

Robert J. Pasak

TOWN COUNCIL AGENDA
EAST HARTFORD TOWN HALL
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
JUNE 16, 2020

~~2020~~ JUN 15 A 10:35

TOWN CLERK
EAST HARTFORD

REVISED 06-15-16

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Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the June 16th Town Council meeting is accessible through "Microsoft Teams" +1 929-235-8441 Conference ID: 571 811 036 #
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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. June 2, 2020 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. East Hartford Golf Course Fee Increases
 - B. Report by Chief of Police Scott Sansom: Policing in East Hartford
7. OLD BUSINESS
8. NEW BUSINESS
 - A. End of Fiscal Year 2019-2020:
 1. Preliminary Year-end Financial Results
 2. Interdepartmental Budget Transfers
 3. Supplemental Budget Appropriation and Fund Balance Transfer
 - B. Board of Education Capital Reserve Fund Transfer FY2019-2020
 - C. Community Development Block Grant (CDBG) 46th Program Year
 - D. Recommendation from Tax Policy Committee re: Assignment of Subsequent Tax Liens
 - E. Refund of Taxes
 - F. **Outdoor Amusement Permit Application: Family Drive-in Movie Night**
 1. **Approval of Application**
 2. **Waiver of Associated Permit Fee**
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: July 14th)

Robert J. Poole

EAST HARTFORD TOWN COUNCIL

2020 JUN 10 A 9 06

MICROSOFT "TEAMS"

TOWN CLERK
EAST HARTFORD

JUNE 2, 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 Council is, meeting via the Microsoft Teams platform in order to comply with Governor Lamont's public health emergency executive order for social distancing. The Chair stated that residents may call in to access this meeting and announced the phone number and the conference ID number. Chair Kehoe then led the Council in the Pledge of Allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc commented on: (1) boat launch fees at Great River Park to be referred to the Fees Committee for review; (2) the Suspense List is a routine matter for the Council's approval; and (3) is in favor of the settlement regarding town receipt of funds to compensate for Fire Department property damage and usage.

APPROVAL OF MINUTES

May 19, 2020 Regular Meeting

MOTION By Sebrina Wilson
seconded by Don Bell
to **approve** the minutes of the May 19, 2020 Regular Meeting.
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

Presentation: East Hartford's GIS Mapping

Roberta Pratt, Chief Information Officer, introduced Jennifer Petrario, GIS Analyst, and suggested that Ms. Petrario speak directly to the Council on her involvement in the Geographic Information System field. Ms. Petrario briefly summarized her educational and work force experiences and the benefits that GIS mapping brings to East Hartford.

She explained that GIS mapping is a combination of different pictorial data sets and how they overlap and come together to tell a greater story. One of the first projects that she worked on was the mapping produced for the routes driven by the Fire Department in

response to the calls they received in 2019. Another project was the mapping created for the DPW's snow plow operation. The existing 23 routes were consolidated to 20 routes, which would produce a more efficient workflow. The same efficiency will be applied to the DPW's trash collection mapping, which is presently under review. Additionally, GIS mapping could be used to locate gravesites in Silver Lane Cemetery, and eventually, in any cemetery in East Hartford. And of course, the Assessor's office utilizes the benefits of GIS mapping with each property located within East Hartford.

NEW BUSINESS

Referral to Fees Committee re: Boat Launch Fees at Great River Park

MOTION By Connor Martin
seconded by Esther Clarke
to refer to the Fees Committee, the proposed revisions to the fee schedule for the use of the boat launch at Great River Park as recommended by Riverfront Recapture, Inc., with instructions to review the changes as compared to surrounding towns and report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

Suspense List: Grand List Year 2016 – Personal Property and Motor Vehicle

MOTION By Awet Tsegai
seconded by Esther Clarke
to transfer the uncollected personal property and motor vehicle – including motor vehicle supplemental – taxes on the 2016 Grand List as referenced in a memo dated May 20, 2020 from Iris Laurenza, Collector of Revenue, to Marcia A. Leclerc, Mayor to the suspense rate book in the total amount of \$455,498.61 as follows:

Personal Property	Grand List Year 2016	\$ 69,142.68
Motor Vehicle	Grand List Year 2016	\$ 386,355.93

Motion carried 9/0.

Settlement of Property Damage Claim: East Hartford Fire Department

MOTION By Don Bell
seconded by Connor Martin
to accept the recommendation of Corporation Counsel to fully and finally settle the pending property damage claim of the Town that was filed against Day & Ross, USA, Inc., A&S Kinard, MF Holdings and Norman Bliss, regarding Fire Department equipment damaged during a response to a motor vehicle accident, for a total sum of \$15,812.82.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Mayor Leclerc addressed the Town Council on the following: (1) the Covid-19 pandemic: the majority of affected citizens and Covid-19 related deaths are in nursing homes. Testing sites are available for East Hartford residents here in town and in some surrounding towns as well; (2) the Mayor is working with CROG and Capital Workforce Partners to provide summer work programs for East Hartford youths and believes that through East Hartford Connects, the town's summer work programs will be expanded; (3) June is Dog Licensing Month; (4) FoodShare at Rentschler Field has been extended through June 30th; (5) National Night out for 2020 has been canceled due to Covid-19 concerns; (6) at the Mayor's weekly visit to Riverside Healthcare, she learned that statistics concerning Covid-19 were stable; and (7) reminded all that Census 2020 is ongoing and reiterated how important it is to complete the Census 2020 form.

Mayor Leclerc, with an emotionally charged yet strong voice, read verbatim from a letter she personally wrote to the town's legislative delegation – outlining what East Hartford's citizens need to address the inequities they face every day. Child care, affordable health care, education and job opportunities are the major concerns.

The Mayor introduced Police Chief Scott Sansom to update the Council on policy and procedure within his department. Chief Sansom called for a moment of silence to remember the life of George Floyd – the Minneapolis resident who died while in police custody.

Scott Sansom, Chief of Police, summarized his numerous accomplishments in diversification within the East Hartford Police Department, as well as the other PDs he worked in. Chief Sansom stated that he is a proponent of "community-based" policing having implemented a program of dozens of annual events connecting the police with the community in a positive forum.

Vice Chair Don Bell thanked Chief Sansom for his leadership role in making East Hartford – a diverse community – a safer place for its residents. Mr. Bell eloquently shared his thoughts on the need for justice and freedom for all people.

Councillor Awet Tsegai asked Chief Sansom how Covid-19, and the cancellation of planned community-policing social events, has affected his Department.

Minority Leader Esther Clarke asked Chief Sansom how many police officers are East Hartford residents. The Chief responded that 10% live in East Hartford and the majority of the officers have connections with East Hartford and/or the surrounding communities including himself. Additionally, Mrs. Clarke inquired on how the Chief handles drivers who are stopped for violating speed limits. Later on in the meeting, Mrs. Clarke recalled an incident of racial prejudice on a Town Council visit to Georgia to review an EMS service against Odessa Terry, an African-American Councillor who served in the 1970's. She lauded the present Council for its fight against racism.

Councillor Connor Martin was concerned about how the police would respond to protests that could break out when residents march this Sunday against police brutality. Mr. Martin strongly believes that leadership is key when bringing about social change.

Chair Rich Kehoe stated that there is no quick fix to the unfair treatment of people of color. He believes that we need a commitment to a constant and continual attention to problems and the solutions to those problems.

Majority Leader Sebrina Wilson, a mother of an African-American boy, feels the pain of the mothers whose sons have been victims of racism and police brutality. Ms. Wilson strongly believes that exercising your right to vote is the first step in making social change.

Councillor Angie Parkinson, a High School Social Studies teacher for 20 years, shared with the Council her reason for becoming a teacher: to educate and inform students in order to dissolve ignorance and bigotry. Ms. Parkinson went on to explain how bigotry, hate and injustice has played a part in developing countries around the globe. Ms. Parkinson poignantly stated "black lives matter to me and I will fight for them".

OPPORTUNITY FOR RESIDENTS TO SPEAK

Vanessa Jenkins, 26 Suffolk Drive, East Hartford Board of Education member, thanked the Council, the Mayor and Chief of Police for their comments. Ms. Jenkins asked a rhetorical question concerning racial bias: What are you going to do about it?

Rosamond White, 23 Sandra Drive, Chair of the Commission on Culture and Fine Arts, shared how the events of the past week affected her personally. Ms. White also explained that she is in favor of community policing.

ADJOURNMENT


MOTION By Esther Clarke
 seconded by Don Bell
 to **adjourn** (9:45 p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be June 16th.

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 4, 2020
TO: Richard F. Kehoe, Chair 
FROM: Mayor Marcia A. Leclerc
RE: COMMUNICATION: Regarding Golf Course Fee Increases

Please be advised that effective July 1, 2020 the following rate increases will go into effect by Billy Casper Golf at the East Hartford Golf Course.

All league play for the 2020 season will continue at the current rate and will set to increase next season.

	<u>Current Rates</u>			<u>New Rates</u>	
<u>Weekday Rates</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Weekday Rates</u>	<u>Resident</u>	<u>Non-Resident</u>
9 Holes Walk	\$15	\$18	9 Holes Walk	\$17	\$20
18 Holes Walk	\$21	\$24	18 Holes Walk	\$23	\$26
9 Holes Walk - SR	\$12	\$15	9 Holes Walk - SR	\$13	\$17
18 Holes Walk - SR	\$16	\$20	18 Holes Walk - SR	\$17	\$22
Junior	\$10	\$15	Junior	\$10	\$15
9 Holes Walk - TWI	\$13	\$16	9 Holes Walk - TWI	\$15	\$18
18 Holes Walk -TWI	\$17	\$21	18 Holes Walk -TWI	\$19	\$23
<u>Weekend Rates</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Weekend Rates</u>		
9 Holes Walk	\$20	\$23	9 Holes Walk	\$23	\$26
18 Holes Walk	\$28	\$30	18 Holes Walk	\$31	\$33

Junior	\$15	\$20
9 Holes Walk - TWI	\$17	\$18
18 Holes Walk -TWI	\$24	\$26


Junior	\$15	\$20
9 Holes Walk - TWI	\$20	\$21
18 Holes Walk -TWI	\$27	\$29

<u>Cart Fees</u>	<u>18 Holes</u>	<u>9 Holes</u>
	\$14	\$10

<u>Cart Fees</u>	<u>18 Holes</u>	<u>9 Holes</u>
	\$15	\$11



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 5, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Year-end Results, Transfers and other Year-end Narratives

The attached interdepartmental budget transfers will need to be approved by the Town Council by the end of the fiscal year, June 30, 2020. Finance Director, Linda Trzetzkiak, has provided a list of the departments and amounts that are needed to end the year in the black.

In addition please find the attached preliminary year-end financial results.

Please place this information on the Town Council Agenda for the June 16, 2020 meeting.

Thank you.


C: L. Trzetzkiak, Director of Finance



MEMORANDUM

DATE: June 12, 2020

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance 

TELEPHONE: (860) 291-7246

RE: **Year-end Financial Results, Interdepartmental Transfers, Year-end Narratives, and a Supplemental Budget Appropriation**

By way of this memo, attached please find the following updated documents to amend those submitted on June 5, 2020

1. Preliminary Fiscal Year 20 Year-End Financial Results
2. Fiscal Year 20 Interdepartmental Budget Transfers
3. Fiscal Year 20 Year-End Transfer Narratives

There were no changes to the Supplemental Budget Appropriation.


The Town Council needs to approve the Interdepartmental Budget Transfers and the Supplemental Budget Appropriation by June 30th so that we may close the books in anticipation of the annual audit.

Accordingly, please forward these documents along to the Town Council for action at the June 16th meeting.

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



MEMORANDUM

DATE: June 5, 2020 (Updated June 12, 2020)
TO: Marcia A. Leclerc, Mayor
FROM: Linda M. Trzetzziak, Director of Finance 
TELEPHONE: (860) 291-7246
RE: Preliminary Fiscal Year 20 Year-End Financial Results

By way of this memo, let me summarize the preliminary year-end financial results of the town.

The Budget:

Original - Fiscal Year 20	\$ 191.4M
Fund Balance and Other Revenue Transfers:	<u>4.1M*</u>
Revised - Fiscal Year 20	<u>\$ 195.5M</u>

*\$500k VMC and CCC improvements, \$2.7M OPEB transfer, \$850k Senior Center Project

Revenues: Favorable and (Unfavorable) to Budget

Sale of property	318k	
State Municipal Projects Grant	1,800k	
Special Education	402k	
Distressed Municipalities Grant	630k	
Building Permit Fees	(500k)	
Education Cost Sharing Grant	513k	
Net Favorable (Unfavorable) Revenue Adjustments to Budget		<u>\$ 3.2M</u>

Expenses

Net Favorable Expense Adjustments to Budget		<u>\$ 0.1M</u>
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Fund Balance: (000's Omitted)

Assigned and Unassigned Fund Balance at June 30, 2019	\$ 21.9
Less: Supplemental Fund Balance transfers	5.4**
Add: Favorable projected revenue variance	3.2
Add: Expenditure surplus	<u>0.1</u>
Projected Assigned and Unassigned Fund Balance at June 30, 2020	<u>\$ 19.8</u>

***\$500k VMC and CCC improvements, \$2.7M OPEB transfer, \$850k Senior Center Project, \$1.3M year end closing

As a percentage of budget, Fund Balance is at 10.1%. I would like to stress that these numbers are very preliminary and are subject to review and adjustment by our auditors.

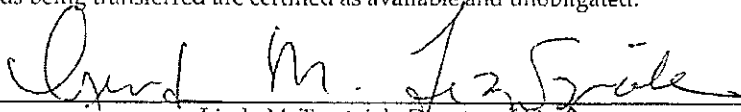
Please feel free to let me know if you have any questions or problems on any of the information presented above.

The Town of East Hartford
 For the Fiscal Year Ending June 30, 2020
 Year-End Budget Transfers

12-Jun-20

General Fund To		
Account Number	Name	Amount
G1100-60110	Town Council - Permanent Services	12,000
G2200-63230	Corp Counsel - Legal	125,000
G2300-63129	Human Resources - Consultant	115,000
G3800-63499	Employee Benefits-Reserve for Severance	580,000
G7700-63229	Public Works - Vehicle Maintenance Contractual	564,000
G9100-60110	Health - Permanent Services	70,000
G9816-60120	Personnel Appeals Board - Commission Clerk	1,000
	TOTAL	<u>1,467,000</u>
General Fund From		
Account Number	Name	Amount
G1200-60110	Town Clerk - Permanent Services	10,000
G1300-60110	Registrar of Voters - Election Officials	9,000
G2100-60110	Mayor's Office -Permanent Services	40,000
G2400-60110	Library - Permanent Services	45,000
G2950-63600	Grants - Matching Expenses	10,000
G5203-60110	Police - Permanent Services	870,000
G6100-60110	Inspections and Permits - Permanent Services	25,000
G8100-60121	Park and Rec - Temporary	10,000
G8100-60124	Park and Rec - Seasonal	26,000
G8100-60154	Park and Rec - Summer	17,000
G8100-60157	Park and Rec - Swimming Outdoor	40,000
G8100-60158	Park and Rec - Swimming Indoor	29,000
G8300-60124	Parks - Seasonal Labor	20,000
G8300-62346	Parks - cleaning supplies	10,000
G8300-65251	Parks - Natural Gas Heat	18,000
G8300-65252	Parks - Water	40,000
G9430-60110	Senior Services - Permanent Services	50,000
G9430-63138	Senior Services - Contract Services	95,000
G9600-60201	Contingency - Contracts	38,000
G9600-63492	Contingency - Reserve	50,000
G9700-63244	Capital Improvement - Lease Payment	15,000
	TOTAL	<u>1,467,000</u>

The funds being transferred are certified as available and unobligated.


 Linda M. Trzetzkiak, Director of Finance

Marcia A. Leclerc, Mayor

Angela Attenello, Town Council Clerk

Dated this 12th day of June, 2020



MEMORANDUM

DATE: June 5, 2020 (updated June 12, 2020)

TO: Marcia A. Leclerc, Mayor

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

TELEPHONE: (860) 291-7246

RE: Interdepartmental Transfers and a Resolution Concerning a Supplemental Budget Appropriation for the Fiscal Year Ending June 30, 2020

Attached please find a list of interdepartmental transfers as well as a Resolution Concerning a Supplemental Budget Appropriation to be approved by the Town Council by June 30, 2020 to allow the town to end the fiscal year "in the black" by department.

General Fund - Transfers To:

Town Council - \$12k: This transfer will provide funding for new equipment in the Town Council Chambers.

Corporation Counsel - \$125k: This transfer will provide funding for outside legal expenses related to employment issues during the year.

Human Resources - \$115k: This transfer will provide funding for the retirement payout of the Human Resources Director as well as HR consultant related job searches.

***Employee Benefits - Severance - \$580k:** This transfer will provide funding for retirement severance paid predominately to a variety of retiring firefighters, some who entered DROP.

Public Works - Fleet - \$564k: This transfer will provide funding for vehicle maintenance services performed by contractual vendors during the year.

Health - \$70k: This transfer will provide funding for additional mosquito spraying and for the retirement payout of the Health and Human Services Director.

Personnel Appeals Board - \$1k: This transfer will provide funding for additional Clerk costs due to additional meetings and hours required to prepare documents for legal submission.

General Fund - Transfers From:

Town Clerk - \$10k This transfer is available due to lower expenditures throughout the department predominately in Permanent Services due to vacant positions.

Registrar of Voters - \$9k: This transfer is available due to lower expenditures throughout the department.

Mayor's Office - \$40k: This transfer is available due to lower expenditures throughout the department predominately in Permanent Services due to vacant positions.

Library - \$45k: This transfer is available due to lower expenditures throughout the department predominately in Permanent Services due to vacant positions.

Grants- \$10k: This transfer is available due to unneeded grant matching funds.

***Police - \$870k**: This transfer is available due to lower expenditures throughout the department predominately in Permanent Services due to vacant positions.

Inspections - \$25k: This transfer is available due to lower expenditures throughout the department predominately in Permanent Services due to vacant positions.

***Parks and Recreation - \$122k**: This transfer is available due to lower expenditures in part time wages for seasonal programs and indoor and outdoor swimming pools due to COVID-19 closures.

***Parks Facilities - \$88k**: This transfer is available due to lower expenditures in part time wages for seasonal programs and building utility costs due to COVID-19 closures.

Senior Services - \$145k: This transfer is available due to lower expenditures throughout the department predominately in Permanent Services due to vacant positions and due to lower expenses in Dial-A-Ride services due to COVID-19 closures.

Contingency - \$88k: This transfer is available due to lower contract settlements needed and unused reserve.

Capital Improvement - \$15k: This transfer is available due to lower capital lease payments required as a result of unused prior year lease proceeds.

*Updated June 12, 2020

Should you have any questions on the aforementioned, please let me know.

**RESOLUTION CONCERNING A SUPPLEMENTAL BUDGET APPROPRIATION AND FUND
BALANCE TRANSFER TO FUND A YEAR-END DEFICIT IN THE GENERAL FUND FOR THE
FISCAL YEAR ENDING JUNE 30, 2020**

WHEREAS, the Town of East Hartford has experienced higher than budgeted costs for unbudgeted Firefighter DROP and Retirement payouts, and

WHEREAS, these expenses have been or will be paid from the Town's General Fund by June 30, 2020, and

WHEREAS, as a result of the aforementioned, it is necessary for the Town of East Hartford to set aside additional budget contributions to fund a projected General Fund deficit in fiscal year 2019-20.

NOW THEREFORE BE IT RESOLVED, that the East Hartford Town Council does hereby approve this Supplemental Budget Appropriation of funds in the amount of \$1,300,000 from the Town's Undesignated Fund Balance for the purpose of funding a fiscal year 2019-20 deficit as listed below and does hereby amend the current 2019-20 fiscal year Operating Budget to reflect the attached Supplemental Revenue Appropriation and Expenditure Appropriation.

G0320-55900	Fund Balance Appropriation	1,300,000
G5317-60141	Fire Suppression - Overtime	1,300,000

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on June 16, 2020.

Angela Attenello, Clerk of the Town Council

Funds certified as unobligated and available.

Signed: _____ Dated: _____
Marcia A. Leclerc, Mayor

Signed: _____ Dated: _____
Linda M. Trzetzziak, Director of Finance



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 5, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Board of Education Capital Reserve Fund Recommendation 2019-2020

Per Town Ordinance article 7, section 10-38, Finance Director Linda Trzetzziak requests the approval of the Town Council to release \$1,327,362, deposited by the Board of Education as part of their 2019-2020 year-end close into their Capital Reserve Fund, back to them for various capital improvement projects.

Finance Director Linda Trzetzziak has provided a list of projects using the \$1,327,362, which the Board of Education has approved as part of a year-end spending plan.

Please place this on the agenda for the June 16, 2020 meeting.

Thank you.

Cc: L.Trzetzziak, Director of Finance



MEMORANDUM

DATE: June 5, 2020

TO: Marcia A. Leclerc, Mayor

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

TELEPHONE: (860) 291-7246

RE: Board of Education Capital Reserve Fund Recommendation - FY 20

By way of this memo, consistent with the provisions of Town Ordinance article 7, section 10-38, I hereby request that the maximum of 2% of the BOE budget, or \$1,327,362 or such lesser amount as deposited by the Board of Education into the Board of Education Capital Reserve Fund as part of the FY 20 year-end close be approved for release back to the Board of Education by the East Hartford Town Council.

The Board intends to use the funds as outlined on the attached memo provided to me by Business Services Manager Paul Mainuli with the priority being building improvements and technology infrastructure.

These infrastructure projects and equipment purchases are important to the district and have been approved by the Board as part of a year-end spending plan. I have attached a sample motion for the Town Council to consider.

Board of Education Capital Reserve Fund Transfer

That, in accordance with Article 7 §10-38 of the Town of East Hartford Code of Ordinances, the Town Council approve the Board of Education's request to expend \$1,327,362 or such lesser amounts as deposited based on the proceeds as forwarded by the BOE from the Board of Education's Capital Reserve Account for the purposes of funding capital improvements and other general improvement projects which are all consistent with the projects contained in the district's approved Capital Improvement Plan.

Should you have any questions or problems on the aforementioned, please feel free to contact me. I will be on hand at the Town Council Meeting to answer any questions.

Cc: Paul Mainuli, BOE Business Services Manager
Ben Whittaker, BOE Facilities Manager



East
Hartford
Public
Schools

Transfer of General Budget Funds to the Town of East
Hartford's Capital Reserve Fund for Building & Technology
Improvements

DATE: June 8, 2020

DEPARTMENT: Business Services

PREVIOUS ITEM: None

ENCLOSURES: See Attached

REASON: To approve the transfer of year end, general budget fund balance to the Town of East Hartford's Reserve Fund for building improvements. With the Board's approval, funds will be set aside from year end balances and placed within the Town's "Reserve Fund" in accordance with Section 10-38 Town Code Ordinance. This section of the Town Ordinance allows the Board of Education to set capital and non-recurring expenditures, in this Reserve Fund for use under the jurisdiction of the Board of Education. The Town Council must approve the use of these funds for building improvements.

BACKGROUND: East Hartford Public Schools has major projects planned for building improvements and technology infrastructure. The Capital Reserve Fund will be used as the funding source for the following building and technology improvement projects.

A year end fund balance by state statute cannot exceed 2.0% of the current year adopted budget. The school administration recommends the transfer of up to \$1.4 million of the balance of general budget funds into the Town's Capital Reserve Fund. The balance of general budget funds is primarily attributed to the closing of schools as a result of the Covid 19 pandemic. A summary worksheet listing the building and technology improvements to be funded is included with this agenda item.

ACCOUNT AFFECTED BY TRANSACTION: There is no impact on the general budget. Funding will come from the accumulation of year end balances from all general budget accounts.

ACTION: *Accept or Reject*

Proposed Transfer of FY 20 Funds to the Capital Reserve Account

8-Jun-20

<u>Priority</u>		<u>Project Total</u>	<u>Local Share</u>
Sunset Ridge	Roof Replacement	752,024	177,252
EHHS	Pool Locker Room Renovations	160,000	160,000
Mayberry	Security Improvements	41,000	41,000
Facilities	Fire Alarm System	45,000	45,000
Norris	Boiler Replacement	110,000	110,000
Woodland	Renovations to Time-out Rooms	50,000	50,000
EHMS	Security Camera Expansion and Upgrade	69,010	69,010
EHHS	Elevator 3A Upgrades	32,888	32,888
O'Connell West	Window Wall Replacement	187,212	187,212
EHHS	Replacement of Weight Room Equipment	100,000	100,000
District Wide	Room Divider Replacements	55,000	55,000
IT District	Replacement of Student Devices	300,000	300,000
Total		1,902,134	1,327,362

**CHAPTER 10. Finance
and Taxation**

Sec. 10-7 Bidding
Procedures

Sec. 10-7 Bidding
Procedures

defined in subsection (a) of section 27-103 of the Connecticut General Statutes or of a surviving spouse of such person shall be entitled to a property tax exemption of ten percent of the assessed value provided the annual income of such person who is owner of such property does not exceed the maximum amount under Section 12-81L of the Connecticut General Statutes plus twenty five thousand dollars.

- (b) The town adopts the provisions of Public Act 17-65 regarding the application of this property tax exemption.

Effective 3-21-19

ARTICLE 6. APPROVAL OF LEASES

Sec. 10-31. Procedure for Setting of Fee.

Sec. 10-32. Leasing Procedure.

Sec. 10-33. Provision to Waive.

Sections 10-31 through 10-33 inclusive of the code of ordinances of the town of East Hartford are hereby repealed.

Voted: 08-01-17

Published: 08-08-17

Effective: 08-29-17

ARTICLE 7. AN ORDINANCE CREATING MUNICIPAL RESERVE FUNDS

Sec. 10-34. Creation.

In accordance with the provisions of Chapter 108 of the General Statutes, two reserve funds are hereby established for capital and nonrecurring expenditures. The Treasurer shall establish the accounts, one for the Town's general funds, and one for funds under the jurisdiction of the Board of Education.

Sec. 10-35. Procurement of Funds.

The Board of Education is hereby authorized to put budget surpluses available at the end of any fiscal year into the Board account. General Fund cash surpluses available at the

**CHAPTER 10. Finance
and Taxation**

Sec. 10-7 Bidding
Procedures

Sec. 10-7 Bidding
Procedures

end of any fiscal year shall be put into the Town's account, unless provisions are made to utilize a surplus in the forthcoming fiscal year. Upon approval by Council, other funds may be transferred into or appropriated for the Town account, subject to the limitations set forth in Sections 7-361 and 7-367 of the General Statutes.

Sec. 10-36. Investment of Fund.

The Treasurer may, from time to time, invest in securities which are legal investments for savings banks, such portion of such funds as in his or her opinion is advisable; provided not less than fifty percent of the total amount invested shall be invested in the stock or bonds or interest-bearing notes or obligations of the United States, or those to which the faith of the United States is pledged to provide the payment of the principal and interest, including the bonds of the District of Columbia. In making investments of reserve funds, the Treasurer shall give preference to financial institutions located within the town, unless such preference would result in materially lower investment rates. Notwithstanding the above, no funds shall be invested in any businesses which conduct business in South Africa until and unless the Council declares that apartheid has ended. Before investing any funds contained in the Board of Education account, the Treasurer shall consult with the Board to insure that such funds have the liquidity desired by the Board.

Sec. 10-37. Report of Treasurer.

The Treasurer shall annually submit a complete and detailed report of the condition of such fund to the Finance Director, Mayor, Council, and Board of Education, and such report shall be made a part of the Annual Report of the Town.

Sec. 10-38. Use of Funds.

Upon the recommendation of the Finance Director and the Mayor, and approval by the legislative body, any part of such funds may be used for capital and nonrecurring expenditures, but such use shall be restricted to the financing of all or part of the planning, construction, reconstruction or acquisition of any specific capital improvement or the acquisition of any specific item of equipment. All funds contained in the Board of Education's account shall be reserved for capital and nonrecurring expenditures for educational purposes determined by the Board. Upon request of the Board, and certification that funds are to be used for such educational purposes, the Finance Director and the Mayor shall recommend, and the Council shall approve, release of such funds, up to the amount then included in the Board account. Upon the approval of any such expenditure, an appropriation shall be set up, plainly designated for the project or acquisition for which it has been authorized, and such unexpended appropriation may be continued until such project or acquisition is completed. Any unexpended portion of such appropriation remaining after such completion shall revert to the reserve account from which the appropriation was taken.

Sec. 10-39. Appropriation When Reserve Fund Insufficient.

If, in the opinion of the Mayor and Finance Director, such reserve funds are insufficient to



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 5, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *em*
RE: RESOLUTION: CDBG 46th Program Year Action Plan

Attached is the proposed action plan for the Community Development Block Grant 46th Year. The proposed projects are listed with anticipated funding amounts for the period September 1, 2020 through August 31, 2021. All necessary legal notices have been published in the Hartford Courant. The Town's allocation for this time period is \$578,772.

Please place this information on the agenda for the June 16th, 2020 meeting. I recommend that the Town Council approve the resolution as submitted.

Thank you.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation duly held on the 16th day of June, 2020.

RESOLUTION

WHEREAS, The Town of East Hartford is entitled to Forty-sixth Program Year funding under Title I of the Housing and Community Development Act of 1974, as amended, in the amount of \$578,772; and

WHEREAS, receipt of this entitlement grant is contingent upon the submission of a Forty-sixth 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 4, 2019 and one Public Hearing held on April 27, 2020.

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-sixth 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 46th Program Year Action Plan, and Grantee Certifications to the U.S. Department of Housing and Urban Development and authorizes its Mayor, Marcia A. Leclerc, 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 June, 2020

Angela M. Attenello
Town Council Clerk

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager
SUBJECT: Council Resolution -- Proposed 46th Program Year CDBG Action Plan
DATE: June 5, 2020

Attached is a draft resolution endorsing the Town's proposed 46th Program Year Community Development Block Grant (CDBG) Action Plan for the period September 1, 2020 through August 31, 2021. The Town's allocation for this time period is \$578,772.

The activities chosen for funding in the proposed Action Plan (attached) reflect community development needs, citizen comments received at two public hearings, and the objectives of our Consolidated Plan. Legal notices regarding the public hearings were printed in The Hartford Courant on October 15, 2019 and April 7, 2020.

I have also attached a summary of the Action Plan and a description of the federal CDBG program written for the National Low Income Housing Coalition.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on June 16, 2020. Please contact me at extension 7206 if you have any questions.

Attachments (3)

Cc: Eileen Buckheit, Development Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 46th Program Year (2020-21) Community Development Block Grant (CDBG) Action Plan

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

Grant Amount: \$578,772

Frequency: One time Annual Biennial Other _____

First year received:	<u>1978-79</u>		
Last 3 years received:	<u>2019-2020</u>	<u>2018-19</u>	<u>2017-18</u>
Funding level by year:	<u>\$564,561</u>	<u>\$555,818</u>	<u>\$495,027</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 and others.

Results achieved: Recent CDBG-funded projects include Main Street tree installations and Main/Pitkin Street Sidewalk replaced.


Duration of grant: September 1, 2020 through August 31, 2021

Status of application: Pending Town Council approval, final Action Plan application due to HUD in early July 2020.

Meeting attendee: Paul O'Sullivan, x7206

Comments: None

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – Proposed 46th Program Year CDBG Action Plan
DATE: June 5, 2020

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Attachments (3)

Cc: Eileen Buckheit, Development Director

TOWN OF EAST HARTFORD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
46th YEAR ACTION PLAN
September 1, 2020 - August 31, 2021

PUBLIC SERVICES

- CRT - East Hartford Community Shelter*** **\$35,191**
Funding to supplement the operating budget at the East Hartford Community 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).
- InterCommunity, Inc.*** **\$5,000**
Funding for the delivery of services to East Hartford young adult residents recovering from mental health and/or substance abuse issues. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).
- Interfaith Ministries, Inc.*** **\$21,000**
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).
- Interval House, Inc.*** **\$5,000**
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).
- Senior Support Services*** **\$4,000**
Funding for the delivery of programming 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).
- Youth Services*** **\$5,000**
Funding for staffing to deliver programming that enhances academic performances and improve social skills. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).
- YWCA East Hartford Early Learning Center*** **\$5,837**
Funding to subsidize staffing costs for quality early childhood education for low and moderate income East Hartford families. Eligible activity under 24 CFR 570.201(e), meets HUD national objective criteria under 24 CFR 570.208(a)(2)(i)(B).

PROJECTS

- Housing Rehabilitation*** **\$11,990**
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 **\$160,000**

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).

Parks Improvements **\$200,000**

Funding for improvements to parks in low to moderate income areas. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.208(a)(1)(i).

East Hartford YMCA **\$10,000**

Funding for the physical improvements to the playground area at the Lois Nolan Larson YMCA Community Center. Eligible activity under 24 CFR 570.201(c), meets HUD national objective criteria under 24 CFR 570.208(a)(1)(i).

ADMINISTRATION

Program Administration **\$115,754**

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

TOTAL **\$578,772**

Community Development Block Grant Program

By Ed Gramlich, Senior Advisor,
National Low Income Housing Coalition

Administering Agency: HUD's Office of
Community Planning and Development

Year Started: 1974

Population Targeted: Households with income
less than 80% of the area median income (AMI)

Funding: FY19 funding is \$3.3 billion.

See Also: For related information, refer to the
Consolidated Planning Process section of this
guide.

The Community Development Block Grant (CDBG) program is a federal program intended to strengthen communities by providing funds to improve housing, living environments, and economic opportunities, principally for persons with low and moderate incomes. At least 70% of CDBG funds received by a jurisdiction must be spent to benefit people with low and moderate incomes (less than 80% of the AMI).

HISTORY

The CDBG program was established under Title I of the "Housing and Community Development Act of 1974," which combined several existing programs, such as Urban Renewal and Model Cities, into one block grant. This change was designed to provide greater local flexibility in the use of federal dollars.

PROGRAM SUMMARY

The primary objective of the CDBG program is to have viable communities by providing funds to improve housing, living environments, and economic opportunities principally for persons with low and moderate incomes. The regulations for entitlement jurisdictions are at 24 CFR Part 570, and the states and small cities regulations are at 24 CFR Part 570, Subpart I.

Eligible Activities

CDBG funds can be used for a wide array of activities, including: rehabilitating housing (through loans and grants to homeowners, landlords, nonprofits, and developers); constructing new housing (but only by certain neighborhood-based nonprofits); providing down-payment assistance and other help for first-time home buyers; detecting and removing lead-based paint hazards; purchasing land and buildings; constructing or rehabilitating public facilities such as shelters for people experiencing homelessness or domestic violence survivors; making buildings accessible to those who are elderly or disabled; providing public services such as job training, transportation, healthcare, and child care (public services are capped at 15% of a jurisdiction's CDBG funds); building the capacity of nonprofits; rehabilitating commercial or industrial buildings; and making loans or grants to businesses.

Formula Allocation

The program's emphasis on people with low income is reinforced by the formulas that determine how much money local jurisdictions and states receive. The formulas are based on factors heavily weighted by the degree of poverty and indicators of poor housing conditions in a jurisdiction. Seventy percent of each annual appropriation is automatically distributed to cities with populations of more than 50,000 and counties with populations of more than 200,000; these are called entitlement jurisdictions. The remaining 30% goes to states for distribution to their small towns and rural counties.

Beneficiaries

At least 70% of CDBG funds received by a jurisdiction must be spent to benefit people with low and moderate income (frequently referred to in this article as "lower income"). The remaining 30% can also benefit people with lower incomes, or it can be used to aid in the prevention or

elimination of slums and blight (often used by local governments to justify downtown beautification) or to meet an urgent need such as a hurricane, flood, or earthquake relief. Major hurricane, flood, or earthquake needs are generally addressed by special congressional appropriations referred to as CDBG-Disaster Recovery (CDBG-DR) that usually have much less rigorous provisions regarding eligible uses and income targeting.

Low and moderate income is defined as household income equal to or less than 80% of the AMI, which can be quite high. In FY18, for instance, 80% of the AMI in Chicago was \$67,700. AMI in some jurisdictions is so high—as in the Lowell, MA, metropolitan area where the AMI was \$105,400—that HUD caps the qualifying household income at the national median income, which in FY18 was \$71,900 for a four-person household. However, HUD does make adjustments upward in high-cost areas such as the Boston metropolitan area which had an AMI of \$107,800 in FY18, allowing CDBG to benefit four-person households with income up to \$81,100.

A CDBG activity is counted as benefiting people with low and moderate income if it meets one of four tests:

1. **Housing Benefit.** If funds are spent to improve a single-family home, the home must be occupied by a low or moderate income household. In multifamily buildings, at least 51% of the units must be occupied by low- or moderate-income households. In addition, the housing must be affordable, as defined by the jurisdiction. In FY18, a typical year, only 25% of CDBG was allocated for some type of housing program. Key housing-related uses included 12% for single-unit rehabilitation, 3% for code enforcement, 3% for rehabilitation administration, 2.3% for multi-unit rehabilitation, and 0.5% for new construction.
2. **Area Benefit.** Some CDBG-eligible projects, such as road and park improvements, can be used by anyone. To judge whether such a project primarily benefits people with lower

incomes, HUD looks at the project's service area. If 51% of the residents in the activity's service area are people with lower income, then HUD assumes people with lower income will benefit. The regulations provide several ways to challenge that assumption. The primary challenge is to show that "the full range of direct effects" of the activity do not benefit people with lower income.

3. **Limited Clientele.** A service or facility assisted with CDBG funds must be designed so that at least 51% of its users have lower income. The three most common ways to meet this test are to: (a) limit participation to people with lower income; (b) show that at least 51% of the beneficiaries are lower income; or (c) serve a population that HUD presumes is lower income, including abused children, domestic violence survivors, people with disabilities, illiterate individuals, migrant farm workers, and seniors. Advocates can challenge a presumed benefit claim if an activity does not actually benefit people with low income.
4. **Job Creation or Retention.** If job creation or retention is used to justify spending CDBG money, then at least 51% of the resulting jobs on a full-time-equivalent basis must be filled by or be available to people with lower income. "Available to" means either the job does not require special skills or a particular level of schooling, or the business agrees to hire and train people with lower income. Those with lower income must receive first consideration for the jobs.

Public Participation

Every jurisdiction must have a public participation plan that describes how the jurisdiction will provide for and encourage involvement by people with lower income. Public hearings are required at all stages of the CDBG process. Hearings must give residents a chance to articulate community needs, review the proposed uses of CDBG funds, and comment on past uses of these funds. There must be adequate public notice to people who are likely to be affected by CDBG-funded projects,

and people must have reasonable and timely access to information. Since the creation of the Consolidated Plan (ConPlan) in 1995, the CDBG public participation process is the statutory basis for and is merged into the ConPlan public participation process. In particular, advocates should get a copy of the draft Annual Action Plan of the ConPlan and the latest Grantee Performance Report (GPR). Many jurisdictions will try to deny the public copies of the GPR; it must be made available. The GPR also goes by the name IDIS Report PR03. It is not part of the larger Consolidated Annual Performance and Evaluation Report.

FUNDING

The FY18 appropriation for the CDBG formula program was \$3.3 billion, up from FY17. The FY17 amount was a 25% reduction from FY10's \$3.99 billion.

For FY19, the president again proposed eliminating CDBG, \$3.3 billion was enacted.

TIPS FOR LOCAL SUCCESS

Because only 70% of CDBG funds must benefit people with low or moderate income, and because all of the funding could benefit people with moderate income, many of the lowest-income households realize little benefit from the program. Locally, people can organize to get 100% of a jurisdiction's CDBG dollars to be used for activities that benefit people with low incomes and can strive to have more of the dollars used to benefit people with extremely low incomes.

The public participation process can be used to organize and advocate for more CDBG dollars to be used for the types of projects people with low incomes really want in their neighborhoods and then to monitor how funds are actually spent. To do this, advocates should obtain and study the jurisdiction's Annual Action Plan, which lists how a jurisdiction plans to spend CDBG funds in the upcoming year and the Grantee Performance Report (C04PR03), which lists how CDBG money was spent the previous year. These documents must be available to the public from the staff in charge of CDBG in local jurisdictions.

FOR MORE INFORMATION

NLIHC, 202-662-1530, <https://nlihc.org>.

There are two HUD CDBG web platforms. One is the traditional site, https://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs.

But most of the information has migrated to the HUD Exchange site <https://www.hudexchange.info/programs/cdbg>.

The Entitlement Program page is <https://www.hudexchange.info/programs/cdbg-entitlement> and the State Program page is <https://www.hudexchange.info/programs/cdbg-state>.

Robert J. Pasick

2020 JUN 10 P 1:28

MICROSOFT "TEAMS"
TAX POLICY COMMITTEE

TOWN CLERK
EAST HARTFORD

JUNE 9, 2020

PRESENT Angie Parkinson, Temporary Chair, Councillors Don Bell and Pat Harmon

ALSO

PRESENT Linda Trzetzziak, Finance Director
Via TEAMS Marcia Leclerc, Mayor
Rich Kehoe, Chair, East Hartford Town Council

CALL TO ORDER

Temporary Chair Parkinson called the meeting to order at 5:34 p.m.

NOMINATION OF OFFICERS

Chair

MOTION By Pat Harmon
seconded by Don Bell
to **appoint** Angie Parkinson as **Chair**
of the Tax Policy Committee.
Motion carried 3/0.

Secretary

MOTION By Pat Harmon
seconded by Angie Parkinson
to **appoint** Don Bell as **Secretary**
of the Tax Policy Committee.
Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

MOTION By Don Bell
seconded by Pat Harmon
to **adopt** Robert's Rules of Order as the rules that shall govern
parliamentary procedure at all subcommittee meetings, with the exception
that (1) the Chair shall not be required to restate the motion of any
Council member unless requested by another Councillor, or when in the
discretion of the Chair, such restatement is necessary to avoid any
confusion as to the motion; and (2) where such rules are in conflict with
the provisions of the State Statutes, the Town Charter, or Town
Ordinances.
Motion carried 3/0.

ESTABLISHMENT OF MEETING DATES

MOTION By Don Bell
seconded by Pat Harmon
to **hold** meetings at the call of the Chair.
Motion carried 3/0.

STORAGE OF RECORDS

MOTION By Don Bell
seconded by Pat Harmon
to **store** records in the Town Council office.
Motion carried 3/0.

APPROVAL OF MINUTES

March 20, 2019

MOTION By Don Bell
seconded by Pat Harmon
to **approve** the minutes of the March 20, 2019 meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Assignment of Subsequent Tax Liens to Existing Lien Holders

Finance Director Linda Trzetzziak discussed the operating procedures for selling tax liens and the assignment of a subsequent lien to an existing lienholder.

MOTION By Don Bell
seconded by Pat Harmon
to recommend that the Town Council **authorize** the Administration to assign the subsequent tax liens of 59 properties totaling \$450,749.09, as stated on lists produced by Finance Director Linda Trzetzziak and attached to a memorandum dated March 27, 2020 from Mayor Marcia Leclerc to Town Council Chair Richard Kehoe, to the vendors who currently hold the prior year tax liens on these properties; and to further recommend that the Town Council **authorize** the Administration to assign any future tax liens to the vendors who currently hold the prior year tax lien on those properties.
Motion carried 3/0.


ADJOURNMENT

MOTION By Don Bell
 seconded by Pat Harmon
 to **adjourn** (5:54 p.m.)
 Motion carried 3/0.

cc: Town Council
 Mayor Leclerc
 Linda Trzetzziak, Finance Director



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

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

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

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

Thank you.

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



MEMORANDUM

DATE: March 27, 2020

TO: Marcia A. Leclerc, Mayor

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

TELEPHONE: (860) 291-7246

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

- Subsequent Liens on Properties - Recommended for Assignment

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

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

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

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

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

BILL#	UNIQUE II NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN TOTAL	LIEN HOLDER
2018-01-0011933	8775 R R A PROPERTIES LLC	1251-1265 MAIN ST	21,477.68	3,543.82	24	25,045.50
TOTAL	1	8775 1251-1265 MAIN ST			0	25,045.50 Cruickshank
2017-01-0013154	1121 SCHULTZ JOSEPH W	270 BREWER ST	8,982.96	3,099.12	24	12,106.08
2018-01-0013154	1121 SCHULTZ JOSEPH W	270 BREWER ST	9,256.26	1527.29	24	10,807.55
TOTAL	2	1121 270 BREWER ST				22,913.63 Empire
2017-01-0014747	13426 UN QUE REALTY L L C	30 SPENCER CT	7,270.06	2,508.17	24	9,802.23
2018-01-0014747	13426 UN QUE REALTY L L C	30 SPENCER CT	7,491.24	1236.05	24	8,751.29
TOTAL	2	13426 30 SPENCER CT				18,553.52 Empire
2017-01-0010037	405 MCNTANEZ RAUL P & AWI	113 ARNOLD DR	5,797.84	2,000.26	24	7,822.10
2018-01-0010037	405 MCNTANEZ RAUL P & AWI	113 ARNOLD DR	5,974.24	985.75	24	6,983.99
TOTAL	2	405 113 ARNOLD DR				14,806.09 Empire
2017-01-0004327	12655 DYER JUSTIN D	127 SHADYCREST DR	4,022.50	1,387.77	24	5,434.27
2018-01-0004327	12655 DYER JUSTIN D	127 SHADYCREST DR	4,144.88	683.9	24	4,852.78
TOTAL	2	12655 127 SHADYCREST DR				10,287.05 Empire
2017-01-0010895	7666 ORTIZ REINALDO EST OF	21 LAFAYETTE AVE	3,425.32	1181.74	24	4,631.06
2018-01-0010895	7666 ORTIZ REINALDO EST OF	21 LAFAYETTE AVE	3,529.54	582.37	24	4,135.91
TOTAL	2	7666 21 LAFAYETTE AVE				8,766.97 Empire
2018-01-0015107	7115 WADE LYNE	85-87 JAMES ST	18,705.52	3,086.41	24	21,815.93
TOTAL	1	7115 85-87 JAMES ST			0	21,815.93 Fig
2018-01-0009487	14191 MCCLELLAN ROBERT L	776 TOLLAND ST	9,078.98	1498.03	24	10,601.01
TOTAL	1	14191 776 TOLLAND ST			0	10,601.01 Fig
2018-01-0016404	17010 CASSADY JAMES & JUNE	7 STRAWBERRY LN	8,160.12	1346.42	24	9,530.54
TOTAL	1	17010 7 STRAWBERRY LN			0	9,530.54 Fig
2018-01-0013563	1257 SITARAS JO ANN & SITARA	45 BRIARWOOD LN	7,849.26	1295.13	24	9,168.39

BILL#	UNIQUE II NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN TOTAL	LIEN HOLDER
TOTAL	1	1257 45 BRIARWOOD LN		0	9,168.39	Fig
2018-01-0C01869	114 BRYANT JULIE G & KING M.31-33 AMY DR		7,767.24	1281.59	24	9,072.83
TOTAL	1	114 31-33 AMY DR		0	9,072.83	Fig
2018-01-0C01810	8102 BROWN RONALD F EST OF 70 LEVERICH DR		7,392.04	1219.68	24	8,635.72
TOTAL	1	8102 70 LEVERICH DR		0	8,635.72	Fig
2018-01-0C04074	5261 149 GOODWIN STREET LLC149 GOODWIN ST		7,258.96	1197.73	24	8,480.69
TOTAL	1	5261 149 GOODWIN ST		0	8,480.69	Fig
2018-01-0C01529	8866 ARANGO ARMANDO E 1725 MAIN ST		7,254.54	1197.00	24	8,475.54
TOTAL	1	8866 1725 MAIN ST		0	8,475.54	Fig
2018-01-0C00939	14704 LARACUENTE PROPERTY M123 WHITEHALL DR		6,759.02	1115.24	24	7,898.26
TOTAL	1	14704 123 WHITEHALL DR		0	7,898.26	Fig
2018-01-0C08231	10580 LATORRE JODIM & RICHAF 750 OAK ST		6,669.14	1100.41	24	7,793.55
TOTAL	1	10580 750 OAK ST		0	7,793.55	Fig
2018-01-0C08835	696 MVC HOME LLC 31 BIDWELL AVE		6,414.76	1058.44	24	7,497.20
TOTAL	1	696 31 BIDWELL AVE		0	7,497.20	Fig
2018-01-0C14423	15843 MITA REAL ESTATE I L L (235 EAST RIVER DR 1102		6,301.80	1039.8	24	7,365.60
TOTAL	1	15843 235 EAST RIVER DR 1102		0	7,365.60	Fig
2018-01-0C07665	1936 COPELAND ELOUISE 800-802 BURNSIDE AVE		6,279.20	1036.07	24	7,339.27
TOTAL	1	1936 800-802 BURNSIDE AVE		0	7,339.27	Fig
2018-01-0C14850	1683 VALLE LORRI 13-15 BURNSIDE AVE		5,726.24	944.83	24	6,695.07
TOTAL	1	1683 13-15 BURNSIDE AVE		0	6,695.07	Fig
2018-01-0C06690	9728 BAEZ MANUEL 65 MILWOOD RD		5,637.84	930.24	24	6,592.08

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


BILL#	UNIQUE II NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN TOTAL	LIEN HOLDER
TOTAL	1	4659 1092 FORBES ST		0	5,683.53	Fig
2018-01-0005278	3076 FRALEIGH CARL F & NANCY 27 COLLIMORE RD		4,852.56	800.67	24	5,677.23
TOTAL	1	3076 27 COLLIMORE RD		0	5,677.23	Fig
2018-01-00011467	4666 PESCE TIMOTHY L/U	1134 FORBES ST	4,843.72	799.21	24	5,666.93
TOTAL	1	4666 1134 FORBES ST		0	5,666.93	Fig
2018-01-0001341	2192 BINETTE RICHARD	59 CANTERBURY ST.	4,765.64	786.33	24	5,575.97
TOTAL	1	2192 59 CANTERBURY ST		0	5,575.97	Fig
2018-01-0004631	1544 ELAINE S ELDRIDGE REVOC	216 BURKE ST	4,444.96	733.42	24	5,202.38
TOTAL	1	1544 216 BURKE ST		0	5,202.38	Fig
2018-01-0005640	5057 GAUTHIER DAWN D & HOV 9-91/2 GARDEN ST		4,430.70	731.06	24	5,185.76
TOTAL	1	5057 9-91/2 GARDEN ST		0	5,185.76	Fig
2018-01-00011331	379 HONORA LLC	228 ARBUTUS ST	4,426.78	730.42	24	5,181.20
TOTAL	1	379 228 ARBUTUS ST		0	5,181.20	Fig
2018-01-0001253	10868 BEST GAIL D	12 ORCHARD TER	4,361.74	719.68	24	5,105.42
TOTAL	1	10868 12 ORCHARD TER		0	5,105.42	Fig
2018-01-0006988	12916 HUPPER DOREEN F	151 SILVER LN	4,185.16	690.55	24	4,899.71
TOTAL	1	12916 151 SILVER LN		0	4,899.71	Fig
2018-01-0001835	2784 BROWN WILLIAM SHANNON	139 CHRISTINE DR	4,066.32	670.94	24	4,761.26
TOTAL	1	2784 139 CHRISTINE DR		0	4,761.26	Fig
2018-01-000402	12560 BROOKES MCKENZIE	23 SCOTT CIR	4,056.50	669.32	24	4,749.82
TOTAL	1	12560 23 SCOTT CIR		0	4,749.82	Fig
2018-01-0007526	10140 KASPER DOROTHY	15 NASSAU CIR	3,845.32	634.48	24	4,503.80

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

BILL#	UNIQUE II NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN TOTAL	LIEN HOLDER
TOTAL	1	4890 467 FOREST ST		0	5,583.98	ATCF
2018-01-0007877	4549 KOUTSOPOULOS JAMES C	626 FORBES ST	4,509.78	744.12	24	5,277.90
TOTAL	1	4549 626 FORBES ST		0	5,277.90	ATCF
2018-01-0013153	1108 SCHULTZ JOSEPH W	226 BREWER ST	3,211.80	529.95	24	3,765.75
TOTAL	1	1108 226 BREWER ST		0	3,765.75	ATCF
2018-01-0000765	16668 FREEMAN JUSTIN	44 WAKEFIELD CIR	2,797.80	461.64	24	3,283.44
TOTAL	1	16668 44 WAKEFIELD CIR		0	3,283.44	ATCF
2018-01-0008978	15965 ANGUS CLIVE	233 ELLINGTON RD 109	1,959.00	323.24	24	2,306.24
TOTAL	1	15965 233 ELLINGTON RD 109		0	2,306.24	ATCF
2017-01-0009503	3507 MCCRAY CAROLYN E	113 CRESCENT DR	4,560.12	1146.58	24	5,730.70
2018-01-0009503	3507 MCCRAY CAROLYN E	113 CRESCENT DR	4,698.84	775.31	24	5,498.15
TOTAL	2	3507 113 CRESCENT DR				11,228.85 Woods Cove / BRP
Total						450,749.09



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 4, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Refund of Taxes

I recommend that the Town Council approve a total refund of taxes in the amount of \$90,889.94 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the June 16th, 2020 Town Council meeting.

Thank you.

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

INTEROFFICE MEMORANDUM

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

FROM: REBECCA SABO, ACCOUNTS CLERK III

SUBJECT: REFUND OF TAXES

DATE: 6/5/2020


Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$90,889.94. Please see attached listing. Please place this item on the Town Council agenda for June 16, 2020.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	L/F Paid	Over Paid
2002-0369913	COLLIER DENISE	793 TOWER AVE	HARTFORD, CT 06112	1994/1NXAE09B3RZ197922	-403.16	-80.33	-132.4
2003-03-69873	COLLIER DENISE	793 TOWER AVE	HARTFORD, CT 06112	1994/1NXAE09B3RZ197922	-303.89	-61.49	-106.07
2017-03-0060965	DUNN ARLENE L	150 CORNWALL ST	HARTFORD, CT 06112	2007/2HGFA55557H715002	0	0	-229.05
2017-03-0060966	DUNN ARLENE L	150 CORNWALL ST	HARTFORD, CT 06112	2014/2HKRM4H58EH676533	-16.02		-534.16
2018-01-0000558	S1 APPLGATE PARTNERS LLC	2071 FLATBUSH AVE STE 22	BROOKLYN, NY 11234	51 APPLGATE LN	0	0	-67,518.39
2018-01-0002178	CORELOGIC	PO BOX 9202	COPPELL, TX 75019	1177 SILVER LN	0	0	-2,853.05
2018-01-0005558	GAMER ROBERT JR	27B COMMERCE ST	GLASTONBURY, CT 06033	122 MAIN ST		0	-54.52
2018-03-0051693	ARI FLEET LT LTD	4001 LEADENHALL RD	MOUNT LAUREL, NJ 08054-4611	2016/NM0LS7E76G1281843		0	-226.66
2018-03-0060606	DUNN ARLENE L	150 CORNWALL ST	HARTFORD, CT 06112	2007/JNKBV61E47M722368	-5.93	0	-197.55
2018-03-0060607	DUNN ARLENE L	150 CORNWALL ST	HARTFOD, CT 06112	2014/2HKRM4H58EH676533	-18.46		-492.3
2018-03-0067089	HYUNDAI LEASE TITLING TRUST	4100 WILDWOOD PKWY	ATLANTA, GA 30339-8400	2017/KNDJN2A20H7470307	0	0	-280.93
2018-03-0068364	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2017/JF25JAECHHH412892	0	0	-729.46
2018-03-0068366	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2017/JF2GPABC0HH274045	0	0	-347.4
2018-03-0075288	NGUYEN WILLIAM H	128 BARNARD DR	NEWINGTON, CT 06111-1005	2014/SUXKROC58E0K46399			-890.22
2018-03-0075455	NISSAN INFINITI LT	PO BOX 650214	DALLAS, TX 75265	2016/5N1AZ2MH7GN127973	0	0	-56.34
2018-03-0075475	NISSAN INFINITI LT	PO BOX 650214	DALLAS, TX 75265	2017/3N1AB7AP1HY347666	0	0	-363.96
2018-03-0075631	NISSAN INFINITI LT	PO BOX 650214	DALLAS, TX 75265	2016/KNMAT2MV7GP629334	0	0	-268.2
2018-03-0075638	NISSAN INFINITI LT	PO BOX 650214	DALLAS, TX 75265	2016/KNMAT2MV5GP650604	0	0	-536.4
2018-03-0077588	PEREZ MYRNA	95 SPRING ST 3K	HARTFORD, CT 06105	2012/1N4AL2AP7CN453550	-10.57		-234.9
2018-03-0082923	SHAN SIMEI	569 TOLLAND ST	EAST HARTFORD, CT 06108-2654	2011/4JGBF7BE3BA629768	-11.77		-261.45
2018-03-0087606	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WAUENAF47JA230120	0	0	-589.94
2018-03-0087607	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1BNAFY9J2202719	0	0	-757.94
2018-03-0087608	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WAUENAF47JA222518	0	0	-589.94
2018-03-0087609	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WAUB8GFF2J1081193	0	0	-550.58
2018-03-0087610	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WAUCNCF5XJA128824	0	0	-790.64
2018-03-0087611	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1BNAFYXJ2215155	0	0	-650.02

2018-03-0087616	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1CNAFY7J2185794	0	0	-800.1
2018-03-0087622	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WAUTNAF58JA115459	0	0	-702.86
2018-03-0087623	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1BNAFY9J2203336	0	0	-757.94
2018-03-0087625	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1LAAF7XJD048047	0	0	-974.38
2018-03-0087630	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1BNAFY3J2202599	0	0	-650.02
2018-03-0087632	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WAUENAF4XJA204062	0	0	-687.86
2018-04-0089004	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WAUENCF5XJA126841	0	0	-615.51
2018-04-0089005	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1BNAFY0J2225547	0	0	-542.11
2018-04-0089006	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1BNAFY7J2225609	0	0	-542.11
2018-04-0089008	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1CNAFY6J2240154	0	0	-800.1
2018-04-0089009	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1BNAFY4J2233439	0	0	-650.02
2018-04-0089010	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1A4AFY7J2228850	0	0	-855.22
2018-04-0089011	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WAUENCF55JA134085	0	0	-615.51
2018-04-0089016	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1BNAFY4J2144129	0	0	-542.11
SUBTOTAL					-769.8	-141.82	-89978.32
TOTAL							90,889.94



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 15, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: AMUSEMENT PERMIT APPLICATION - Family Drive-in Movie Night

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

Sec. 5-3 (e):

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

Please add the following Amusement Permit to the Town Council Agenda for June 16, 2020

- **Family Drive-in Movie Night**
 - Saturdays July 25th, August 15th, August 22nd, August 29th, 2020; 7-9:30 PM/8-10:30 PM

Thank you.

C: S. Sansom, Chief of Police

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

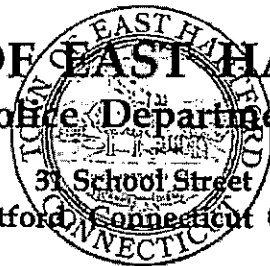
TELEPHONE
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM
CHIEF OF POLICE

East Hartford, Connecticut 06108-2638

www.easthartfordct.gov



June 15, 2020

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

**Re: Outdoor Amusement Permit Application -
"Family Drive In Movie Night"**

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by **Vice President Tyron Harris, BSL Educational Foundation Inc. P.O. Box 891, Hartford, CT**. The applicant seeks to conduct a Family Drive In Movie Night as follows:

- **"Family Drive In Movie Night" to be held at the Showcase Cinemas Lot, 936 Silver Lane, East Hartford on the following Saturdays: July, 25th, August 15th, 22nd and 29th of 2020, the event will be at sunset between the hours of 7:00 PM – 9:30 PM and or 8:00 PM – 10:30 PM.**

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 charitable arm, which focuses on providing scholarships to college ready students, youth development programs, training and development.

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 **Offices of Corporation Counsel** approves the application as submitted.

The **Office of Risk Management** approves the application as submitted and is requesting the applicant to submit a Certificate of Insurance with the Town of East Hartford added as additional insured.

The **Fire, Parks & Recreation and Health Departments** approve the application as submitted and state there are no anticipated costs to their Departments for these events.

The **Public Works Department** recommends that the application be revised, approved subject to the condition(s) set forth in the following comments:

- The Department of Public Works supports this positive initiative. The Department will complete pre and post cleanup of the site and be on-site during each event for gate opening and closing.

The Department of Public Works will work with BSL Educational Foundation Inc. and the Police Department regarding security and logistical matters.

The Department of Public Works will work with BSL Educational Foundation Inc. and the Police Department regarding security and logistical matters.

Anticipated cost to the Department is \$2,725 per evening event

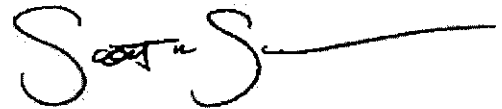
The **Inspections and Permits Department** states that Permits and inspections may be required for temporary installations.

The **Police Department** conducted a review of the application and has no particular issues or concerns with these events and offers the following comments:

- The sites are suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the areas have sufficient parking available.
- **There are no anticipated costs to the Department for these events.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom", with a long horizontal line extending to the right.

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
Family Fun Drive In Movie Night
2. Date(s) of Event:
July 25th 2020, August 15th 2020, August 22nd or August 29th 2020
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
BSL Educational Foundation Inc
PO Box
891 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.
Brandon McGee- President
Tyron V. Harris- Vice President
Steven King Jr.- Executive Director
Elbert Gray- Treasure
Jesse White- Director of Educational
5. List the location of the proposed amusement: (Name of facility and address)
Showcase Cinemas Lot- E. Hartford, CT
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Each event will be at sunset 7:00pm-9:30pm or 8:00pm to 10:30pm
7. Provide a detailed description of the proposed amusement:
We will be offering four family fun movie nights for the community. This event will provide unity in response to the current climate in our country.

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?

10-65 Family Focused

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

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

150-200

11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:

a. Crowd size impact:

150-200 cars

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

We will enter via Silver Lane and exit via Silve Lane

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

We will be parking on the lot and no impact on the surrounding streets

d. Noise impact on neighborhood:

We will listening via AM/FM Radio

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

Volunteers on site with trash cans/buckets

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

The events will be held ~~at~~ ^{night} and we foresee no disruption to the community

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:

Discuss and review the plan with Police and Fire

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

Volunteers will have cell phones on hand we will request a patrol car onsite

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

We will collobrate with local Ambulance Companies in Greater Hartford

d. Crowd control plan:

Discuss and review the plan with Police and Fire

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

f. Provision of sanitary facilities:

We will have several Porta Potty

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):

Please see attached doc and I am requesting the fee to be waived.

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:

Tyron Harris

(Legal Name of Applicant)



(Applicant Signature)

Tyron Harris

(Printed Name)

6/12/2020

(Date Signed)

Vice President

(Capacity in which signing)

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

FOR OFFICE USE

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

Received By: L Fitzgerald

Employee Number: 9050

Date & Time Signed: 6/15/20 9:00 AM PM

Time remaining before event: 30+ 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.




BSL ©
**EDUCATIONAL
FOUNDATION**

June 11th, 2020

Dear Town Council

My name is Tyron V. Harris, and I am a proud resident of E. Hartford and elected to the East Hartford school board. I am requesting your approval of our Family Movie Night. We're also partnering with My People Community Services, Urban League of Greater Hartford, FunFlicks, and other agencies to bring the fun of the 1950s to your 21st-century as a Family Movie Nights. All movie enthusiasts are welcome to attend. No reservations are required. It's a great night out for the entire family in a kid-friendly environment, and you don't even need to bring your wallet. My hope is that event will be the bridge to many more fun family events in our town that will peace and unity to all of us. The BSL Educational Foundation, Inc. is a non-profit charitable arm, which focuses on providing scholarships to college ready students, youth development programs, training and development. BSL Educational Foundation encompasses the implementation of Go-to-High School, Go-to-College, Project Alpha, The MLK Young People's Oratorical Contest, Frank T. Simpson Scholarship and the professional and personal development thrusts of Alpha University.

Tyron V. Harris



We are in this-together!

860-833-8130

Indication of Premium quoted through:



MARKEL AMERICAN INSURANCE COMPANY

SPECIAL EVENT RATE INDICATION

Quote Number: QT00002093177	Date: 2020-06-10	Quote valid for 60 days
Applicant Name and Mailing Address: BSL EDUCATIONAL FOUNDATION INC TYRON HARRIS P O BOX 891 Hartford, CT 06118	Agent Name and Mailing Address: WANDA PHILLIPPE AGY 775 SILVER LANE EAST HARTFORD , CT 06118 860-461-1813	

Package Premium:

EVENT DATE:	07/25/2020	
EVENT LOCATION:	United States	
EVENT TYPE:	Business or Organization Event	
CANCELLATION COVERAGE	LIMIT	DEDUCTIBLE
Territory Surcharge	Not Applicable	
Cancellation Policy Premium: N/A		
Cancellation Coverage must be purchased at least 15 (fifteen) days in advance of the event date.		
LIABILITY COVERAGE	LIMIT	DEDUCTIBLE
General Aggregate	\$500,000	\$0
Each Occurrence	\$500,000	\$0
Property Damage	\$500,000	\$1,000
Liability Policy Premium: \$150		
Liability Coverage must be purchased at least 1 (one) day in advance of the event date.		
SURCHARGES, TAXES, DISCOUNTS		
Surcharges and Taxes	\$0.00	
Multi Policy Discount	Not Applicable	
Host Liquor Liability is excluded		
TOTAL PACKAGE PREMIUM: \$150.00		
Payment Option - Full Pay: 100% down.		
All policy premiums, taxes and other charges in connection with this program are fully earned at inception of policy coverage and are non-refundable in the event of the cancellation of coverage at any time by the insured. (Exceptions: MD, MT, MI and TX. Please call for details.)		

Corp

Fitzgerald, Laurie

From: Gentile, Richard
Sent: Friday, June 12, 2020 2:15 PM
To: Marcialeclerc@comcast.net; Leclerc, Marcia; Sansom, Scott
Cc: Fitzgerald, Laurie
Subject: RE: Updated permit

Looks good. I am copying in Laurie so she will have the current version.

Rich

From: Marcialeclerc@comcast.net <marcialeclerc@comcast.net>
Sent: Friday, June 12, 2020 12:59 PM
To: Leclerc, Marcia <MLEclerc@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>
Subject: Fwd: Updated permit

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.

Marcia Leclerc

Begin forwarded message:

From: Tyron Harris <tyronharris@msn.com>
Date: June 12, 2020 at 12:58:02 PM EDT
To: "marcialeclerc@comcast.net" <marcialeclerc@comcast.net>
Subject: Updated permit

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.

Sent from my iPhone

Fitzgerald, Laurie

From: Hawkins, Mack
Sent: Thursday, June 11, 2020 1:55 PM
To: Fitzgerald, Laurie
Subject: RE: Outdoor Amusement Permit Application

Laurie,

I have reviewed the Outdoor Amusement Permit Application for Family Drive In Movie Night for 2020. I approve the application as submitted. Please mark the worksheet *Extra Attention* for the days of the event.

Thanks you,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Fitzgerald, Laurie
Sent: Thursday, June 11, 2020 1:51 PM
To: Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilynn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application

Good Afternoon,

rice



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **July 26, August 16, 22 and 29, 2020**
Event: **Family Drive In Movie Night**
Applicant: **Vice President Tyron V. Harris - BSL Educational Foundation 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

6/11/2020
Date

Signature
Stephen Alsup Assistant Chief
Comments:

Risk

Fitzgerald, Laurie

From: Sasen, Christine
Sent: Thursday, June 11, 2020 2:23 PM
To: Fitzgerald, Laurie
Cc: Gentile, Richard
Subject: RE: Outdoor Amusement Permit Application

Ok with me. Please have them send me a Certificate of Insurance once they bind coverage based on the quote they received for a Special Event that was attached to the application. Certificate Holder should be:

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

Christine M. Sasen
Risk Manager
Town of East Hartford
740 Main Street
East Hartford, CT 06108

Office: 860-291-7244
Cell: 860-436-7787

From: Fitzgerald, Laurie <lfitzgerald@easthartfordct.gov>
Sent: Thursday, June 11, 2020 1:51 PM
To: Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application

Good Afternoon,

Attached please find the Outdoor Amusement Permit Application for "Family Drive In Movie Night" submitted by vice President Tyron V. Harris, BSL Educational Foundation Inc. This application was received from the Mayor's Office and she would like this to be put on the agenda for the next Town Council Meeting on Tuesday, June 16, 2020. It will not allow for the required full review time. As a result I am requesting that your reviews be returned to me no later than tomorrow, Friday, June 12th at 10:30 am.

Thank you
Laurie



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **July 25, August 15, 22 and 29, 2020**

Event: **Family Drive In Movie Night**

Applicant: **Vice President Tyron V. Harris – BSL Educational Foundation 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

Michael O'Connell
Signature

06/12/2020
Date

Comments:

Park



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **July 25, August 15, 22 and 29, 2020**

Event: **Family Drive In Movie Night**

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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

6/12/2020
Date

Comments:

Fitzgerald, Laurie

From: Grew, Greg
Sent: Friday, June 12, 2020 9:37 AM
To: Fitzgerald, Laurie
Subject: Re: Outdoor Amusement Permit Application

Per ordinance 5-3 my approval is not required. Permits and inspections may be required for temporary installations.

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)



Town of
EAST HARTFORD
CONNECTICUT

Town Hall
740 Main Street
East Hartford, CT 06108
Direct (860) 291-7345
Mobile (860) 874-8034
<http://www.easthartfordct.gov/inspections-and-permits>

From: Fitzgerald, Laurie <lfitzgerald@easthartfordct.gov>
Sent: Thursday, June 11, 2020 1:51 PM
To: Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application

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Thank you
Laurie

DPW



Scott M. Sansom
Chief of Police

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



Murcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **July 25, August 15, 22 and 29, 2020**
Event: **Family Drive In Movie Night**
Applicant: **Vice President Tyron V. Harris – BSL Educational Foundation Inc.**

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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 \$ 2725 per evening event

Marilynn Cruz-Aponte
Signature

June 12, 2020
Date

Comments:

The Department of Public Works supports this positive initiative. The Department will complete pre- and post-cleanup of the site and be on-site during each event for gate opening and closing.

Public Works, however, would like clarification of various security and logistical matters:

- 1) A traffic pattern plan that includes ingress and egress points and directional signage.
- 2) A site plan detailing set-up and breakdown including times and personnel for movie operations, sanitary facilities and water distribution.
- 3) All lighting is removed at this location. How will safe traffic flow be achieved in the dark at the close of the evening?
- 4) BSL Educational Foundation has indicated volunteers will assume responsibility for waste collection. Public Works would like to discuss this in greater detail to determine DPW's role. Please contact Public Works, 860-291-7374, Marilyn Cruz-Aponte, Assistant Director.