

Robert J. Paek

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
SEPTEMBER 5, 2017

2017 SEP -1 P 2: 16
TOWN CLERK
EAST HARTFORD

REVISED 09-01-17

=====

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. August 15, 2017 Executive Session
 - B. August 15, 2017 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. §10-6(a) re: On-call Service Contracts Report
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Local Interagency Services Team (LIST) Grant
 - B. Public Health Preparedness Grant
 - C. Setting a Public Hearing Date of Tuesday, September 19th @ 7PM re:
 1. Veterans Commission Ordinance
 2. Commission on Culture and Fine Arts Ordinance
 - D. Refund of Taxes
 - E. **Town Council acting as a Committee of the Whole for the Fees Committee re:
Annual Licensure Rate for Class II Food Service Establishments**
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: September 19th)

Robert J. Paack

2017 AUG 21 A 9:12

TOWN COUNCIL MAJORITY OFFICE

AUGUST 15, 2017

TOWN CLERK
EAST HARTFORD

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Majority Leader Linda A. Russo, Minority Leader
Esther B. Clarke, Councillors Marc I. Weinberg, Ram Aberasturia, Joseph R.
Carlson, Patricia Harmon and Michael G. Kurker

ABSENT Vice Chair William P. Horan, Jr.

ALSO Scott Chadwick, Corporation Counsel
PRESENT

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:01 p.m.

MOTION By Esther Clarke
seconded by Linda Russo
to **go into** Executive Session to discuss the property damage claim of
Robert Briggs v Town of East Hartford.
Motion carried 8/0.

MOTION By Esther Clarke
seconded by Linda Russo
to **go back to** Regular Session.
Motion carried 8/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (7:16 p.m.)
Motion carried 8/0.

Attest



Richard F. Kehoe
Town Council Chair

Robert J. Posak

EAST HARTFORD TOWN COUNCIL 2017 AUG 21 A 9:12

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

AUGUST 15, 2017

PRESENT Chair Richard F. Kehoe, Majority Leader Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Ram Aberasturia, Joseph R. Carlson, Patricia Harmon and Michael G. Kurker

ABSENT Vice Chair William P. Horan, Jr.

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:32 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 50 Olde Roberts Street, is not in support of the bid waiver on tonight's agenda and suggested that the Town Council call a public hearing to explain to the residents why this bid waiver is necessary.

Mayor Leclerc commented on the following: (1) on Thursday, August 17th the town of East Hartford will partner with ShopRite of East Hartford to implement the "Wrap" program – a recycling initiative where residents will be able to recycle plastic wrap (such as grocery bags, bread bags, zip-top bags, newspaper delivery bags, dry cleaning bags, bubble wrap, etc.) that is not allowed in curbside recycling bins, but can be brought to recycling bins at ShopRite; (2) gave the Council a brief update on the Silver Lane Advisory Committee; (3) the Outlet Shoppes agreement with United Technologies Corporation is slowly progressing; (4) Saturday, September 16th is the Mayor's Clean-up Day; (5) Burger King on Silver Lane is going through a façade renovation; (6) the Dollar General store on Silver Lane has begun construction; (7) the Hess gas station on the corner of Main Street and Silver Lane will begin their renovations; (8) the proposed Dunkin Donuts on the corner of Main Street and Pitkin Street should start construction this Fall; (9) two East Hartford firefighters have been deployed – Nicholas Calsetta and Darrel Hanrahan. We wish them a safe assignment; and (10) recognized Trish Buchanan who started the Believe 208 Run for the Brave and Finest.

APPROVAL OF MINUTES

August 1, 2017 Executive Session

MOTION By Linda Russo
seconded by Ram Aberasturia
to **approve** the minutes of the August 1, 2017 Executive Session.
Motion carried 8/0.

August 1, 2017 Public Hearing

MOTION By Linda Russo
seconded by Ram Aberasturia
to **approve** the minutes of the August 1, 2017 Public Hearing.
Motion carried 8/0.

August 1, 2017 Regular Meeting

MOTION By Linda Russo
seconded by Pat Harmon
to **approve** the minutes of the August 1, 2017 Regular Meeting.
Motion carried 8/0.

NEW BUSINESS

MOTION By Linda Russo
seconded by Esther Clarke
to take item 8.D. under New Business out of order to accommodate those
present.
Motion carried 8/0.

Outdoor Amusement Permit Application: Believe 208 Run for the Brave and Finest

MOTION By Marc Weinberg
seconded by Ram Aberasturia
to **approve** the outdoor amusement permit application entitled "Believe
208 Run for the Brave and Finest", submitted by Kathryn Kleis, Race
Director, to hold a 5K run on Sunday, September 24, 2017 from 8:00AM
to 9:30AM beginning at the Knights of Columbus, 1831 Main Street, East
Hartford and into South Windsor, northbound on Main Street and return
southbound on Main Street, with music and food at the event; subject to
compliance with adopted codes and regulations of the State of
Connecticut, the Town of East Hartford, and any other stipulations required
by the Town of East Hartford or its agencies; and to **waive** the associated
permit fee due to the town under the provisions of §5-6 (a) of the Code of
Ordinances as this event is to increase awareness of the challenges
facing all first responders.
Motion carried 8/0.

At this point, the Council returned to the order of the agenda.

Bid Waiver: College Design District Overlay Zone

Prior to the action taken below, Scott Chadwick, Corporation Counsel, and Jeffrey
Cormier, Town Planner addressed the Council on the proposed bid waiver for legal
services on the new College Design District zone.

Attorney Chadwick explained that the Town has been working on this issue for the past two years and is now at the point where the specific retention of Attorney Dwight Merriam of Robinson and Cole LLP is necessary. Additionally, it will be necessary to utilize the expertise of Patrick Pinnell, a Planner/Architect, who will be retained by Robinson and Cole LLP. Mr. Cormier summarized the need and the favorable impact the College Design District Zone will have on the Town.

MOTION By Linda Russo
seconded by Ram Aberasturia
that pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding requirements as set forth in Section 10-7(b) for legal and planning services associated with the review and redesign of the current college design district overlay zone in the Goodwin College area, as it is in the best interests of the town.
Motion carried 7/1. **Nay:** Kurker

Referral to Ordinance Committee and Fees Committee re: Approval and Regulation of Permits for Bingo, Raffles and Drawings

MOTION By Ram Aberasturia
seconded by Linda Russo
to **refer** to the Ordinance Committee the drafting of a new ordinance for the regulation of permits for bingo, raffles and drawings that was under the purview of the State of Connecticut as Public Act No. 17-231 but will become the responsibility of municipalities throughout the state effective January 1, 2018, with instructions to draft the new legislation and return to the Town Council with its recommendations.
Motion carried 8/0.

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **refer** to the Fees Committee the setting of fees for the new ordinance which will regulate permits for bingo, raffles and drawings that was under the purview of the State of Connecticut as Public Act No. 17-231 but will become the responsibility of municipalities throughout the state effective January 1, 2018, with instructions to review the matter and return to the Town Council with its recommendations.
Motion carried 8/0.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

MOTION By Joe Carlson
seconded by Ram Aberasturia
to **adopt** the following resolution:

WHEREAS the U.S. Department of Justice, Bureau of Justice Assistance, has funding available to the Town of East Hartford under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program; and

WHEREAS these funds may be used to improve or enhance Law Enforcement Programs with no cash match required by the Town of East Hartford.

NOW THEREFORE LET IT BE RESOLVED That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required as they pertain to this Justice Assistance Grant.

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

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon inquired on (1) the repair of Brewer Street from Main to Forbes; (2) the new flag that that is being flown in front of the new Fire Station; and (3) a house at the corner of Brewer and Forest Street has various equipment and machinery in the backyard. *The Mayor indicated that (1) funds have been received and the repairs should start soon; (2) the flag is to honor those firefighters who have been deployed; and (3) will look into the issue of machinery, etc. in the backyard of the house.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Robert Briggs v Town of East Hartford

MOTION By Linda Russo
seconded by Ram Aberasturia
to **accept** the recommendation of Corporation Counsel to settle the subrogation claim brought by GEICO Insurance regarding property damage sustained by Robert Briggs in a motorcycle accident which occurred on October 6, 2016, for a total sum of \$16,200.30.
Motion carried 8/0.


OPPORTUNITY FOR RESIDENTS TO SPEAK

Susan Kniep, 50 Olde Roberts Street, is disappointed that the Council approved the bid waiver on tonight's agenda.

ADJOURNMENT


MOTION By Esther Clarke
seconded by Pat Harmon
to **adjourn** (9:25 p.m.).
Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be September 5th.

Attest 
Angela M. Attenello
TOWN COUNCIL CLERK



MEMORANDUM

DATE: August 18, 2017
TO: Marcia A. Leclerc, Mayor
FROM: Michael P. Walsh, Director of Finance 
TELEPHONE: (860) 291-7246
RE: Town On-Call Ordinance Reporting - Ordinance 10-6 (a)

By way of this memo, please find amounts expended on each Town On-Call service contract during the fiscal year beginning on July 1, 2016 and ending on June 30, 2017 in accordance with Town Ordinance 10-6 (a).

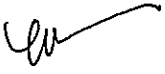
<u>Vendor Name</u>	<u>Contract Start Date</u>	<u>\$ Paid FY 2017</u>	<u>\$ Paid Life to Date</u>
Alfred Benesch & Co. (Engineers)	05/2017	\$0	\$11,288
Capital Studio Architects (Architects)	03/2016	0	17,540
FAK Electrical (Electrical)	11/2015	2,355	7,290
Wellspeak, Dugas, and Kane (Appraisers)	07/2013	550	79,506
Silver Petrucelli (Architects)	03/2016	0	0
J. Associates (Architects)	03/2016	4,331	14,113
Christopher Williams (Architects)	03/2016	18,500	34,420
CME Associates (Engineers)	07/2013	2,205	35,754

The aforementioned on-call contracts will be in force for a maximum of five years from the date of the Request for Proposal Award (RFP) or when the amount paid cumulatively under the on-call contract exceeds \$100,000, or such lesser amount as provided in the contract.

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 30, 2017
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Local Interagency Services Team (LIST) Grant

Attached is a draft resolution for funding to the town of East Hartford in the amount of \$17,000 through the Connecticut Youth Services Association (CYSA) for the continuation of the Hartford Judicial District Local Interagency Services Team (LIST) Grant which the Youth Services department took over the administration of in October of 2016.

The interagency team is comprised of the youth services bureaus of Bloomfield, East Hartford, Glastonbury, Hartford, West Hartford and Windsor, as well as Connecticut Judicial Branch Court Support Services Division and the Connecticut Department of Children & Families.

Please place this information on the Town Council Agenda for the September 5, 2017 meeting.

Thank you.

C: P. O' Sullivan, Grants Manager
C. Nolen, Youth Services 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 5th day of September, 2017.

R E S O L U T I O N

WHEREAS; the Town of East Hartford Youth Services Department serves as the administrator of the Hartford Judicial District Local Interagency Services Team (LIST); and

WHEREAS; the Hartford LIST is a collaboration among area youth service bureaus, the Connecticut Judicial Branch Court Support Services Division and the Connecticut Department of Children & Families; and

WHEREAS; the purpose of the LIST is coordinate local stakeholders in raising awareness about the needs of children and youth involved in the juvenile justice system, as well as planning, evaluating, and supporting juvenile justice services in each juvenile court catchment area,

NOW THEREFORE LET IT BE RESOLVED; that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut Youth Services Association as they pertain to this 2017-18 LIST grant.

AND I DO CERTIFY that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.


IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ___ day of September, 2017.

Seal

Signed: _____
Angela M. Attenello, Council Clerk

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution -- Hartford Judicial District Local Interagency Services Team (LIST) Grant

DATE: August 25, 2017

Attached is a draft resolution authorizing you as Mayor to sign an agreement for funding from the Connecticut Youth Services Association (CYSA) to allow the Youth Services Department to continue to administer the Hartford Judicial District Local Interagency Services Team (LIST) Program.

The purpose of the LIST is coordinate local stakeholders in raising awareness about the needs of children and youth involved in the juvenile justice system, as well as planning, evaluating, and supporting juvenile justice services in each juvenile court catchment area.

The Hartford Judicial District LIST is comprised of the youth services bureaus of Bloomfield, East Hartford, Glastonbury, Hartford, West Hartford and Windsor, as well as Connecticut Judicial Branch Court Support Services Division and the Connecticut Department of Children & Families.

A letter from CYSA spelling out the administrative requirements is attached, as well as an information sheet describing the program.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 5, 2017. If you have any questions, please contact me at extension 7206 or Youth Services Director Cephus Nolen at extension 7181.

Attachments: as stated

Cc: Cephus Nolen, Youth Services Director
Eileen Buckheit, Development Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Local Interagency Services Team (LIST) Grant

Funder: Connecticut Youth Services Association (CYSA)

Grant Amount: \$17,000.00

Frequency: One time Annual Biennial Other

First year received:	<u>2016-17</u>		
Last 3 years received:	<u>2016-17</u>	<u> </u>	<u> </u>
Funding level by year:	<u>\$16,413.50</u>	<u>\$ </u>	<u>\$ </u>

Is a local match required? Yes No

If yes, how much? N/A From which account? N/A

Grant purpose: To coordinate local stakeholders in raising awareness about the needs of children and youth involved in the juvenile justice system, as well as planning, evaluating, and supporting juvenile justice services in each juvenile court catchment area.

Results achieved: Better coordination and provision of services to at-risk youth.

Duration of grant: One year

Status of application: Funding request and work plan have been submitted and approved by CYSA. This resolution will allow execution of the 2017-18 grant agreement.

Meeting attendee: Youth Services Director Cephus Nolen, x7181

Comments: This is a formula (noncompetitive) grant. As long as Youth Services continues to administer the program and submit the required paperwork, the funding is assured.



Cephus Nolen, Jr.
East Hartford Youth Services
50 Chapman Place
East Hartford, CT 06108

August 3, 2017

Dear Mr. Nolen:

The CT Youth Services Association (CYSA) is pleased to inform you that the Year 4 "LIST" funding request and Work Plan has been accepted in the amount of \$17,000. Your agency will receive the funds in four quarterly payments, the first to be released as soon as the required paperwork is complete.

You will be required to collect and report on data as requested by Court Support Services Division (CSSD) and CYSA and abide by the Terms of Agreement/Scope of Services that was signed at the time of your original application. In addition, a mid-year report, an end of the year report, and a work plan are required. You will also be required to follow the budget that was presented in your work plan and make a formal request for any budget revisions. CYSA may also request that adjustments be made to your budget or Work Plan based on the Scope of Services.

Required data and reports will be due, at a minimum, at the mid-year point and at the end of the fiscal year for this grant cycle. Any changes required by CSSD or CYSA will be given to grantees as quickly as possible in order to expedite any change in process.

Program oversight will be handled by Erica Bromley, the Juvenile Justice Liaison for CYSA. Please communicate with her regarding any questions and send all documents directly to her. Her email is ebromley@ctyouthservices.org.

Sincerely,

Michelle Piccerillo

Michelle Piccerillo, President
CT Youth Services Association

The Connecticut Youth Services Association leads, strengthens and supports a unified network of Youth Service Bureaus dedicating to promoting the well-being of Connecticut's children, youth and families.

LOCAL INTERAGENCY SERVICE TEAM (LIST)

Download Contact Information for LISTs Statewide

Purpose of the Local Interagency Service Team (LIST):

- The creation of the LISTs is a system development strategy for the establishment of an integrated system for planning, implementation and evaluation of juvenile justice service delivery in Connecticut.
- The LIST provides a venue for community-level interagency coordination and formal communication and planning between state agencies and local communities around juvenile justice issues.

Goal of the LIST:

- Encourage collaborative efforts among local stakeholders for assessing the physical, social, behavioral, and educational needs of children and youth in their respective communities that leads to juvenile justice involvement, and for assisting in the development of comprehensive plans to address such needs. The infrastructure for planning is intended to be data-driven and encourage the use of evidence-based. Approaches and programs to support positive youth development.
- Decrease the number of children and youth referred to court.
- Address the disproportionate minority contact
- Support families with information and access to services
- Support interagency prevention strategies
- Improve access to services
- Improve services and outcomes
- Increase the sharing of information and knowledge about services and the juvenile justice system
- Create partnerships between communities and state agencies in the development of community –based interventions
- Be organized to respond to federal, state, and private grant opportunities

LIST Composition:

- One for each Juvenile Court
- Should include broad community representation and be organized by a lead entity: Parents, youth, CSSD, DCF, YSB, Schools, Police, Social Service Provider community, faith-based community, business/labor community, healthcare community, local communities

Year One Goal: Get Organized:

- Issue RFQ to establish LIST for each Juvenile Court catchment area
- One lead entity applies in collaboration with partners and must identify partner agencies/groups, towns being represented, and must have parent and Youth Service Bureau involvement
- Identify what technical assistance needs would support local collaboration, identification of needs for at-risk/juvenile populations, and what state agencies can do more to be responsive to local needs (e.g. , post juvenile stats on website, add lead entity to RFP distribution list, provide more time to respond to RFPs).
- Collect data on child/youth populations, needs, gaps in services
- Increase Knowledge of juvenile justice system and current programs and policies
- Submit report to Executive Implementation Team by October 1st regarding technical assistance needs

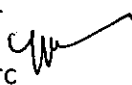
Role of Executive Implementation Team:

- Facilitate the creation of the LISTs
- Respond to Annual Report, incorporate needs/recommendations in budget options as appropriate, issue an Annual reports if State of the Juvenile Justice System in Connecticut
- Offer Guidance and technical assistance
- Resource Identification
- Needs assessment
- Monitoring and performance evaluation
- Strategic planning
- Information sharing

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TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 30, 2017
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Public Health Preparedness Resolution

Attached is a draft resolution to enter into an agreement with the Connecticut Department of Public Health for the Town's Public Health Emergency Preparedness (PHEP) Grant for the period of July 1, 2017 to June 30, 2018. The Town has received funding under this grant since 2009.

Funding from this program will go to support planning, training, exercise operations, and intervention activity expenses related to the prevention and/or mitigation of disease outbreaks and injuries resulting from epidemics, disasters, and bioterrorism.

I recommend that the Town Council approve this request as submitted by adopting the attached resolution.

Please place this information on the Town Council Agenda for the September 5, 2017 meeting.

Thank you.

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

I, Angela M. Attenello, 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 at a meeting of East Hartford Town Council of said corporation, duly held on the 5th day of September, 2017 in East Hartford, Connecticut.

RESOLUTION

WHEREAS, The Connecticut Department of Public Health and the Capitol Region Council of Governments have offered funding under the Public Health Emergency Preparedness program; and

WHEREAS, this money goes toward supporting planning, training, exercise, operations and intervention activity expenses relative to the prevention and/or mitigation of disease outbreaks and injuries resulting from epidemics, disasters and bioterrorism,

NOW THEREFORE LET IT BE RESOLVED that Mayor Marcia A. Leclerc has been empowered to make, execute and approve on behalf of this corporation any and all contracts or amendments thereof with the State of Connecticut Department of Public Health and/or the Capitol Region Council of Governments to fund a \$35,111.00 Public Health Emergency Preparedness grant for the period July 1st 2017 through June 30th 2018.

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 have hereunto set my hand and affixed the corporate seal of the Town of East Hartford, Connecticut this ____ day of September, 2017.

Seal

Signed: _____
Angela M. Attenello, Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2017-18 Public Health Emergency Preparedness (PHEP) Grant

Funder: CT Department of Public Health (DPH) via the Capitol Region Council of Governments (CRCOG)*

Grant Amount: \$35,111

Frequency: One time Annual* Biennial Other _____

First year received:	<u>2009</u>		
Last 3 years received:	<u>2017</u>	<u>2016</u>	<u>2015</u>
Funding level by year:	<u>\$37,428</u>	<u>\$37,234</u>	<u>\$54,652</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: PHEP funding is used to advance public health preparedness and response capabilities among local health departments.

Results achieved: Help public health departments improve their ability to respond to a range of public health incidents and build better prepared communities.

Duration of grant: One year


Status of application: This is not an application process. The Town was allocated the amount by DPH/CRCOG. The purpose of the resolution is to authorize the Mayor to execute the grant contract.

Meeting attendee: Health Director James Cordier, x7321

Comments: *While DPH funds the grant, this year it is being administered through CRCOG for the first time. In the past, DPH used grant contract extensions over a period of several years to give Towns their annual allocations. It appears that, with CRCOG, the contracting process will now be on an annual basis.

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Referral to Council – Public Health Emergency Preparedness Resolution

DATE: August 25, 2017

Attached is a draft Town Council resolution authorizing you to enter into an agreement with the Capitol Region Council of Governments (CRCOG) for funding from the Connecticut Department of Public Health (DPH) for the Town's Public Health Emergency Preparedness (PHEP) Grant for the period of July 1, 2017 through June 30, 2018.

This money will go toward supporting planning, training, exercise, operations and intervention activity expenses relative to the prevention and/or mitigation of disease outbreaks and injuries resulting from epidemics, disasters and bioterrorism. I have attached a copy of the DPH PHEP homepage for further details on this program. Grants Office records indicate that the Town has received funding under this grant program since 2009.

I respectfully request that this resolution be included on the Town Council agenda for the September 5th, 2017 meeting. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
James Cordier, Health Director



DEPARTMENT OF PUBLIC HEALTH

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Translation Disclaimer

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Raul Pino
M.D., M.P.H.
Commissioner

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Regulation & Licensure

Vital Records

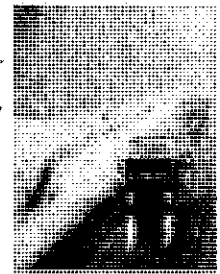
News Room

Topics A - Z

Statistics & Research

Public Health Emergency Preparedness

DPH's Office of Public Health Preparedness and Response funds preparedness activities to local public health departments and districts through the Public Health Emergency Preparedness (PHEP) cooperative agreement and other funding. Through these resources, OPHPR helps public health departments improve their ability to respond to a range of public health incidents and build better prepared communities.



Along with the Hospital Preparedness Program (HPP), this program represents a critical source of funding and support for the state's health care and public health systems. The programs provide resources needed to ensure that local communities can respond effectively to infectious disease outbreaks, natural disasters, or chemical, biological, or radiological nuclear events.

Administered by the Centers for Disease Control and prevention, PHEP funding is used to advance public health preparedness and response capabilities among state and local health departments. Preparedness activities funded by the PHEP cooperative agreement are targeted specifically for the development of emergency-ready public health departments that are flexible and adaptable.

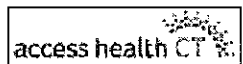


To learn more visit the CDC's PHEP page

For more information about how PHEP supports Connecticut communities, please contact the DPH Office of Public Health Preparedness and Response at (860) 509-8282.

Content Last Modified on 12/9/2016 2:52:55 PM

Printable Version



**Veterans Commission
(August 23, 2017 draft)**

Sec. 1 Section 2-113b of the town ordinances is repealed and the following is substituted in lieu thereof:

(a) There is established a veterans commission [on veterans' affairs]. The commission shall consist of nine members. At least six members shall be residents of East Hartford. Such members shall be appointed for a two year term. In addition, the agent for veterans' affairs designated pursuant to [Section one] section 2-113a, shall serve as an ex-officio member of the commission on veterans' affairs. Notwithstanding the provisions of this section, on the effective date of this ordinance the veterans commission members shall include all members of the commission on veterans affairs and the patriotic commission who shall serve until their terms on the date of enactment of this ordinance expire. Vacancies shall be filled when the veterans commission membership is no more than nine members.

(b) The commission shall serve as a resource for information concerning federal, state and local benefits and services for veterans, active duty personnel and their families. The commission shall compile contact information from federal and state veterans' affairs agencies and veterans' advocacy groups. The commission may coordinate the scheduling of regular hours for veterans' advocates to meet with veterans at town hall or other town facilities. The commission may assist the mayor and the agent for veterans' affairs in communicating matters of interest to veterans, active duty personnel and their families in the town of East Hartford. The commission may work with town organizations and volunteers to carry out its projects and may officially recognize such organization and volunteers for their service.

(c) The commission shall conduct celebratory and memorial events to commemorate national and state holidays and such other events to honor active military and veterans.

[(c)] The chair of the commission, or such other members of the commission as the commission, by majority vote shall designate, shall serve as the town's veterans' service contact person pursuant to section 27-135 of the Connecticut General Statutes. Such person or persons shall complete an annual training course pursuant to section 27-1021 of the Connecticut General Statutes and shall comply with such other requirements for a veterans' service contact person as set forth in state law.

For reference, the Patriotic Commission ordinance would be deleted but is set out here for reference only.

ARTICLE 4. PATRIOTIC COMMISSION. Sec. 14-22. Established; Composition.

a) There is established a Patriotic Commission of nine (9) members representing the public-atlarge.

b) There may be up to six (6) additional positions for representatives of any six (6) civic, fraternal, business, or religious organizations.

c) There shall be no more than one (1) representative from any single organization mentioned above.

Sec. 14-23. Appointment and Terms of Members.

a) Initially, appointments shall be two (2) members for a term of one (1) year; two (2) members for a term of two (2) years; and three (3) members for a term of three (3) years. After initial terms expire, subsequent terms will each be for a three (3) year period.

b) Associate members, members appointed by the Commission for special projects, shall have no voting privileges. There shall be no limit to the number of associate members and terms of associate members shall expire on the first day of December of each year.

c) The terms of each civic, fraternal, business, or religious representative shall expire on the first day of December of each year.

14-24. Duties. The Patriotic Commission shall have the authority and responsibility to study and conduct activities related to national and state holidays, town celebrations, etc. The Commission shall promote the town image and make recommendations to the Mayor and Council regarding the arrangements, supervision, plan and conduct of such activities, and shall have the authority and responsibility to conduct all approved activities.

**Commission on Culture and Fine Arts
(August 23, 2017 draft)**

Sec. 1 Section 14-1 of the town ordinances is hereby repealed and the following is substituted in lieu thereof:

- (a) There is established the [Fine Arts Commission] Commission on Culture and Fine Arts which shall consist of fifteen members appointed for a term of five years. Terms shall be staggered so that three members are appointed each year. On the effective date of this ordinance, the Commission members shall consist of the members of the Fine Arts Commission and the Library Commission who shall serve until their terms expire. Vacancies shall be filled once the membership of the commission is no more than 15 members.
- (b) The Commission shall promote and stimulate general interest among the citizens of the town in the fine arts and other cultural arts and the town libraries. The Commission shall work with the Town Librarian to encourage the use of the Raymond Library and other town libraries for the display of fine arts and other cultural arts. The Commission may charge a fee for any activity that it conducts. Such revenue shall be credited to an account for use by the Commission on future projects or to offset expenses of such activity.

The following ordinances would be deleted but are set out here for reference


Sec. 14-1. Established. There is established the Fine Arts Commission. Sec. 14-2. Purpose. The purpose of the Fine Arts Commission shall be to promote and stimulate general interest among the citizens of the town in the fine arts. Sec. 14-3. Membership; Appointment; Term. The Fine Arts Commission shall consist of fifteen (15) members, not more than ten (10) of whom shall belong to the same political party. Terms shall be staggered so that three (3) members are appointed each year. Members shall be appointed for terms of five (5) years. Sec. 14-4. Authority to Establish By-Laws, Rules and Regulations. The Fine Arts Commission shall establish such by-laws, rules and regulations as are necessary to achieve its purpose as set out herein.

Sec. 2-110. Established. There is established a Library Commission for the general purpose of improving the library services of the Town of East Hartford and advising the Mayor and Council of methods to do so. Sec. 2-111. Members; Appointments; Terms of Office. (a) The Commission shall consist of nine (9) members, all of whom shall be electors of the town, appointed by the Mayor with the consent of the Town Council. Not more than six (6) members shall belong to the same political party. The Library Director shall serve in an exofficio capacity. Town of East Hartford Code of Ordinances Sec. 2-112. Meetings; Quorum. CHAPTER 2. The Administration (b) Initial appointments to the Commission shall be

made as follows: three (3) members shall be appointed for a term of one (1) year; three (3) members shall be appointed for a term of two (2) years; and three (3) members shall be appointed for a term of three (3) years. Thereafter, each subsequent appointment shall be for a term of three (3) years. Sec. 2-112. Meetings; Quorum. The Library Commission shall meet not less than four (4) times each year. A quorum at any meeting shall consist of five (5) voting members. Affirmative votes by the majority of voting members present at any meeting shall be necessary to validate any and all actions and recommendations taken by the Commission at such meeting. Sec. 2-113. Duties. The duties of the Library Commission shall be as follows: 1. To promote and encourage improvements in the library services of the Town; 2. To study conditions affecting the library services to the Town, and suggest improvements; 3. To encourage the use and expansion of the library services of the Town, and to promote the library services among the community; 4. To make such recommendations to the Mayor on methods of maintaining and improving the library services as it deems appropriate; 5. To seek through the Town's Grants Administrator grants from public and private sources to be used in achieving any of its purposes; 6. To collect, compile and disseminate information relative to maintaining and improving the Town's library services; and 7. To make a full written report of all activities undertaken by it to the Mayor once a year. The report shall be delivered on or before November 1 of each year and shall detail activities carried out by the Commission during the preceding twelve (12) month period. V



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 30, 2017
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 \$17149.55 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council agenda for the September 5, 2017 Town Council meeting.

Thank you.

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

INTEROFFICE MEMORANDUM

TO: MARCIA A LECLERC, MAYOR
 MICHAEL WALSH, DIRECTOR OF FINANCE

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 8/29/2017

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 \$17149.55. Please see attached listing.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Over Paid
2015-03-0086813	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2013/2GKFLTEK0D6109038	-271.4
2015-03-0086814	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2013/1C6RR7FT6DS713851	-319.87
2015-03-0086820	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2014/1G4GDSG35EF145373	-468.17
2015-03-0086824	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2013/1C4RJFT5DC644093	-366.74
2015-03-0086825	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2012/2C4RC1BG0CR330987	-363.08
2015-03-0086827	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2012/1C4NIRFB5CD663559	-267.3
2015-03-0086834	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2013/2GNALBEK6D1267839	-72.78
2015-03-0086860	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2014/1G1PASSG8E7223283	-259.74
2015-03-0086863	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2013/3GYFNGE37DS554362	-299.18
2015-03-0086867	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2013/1G1PD5S89D7285186	-287.56
2015-03-0086868	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2013/2GNALDEK2D6205434	-195.03
2015-03-0086869	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2014/2G1125S39E9136913	-242.53
2015-03-0086871	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2012/1C4PJMAK7CW205965	-186.07
2015-03-0086874	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2012/1G6DSSE36C0153582	-454.85
2015-03-0086879	ALLY BANK LOUISVILLE PC	PO BOX 9001951	LOUISVILLE, KY 40290	2013/2GNALBEK6D6163564	-290.71
2016-03-0053751	BLANCO FLOORING LLC	34 BAY PATH DR	EAST HARTFORD, CT 06108	2005/1FTSS34P85HA25037	-10.73
2015-03-0054286	BRETON AUDRAN	31 HIGH ST # U10207	EAST HARTFORD, CT 06118-1874	2006/1F1GD676466G512818	-175.01
2015-03-0055083	CAB EAST LLC FORD CREDIT PERSONAL PROPERTY	PO BOX 67000 DEPT 231601	DETROIT, MI 48267	2013/1FADP3F29DL323187	-104.86
2015-03-0055090	CAB EAST LLC FORD CREDIT PERSONAL PROPERTY	PO BOX 67000 DEPT 231601	DETROIT, MI 48267	2013/1FTEX1EMXDFB13606	-292.38
2015-03-0055097	CAB EAST LLC FORD CREDIT PERSONAL PROPERTY	PO BOX 67000 DEPT 231601	DETROIT, MI 48267	2014/1FADP3K21EL232230	-213.79
2015-03-0055100	CAB EAST LLC FORD CREDIT PERSONAL PROPERTY	PO BOX 67000 DEPT 231601	DETROIT, MI 48267	2014/1FMCU9J93EUA26137	-486.18
2015-03-0055102	CAB EAST LLC FORD CREDIT PERSONAL PROPERTY	PO BOX 67000 DEPT 231601	DETROIT, MI 48267	2013/1FMCU9J96DUB76483	-48.44
2015-03-0055103	CAB EAST LLC FORD CREDIT PERSONAL PROPERTY	PO BOX 67000 DEPT 231601	DETROIT, MI 48267	2014/1FMSK8F82EGA25519	-69.22
2015-03-0055109	CAB EAST LLC FORD CREDIT PERSONAL PROPERTY	PO BOX 67000 DEPT 231601	DETROIT, MI 48267	2013/2FMKD4KCODBA93404	-217.98
2015-03-0055111	CAB EAST LLC FORD CREDIT PERSONAL PROPERTY	PO BOX 67000 DEPT 231601	DETROIT, MI 48267	2013/1FADP5CUXDL526302	-276.91
2015-03-0055114	CAB EAST LLC FORD CREDIT PERSONAL PROPERTY	PO BOX 67000 DEPT 231601	DETROIT, MI 48267	2013/2FMKD3GCSDBA50986	-391.14
2015-03-0055117	CAB EAST LLC FORD CREDIT PERSONAL PROPERTY	PO BOX 67000 DEPT 231601	DETROIT, MI 48267	2013/5LMIJ2J53DEL09373	-160.74
2016-03-0055956	CARRUCINI ALEXY J	20 COLUMBUS CIR	EAST HARTFORD, CT 06108-1732	1994/1G4HP52L8RH406833	-118.75
2016-03-0058461	CRUZ ISMAEL	44 SISSON ST	EAST HARTFORD, CT 06118-1534	2002/4M2ZU86E5ZJ04862	-22.56
2015-04-0082504	DIAZ-SANCHEZ IRIS	101 CONNECTICUT BLVD	EAST HARTFORD, CT 06108-3052	2009/1N4AA51E49C821192	-84.24
2015-03-0061311	ENTERPRISE F M TRUST	600 CORPORATE PARK DR	ST LOUIS, MO 63015	2015/1N4AL3AP7FC183595	-198.43
2015-03-0061324	ENTERPRISE F M TRUST	600 CORPORATE PARK DR	ST LOUIS, MO 63015	2012/1GCSHAF46C111880	-125.98
2015-03-0061327	ENTERPRISE F M TRUST	600 CORPORATE PARK DR	ST LOUIS, MO 63015	2015/5N1AT2MV7FC844651	-392.17
2015-03-0061332	ENTERPRISE F M TRUST	600 CORPORATE PARK DR	ST LOUIS, MO 63015	2007/1GCFG15Z171182928	-263.44
2015-03-0061366	ENTERPRISE F M TRUST	600 CORPORATE PARK DR	ST LOUIS, MO 63015	2012/NM0L57AN6CT114675	-28.97

2016-03-0062021	FAILOO RUFINO	1327 BURNSIDE AVE APT B3	EAST HARTFORD, CT 06108-1572	2006/4FY29Z06KM18810	-50.18
2015-03-0061597	FAILOO RUFINO	1327 BURNSIDE AVE APT B3	EAST HARTFORD, CT 06108-1572	2015/2HGFB2F7XPH508292	-68.89
2015-03-0085478	FERRER CHANEY	66 GLOUCESTER CT	NEWINGTON, CT 06111	2002/3VWSE69M22M142088	-118.95
2015-04-0083018	FIRST CHOICE HEALTH CENTERS	94 CONNECTICUT BLVD	EAST HARTFORD, CT 06108-3013	2010/5FNRL3H74AB010437	-456.58
2016-03-0063086	FOSU HENRIETTA A	6904 SOUTH 12TH ST APT 1703	TACOMA, WA 98465	2003/3G7DB03EX3S587435	-12.22
2016-03-0064552	GONZALEZ ADRIA	1938 BROAD ST	HARTFORD, CT 06114	2001/2T1BR12E01C510739	-17.92
2015-03-0064731	GUERRERO-GARCIA MARILIN E	77 SMITH DR	EAST HARTFORD, CT 06118	2005/1FAFP53205A265427	-8.18
2015-03-0064732	GUERRERO-GARCIA MARILIN E	77 SMITH DR	EAST HARTFORD, CT 06118	2002/1FAFP34P92W107133	-6.29
2016-03-0066868	HOLLIS JOHN E	27 BODWELL RD	EAST HARTFORD, CT 06108-1520	2012/KMHDH4AE1CU365968	-35.55
2016-03-0068330	JOHNSON CHRISTOPHER M	1331 BURNSIDE AVE APT C1	EAST HARTFORD, CT 06108-1518	2008/JTMBD33V186082769	-30.00
2014-03-0064974	JORDAN LENORA	46 GAIL RD	EAST HARTFORD, CT 06118-2418	2006/1HGCM665X6A005475	-418.77
2015-03-0064623	JORDAN LENORA	46 GAIL RD	EAST HARTFORD, CT 06118-2418	2006/1HGCM665X6A005475	-268.31
2015-03-0068018	JP MORGAN CHASE BANK N A	PO BOX 901098	FORT WORTH, TX 76101-2098	2015/4S4BSALCOF3238898	-672.15
2014-03-0068264	JP MORGAN CHASE BANK NA	P O BOX 901098	FORT WORTH, TX 76101	2013/F1GIPAL66D2895509	-522.98
2016-03-0070560	KRAMPITZ MICHELLE M	38 ELEANOR RD	EAST HARTFORD, CT 06118-2020	2015/19XFB2E50FE052541	-168.32
2016-03-0069992	LACHAPELLE CHELSEA A	P O BOX 766	MERIDEN, CT 06450	2002/1HGEM21942L061440	-14.11
2016-03-0070598	LAWTON SEAN J	146 CHRISTINE DR	EAST HARTFORD, CT 06108-2934	2007/FLA63342	-101.66
2016-03-0074544	MONTANARO GLEN N	30 LAWRENCE ST	EAST HARTFORD, CT 06118-1510	2002/1FTRX17L42NB98368	-23.84
2016-03-0076675	OLSOWY RENEE	73 WHITING RD	EAST HARTFORD, CT 06118-1551	2003/KM8SB12B13U562425	-44.32
2016-03-0077633	PASALAPUDI VENKATA R	130 NUTMEG LN APT 328	EAST HARTFORD, CT 06118-1223	1998/4T1BG22K4WU371321	-17.92
2013-01-0011955	RAGO EDWARD T & BIRUTA M	16 CHICKASAW DR	EAST HARTFORD, CT 06118	16 CHICKASAW DR	-40.04
2014-01-0011955	RAGO EDWARD T & BIRUTA M	16 CHICKASAW DR	EAST HARTFORD, CT 06118	16 CHICKASAW DR	-68.78
2015-01-0011955	RAGO EDWARD T & BIRUTA M	16 CHICKASAW DR	EAST HARTFORD, CT 06118	16 CHICKASAW DR	-68.78
2016-01-0011955	RAGO EDWARD T & BIRUTA M	16 CHICKASAW DR	EAST HARTFORD, CT 06118	16 CHICKASAW DR	-70.58
2016-03-0081353	RODRIGUEZ LOURDES I	52 WOODBRIDGE AVE	EAST HARTFORD, CT 06108-4000	1999/1FTZF1723XNB84432	-13.57

2015-03-0080982	ROOPNARINE TARACHAN	413 BURNSIDE AVE	EAST HARTFORD, CT 06108-2449	2004/JNKCV51F44M717206	-48.10
2016-03-0082051	RUCKER EARL S	101 CT BLVD 5F	EAST HARTFORD, CT 06108	2005/1GTEC14X55Z319049	-26.18
2016-03-0082864	SANTIAGO TERESA	94 MILLBROOK DR	EAST HARTFORD, CT 06118-2638	2011/2T18U4EE48C652976	-47.74
2016-03-0082874	SANTIAGO-SOTO ARIEL	10 LATIMER ST	EAST HARTFORD, CT 06108-2327	1998/4T18G22KXWU213808	-11.97
2016-02-0041486	SHAW CHIROPRACTIC GROUP	136 WEST MAIN ST	NEW BRITAIN, CT 06052	290 ROBERTS ST	-11.76
2016-03-0084738	ST JEAN ROGER J	23 MILLBROOK DR	EAST HARTFORD, CT 06118-2636	1999/2B7J821Z2XK528770	-18.88
2016-03-0068769	SUBARU MOTOR FINANCE	PO BOX 901076	FORT WORTH, TX 76101-2098	2014/JFZGPACC7E8260475	-142.46
2016-03-0085828	THOMAS NORMAN T	235 E RIVER DR # U1106	EAST HARTFORD, CT 06108-5016	2004/JTHBA30G840016875	-25.82
2016-03-0085846	THOMAS VALERIE E	235 E RIVER DR # U1106	EAST HARTFORD, CT 06108-5016	2004/JTHBA30G940015461	-18.5
2015-03-0085816	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2013/JTHCE1BL7D5009779	-69.5
2016-03-0086583	TOYOTA MOTOR CREDIT CORP. ATTN: LBX842701	20 COMMERCE WAY #800	WOBURN, MA 01801	2014/JTHBK1GG2E2096980	-338.24
2016-03-0086722	TRAN DUC N	36 MOHAWK DR	EAST HARTFORD, CT 06108-1633	1998/4NZZN111XWD816878	-9.18
2016-03-0087571	VASQUEZ-MOREIRA JOSE A	10 FRANCIS ST	EAST HARTFORD, CT 06108-2625	2007/1N68D06T07C420250	-35.39
2016-03-0087716	VAZQUEZ LUIS M JR	315 HIGH ST	EAST HARTFORD, CT 06118-3607	2001/1GNEK13T01J190087	-23.3
2016-03-0087721	VAZQUEZ LYDIA E	158 PLAIN DR	EAST HARTFORD, CT 06118-1569	1999/2HGEJ6610XH581819	-17.18
2016-03-0087985	VERIZON WIRELESS SERVICES LLC	1 VERIZON WAY	BASKING RIDGE, NJ 07920	2015/1P91F1421FS727025	-2,642.56
2016-03-0088677	WATKINS ROBBY L	125 FORBES ST	EAST HARTFORD, CT 06108-3714	2003/1FMFU16L53LA88791	-21.06
2016-03-0089012	WHITWORTH ROBERT B JR	35 JANET DR	EAST HARTFORD, CT 06118-1929	2009/1N4AA51E49C857870	-33.33

TOTAL

\$ (14,886.97)

Add On

Bill
2016-01-0010701

Name
CORELOGIC ATTN: REFUNDS DEPT.

Address
PO BOX 9202

City/State/Zip
COPELL, TX 75019

Prop Loc/Vehicle Info.
200 SANDRA DR

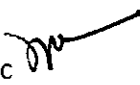
Over Paid
-2489.89

TOTAL

\$ (2,489.89)



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 1, 2017
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Health Department Fee Schedule Adjustment

The Health department has been notified by the Department of Public Health that per Public Act 17-93 all Class IV restaurants must be reclassified by definition to Class II. The State Health Department Environmental Health Section Letter #2017-23 dated August 1, 2017 (attached) defines the new classification system. While the summary states that food establishments must be notified of their new classification by the Health department by July 1, 2018, DPH has informed us that local health departments must reclassify them prior to October 1, 2017.

The Health Department has determined that approximately 84 establishments currently under Class IV will have to be migrated, by definition, to Class II. The department also notes that the inspection of Class II establishments, as redefined, will now be a more lengthy and complex process and that this must be reflected in our corresponding fees. Attached is a draft resolution that would adjust the annual licensure rate for Class II Food Service Establishments from \$210.00 to \$290.00. The rest of the department's recently-revised (December 7, 2016) Fee Schedule will remain unchanged.

I am requesting that the Council Act as a "Committee of the Whole" to expedite implementation, since the regular Council and Committee protocols would place us beyond the normal timeframe of the upcoming re-licensure process.

Please place this information on the Town Council Agenda for the September 5, 2017 meeting.

Thank you.

C: R. Gentile, Assistant Corporation Counsel
J. Cordier, Health and Social Services Director

I, Angela M. Attenello, 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 at a meeting of East Hartford Town Council of said corporation, duly held on the 19th day of September, 2017 in East Hartford, Connecticut.

RESOLUTION

WHEREAS, The State Legislature, under PA 17-93 and through the State Department of Public Health, under Environmental Health Section Circular Letter #2017-23 have provided new definitions for classifying retail food establishments; and

WHEREAS, the foregoing classification system must be implemented by October 1, 2017 and the East Hartford Health Department sends out its annual Food Service Establishment re licensure notices and billings on October 31 for the licensure period beginning January 1; and

WHEREAS, the East Hartford Health Department has determined that the inspection of Class II Food Service Establishments will be more lengthy and complex; and

WHEREAS, Class II fees under the current schedule need to be altered to comply with the new classification system, while the schedule will otherwise remain unchanged,

NOW THEREFORE LET IT BE RESOLVED that the East Hartford Town Council adjusts the Health Department Fee Schedule annual rate for Class II Food Service Establishments from \$210.00 to \$290.00, effective October 1st, 2017.

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 have hereunto set my hand and affixed the corporate seal of the Town of East Hartford, Connecticut this ____ day of September, 2017.

Signed: _____

seal

Angela M. Attenello
Town Council Clerk

STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH



Raul Pino, M.D., M.P.H.
Commissioner

Dannel P. Malloy
Governor
Nancy Wyman
Lt. Governor

Environmental Health Section

EHS Circular Letter #2017-23

DATE: August 1, 2017

TO: Directors of Health
Certified Food Inspectors
Interested Parties

FROM: Tracey Weeks 
Food Protection Program Coordinator

RE: Revised Classification of Food Establishments

The purpose of this letter is to provide local health departments with guidance to assist with the classification of food establishments in preparation for regulatory oversight utilizing language of the FDA Food Code beginning on July 1, 2018.

Background

Food service establishments are currently classified according to Section 19-13-B42(s)(3) of the Regulations of Connecticut State Agencies. Public Act 17-93 includes new definitions for classifying retail food establishments that will now include food stores in addition to food service establishments. The new definitions are:

"Class 1 food establishment" means a food establishment that only offers for retail sale (A) prepackaged food that is not time or temperature controlled for safety, (B) commercially processed food that (i) is time or temperature controlled for safety and heated for hot holding, but (ii) is not permitted to be cooled, or (C) food prepared in the establishment that is not time or temperature controlled for safety;

"Class 2 food establishment" means a retail food establishment that does not serve a population that is highly susceptible to food-borne illnesses and offers a limited menu of food that is prepared, cooked and served immediately, or that prepares and cooks food that is time or temperature controlled for safety and may require hot or cold holding, but that does not involve cooling;

"Class 3 food establishment" means a retail food establishment that (A) does not serve a population that is highly susceptible to food-borne illnesses, and (B) has an extensive menu of foods, many of which are time or temperature controlled for safety and require complex preparation, including, but not limited to, handling of raw ingredients, cooking, cooling and reheating for hot holding;



Phone: (860) 509-7297 • Fax: (860) 509-8071
MS#11FDP, 410 Capitol Avenue, P.O. Box 340308
Hartford, Connecticut 06134-0308
www.ct.gov/dph

Affirmative Action/Equal Opportunity Employer



"Class 4 food establishment" means a retail food establishment that serves a population that is highly susceptible to food-borne illnesses, including, but not limited to, preschool students, hospital patients and nursing home patients or residents, or that conducts specialized food processes, including, but not limited to, smoking, curing or reduced oxygen packaging for the purposes of extending the shelf life of the food;

Impact of New Food Establishment Classification System

An attachment entitled 'Revised Classification of Connecticut Retail Food Establishments' is included with this letter to assist local health departments in revising their food establishment classifications. Examples are provided that should help with assigning establishments to the appropriate class. Since classification will determine inspection frequency, and may impact licensing and fee structures, changes to local ordinances may be warranted. Section 4 of PA 17-93 requires all food establishments to have a license/permit to operate issued by the director of health beginning July 1, 2017. Local health departments that do not currently issue licenses for food establishments will need to implement a licensing system. Additionally, PA 17-19 Section 4(4) requires all Class 2, 3, and 4 establishments to employ a certified food protection manager (formerly known as QFO) which will affect some establishments that were previously exempt from the QFO requirement.

A preliminary review of food establishment lists from selected health departments suggests that the new classification may result in a 30% reduction in the number of routine inspections required. This number is likely to change as establishments seek approval to engage in special processing. (Food establishments that conduct special processing will automatically be classified as Class 4 establishments.) Under current regulations, special processing is not allowed in food service establishments, however, PA 17-93 includes language that allows, as an interim measure, food service establishments to engage in acidification of sushi rice and/or sous vide processing if approved by the Connecticut Department of Public Health (DPH) until July 1, 2018. (To date, no approvals have been issued by DPH for either process.) When the FDA Food Code becomes effective beginning July 1, 2018, local health departments will have the authority to approve sous vide cooking and other reduced oxygen packaging without a variance, provided the criteria specified in 3-502.12 of the code is met. (DPH will retain authority for approving variances for other special processes.) As a result of these changes it is expected that the number of Class 4 food establishments will increase to some extent as establishments receive approval for special processing since under the new definitions.

Summary

PA 17-93 includes new language that will impact local health departments and food establishments. Local health departments are advised to begin assessing food establishments (including food stores) in their jurisdictions to determine how they will be classified based upon the new definitions in PA 17-93. Food establishments should be notified of their new classification before July 1, 2018 to allow time for any necessary changes. Similarly local health departments should begin taking the necessary steps to make changes to any local ordinances or local requirements that may be impacted by PA 17-93 and the forthcoming enactment of the FDA Food Code regulatory language.

C: Suzanne Blancaflor, MS, MPH, Chief, Environmental Health Section

REVISED CLASSIFICATION OF CONNECTICUT FOOD ESTABLISHMENTS

CURRENT CLASSIFICATIONS UNDER 19-13-B42

CLASS 1:

- Commercially prepackaged food
- Hot and cold beverages
- Hot holding of commercially pre-cooked PHFs that are heated and served in the original package within 4 hours
- No preparation or cooking

CLASS 2:

- Preparation of cold or RTE commercially processed food that does not require heat treatment
- Hot and cold beverages
- Hot holding of commercially pre-cooked PHFs that are heated and served in the original package within 4 hours
- Reheat and hot holding of commercially precooked hot dogs, kielbasa, and soup taken directly from the package and served within 4 hours

CLASS 3:

- Preparation, cooking, hot/cold holding of PHF that are consumed within 4 hours of preparation

CLASS 4:

- Preparation, cooking, hot holding greater than 4 hours after preparation and prior to consumption, and cooling of PHF

NEW CLASSIFICATIONS UNDER PA 17-93

CLASS 1:

- Prepackaged food that is not TCS
- Commercially prepackaged, processed (fully cooked) food that is TCS and either cold-held or heated for hot holding, but not cooled
- Preparation of non-TCS foods

CLASS 2:

- Preparation of limited menu TCS food that is served immediately, cold-held or hot-held for an unspecified length of time
- No cooling of TCS foods allowed
- Does not include facilities that provide foodservice specifically to a highly-susceptible population

CLASS 3:

- Preparation of an extensive menu of TCS food involving complex processes including cooking, cooling, reheating for hot-holding, and handling of raw ingredients
- Does not include facilities that provide foodservice specifically to a highly-susceptible population

CLASS 4:

- On-site preparations of foods by special processes, such as sous vide, acidification, ROP, etc.
- Preparation of an extensive menu of TCS food involving complex processes including cooking, cooling, reheating for hot-holding, and handling of raw ingredients that is served in an establishment which serves a highly-susceptible population

EXAMPLES OF ESTABLISHMENTS UTILIZING NEW CLASSIFICATION SYSTEM

The following list is intended to provide some common examples of how food establishments would be classified under the new definitions. It is not meant to be all inclusive or absolute as menus and processes are subject to change even within major chain restaurants.

CLASS 1:

- Coffee shops that do not prepare any TCS foods. May prepare non-TCS baked goods
- Ice cream shops (may also prepare and bake non-TCS foods for use)
- Gas stations such as 7-Eleven, Cumberland Farms, etc. that only heat commercially prepackaged TCS foods for hot holding or cold-hold TCS foods, such as commercially prepackaged fully cooked breakfast sandwiches or burgers
- Establishment that prepares non-TCS foods such as peanut butter and jelly sandwiches, Fluffernutter sandwiches, chocolates, cookies, cakes, or other non-TCS confections

CLASS 2:

- McDonald's
- Dunkin Donuts
- Taco Bell
- Burger King
- Five Guys
- Wendy's (if they do not cool burgers for chili)
- Subway restaurants (if they do not cool and reheat TCS foods, e.g. soup and meatballs)
- Gas stations such as 7-Eleven, Cumberland Farms, etc. that heat bulk TCS foods for hot holding (such as hot dog rollers, nachos with cheese, etc.)
- Deli preparing hot or cold sandwiches and does not cool food at the end of the day
- Schools (not including preschool facilities) if they do not cool foods

CLASS 3:

- Wendy's (if they cool burgers for chili)
- Subway (if they cool and reheat TCS foods, e.g. soup and meatballs)
- KFC (if they cool chicken for pot pies)
- Full-service restaurants, caterers, itinerant vendors, grocery stores that use complex processes (cool foods for later service, including same day service and reheating processes)
- Schools (not including preschool facilities) that cool and reheat foods

CLASS 4:

- Hospitals
- Long-term care facilities
- Preschools that provide foodservice
- Daycare centers for elderly or preschool age children that provide foodservice
- Any food establishment that engages in special processes such as acidification, smoking, curing, reduced oxygen packaging (including sous vide), sprouting seeds, etc.