, the Town of East Hartford will be responsible for design costs, which is typically 10% of construction. These funds would come out of the road improvement bond.

Please place this resolution on the Town Council agenda for the May 19<sup>th</sup>, 2020 meeting.

Cc: Eileen Buckheit, Development Director  
John Lawlor, Director of Public Works  
Douglas Wilson, Town Engineer  
Katherine Curran, Engineering Technician

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## RESOLUTION

**WHEREAS**, the Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for transportation projects to be funded under the Local Transportation Capital Improvement Program (LOTICIP); and

**WHEREAS**, the Silver Lane Pedestrian Safety and Mobility Project is eligible for funding under this program,

**NOW THEREFORE LET IT BE RESOLVED**; that the East Hartford Town Council strongly supports the Silver Lane Pedestrian Safety and Mobility Project and that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by CRCOG as they pertain to the above project and the LOTICIP Program.

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

Grant Description: 2020 Local Transportation Capital Improvement Program (LOTICIP)  
Grants – Silver Lane Pedestrian Safety and Mobility Project

Funder: Capital Region Council of Governments (CRCOG)

Grant Amount: Up to \$1,000,000

Frequency:  One time  Annual  Biennial  Other

First year received:	<u>2014</u>		
Last 3 years received:	<u>2015*</u>	<u>2014*</u>	
Funding level by year:	<u>\$3,000,000</u>	<u>\$3,000,000</u>	<u>\$</u>

Is a local match required?  Yes  No

If yes, how much? The Town is responsible for design costs, which typically run about 10% of construction

From which account? Road Improvement Bond

Grant purpose: To provide State monies to urbanized area municipal governments in lieu of Federal funds otherwise available through the Federal transportation legislation.

Results achieved: Provision of new and improved pedestrian facilities along Silver Lane

Duration of grant: To be determined

Status of application: Under development

Meeting attendee: To be determined

Comments: \*Grants were for Brewer Street Reconstruction Project – Phases 3 and 4

CRCOG will fund construction up to \$1,000,000. However, the construction project will be designed and modified by the Town as necessary to remain within the \$1,000,000 maximum.



GRANTS ADMINISTRATION  
MEMORANDUM

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**TO:** Mayor Marcia A. Leclerc  
**FROM:** Paul O'Sullivan, Grants Manager *Paul O'Sullivan*  
**SUBJECT:** Council Resolution – Application to CRCOG for LOTCIP Funds for the Silver Lane Pedestrian Safety and Mobility Project  
**DATE:** May 8, 2020

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Attached is a draft resolution authorizing you as Mayor to submit an application to the Capitol Region Council of Governments (CRCOG) for request for Local Transportation Capital Improvement Program (LOTICIP) funding for the Silver Lane Pedestrian Safety and Mobility Project.

CRCOG is inviting municipalities to submit proposals for transportation projects to be funded under LOTICIP. Funding will be awarded on a competitive basis according to project rating procedures developed by CRCOG's Transportation Committee as documented in the LOTICIP Project Selection Policy.

Also attached are a project description, a map showing the boundaries of the project, and an excerpt from the LOTICIP Request for Proposals.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 19, 2020. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
John Lawlor, Director of Public Works  
Douglas Wilson, Town Engineer  
Katherine Curran, Engineering Technician

## **SILVER LANE PEDESTRIAN SAFETY AND MOBILITY PROJECT**

### **Project Description**

The Town of East Hartford is seeking funding to provide new and improved pedestrian facilities along Silver Lane (SR 502) through a grant issued by CRCOG (Capitol Region Council of Governments) under LOTCIP (Local Transportation Capital Improvement Program). If selected for funding, the Silver Lane Pedestrian Safety and Mobility Project would extend from Applegate Lane to Forbes Street.

The proposed project includes:

- 900 linear feet of new concrete sidewalk construction
- 3,000 linear feet of reconstruction of deficient existing sidewalk
- Provision of 13 new ADA-compliant concrete sidewalk ramps
- Installation of pedestrian-scale lighting along both sides of Silver lane within the project limits

The acceptance of this project will help the Town of East Hartford continue much needed infrastructure improvements that benefit residents, local businesses, and the traveling public. It also build off the planning work by CRCOG in the Silver Lane Transportation Corridor Study. The Town has expended significant resources to help improve the corridor including:

- Support of a Brownfield Area-wide Redevelopment (BAR) Study
- Support of the Silver Lane Transportation Corridor Study
- Purchase and demolition of the vacant building at 963 Silver lane (formerly Showcase Cinemas)
- Funding and engineering support of an adjacent sidewalk improvement project

This proposed project represents a logical next step in the continued improvement of Silver Lane as a multimodal transportation facility.

### **Project Funding**

CRCOG's funding cap for Roadway Reconstruction projects is \$3,000,000. The project will be designed and modified as necessary to remain within these funding constraints. The Town and State of Connecticut will participate in the funding for the project based on current LOTCIP requirements.

PROJECT LIMITS



SILVER LANE STAND-ALONE SIDEWALK PROJECT  
SOURCE: GOOGLE MAPS

LOCATION: SILVER LANE EAST HARTFORD, CONNECTICUT	
DATE: 05/07/2020	SHEET: 1 OF 1
SCALE: NTS	

## **Introduction**

This March 2019 update of the Local Transportation Capital Improvement Program (LOTICIP) is the third edition of the guidelines since the program's inception in November 2013. The program is now in its fifth year and has transitioned from a ramp-up period to successful continuous operation with regular Council of Government (COG) solicitations for new proposals and relatively steady output of construction projects. In keeping with the Connecticut Department of Transportation's (Department) original commitment to modify and improve the guidelines as the LOTICIP matures, this updated document is a reflection of lessons learned, clarifications of information and other minor revisions. It is anticipated that these modifications will continue to facilitate achievement of the two main goals of the LOTICIP, as set forth below. The continued success and stable funding of the LOTICIP necessitates the various COGs working together with their member towns to maintain and monitor individual project schedules and overall program delivery. The Department provides regular updates on the LOTICIP at regularly scheduled RPO/COG quarterly meetings held at the Department's Newington headquarters. Should there be any questions with regard to the LOTICIP, please contact the Department's Local Roads section at (860) 594-3219.

### **Purpose:**

The purpose of the LOTICIP is to provide State monies to urbanized area municipal governments in lieu of Federal funds otherwise available through the Federal transportation legislation. The LOTICIP is provided for in Connecticut General Statute (CGS) Sec. 13a-98n. The LOTICIP was established with substantially fewer constraints and requirements, set forth herein, than currently exist when using Federal Title 23 USC funds. The Department sets forth two main goals of the LOTICIP:

1. To establish a State-funded program that allows eligible municipalities to perform capital infrastructure improvements with less burdensome requirements; and
2. To minimize the number and level of State resources (staff) involved in the oversight of municipal infrastructure improvements and to focus those resources on the Federal-Aid program on more regionally-significant improvements of State-owned facilities. The Federal monies typically used for improvements on municipally- owned facilities in the Surface Transportation Block Grant (STBG) Urban program may be utilized by the Department for eligible activities predominantly on State-owned assets.

### **Background:**

In order to administer the Federal Highway Administration's (FHWA) \$50-60 million STBG-Urban program, the Department historically has devoted a significant amount of resources that include staff from the Project Development Unit, Local Roads section, and four District Construction Municipal Systems Action Team (MSAT) groups. Much of this effort is expended to ensure Federal Title 23 requirements are met as a condition for the use of Federal funds. In simple terms, Federal Title 23 requirements are designed so that a

thorough, well thought out process is followed to ensure that when any given project is built, all interrelated issues such as design reviews, public involvement, environmental concerns, contracting requirements, etc. are properly vetted prior to construction. This process is not necessarily conducive to smaller infrastructure improvements administered by a Municipality. The Department regularly designs and oversees projects that meet these requirements on the State-owned highway system and is very familiar with Title 23 requirements. Many municipalities find the FHWA STBG-Urban program burdensome, time consuming, and expensive to execute projects that meet Title 23 requirements on small locally-owned roadways that qualify for Federal aid. The Federal American Recovery and Reinvestment Act of 2009 (ARRA) legislation and subsequent large number of municipal projects also brought focus to the project delivery difficulties facing municipalities. Time spent by both municipal and State resources could be better utilized on the programs they are most familiar with.

Based upon the information above, and in an effort simplify municipalities' ability to implement capital infrastructure improvements while concurrently minimizing the use of Department resources, legislation was drafted in July 2012 to establish the LOTCIP. Public Act 13-239, section 74 was subsequently passed in the spring 2013 legislative session to formally establish the LOTCIP.

The original LOTCIP guidelines were developed in a joint and cooperative effort by members of the Department, regional COGs, and municipalities of the state. The guidelines in their draft form were distributed to the urbanized COG's for review and comment prior to the November 2013 effective date of the LOTCIP. The Department's goals were to develop a program under which the requirements would be substantially less complex than Federal Title 23 parameters, yet reasonably satisfy Department, COG, and Municipality needs to ensure a quality, long term capital improvement with minimal Department oversight and to maintain reasonable program flexibility. CGS sec. 13a-98n allows for, and the Department is committed to, reviewing and modifying these guidelines as necessary to achieve these objectives.


### **General Overview:**

Under the LOTCIP, the COGs across Connecticut will be responsible for the solicitation, ranking and prioritizing of their municipal members' project proposals. Each COG will develop their own respective ranking process and are encouraged to share ways, means and lessons learned with each other. Periodic solicitations will be done on an as-needed basis to develop a sufficient level of participation commensurate with their respective funding allocation. Upon receipt of a project package, the Department will screen submittals resulting from the COG process to ensure eligibility and the proposed purpose and need is met with a reasonable solution.

By participation in this program and the associated certifications required in these guidelines, the primary responsibility for design standards, oversight, rights of way acquisition, environmental permitting, and quality assurance/quality control during construction is with municipal officials and not the Department. Initial review of municipal applications and related materials by State personnel is intended to determine eligibility, and to confirm project purpose and need and service life of the proposed improvements.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 8, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Application to CRCOG for LOTCIP Funds for the Goodwin Street Reconstruction Project

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The Town of East Hartford is seeking funding to reconstruct Goodwin Street through a grant issued by the Capitol Region Council of Governments (CRCOG) through the Local Transportation Capitol Program (LOTICIP). The project is to reconstruct approximately 2,360 linear feet of Goodwin Street.

The grant amount is up to \$3,000,000. If selected for funding, the Town of East Hartford will be responsible for design costs, which is typically 10% of construction. These funds would come out of the road improvement bond.

Please place this resolution on the Town Council agenda for the May 19<sup>th</sup>, 2020 meeting.

Cc: Eileen Buckheit, Development Director  
John Lawlor, Director of Public Works  
Douglas Wilson, Town Engineer  
Katherine Curran, Engineering Technician



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## RESOLUTION

**WHEREAS**, the Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for transportation projects to be funded under the Local Transportation Capital Improvement Program (LOTICIP); and

**WHEREAS**, the Goodwin Street Reconstruction Project is eligible for funding under this program,

**NOW THEREFORE LET IT BE RESOLVED**; that the East Hartford Town Council strongly supports the Goodwin Street Reconstruction Project and that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by CRCOG as they pertain to the above project and the LOTICIP Program.

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

Grant Description: 2020 Local Transportation Capital Improvement Program (LOTICIP)  
Grants – Goodwin Street Reconstruction Project

Funder: Capital Region Council of Governments (CRCOG)

Grant Amount: Up to \$3,000,000

Frequency:  One time  Annual  Biennial  Other Periodically, when funds become available

First year received:	<u>2014</u>		
Last 3 years received:	<u>2015*</u>	<u>2014*</u>	
Funding level by year:	<u>\$3,000,000</u>	<u>\$3,000,000</u>	<u>\$</u>

Is a local match required?  Yes  No

If yes, how much? The Town is responsible for design costs, which typically run about 10% of construction

From which account? Road Improvement Bond

Grant purpose: To provide State monies to urbanized area municipal governments in lieu of Federal funds otherwise available through the Federal transportation legislation.

Results achieved: Provision of new and improved pedestrian facilities along Silver Lane

Duration of grant: To be determined

Status of application: Under development

Meeting attendee: To be determined

Comments: \*Grants were for Brewer Street Reconstruction Project – Phases 3 and 4

CRCOG will fund construction up to \$3,000,000. However, the construction project will be designed and modified by the Town as necessary to remain within the \$3,000,000 maximum.



GRANTS ADMINISTRATION  
MEMORANDUM

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**TO:** Mayor Marcia A. Leclerc  
**FROM:** Paul O'Sullivan, Grants Manager *Paul O'Sullivan*  
**SUBJECT:** Council Resolution – Application to CRCOG for LOTCIP Funds for the Goodwin Street Reconstruction Project  
**DATE:** May 8, 2020

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CRCOG is inviting municipalities to submit proposals for transportation projects to be funded under LOTICIP. Funding will be awarded on a competitive basis according to project rating procedures developed by CRCOG's Transportation Committee, as documented in the LOTICIP Project Selection Policy.

Also attached are a description of the Goodwin Street Reconstruction Project, a map showing the boundaries of the project, and an excerpt from the LOTICIP Request for Proposals.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 19, 2020. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
John Lawlor, Director of Public Works  
Douglas Wilson, Town Engineer  
Katherine Curran, Engineering Technician

## **GOODWIN STREET RECONSTRUCTION PROJECT**

### **Project Description**

The Town of East Hartford is seeking funding to reconstruct Goodwin Street through a grant issued by CRCOG (Capitol Region Council of Governments) under the LOTCIP (Local Transportation Capitol Program) Program. If selected for funding, the Goodwin Street Reconstruction would extend from Ellington Road (U.S. Route 5) to School Street.

The project will be reconstruct approximately 2,360 linear feet of Goodwin Street. Project limits begin at the intersection of Ellington Road proceeding east to the intersection of School Street. The proposal includes the full depth reconstruction of the existing roadway to achieve a 28 year pavement life. This proposal also includes the installation of granite curbing, five foot wide concrete sidewalks, Americans with Disabilities Act (ADA) compliant concrete sidewalk ramps, driveway aprons, and pavement markings. The proposed roadway design will incorporate two 11-foot wide travel lanes.

The acceptance of this project will help the Town of East Hartford continue much needed infrastructure improvements that benefit residents, local businesses, and the traveling public.

### **Project Funding**

CRCOG's funding cap for Roadway Reconstruction projects is \$3,000,000. The project will be designed and modified as necessary to remain within these funding constraints. The Town and State of Connecticut will participate in the funding for the project based on current LOTCIP requirements.

PROJECT LIMITS



GOODWIN STREET RECONSTRUCTION PROJECT  
SOURCE: GOOGLE MAPS

LOCATION: GOODWIN STREET EAST HARTFORD, CONNECTICUT	
DATE: 05/27/2020	SHEET:
SCALE: NTS	1 OF 1

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