

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
SEPTEMBER 6, 2022

6:30 PM Fees Meeting  
7:00 PM Executive Session

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**This Town Council meeting is accessible through "Microsoft Teams" 929-235-8441  
Conference ID: 987 824 299# or click on this link: [Click here to join the meeting](#)**

**This meeting can be viewed through Comcast channel 96 and 1090 and Frontier  
channel 6018 or by clicking on <https://ehct.viebit.com>**

Pledge of Allegiance 7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
  - A. August 2022 Residential Beautification Commission Award: Tolis and Cynthia Serbegis, 39 Sunrise Lane
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 16, 2022 Executive Session
  - B. August 16, 2022 Public Hearing
  - C. August 16, 2022 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. Town of East Hartford Audit- Governance Communication
  - B. Town On-Call Service Contract Report
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Memorandum of Agreement: East Hartford Firefighters Association IAFF Local 1548 and The Town of East Hartford re: Retirement Benefits
  - B. Grant Resolutions
    1. Institute of Museum and Library Services National Leadership re: Raymond Library Digital Navigation Project
    2. CT Department of Transportation FY 2023 Highway Safety Project
    3. 2022 Assistance to Firefighters Grant (AFG)

4. Revised: State Department of Economic and Community Development  
Urban Act re: Renovations to Veterans Memorial Clubhouse
- C. Bid Waivers
  1. FY 2022-23 UConn Master of Public Policy Internship Program
  2. Connecticut Harm Reduction Alliance re: Mobile Harm Reduction  
Services
- D. Recommendation from Personnel and Pensions Subcommittee re: Social  
Services Supervisor Job Description
- E. Recommendation From Real Estate Acquisition and Disposition  
Committee re: Setting of Public Hearing Date for the Possible Transfer of  
1437-1439 Main Street
- F. Recommendation from Fees Committee re: Senior Center Rental Fees
- G. Amusement Permit Applications
  1. Dad's Hero Community Day
  2. Hartford Steel Symphony Concert
  3. Hartford Harley-Davidson Bike Night Finale
  4. Music at the Market
- H. Refund of Taxes

9. OPPORTUNITY FOR COUNCILLORS TO ADDRESS 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 20, 2022)

*Robert J. East*

BEAUTIFICATION COMMISSION  
TOWN OF EAST HARTFORD

2022 AUG 10 AM 9:01

AUGUST 4, 2022

TOWN CLERK  
EAST HARTFORD

Inspections & Permits Department – Conference Room

PRESENT Patricia Sirois, Chair; Mary Mourey, Vice Chair; Dolores Kehoe, Cynthia Woodman, Kathleen Cattanach and Kimberly Knapp (arrived 5:45p.m.)

ABSENT Julie Robinson

ALSO Joe Cortes, Inspections & Permits Department  
PRESENT

CALL TO ORDER

Chair Sirois called the meeting to order at 5:30 p.m. She declared a quorum with 5 members present.

APPROVAL OF MINUTES

July 7, 2022 Meeting Minutes

MOTION By Mary Mourey  
seconded by Cindy Woodman  
to approve the July 7, 2022 meeting minutes.  
Motion carried 5/0.

OPPORTUNITY FOR CITIZENS TO SPEAK

None

REPORTS:

Directors' Reports

Joe Cortes asked if the members had any issues they would like to bring to his attention:

- Commissioner Woodman reported that the lawn at 69 Dartmouth Drive was overgrown.
- Vice Chair Mourey reported that the lot at the corner of Chapman and Main had tall grass, weeds and was in general disrepair. The brick structure on the lot is the former Key Bank.

Mr. Cortes:

- presented the Commission with “before and after” photographs of Veterans Terrace, a residential complex on Columbus Circle that falls under the auspices of the East Hartford Housing Authority.
- spoke to the person in charge of 237 East River Drive, owned by the Manchester Land Conservation Trust, about the layout of plantings for that property. When the layout is finished, he will share it with the Commission.

Chair's Report

Chair Sirois reported that:

- the Brewer House Garden dedication ceremony on Saturday July 16<sup>th</sup> was a success. The landscaping was lovely.
- A letter was sent to the owners of 51 Central Avenue informing them that they are the recipients of the July Beautification Commission Award for Residential Landscaping which will be presented to them at the August 16<sup>th</sup> Town Council meeting.

#### Financial Report

Mary Mourey, Vice Chair, indicated that so far, the Commission has only incurred the cost of the clerk's wages. Approximately \$8,500 remains in the budget for FY23.

#### OLD BUSINESS

##### Beautification Awards-Business/Residential

MOTION           By Kim Knapp  
                          seconded by Cindy Woodman  
                          to present the August 2022 Residential Beautification Award to 39 Sunrise Lane  
                          at the Town Council meeting held on Tuesday, September 6<sup>th</sup>.  
                          Motion carried 6/0.

#### NEW BUSINESS

##### Plans for Holiday Fest 2022

Chair Sirois indicated that the secretary for South Church has volunteered to help with this event. The Chair also stated that the Fest will be a bit early this year – held on December 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. The brochure for this years' Holiday Fest will feature a gingerbread house and/or family as the theme.

#### PAYMENT OF BILLS

MOTION           By Mary Mourey  
                          seconded by Kathy Cattnach  
                          to **approve** the clerk's wages for this meeting in the amount of \$75.00.  
                          Motion carried 6/0.

#### ADJOURMENT

MOTION           By Cindy Woodman  
                          seconded by Kathy Cattnach  
                          to **adjourn** (6:35 p.m.)  
                          Motion carried 6/0.

The next regular meeting of the Beautification Commission is Thursday, September 1<sup>st</sup>.

Respectfully submitted,

  
Angela Attenello, Acting Clerk



*Robert J. Bell*

TOWN COUNCIL CHAMBERS

August 16, 2022

2022 AUG 17 PM 12: 20

EXECUTIVE SESSION

TOWN CLERK  
EAST HARTFORD

PRESENT  
IN CHAMBERS

Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councilors Angela Parkinson, Awet Tsegai (via Teams), Harry O. Amadasun, Jr. (via Teams), Thomas Rup and Travis Simpson

ALSO  
PRESENT

James Tallberg, Corporation Counsel  
Mayor Michael P. Walsh (via Teams)

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:55 p.m.

MOTION

By John Morrison  
seconded by Don Bell

to **go into** Executive Session to discuss:

1.) The pending CHRO claim know as Jacqueline Guadalupe-Rodriguez v. Town of East Hartford, CHRO Case No.2140322, involving former Board of Education employee, Jacqueline Guadalupe-Rodriguez.

Motion carried 9/0

MOTION

By John Morrison  
seconded by Don Bell

to **go back to** Regular Session.

Motion carried 9/0

ADJOURNMENT

MOTION

By John Morrison  
seconded by Don Bell

to **adjourn** at 7:01 p.m.

Motion carried 9/0

Attest

*Richard F. Kehoe*

Richard F. Kehoe  
Town Council Chair

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"

740 MAIN STREET

EAST HARTFORD, CONNECTICUT

August 16, 2022

PUBLIC HEARING- Proposed Bond Referenda

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angie Parkinson, Awet Tsegai (via Teams), Thomas Rup, Travis Simpson and Harry O. Amadasun, Jr. (via Teams)

The following is a copy of the legal notice published in the East Hartford Gazette on Thursday, August 11, 2022.

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LEGAL NOTICE

The purpose of the meeting is to hear public comment on the following proposed bond resolutions:

1. Resolution Appropriating \$15,000,000 For Continued VIP Road Improvements, Engineering Road Improvements, Stormwater System and Sidewalk Repair and Authorizing The Issuance Of \$15,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose
2. Resolution Appropriating \$3,000,000 For Acquisition of Fire Department Fleet Vehicles and Rescue Equipment And Authorizing The Issuance Of \$3,000,000 Bonds Of The Town To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose

Copies of said resolutions are on file and open to public inspection at the office of the Town Clerk and the Town Council.

Jason Marshall  
Town Council Clerk

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Chair Kehoe called the public hearing to order at 7:06 pm.

The Chair stated that the purpose of this meeting is for public comment on two proposed bond Issues; a \$15 million bond to continue a program focused on road improvements,

sidewalk upkeep and other similar infrastructure, and a \$3 million bond to provide for the replacement of two aging fire safety vehicles and other rescue equipment.

No one came forward to speak.

ADJOURNMENT

MOTION      By John Morrison  
                  seconded by Don Bell  
                  to adjourn at 7:11 p.m.

Motion carried 9/0.

Attest \_\_\_\_\_  
                  Jason Marshall  
                  Town Council Clerk

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS

August 16, 2022

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angela Parkinson, Awet Tsegai (via Teams, in person as of 8:15 p.m.), Travis Simpson, Thomas Rup and Harry Amadasun, Jr.

ABSENT

ALSO Mayor Michael Walsh  
PRESENT Connor Martin, Chief of Staff  
Bruce Cohen, Acting Director of Inspections and Permits  
Ekaterine Tchelidze, Communication Specialist  
Tom Baptist, Project Manager- Sustainability  
Melissa McCaw, Director of Finance  
David Patrick, President, Downes Construction  
Mike Dell'Accio, Project Manager, Downes Construction  
Paul O'Sullivan, Grants Manager  
Kevin Munson, Fire Chief  
Tyron Harris, Human Resources Director

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:38 pm. The Chair stated that this meeting was also available to the public through the "Teams" platform.

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

AMENDMENTS TO THE AGENDA

MOTION By Don Bell  
seconded by Tom Rup

To add **Item 8I** under New Business: "Appointment to East Hartford Housing Authority"; to remove **Item 8C** under New Business: "East Hartford ARPA Nonprofit Support Program" and to remove **Item 8H-3** under New Business, Amusement Permit Applications: "India Association of Central Connecticut "Navratri 2022"

Motion carried 9/0

RECOGNITIONS AND AWARDS

July 2022 Residential Beautification Commission Award: Orlando Shaw and Sheen Sommerville, 51 Central Avenue.

Pat Sirois, Chair of the Beautification Commission presented Sheen Sommerville with their monthly award for their decorative landscaping. The Council and those in attendance gave Ms. Sommerville a round of applause for her efforts.

#### OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Augustina Rivera, 199 Great Hill Road, presented the Council with a petition on behalf of the CSEA Local 2001 Union. The petition states the town has offered a premium pay stipend to those who worked in Town facilities during the pandemic, but only if the Union agrees to implement bi-weekly pay periods (vs. current weekly pay periods). Ms. Rivera stated that the premium should be provided without additional conditions.

Mayor Walsh stated (1) wished all a good evening; (2) Goldstar, Drennan and Terry Pools have closed as of Sunday August 14<sup>th</sup> and Lord and Martin Pools will be closing Sunday August 21<sup>st</sup>; (3) The Health Department has provided resources regarding Monkeypox prevention on the Town website; (4) CT DEEP has called an invasive species alert to prevent the spread of the Spotted Laternfly; (5) Free back to school haircuts for students will be offered Monday August 22<sup>nd</sup> as part of the Police Department's "Haircut with a Cop" program at Elexio's Barbershop located at 918 Main Street from 9 am-Noon. School supplies will also be distributed at the event; (6) Kickball at Martin Park is scheduled for Saturday, August 27<sup>th</sup> from 11 am- 3 pm.

*To accommodate those present, the following action was taken.*

MOTION       By Angie Parkinson  
                  seconded by Don Bell

to take Item 8H-2 "Believe 208- Run for the Brave and Finest" out of order.

Motion Carried 9/0.

#### Believe 208- Run for the Brave and Finest

MOTION       By Harry Amadasun  
                  seconded by John Morrison

to **approve** the outdoor amusement permit application and **waive** the associated permit fee for the event entitled "Believe 208- Run for the Brave and Finest" as submitted by Scott Sansom, Chief of Police, scheduled for Sunday, September 25, 2022 from 7:00 am to 11:00 am beginning at the Knights of Columbus located at 1831 Main Street with local road closures from 8:00 am to 9:30 am, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0.

Tricia Buchanan, widow of former East Hartford Police Officer Paul Buchanan spoke in support of this run. She has partnered with the CT Alliance of Law Enforcement. This will be the 8<sup>th</sup> running of the road race and all funds raised will support the Connecticut Alliance to Benefit Law Enforcement (CABLE), a non-profit that provides resources,

training and information on all aspects of first responder well-being. All are encouraged to attend.

*The meeting then returned to its regular order.*

## APPROVAL OF MINUTES

### August 2, 2022 Executive Session

MOTION By Sebrina Wilson  
seconded by Travis Simpson

to **approve** the minutes of the August 2, 2022 Executive Session.

Motion carried 9/0.

### August 2, 2022 Regular Meeting

MOTION By Sebrina Wilson  
seconded by Travis Simpson

to **approve** the minutes of the August 2, 2022 Regular Meeting.

Motion carried 9/0.

## COMMUNICATIONS AND PETITIONS

### Inspections and Permits Department Update

Mayor Walsh introduced Bruce Cohen, Acting Director of Inspections and Permits who provided an update on recent staffing changes and efforts made to improve service within the department. Since March of 2022, the Department has issued 1,262 building permits, attended to 1,817 building inspections and served 672 property maintenance requests. The department has simplified the permitting process to encourage proper property maintenance. Director Cohen shared that new building codes will be implemented in October and efforts to utilize new technology have been put in place to enhance the image of the department and provide improved service.

Ekaterine Tchelidze, Communication Specialist, spoke of a recent communication campaign focused on the department. The campaign leveraged social media and the town newsletter, sharing various messaging on policy and procedures within the department.

### Town Hall Renovation Analysis Update

Mayor Walsh and Tom Baptist, Project Manager- Sustainability, provided a comparison of the bid responses received on July 28, 2022 (totaling \$23.3 million) with the anticipated cost value provided by Downes Construction at the July 12 meeting of \$19.5 million. Reviews of all bid packages have been completed to identify opportunities for savings that can potentially reduce the cost to \$21.46 million by removing less essential work from the project.

Mr. Baptist provided a list of action items considered “absolutely necessary” by Project Engineer BVH Integrated Services. Essential actions include replacing HVAC equipment and ductwork, replacing existing electrical infrastructure, replacing the roof and asbestos abatement amongst other items. The project team will continue to evaluate potential cost savings measures in the coming weeks.

Connor Martin, Chief of Staff, spoke to the current working conditions within Town Hall and the proposed relocation of a number of departments within the building in an effort to improve efficiency and provide a better experience with residents who require services within the building.

The Council requested further financial breakdown detailing the cost of essential work vs. the additional amount estimated for non-essential repairs and optional improvements.

#### Resignation: Boards and Commissions

The Chair acknowledged the resignation of Fady El-Hachem from the Public Building Commission. The town appreciates Mr. El-Hachem’s service to the community. The Chair then took a moment to recognize the recent passing of Cheryl Kennedy Gagne, who served as Chair of the Commission on Aging. The Chair encouraged anyone interested in either of these vacancies to fill out an application at [EastHartfordCT.gov](http://EastHartfordCT.gov) or contact Town Hall.

#### OLD BUSINESS

#### NEW BUSINESS

#### Bond Referenda:

#### Road Improvement Program

MOTION        By Sebrina Wilson  
                      seconded by Angie Parkinson  
                      to **waive** the reading of Sections 2 through 7.

Motion carried 9/0

MOTION        By Sebrina Wilson  
                      seconded by Don Bell  
                      to **adopt** the following resolution:

RESOLUTION AUTHORIZING THE ISSUANCE OF \$15,000,000 BONDS OF THE TOWN FOR THE PLANNING, DESIGN, CONSTRUCTION AND RECONSTRUCTION OF TOWN ROADS, PARKING LOTS, SIDEWALKS AND OTHER INFRASTRUCTURE AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD:

Section 1. The sum of \$15,000,000 shall be used by the Town of East Hartford, Connecticut (the “Town”) for one or more of the following: for the planning, design, construction and reconstruction of Town roads, parking lots, sidewalks and other infrastructure, including

rebuilding, resurfacing, drainage, conduits, and related subsurface and infrastructure improvements, and for administrative, legal and financing costs related thereto (the "Project").

Section 2. \$15,000,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the tenth year after their date. Said bonds may be issued in one or more series as determined by the Mayor, the Treasurer and the Director of Finance in the amount necessary to meet the Town's share of the cost of the Project, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, legal and financing costs of issuing said bonds. The bonds shall be in the denominations of \$1,000, or any whole multiple in excess thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Mayor and the Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including approval of the rate or rates of interest, shall be determined by the Mayor, the Treasurer and the Director of Finance in accordance with the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes").

Section 3. Said bonds shall be sold by the Mayor, the Treasurer and the Director of Finance in a competitive offering or by negotiation, in their discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Mayor, the Treasurer and the Director of Finance.

Section 4. The Mayor, the Treasurer and the Director of Finance are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the Mayor and the Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount of the Project with the proceeds of bonds, notes or other obligations ("Tax Exempt Obligations") authorized to be issued by the Town. The Tax Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of the Tax Exempt Obligations.

Section 6. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of certain events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as



amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to MSRB made prior hereto are hereby confirmed, ratified and approved.

Section. 7. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to apply for and accept any and all Federal and State loans and or grants-in-aid of any Project, to expend said funds in accordance with the terms hereof, and in connection therewith to contract in the name of the Town with engineers, contractors and others.

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

### Placement on the Ballot

MOTION By Sebrina Wilson  
seconded by Don Bell  
to **approve** the following:

RESOLVED: That the resolutions entitled “Resolution Authorizing The Issuance Of \$15,000,000 Bonds Of The Town For The Planning, Design, Construction And Reconstruction Of Town Roads, Parking Lots, Sidewalks And Other Infrastructure And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, adopted by the Town Council on August 16, 2022, be submitted to the Town electors for approval or disapproval at a referendum in conjunction with the general election to be held on Tuesday, November 8, 2022 between the hours of 6:00 a.m. and 8:00 p.m. (E.T.), and that the warning of said referendum shall state the question to be voted upon as follows:

“Shall the resolution entitled ‘Resolution Authorizing The Issuance Of \$15,000,000 Bonds Of The Town For The Planning, Design, Construction And Reconstruction Of Town Roads, Parking Lots, Sidewalks And Other Infrastructure And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose’, adopted by the Town Council on August 16, 2022, be approved?”

The ballot label for said question shall read as follows:

“Shall the \$15,000,000 bond authorization for the planning, design, construction and reconstruction of Town roads, Town parking lots and sidewalks be approved?”

YES \_\_\_\_\_ NO \_\_\_\_\_

The warning shall also state that the full text of the aforesaid resolutions is on file, open to public inspection, in the office of the Town Clerk, that the vote on the aforesaid bond resolutions is taken under the authority of Chapter VI Section 6.10 of the Charter of the Town of East Hartford, and Chapter 152 of the Connecticut General Statutes, as amended, and that absentee ballots will be available in accordance with law in the office of the Town Clerk.

Motion carried 9/0.

Explanatory Text Publication and Payment Thereof for Bond Referenda

MOTION By Sebrina Wilson  
seconded by Don Bell

that the Town Clerk prepare for publication the explanatory text regarding the bond referenda and that those costs be paid for by the Town Clerk.

Motion carried 9/0.

Fire Equipment Acquisition and Replacement

MOTION By Sebrina Wilson  
seconded by Don Bell  
to **waive** the reading of Sections 2 through 7.

Motion carried 7/0 (Tsegai/Simpson out of Chamber)

MOTION By Sebrina Wilson  
seconded by Don Bell  
to **adopt** the following resolution:

RESOLUTION AUTHORIZING THE ISSUANCE OF \$3,000,000 BONDS OF THE TOWN FOR THE REPLACEMENT OF FIRE SUPPRESSION AND RESCUE EQUIPMENT AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE.

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD:

Section 1. The sum of \$3,000,000 shall be used by the Town of East Hartford, Connecticut (the "Town") for one or more of the following: the acquisition and replacement of a tower ladder truck, a pumper truck, self-contained breathing apparatus and rope rescue and other fire suppression and rescue equipment for the Fire Department, and for administrative, legal and financing costs related thereto (together, the "Projects").

Section 2. \$3,000,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the tenth year after their date. Said bonds may be issued in one or more series as determined by the Mayor, the Treasurer and the Director of Finance in the amount necessary to meet the Town's share of the cost of the Project, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, legal and financing costs of issuing said bonds. The bonds shall be in the denominations of \$1,000, or any whole multiple in excess thereof, be issued in fully registered form, be executed in the name and on behalf of the Town by the facsimile or manual signatures of the Mayor and the Treasurer, bear the Town seal or a facsimile thereof, be certified by a bank or trust company which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the certifying, registrar and transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds including approval of the rate or rates of interest, shall be determined by the Mayor, the Treasurer and the Director of

Finance in accordance with the General Statutes of Connecticut, Revision of 1958, as amended-from time to time (the "Connecticut General Statutes").

Section 3. Said bonds shall be sold by the Mayor, the Treasurer and the Director of Finance in a competitive offering or by negotiation, in their discretion. If sold in a competitive offering, the bonds shall be sold at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, provisions of the purchase agreement shall be approved by the Mayor, the Treasurer and the Director of Finance.

Section 4. The Mayor, the Treasurer and the Director of Finance are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the Mayor and the Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. The Town hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and anytime after the date of passage of this resolution in the maximum amount of the Project with the proceeds of bonds, notes or other obligations ("Tax-Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of the Tax-Exempt Obligations.

Section 6. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of certain events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution. Any agreements or representations to provide information to MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 7. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this resolution. The Mayor, the Treasurer and the Director of Finance are hereby authorized, on behalf of the Town, to apply for and accept any and all Federal and State loans and or grants-in-aid of any Project, to expend said funds in accordance with the terms hereof, and in connection therewith to contract in the name of the Town with engineers, contractors and others.

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

### Placement on the Ballot

MOTION      By Sebrina Wilson  
                  seconded by Don Bell  
                  to **approve** the following:

**RESOLVED:** That the resolution entitled “Resolution Authorizing The Issuance Of \$3,000,000 Bonds Of The Town For The Replacement Of Fire Suppression And Rescue Equipment And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose”, adopted by the Town Council on August 16, 2022, be submitted to the Town electors for approval or disapproval at a referendum in conjunction with the general election to be held on Tuesday, November 8, 2022, between the hours of 6:00 a.m. and 8:00 p.m. (E.T.), and that the warning of said referendum shall state the question to be voted upon as follows:

“Shall the resolution entitled ‘Resolution Authorizing The Issuance Of \$3,000,000 Bonds Of The Town For The Replacement Of Fire Suppression And Rescue Equipment And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose’, adopted by the Town Council on August 16, 2022, be approved?”

The ballot label for said question shall read as follows:

“Shall the \$3,000,000 bond authorization for the replacement of fire suppression and rescue equipment be approved?”

YES \_\_\_\_\_ NO \_\_\_\_\_

Motion carried 9/0.

Explanatory Text Publication and Payment Thereof for Bond Referenda

MOTION By Sebrina Wilson  
seconded by John Morrison

that the Town Clerk prepare for publication the explanatory text regarding the bond referenda and that those costs be paid for by the Town Clerk.

Motion carried 9/0.

Designation of ARPA Funds re: Qualified Seniors Disproportionately Impacted by COVID-19

MOTION By Don Bell  
seconded by Tom Rup  
to adopt the following resolution:

**WHEREAS;** studies by the NORC at the University of Chicago and the University of Washington have found that the COVID-19 pandemic disproportionately impacts older adults and their caregivers, and;

**WHEREAS;** the American Rescue Plan Act (ARPA) Final Rule allows recipients to identify classes of household populations that have experienced a disproportionate impact based on academic research or government research publications, and;

**WHEREAS;** the East Hartford Senior Center is the Town's primary resource for assisting residents aged 55 and their caregivers with meeting their psychological, biological, social, and physiological needs,

**NOW THEREFORE LET IT BE RESOLVED;** that the East Hartford Town Council hereby designates Town residents aged 55 and older and their caregivers as a COVID-19 disproportionately impacted population, thereby making all clients of the East Hartford Senior Center automatically eligible for ARPA-funded services.

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

East Hartford ARPA Nonprofit Support Program

*This item was removed from the Agenda.*

Real Estate Acquisition and Disposition Committee- Acting as a Committee of the Whole- re: Aviation Clearance Easements

MOTION        By Angie Parkinson  
                      seconded by Tom Rup

That the Town Council, acting as a committee of the whole for the Real Estate Acquisition and Disposition Committee, hereby determines to negotiate directly with the Connecticut Airport Authority and not seek bids with respect to granting clearance easements on the properties known as 54 South Meadow Lane, 17 South Meadow Lane, 28 South Meadow Lane and 50 South Meadow Lane (the "Property"), waive the appraisal requirement set forth in section 10-19(c) of Town Ordinances, agree to grant clearance easements on the Property to the Connecticut Airport Authority, and hereby authorize the Mayor to execute the easements and all associated documentation.

Motion carried 9/0.

Memorandum of Understanding between National Development Company and Town of East Hartford re: Rentschler Field Development

MOTION        By Angie Parkinson  
                      seconded by Awet Tsegai

that pursuant to §3.4(c) of the East Hartford Town Charter, the Town Council **approve** the Impact Memorandum of Understanding between the ND Acquisitions LLC and the Town of East Hartford as attached to a memo from Mayor Michael P. Walsh to Town Council Chair Richard Kehoe dated August 9, 2022

Motion carried 9/0.

Referral to Personnel and Pensions Subcommittee re: Social Services Supervisor Job Description

MOTION By Awet Tsegai  
seconded by Don Bell

to refer to the Personnel & Pensions Subcommittee the job description with proposed revisions entitled "Social Services Supervisor", a position within the Social Services Department as provided in a memo from Tyron Harris, Human Resources Director to Mayor Michael P. Walsh dated August 8<sup>th</sup>, 2022 with instructions to review the position and report back to the full Council with its recommendations, if any.

Motion carried 9/0.

Referral to Fees Committee re: Senior Center Room Rental

MOTION By Harry Amadasun  
seconded by Awet Tsegai

to refer to the Fees Committee the recommended fee schedule for the East Hartford Senior Center and approval of policy for use of the Senior Center Building as provided by Mayor Michael P. Walsh in a memo to Town Council Chair Richard Kehoe on August 10, 2022 and report back to the full Council with its recommendations, if any.

Motion carried 9/0.

Amusement Permit Applications

Eversource Hartford Marathon Addendum

MOTION By Awet Tsegai  
seconded by Travis Simpson

to **approve** the revised outdoor amusement permit application entitled "Addendum-Eversource Hartford Marathon" as submitted by Scott Sansom, Chief of Police, scheduled for Saturday, October 8, 2022 from 9:00 am to 11:00 am to be revised as follows:

"The race course is being adjusted to detour participants from King Street onto Brook Street and then onto Main Street due to road construction"

Approval is subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0.

India Association of Central Connecticut "Navratri 2022"

*This item was removed from the Agenda.*

Appointment to East Hartford Housing Authority

MOTION By Don Bell  
seconded by John Morrison

to appoint Allen Harrison, Jr. as Commissioner to the East Hartford Housing Authority Board, term to run through July 31, 2027.

Motion carried 9/0.

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

Councillor Tsegai recommended that an accessible sidewalk ramp be installed at the intersection of Brewer Street and Roxbury Road. *The Mayor acknowledged the issue, noting that ramps are installed when the adjacent road is being repaved. A similar issue along Hills Street at the crossing of Skyline Drive also needs to be addressed.* The Councillor also acknowledged the efforts for safety that have been made with the installation of stop signs replacing the stop light at the intersection of Brewer and Forbes streets

Councillor Morrison requested clarity regarding the Redevelopment Agency action item which authorized the Chair of the Agency to execute the contract for sale with Habitat for Humanity of the property at 550-560 Burnside Avenue at the August 10<sup>th</sup> Redevelopment Agency Special Meeting. *Mayor Walsh believes that the Redevelopment Agency approved the motion as owners of the land.*

Councillor Simpson asked when lines would be painted on recent temporary overlay patchwork of town roads. *The Mayor anticipates that painting will begin towards the end of August and continue into the fall.* The Councillor also requested an update on Town-owned property that may be considered for sale.

#### COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

The pending CHRO claim know as Jacqueline Guadalupe-Rodriguez v. Town of East Hartford, CHRO Case No.2140322

MOTION By Sebrina Wilson  
seconded by Travis Simpson

to accept the recommendation of Corporation Counsel to fully and finally settle the pending CHRO claim known as Jacqueline Guadalupe-Rodriguez v. Town of East Hartford, CHRO Case No.2140322, involving former Board of Education employee, Jacqueline Guadalupe-Rodriguez for a total sum of \$1000.00.

Motion carried 9/0.

#### OPPORTUNITY FOR RESIDENTS TO SPEAK

No one came forward.

#### ADJOURNMENT

MOTION By John Morrison  
seconded by Don Bell

to **adjourn** (10:58 p.m.)

Motion carried 9/0.


The Chair wished all a good evening and announced that the next regular meeting of the Town Council would be on September 6, 2022.

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





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

DATE: August 29<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: COMMUNICATION: Town of East Hartford Audit-Governance Communication

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Please find enclosed annual Governance Communication and Planning correspondence from the Town's audit firm, Clifton Larsen Allen.

Please place this item on the Town Council agenda as a communication on the September 6<sup>th</sup>, 2022 meeting.

C: M. McCaw, Finance Director



## MEMORANDUM

**DATE:** August 29, 2022

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

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

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

**RE:** **Town of East Hartford Audit - Governance Communication**

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Please see the attached annual Governance Communication and Planning correspondence from the Town of East Hartford's audit firm, Clifton Larsen Allen. CLA's correspondence details the Government Auditing Standards to which CLA and the Town must comply. As a matter of due diligence, this communication must be entered into public record to the Town Council.

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





CliftonLarsonAllen LLP  
29 South Main Street, 4th Floor  
West Hartford, CT 06107

phone 860-561-4000 fax 860-521-9241  
CLAconnect.com

August 15, 2022

Members of Town Council  
Town of East Hartford, Connecticut

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of East Hartford, Connecticut as of and for the year ended June 30, 2022. Professional standards require that we communicate to you the following information related to our audit. We will contact you to schedule a meeting to discuss this information since a two-way dialogue can provide valuable information for the audit process.

***Our responsibility under Auditing Standards Generally Accepted in the United States of America, Government Auditing Standards, and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the Connecticut State Single Audit Act***

***Financial statements, internal control, and compliance***

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS); the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and the Connecticut State Single Audit Act (State Single Audit). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Those standards also require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under U.S. GAAS and *Government Auditing Standards*.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial

statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.
- Form and express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.
- Plan and perform the audit to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.
- Perform, as part of obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, tests of the entity's compliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our tests is not to provide an opinion on compliance with such provisions and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.
- Provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*.
- Obtain an understanding of internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over compliance. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control over compliance that we identify during the audit that are required to be communicated.
- Plan and perform the audit to obtain reasonable assurance about whether material noncompliance with the applicable compliance requirements occurred. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS, *Government Auditing Standards*, the Uniform Guidance and the State Single Audit Act will always detect material noncompliance when it exists. Material noncompliance can arise from fraud or

error and is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report.

- Perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with the direct and material compliance requirements applicable to each major federal or state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the State Single Audit.
- Consider internal control over compliance with requirements that could have a direct and material effect on a major federal or state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance and the State Single Audit.
- Perform tests of transactions and other applicable procedures described in the “OMB Compliance Supplement” and the “Compliance Supplement to the State Single Audit” for the types of compliance requirements that could have a direct and material effect on each of the entity’s major programs. The purpose of these procedures will be to express an opinion on the entity’s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the State Single Audit. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the entity’s compliance with those requirements.
- Provide a report on internal control over compliance related to major programs and express an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal or state awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance and the State Single Audit.
- Communicate significant matters related to the financial statement audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.
- Communicate matters required by law, regulation, agreement, or other external requirements.
- Communicate circumstances that affect the form and content of the auditors’ report.

Our audit of the financial statements does not relieve you or management of your responsibilities.

***Supplementary information in relation to the financial statements as a whole***

Our responsibility for the schedule of expenditures of federal awards (SEFA) and the Schedule of Expenditures of State Financial Assistance (SESFA) accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the SEFA and the SESFA in relation to the financial statements as a whole and to report on whether the SEFA and the SESFA are fairly stated, in all material respects, in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the SEFA and the SESFA to determine whether the SEFA and the SESFA

complies with the requirements of the Uniform Guidance and the State Single Audit, respectively, the method of preparing the schedules has not changed from the prior period, and the SEFA and the SESFA is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the SEFA and the SESFA to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Because we were engaged to report on the supplementary information accompanying the financial statements, our responsibility for other supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the information to determine whether the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

#### ***Required supplementary information***

With respect to the required supplementary information (RSI) accompanying the financial statements, we will make certain inquiries of management about the methods of preparing the RSI, including whether the RSI has been measured and presented in accordance with prescribed guidelines, whether the methods of measurement and preparation have been changed from the prior period and the reasons for any such changes, and whether there were any significant assumptions or interpretations underlying the measurement or presentation of the RSI. We will compare the RSI for consistency with management's responses to the foregoing inquiries, the basic financial statements, and other knowledge obtained during the audit of the basic financial statements. Because these limited procedures do not provide sufficient evidence, we will not express an opinion or provide any assurance on the RSI.

#### ***Use of financial statements***

Our auditors' opinions, the audited financial statements, and the notes to financial statements should only be used in their entirety. Inclusion of the audited financial statements in a document you prepare, such as an annual report, should be done only with our prior approval and review of the document. You are responsible to provide us the opportunity to review such documents before issuance.

#### ***Planned scope and timing of the audit***

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit of the financial statements will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or

governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters may be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls

As a result of unexpected events, changes in conditions, or the audit evidence obtained from the results of audit procedures performed, we may need to modify the overall audit strategy and audit plan and, thereby, the resulting planned nature, timing, and extent of further audit procedures, based on the revised consideration of assessed risks.

We expect to begin our audit on approximately October 3, 2022 and issue our report on approximately December 5, 2022.

#### **Other planning matters**

Recognizing the importance of two-way communication, we encourage you to provide us with information you consider relevant to the audit. This may include, but is not limited to, the following items:

- Your views about the following matters:
  - The appropriate person(s) in the entity's governance structure with whom we should communicate.
  - The allocation of responsibilities between those charged with governance and management.
  - The entity's objectives and strategies and the related business risks that may result in material misstatements.
  - Matters you believe warrant particular attention during the audit and any areas for which you request additional procedures to be undertaken.
  - Significant communications between the entity and regulators.
  - Other matters you believe are relevant to the audit of the financial statements.
- The attitudes, awareness, and actions of those charged with governance concerning (a) the entity's internal control and its importance in the entity, including how those charged with governance oversee the effectiveness of internal control, and (b) the detection or the possibility of fraud.



- The actions of those charged with governance in response to developments in law, accounting standards, corporate governance practices, and other related matters, and the effects of such developments on, for example, the overall presentation, structure, and content of the financial statements, including the following:
  - The relevance, reliability, comparability, and understandability of the information presented in the financial statements.
  - Whether all required information has been included in the financial statements, and whether such information has been appropriately classified, aggregated or disaggregated, and presented.
- The actions of those charged with governance in response to previous communications with the auditor.
- Your understanding of the risks of fraud and the controls in place to prevent and detect fraud, including your views on the following matters:
  - The “tone at the top” conveyed by management.
  - The risk that the entity’s financial statements or schedule of expenditures of federal awards might be materially misstated due to fraud.
  - Programs and controls that the entity has established to mitigate identified fraud risks or that otherwise help to prevent, deter, and detect fraud.
  - How and how often you review the entity’s policies on fraud prevention and detection.
  - If a fraud hotline is in place, how it is monitored and how you are notified of allegations or concerns.
  - How you exercise oversight of management’s processes for identifying and responding to the risks of fraud and the programs and controls management has established to mitigate those risks.
  - The risks of fraud at the entity, including any specific fraud risks the entity has identified or account balances, classes of transactions, or disclosures for which a risk of fraud may be likely to exist.
  - Examples of fraud-related discussions management has had with you.
  - Any actual or suspected fraud affecting the entity or its federal award programs that you are aware of, including measures taken to address the fraud.
  - Any allegations of fraud or suspected fraud (e.g., received in communications from employees, former employees, grantors, regulators, or others) that you are aware of.

- Any knowledge of possible or actual policy violations or abuses of broad programs and controls occurring during the period being audited or the subsequent period.
- Any accounting policies or procedures applied to smooth earnings, meet debt covenants, minimize taxes, or achieve budget, bonus, or other financial targets that you are aware of; and whether you are aware of any accounting policies that you consider aggressive.
- How you oversee the entity's (1) compliance with laws, regulations, and provisions of contracts and grant agreements, (2) policies relative to the prevention of noncompliance and illegal acts, and (3) use of directives (for example, a code of ethics) and periodic representations obtained from management-level employees about compliance with laws, regulations, and provisions of contracts and grant agreements.
- Whether you are aware of any noncompliance with laws, regulations, contracts, and grant agreements, including measures taken to address the noncompliance.
- If the entity uses a service organization, your knowledge of any fraud, noncompliance, or uncorrected misstatements affecting the entity's financial statements or federal award programs reported by the service organization or otherwise known to you.

\* \* \*

This communication is intended solely for the information and use of the Town Council and management of the Town of East Hartford, Connecticut and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

**CliftonLarsonAllen LLP**



Vanessa Rossitto, CPA

Principal


860-561-5824

Vanessa.Rossitto@CLAconnect.com





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

DATE: August 29<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair   
FROM: Mayor Michael P. Walsh  
RE: COMMUNICATION: Town On-Call Ordinance Reporting – Ordinance 10-6(a)

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Per ordinance 10-6 (a) the administration is required to provide a report of the amounts expended on each Town On-Call service contract during the fiscal year beginning July 1<sup>st</sup>, 2021 and ending June 30<sup>th</sup>, 2022. Per ordinance 10-6 (a) the administration is required to submit this report to the council 60 days after the close of the fiscal year.

Please place this item on the Town Council agenda as a communication on the September 6<sup>th</sup>, 2022 meeting.

C: M. McCaw, Finance Director



## MEMORANDUM

**DATE:** August 29, 2022

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

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

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

**RE:** **Town On-Call Ordinance Reporting – Ordinance 10-6 (a)**

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Town Ordinance 10-6(a) authorizes the Town to enter into on-call service contracts for a period not to exceed 5 years. In addition payments to such vendors under the on-call service contracts shall not exceed \$150,000. On-call service contracts constitute any contract for professional services including, but not limited to, architectural, engineering, computer, legal, real estate appraisal, plumbing, electrical and financial services, where the contractor agrees to provide services over a specified period of time as requested by the town.

By way of this memo, please find amounts expended on each Town On-Call service contract during the fiscal year beginning on July 1, 2021 and ending on June 30, 2022 in accordance with Town Ordinance 10-6 (a).

These 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 equals \$150,000, or such lesser amount as provided in the contract.

The on-call contracts for surveying, engineering and planning were all bid in fiscal year 2020. The architectural on-call services bid went out to bid in 2022 and is awaiting evaluation or award.

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

TOWN OF EAST HARTFORD  
ON-CALL SERVICES CONTRACTS  
AS OF 6/30/22

VENDOR NUMBER	NAME	BID TO DATE PAYMENTS	OPEN ENCUM	TOTAL	FY 22 PAYMENTS	BEGIN DATE
<b>Surveying</b>						
201001	ALFRED BENESCH	22,800.00	12,100.00	34,900.00	18,800.00	5/1/20
201003	BSC GROUP	8,912.00	15,500.00	24,412.00	4,400.00	5/1/20
201004	CME ASSOC	2,860.00	3,300.00	6,160.00	-	5/1/20
201005	MILONE & MACBROOM	-	-	-	-	5/1/20
201006	WSP USA	-	-	-	-	5/1/20
<b>Engineering</b>						
200901	MILONE & MACBROOM	-	-	-	-	5/1/20
200902	WESTON & SAMPSON	42,745.00	7,855.00	50,600.00	42,745.00	5/1/20
200903	ALFRED BENESCH	10,440.00	9,766.00	20,206.00	10,440.00	5/1/20
200904	BSC GROUP	-	-	-	-	5/1/20
200905	CME ASSOC	-	-	-	-	5/1/20
200906	ANCHOR ENGINEERING	-	-	-	-	5/1/20
200907	WSP USA	8,854.38	-	8,854.38	-	5/1/20
200908	GEI CONSULTANTS	-	-	-	-	5/1/20
<b>Planning</b>						
77472	PLANIMETRICS	72,270.00	3,070.00	75,340.00	7,920.00	8/1/2019
<b>Electrical</b>						
75285	ELECTRICAL CONTRACTORS INC	38,912.03	14,320.20	53,232.23	4,988.19	9/1/2018
<b>Appraisal</b>						
92542	WELLSPEAK DUGAS & KANE	39,500.00	7,500.00	47,000.00	13,800.00	9/1/2018
<b>Architectual</b>						
94613	CHRISTOPHER WILLIAMS ARCHITECTS	86,315.30	-	86,315.30	-	8/1/2019
191704	JCJ ARCHITECTS	-	-	-	-	8/1/2019
201604	SILVER PETRUCELLI	40,291.86	9,908.91	50,200.77	32,791.86	8/1/2019
191705	LOTHROP ARCHITECTS	-	-	-	-	8/1/2019
191703	CLOHESSY, HARRIS & KAISER	-	-	-	-	8/1/2019
201601	CAPITAL STUDIO ARCHITECTS	-	-	-	-	8/1/2019

**Low Voltage Data**

89224 VALCOR	14,387.07	5,195.01	19,582.08	14,387.07	8/1/2021
97856 JKS SERVICES	-	-	-	-	8/1/2021
<b>GRAND TOTAL</b>	<b>388,287.64</b>	<b>88,515.12</b>	<b>476,802.76</b>	<b>150,272.12</b>	



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

DATE: August 29<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: MOA: Assistant Fire Chief

A handwritten signature in black ink, appearing to be "M Walsh", is written over the "FROM:" line of the memo.

---

Please find enclosed a Memorandum of Agreement submitted by Fire Chief Kevin Munson, allowing Local 1548 bargaining unit members to accept a position in the fire department administration.

Please place this item on the Town Council agenda for the September 6<sup>th</sup>, 2022 meeting.

C: K. Munson, Fire Chief  
T. Harris, HR Director



MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON  
FIRE CHIEF

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

To: Mike Walsh, Mayor  
From: Kevin Munson, Fire Chief  
Re: MOA for Assistant Fire Chief

Mr. Mayor,

Let this memo serve as my support for the Memorandum of Agreement allowing Local 1548 bargaining unit members to accept a position in the fire department administration. When the language was created to prevent this action, it had the unintended action of preventing a senior member of the fire department leadership team from moving into the Assistant Fire Chief or Fire Chief position. This hinders the department's ability to retain talented fire officers who are bringing their talents to other organizations.

The most impactful consequence is the loss of institutional knowledge. A fire officer that has spent decades developing knowledge of the community, the buildings, and department operations is unable to continue that pathway into the Assistant Fire Chief of Operations. The Operations position requires a high degree of knowledge and expertise in modern firefighting as well as the Town of East Hartford and its critical infrastructure.

With the present arrangement, if a member of the bargaining unit takes a position in fire administration, they forego, or freeze, their pension benefit entirely. This is a financially disastrous situation for the individual. The MOA proposes to allow the benefit to be preserved while remaining in the fire department in an administrative capacity.

It is worth noting that a similar MOA was created for the police department allowing their members to move into command roles. This has had a positive impact on department morale as well as operations.

Lastly, if the pathway program is successful in allowing East Hartford youth to become firefighters, this MOA will allow them an opportunity to be one of the next Fire Chiefs of our department.

Respectfully,

Kevin Munson, Fire Chief

**MEMORANDUM OF AGREEMENT**

**RETIREMENT BENEFITS FOR UNION MEMBERS PROMOTED TO CHIEF or ASSISTANT CHIEF POSITIONS**

**The Town of East Hartford ("Town") and the East Hartford Firefighters Association IAFF Local 1548 ("Union") enter into the following Memorandum of Agreement ("MOA"):**

1. The Town and Union are parties to a collective bargaining agreement ("CBA") with the term July 1, 2019 — June 30, 2022. The Town and Union are in negotiations for a successor agreement.
2. Full-time permanent, uniformed members of the Town fire department, with the exception of those holding the ranks of Chief or Assistant Chief, are recognized as members of the Union ("Union members").
3. Union members participate in the "Retirement Plan for Full-Time Employees of the Fire Department of the Town of East Hartford," the substantive provisions of which are negotiated between the Town and Union ("Union Retirement Plan").
4. The Union Retirement Plan, in general, consists of a defined benefit plan; vesting after ten years of service, with regular retirement eligibility after 25 years of service; the opportunity for re-employment after retirement, with the cessation of pension payments during the period of re-employment; and the opportunity to participate in a Deferred Retirement Option Plan ("DROP") after completing the 25<sup>th</sup> year of service for the period up to and through completion of the 29<sup>th</sup> year of service.
5. Non-Union, full-time members of the Town fire department holding the ranks of Chief or Assistant Chief are not eligible to participate in the Union Retirement Plan. Per Appendix A of the Systemic Pay Plan for East Hartford Employees, the Chief and Assistant Chiefs participate in the Director's Deferred Compensation 457 Plan ("Director's 457 Plan").
6. With the exception of DROP participants, currently, a Union member promoted to the rank of Chief or Assistant Chief must cease contributions to the Union Plan and would be ineligible for any immediate benefits under that Plan (other than pursuant to any applicable language regarding the return of contributions). The individual would retain their rights to any vested benefits under the Union Plan and then become eligible for participation in the Director's 457 Plan. The parties recognize that the loss of ability to continue in the Union Retirement Plan may limit potential internal applicants from seeking future openings in the ranks of Chief or Assistant Chief. The parties intend through this MOA that a Union member promoted to the rank of Chief or Assistant Chief will receive

retirement benefits pursuant to the same structure set forth in the CBA and Union Retirement Plan.

7. The Town will continue to vet all applicants for Non-Union ranks within the Fire Department pursuant to its Personnel Rules. In the interests of developing diverse applicant pools and encouraging Union employees to apply for Non-Union ranks with the Fire Department:
  - a. Union employees promoted to the ranks of Chief or Assistant Chief may elect to continue active participation in the Union Retirement Plan, under all the terms and conditions set forth in that Plan. Such employees otherwise may elect to cease contributions to the Union Plan, remain ineligible for any immediate benefits under that plan, and join the Director's 457 Plan.
  - b. The CBA provides for the treatment of certain paid leave at the time of separation from employment, and the Systemic Pay Plan for East Hartford Employees provides for the use and accumulation of certain paid leave. Union employees promoted to the ranks of Chief or Assistant Chief shall continue to receive the payout benefit set outlined in CBA and Union Retirement Plan at the time of employee's actual separation from employment as Chief or Assistant Chief. Specific leave benefits are as follows:
    - i. **Vacation Time**

Unused, accumulated vacation at the time of promotion shall remain in the employee's account.

Going forward from the time of promotion, the employee will accumulate vacation leave as of January 1 in accordance with the Systemic Pay Plan for East Hartford Employees, subject to any caps.

Payout of vacation leave shall be governed by the applicable provisions of the Systemic Pay Plan for East Hartford Employees. Total accrual, use, payout, and application to the average salary for pension purposes for this vacation leave shall be governed by the applicable provisions of the CBA and Union Retirement Plan in effect at the time of the employee's actual separation from employment as Chief or Assistant Chief.
    - ii. **Sick Time**

Unused, accumulated sick leave at the time of promotion will remain frozen and in escrow. Total accrual, use, payout, and application to the average salary for pension purposes for this sick leave shall be governed by the applicable provisions of the CBA in effect at the time of the employee's actual separation from employment as Chief or Assistant Chief.

Employee's access to and use of sick time in the position of Chief or Assistant Chief shall be in accordance with the Systemic Pay Plan for East Hartford Employees.

iii. Earned Days

Unused, accumulated earned at the time of promotion will remain an employee's account to be used as time off. No additional earned days may be added to an employee's account once promoted to Chief or Assistant Chief.

c. Union employees promoted to the ranks of Chief or Assistant Chief, who are involuntarily separated from employment without cause (e.g., position elimination; laid off for financial or budget reasons) after appointment to the rank of Chief or Assistant Chief, may revert to their most recent rank within the Union. Such reversion will not result in the bumping or elimination of the position of any Union member holding the same rank; the employee returning to the Union will suffer no loss of seniority for any purpose (with time served in the capacity of Chief or Assistant Chief counting toward seniority under the CBA).

8. Finalization of this MOA is contingent upon the Town's completion of any necessary internal and legislative steps for approval and the Union's ratification.

7. This MOA contains the entire agreement of the parties on this subject. This MOA survives the expiration of the current and future CBAs, absent modification in writing by the parties.

**Dated this \_\_\_\_\_ day of July, 2022.**

**Local 1548 International Association of Fire Fighters, AFL-CIO**

**By:** \_\_\_\_\_  
**President**

**By:** \_\_\_\_\_  
**Staff representative**

**Town of East Hartford**


**By:** \_\_\_\_\_  
**Tyron Harris**  
**EH Director of Human Resources**

**By:** \_\_\_\_\_  
**Mike Walsh,**  
**Mayor**





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 29<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: RESOLUTION: Institute of Museum and Library Services (IMLS) National Leadership  
Grants for Libraries Digital Navigator Pilot Grants

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The Town of East Hartford is looking to apply to the federal Institute of Museum and Library Services (IMLS) for funding under the National Leadership Grant Program to expand the Raymond Library's Digital Navigation Project. This is a one-time grant that does not require a local match.

Please place this item on the Town Council agenda for the September 6<sup>th</sup>, 2022 meeting. I recommend that the Town Council approve the resolution as submitted.

C: S. Morgan, Library Director  
P. O'Sullivan, Grants Manager  
M. McCaw, Finance Director

GRANTS ADMINISTRATION  
MEMORANDUM

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**TO:** Mayor Michael P. Walsh

**FROM:** Paul O'Sullivan, Grants Manager

**SUBJECT:** Council Resolution – IMLS National Leadership Grant Application to expand the Library's Digital Navigation Project

**DATE:** August 26, 2022

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Attached is a draft Town Council resolution authorizing you as Mayor to apply to the federal Institute of Museum and Library Services (IMLS) for funding under the National Leadership Grant Program to expand the Raymond Library's Digital Navigation Project.

The National Leadership Grants for Libraries Program supports projects that address critical needs of the library and archives fields and have the potential to advance practice and strengthen library and archival services for the American public. One of the goals of this program is to build the capacity of libraries and archives to lead and contribute to efforts that improve community well-being and strengthen civic engagement.

The project will expand the Raymond Library's Digital Navigation Project, which includes the managed deployment of navigators to assist low-income, immigrant, and senior households. This assistance includes acquisition of high-speed broadband and suitable devices, as well as ongoing technical and digital literacy skills training.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 6, 2022. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Sarah Morgan, Library Director

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

Grant Description: Institute of Museum and Library Services (IMLS) National Leadership Grants for Libraries

Funder: Federal Institute of Museum and Library Services (IMLS)

Grant Amount: To be determined (likely between \$150,000 and \$200,000)

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

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

Is a local match required?     Yes     No

If yes, how much?    Not applicable

From which account? Not applicable

Grant purpose: Build the capacity of libraries and archives to lead and contribute to efforts that improve community well-being and strengthen civic engagement.

Results achieved: Expansion of the Raymond Library's Digital Navigation Project, which includes the managed deployment of navigators to assist low-income, immigrant, and senior households.

Duration of grant: 1 – 3 years beyond August 2023 start date

Status of application: Under development

Meeting attendee: Library Director Sarah Morgan, x4340

Comments: None



I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 6th day of September, 2022

## RESOLUTION

**WHEREAS;** the federal Institute of Museum and Library Services (IMLS) has approached the Town regarding an application to the National Leadership Grants for Libraries to expand the Raymond Library's Digital Navigation Project, and

**WHEREAS;** the goal of this grant program is to build the capacity of libraries and archives to lead and contribute to efforts that improve community well-being and strengthen civic engagement,

**NOW THEREFORE LET IT BE RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut State Library as they pertain to this digital navigation project 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, 2022.

Seal

Signed: \_\_\_\_\_  
Jason Marshall, Council Clerk

# National Leadership Grants for Libraries

**Deadline:** September 21, 2022

**Application:** The [Notice of Funding Opportunity \(NOFO\) for FY 2023](#) (PDF, 656KB) is now available.

**Program Overview:** The National Leadership Grants for Libraries Program (NLG-L) supports projects that address critical needs of the library and archives fields and have the potential to advance practice and strengthen library and archival services for the American public. Successful proposals will generate results such as new models, tools, research findings, services, practices, and/or alliances that can be widely used, adapted, scaled, or replicated to extend and leverage the benefits of federal investment.

The goals for this program are to generate projects of far-reaching impact that:

- Build the workforce and institutional capacity for managing the national information infrastructure and serving the information and education needs of the public.
- Build the capacity of libraries and archives to lead and contribute to efforts that improve community well-being and strengthen civic engagement.
- Improve the ability of libraries and archives to provide broad access to and use of information and collections with emphasis on collaboration to avoid duplication and maximize reach.
- Strengthen the ability of libraries to provide services to affected communities in the event of an emergency or disaster.
- Strengthen the ability of libraries, archives, and museums to work collaboratively for the benefit of the communities they serve.

Throughout its work, IMLS places importance on diversity, equity, and inclusion. This may be reflected in an IMLS-funded project in a wide range of ways, including efforts to serve individuals of diverse geographic, cultural, and socioeconomic backgrounds; individuals with disabilities; individuals with limited functional literacy or information skills; individuals having difficulty using a library or museum; and underserved urban and rural communities, including children from families with incomes below the poverty line.

**Application Process:** The application process for the NLG-L program has two phases; applicants must begin by applying for Phase I. For Phase I, all applicants must submit Preliminary Proposals by the September 21st deadline listed for this Notice of Funding Opportunity. For Phase II, only selected applicants will be invited to submit Full Proposals, and only those Invited Full Proposals will be considered for funding. Invited Full Proposals will be due March 17, 2023.

**Award Amount and Cost Share Requirement:** Award amounts and cost share requirements are as follows:

Project Type	Award Amount	Cost Share Requirement
Planning Grants	\$50,000 to \$150,000	No cost share required.
Forum Grants	\$50,000 to \$150,000	No cost share required.
Implementation Grants	\$50,000 to \$1,000,000	Requests of more than \$249,999 in IMLS funds require at least 1:1 cost share from non-federal sources.
Applied Research Grants	\$50,000 to \$750,000	No cost share required.


Cost sharing is not considered in the review of applications but is an eligibility criterion for certain NLG-L projects. See the Notice of Funding Opportunity for further information on cost sharing.

**Grant Period:** One to two years for Planning Grants and Forum Grants. One to three years for Implementation Grants and Applied Research Grants.

**Eligibility:** See the Notice of Funding Opportunity for eligibility criteria for this program.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 29<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: RESOLUTION: FY 2023 Highway Safety Project Grant Program

---

The Town of East Hartford is looking to apply to the Connecticut Department of Transportation (DOT) for funding under the FY 2023 Highway Safety Project Grant Program. The grant is in the amount of \$32,824.60 and no local match is required.


The funds will be used by the Police Department to upgrade their eCitation software to Version 2 and outfit all of their Patrol vehicles with eCitation printers.

Please place this item on the Town Council agenda for the September 6<sup>th</sup>, 2022 meeting. I recommend that the Town Council approve the resolution as submitted.

C: E. Buckheit, Development Director  
P. O'Sullivan, Grants Manager  
S. Sansom, Chief of Police  
Lt. Paul Neves, East Hartford Police Department

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Michael P. Walsh  
**FROM:** Paul O'Sullivan, Grants Manager   
**SUBJECT:** Council Resolution – FY 2023 Highway Safety Project Grant Program  
**DATE:** August 26, 2022

---

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Connecticut Department of Transportation (DOT) for funding under the FY 2023 Highway Safety Project Grant Program.

The Police Department is seeking are upgrade their eCitation software to Version 2 and outfit all of their Patrol vehicles with eCitation printers. The State has approved this use of grant funds and stated that the two quotes obtained by the Department are acceptable.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 6, 2022. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

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

Grant Description: FY 2023 Highway Safety Project Grant

Funder: CT Dept. of Transportation

Grant Amount: \$32,824.60

Frequency:     One time     Annual     Biennial     Other As funds become available

First year received:	<u>2019</u>		
Last 3 years received:	<u>2019</u>	<u>      </u>	<u>      </u>
Funding level by year:	<u>\$14,999.31</u>	<u>\$      </u>	<u>\$      </u>

Is a local match required?     Yes     No

If yes, how much?    Not applicable

From which account? Not applicable

Grant purpose:    To update eCitation software and purchase equipment to outfit all police cruisers with eCitation printers

Results achieved:    Compliance with state mandate that all motor vehicle infractions to be submitted to the state electronically

Duration of grant:    To be determined

Status of application: Under development

Meeting attendee:    Lt. Paul Neves, East Hartford Police Department, x7616

Comments:    None

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 6th day of September, 2022

### RESOLUTION

**WHEREAS;** the Connecticut Department of Transportation (DOT) has made funds available under the FY 2023 Highway Safety Project Grants, and,

**WHEREAS;** the East Hartford Police Department wishes to apply for these funds for the purchase of equipment and software necessary to comply with the state mandate that records of all motor vehicle infractions be transmitted to the state electronically,

**NOW THEREFORE LET IT BE RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut DOT as they pertain to this Highway Safety Project 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, 2022.

Seal

Signed: \_\_\_\_\_  
Jason Marshall, Town Council Clerk



# Quote

Quote Number: 1204

Payment Terms:  
Expiration Date: 07/15/2022

### Quote Prepared For

**Rob Davis**  
**East Hartford Police Department**  
31 School Street  
East Hartford, CT 06108  
United States  
Phone:860-550-1048  
rdavis@easthartfordct.gov

### Quote Prepared By

**Jaime Scatena**  
**NexGen Public Safety Solutions**  
2488 Boston Post Rd  
Guilford, CT 06437  
United States  
Phone:203-500-3566  
Fax:  
[jaime@nexgenpss.com](mailto:jaime@nexgenpss.com)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	26	eCitation V2 Labor to implement eCitation V2	\$120.00	\$120.00	\$3,120.00
<b>One-Time Total</b>					<b>\$3,120.00</b>
<b>Subtotal</b>					<b>\$3,120.00</b>
<b>Total Taxes</b>					<b>\$0.00</b>
<b>Total</b>					<b>\$3,120.00</b>

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



# QUOTE CONFIRMATION

**ROBERT DAVIS,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

**Convert Quote to Order**

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MWKN456	7/20/2022	MWKN456	1822492	<b>\$26,704.60</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Zebra ZQ500 Series ZQ521 - label printer - B W - direct thermal</a> Mfg. Part#: ZQ52-BUE0010-00 Contract: MHEC MC13-F05 Technology (MC13-F05)	30	6305509	\$606.34	\$18,190.20
<a href="#">Zebra Battery Eliminator - battery eliminator</a> Mfg. Part#: P1063406-032 UNSPSC: 39121006 Contract: MHEC MC13-F05 Technology (MC13-F05)	30	3948843	\$85.80	\$2,574.00
<a href="#">Zebra - car power adapter</a> Mfg. Part#: P1050667-142 UNSPSC: 39121006 Contract: MHEC MC13-F05 Technology (MC13-F05)	30	4863883	\$131.18	\$3,935.40
<a href="#">Zebra USB cable - 6 ft</a> Mfg. Part#: P1063406-045 UNSPSC: 26121604 Contract: MHEC MC13-F05 Technology (MC13-F05)	30	3808144	\$26.55	\$796.50
<a href="#">RAM Quick Draw Jr. RAM-VPR-104 - printer vehicle cradle</a> Mfg. Part#: RAM-VPR-104 UNSPSC: 44103116 Contract: MHEC MC13-F05 Technology (MC13-F05)	25	3435194	\$39.66	\$991.50
<a href="#">RAM 1.5" Diameter Ball Mount with 2 2.5" Round Bases - AMPs hole pattern</a> Mfg. Part#: RAM-101U UNSPSC: 31162313 Contract: MHEC MC13-F05 Technology (MC13-F05)	5	2524601	\$43.40	\$217.00

<b>SUBTOTAL</b>	\$26,704.60
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$26,704.60</b>



## **A. Program Description**

### **1. Issued By**

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

### **2. Assistance Listings Number**

97.044

### **3. Assistance Listings Title**

Assistance to Firefighters Grant (AFG)

### **4. Funding Opportunity Title**

Fiscal Year 2021 Assistance to Firefighters Grant

### **5. Funding Opportunity Number**

DHS-21-GPD-044-00-98

### **6. Authorizing Authority for Program**

Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C § 2229); and Section 4013 of the *American Rescue Plan Act of 2021*, Pub. L. No. 117-2

### **7. Appropriation Authority for Program**

*Department of Homeland Security Appropriations Act, 2021* (Pub. L. No. 116-260); and *American Rescue Plan Act of 2021* (Pub. L. No. 117-2)

### **8. Announcement Type**

Initial

### **9. Program Category**

Preparedness: Fire and Life Safety

### **10. Program Overview, Objectives, and Priorities**

#### **a. Overview**

The Fiscal Year (FY) 2021 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG Program provides financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies (SFTAs) for critical training and equipment. The AFG Program has awarded approximately \$7.7 billion in grant funding to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience. Information about success stories for this program can be found at [Assistance to Firefighters Grants Program | FEMA.gov](#).

The AFG Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted

in the [DHS Strategic Plan](#), the AFG Program supports the goal to Strengthen Preparedness and Resilience. In awarding grants, the FEMA Administrator is required to consider:

- The findings and recommendations of the Technical Evaluation Panel (TEP);
- The degree to which an award will reduce deaths, injuries and property damage by reducing the risks associated with fire related and other hazards;
- The extent of an applicant's need for an AFG Program grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

The [2018-2022 FEMA Strategic Plan](#) creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The AFG Program supports the goal of Readyng the Nation for Catastrophic Disasters. We invite all of our stakeholders and partners to also adopt these priorities and join us in building a stronger Agency and a more prepared and resilient nation.

**b. Objectives**

The objectives of the AFG Program are to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience.

**c. Priorities**

Information on program priorities and objectives for the FY 2021 AFG Program can be found in [Appendix B – Programmatic Information and Priorities](#).

**11. Performance Measures**

The grant recipient is required to collect data to allow FEMA to measure performance of the awarded grant in supporting AFG Program metrics, which are tied to the programmatic objectives and priorities. To measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient must submit sufficient information to demonstrate it has met the performance goal as stated in its award. FEMA will measure the recipient's performance of the grant by comparing the number of items, supplies, projects and activities needed and requested in its application with the number acquired and delivered by the end of the period of performance using the following programmatic metrics:

- Percentage of AFG Program personal protective equipment (PPE) recipients who equipped 100% of on-duty active members with PPE in compliance with applicable National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) standards.
- Percentage of AFG Program equipment recipients who reported that the grant award brought them into compliance with either state, local, NFPA or OSHA standards.
- Percentage of AFG Program grant recipients who reported having successfully replaced their fire vehicles in accordance with industry standards.
- Percentage of AFG Program training recipients who reported that the grant award allows their members to achieve firefighter training level I and firefighter training level II within one year of coming into service.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 29<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: 2022 Assistance to Firefighter Grant (AFG)

---

The Federal Fire Protection and Control Act of 1974 established a competitive financial assistance program through the Federal Emergency Management Agency (FEMA) entitled "Assistance to Firefighters Grant" program and the East Hartford Fire Department has submitted and been awarded an Assistance to Firefighters Grant to purchase personal protective equipment cleaning and drying equipment. The grant was awarded in the amount of \$874,687.00


The grant award of \$874,687 requires a 10% match from the town in the amount of \$87,468.77. The Department has coordinated with Finance Director Melissa McCaw to absorb this match within the Fire Budget or address in the FY 2022-23-year end transfers to ensure the Town is able to leverage the \$847,687 grant, in which doing so provides some financial relief to the town in replacement equipment expenses.

Please place this item on the Town Council agenda for the September 6<sup>th</sup>, 2022 meeting. I recommend that the Town Council approve the resolution as submitted.

C: K. Munson, Fire Chief  
P. O'Sullivan, Grants Manager  
M. McCaw, Finance Director  
E. Buckheit, Development Director

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Michael P. Walsh  
**FROM:** Paul O'Sullivan, Grants Manager   
**SUBJECT:** Council Resolution – Assistance to Firefighters Grant (AFG)  
**DATE:** August 26, 2022

---

Attached is a draft Town Council resolution authorizing you as Mayor to accept the recently-awarded Assistance to Firefighters Grant (AFG) in the amount of \$874,687 as secured by the East Hartford Fire Department.

The primary goal of the Assistance to Firefighters Grant (AFG) is to meet the firefighting and emergency response needs of fire departments and non-affiliated emergency medical service organizations.

The grant contains three awards as follows:

1. Training for the entire department on Vehicle and Machinery Rescue as well as Machinery Entrapment.
  - a. This includes the cost of the program, the cost of attendance, and the cost of the overtime to backfill.
2. The purchase of 10 CPR compression devices and a two year service contract.
3. The purchase of 15 Self Contained Breathing Apparatus as well as 3 Rapid Intervention Breathing Apparatus.

The grant award of \$874,687 requires a 10% match from the town in the amount of \$87,468.77. The Department has coordinated with Finance Director Melissa McCaw to absorb this match within the Fire Budget or address in the FY 2022-23 year end transfers to ensure the Town is able to leverage the \$847,687 grant, in which doing so provides some financial relief to the town in replacement equipment expenses.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 6, 2022. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Kevin Munson, Fire Chief



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

Grant Description: 2022 Assistance to Firefighter Grant Program

Funder: U.S. Federal Emergency Management Agency (FEMA)

Grant Amount: \$874,687

Frequency:     One time     Annual     Biennial     Other

First year received:	<u>2006</u>		
Last 3 years received:	<u>2018</u>	<u>2015</u>	<u>2014</u>
Funding level by year:	<u>\$59,437</u>	<u>\$47,760</u>	<u>\$47,760</u>

Is a local match required?     Yes     No

If yes, how much?    \$87,468.77

From which account? Sufficient funds will be found within existing fire department budget lines to fund the match

Grant purpose:    The AFG program supports critical needs such as operations, safety, vehicle acquisition, and emergency personnel training.

Results achieved:    This grant will provide the department with training on Vehicle and Machinery Rescue as well as Machinery Entrapment. The grant will also fund the purchase of the following:

- 10 CPR compression devices and a two year service contract;
- 15 Self Contained Breathing Apparatus;
- 3 Rapid Intervention Breathing Apparatus.

Duration of grant:    24 months from the date of award

Status of application: Approved

Meeting attendee:    Fire Chief Kevin Munson, x7403

Comments:    Competition is held annually and is highly competitive

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 6th day of September, 2022

### RESOLUTION

**WHEREAS;** the Federal Fire Protection and Control Act of 1974 established a competitive financial assistance program through the Federal Emergency Management Agency (FEMA) entitled "Assistance to Firefighters Grant" program and

**WHEREAS;** the East Hartford Fire Department has submitted and been awarded an Assistance to Firefighters Grant to purchase personal protective equipment cleaning and drying equipment, and

**WHEREAS;** the grant was awarded in the amount of \$874,687.00

**NOW THEREFORE LET IT BE RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by FEMA as they pertain to this Assistance to Firefighters Grant program 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, 2022.

Seal

Signed: \_\_\_\_\_  
Jason Marshall, Council Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 29<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: RESOLUTION: State Bond Commission Urban Grant for Renovations to Veterans Memorial Clubhouse

---

The Town of East Hartford is looking to apply to the state Department of Economic and Community Development (DECD) for an Urban Act Grant authorized by the State Bond Commission for renovations to the Veterans Memorial Clubhouse (VMC).

The Town Council unanimously approved a resolution concerning this grant on July 12, 2022. However, the resolution brought before the Council at that meeting erroneously listed the Capital Region Development Authority (CRDA) as the administering agency. As a result, the Department of Economic and Community Development (DECD) has asked that the resolution be redone using the proper agency and the proper statutory reference. The attached draft resolution fulfills both those requests.


Please place this item on the Town Council agenda for the September 6<sup>th</sup>, 2022 meeting. I recommend that the Town Council approve the resolution as submitted.

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

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Michael P. Walsh

**FROM:** Paul O'Sullivan, Grants Manager 

**SUBJECT:** Council Resolution – 2021 State Bond Commission Urban Act Grant for Renovations to Veterans Memorial Clubhouse – REVISED

**DATE:** August 25, 2022

---

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the state Department of Economic and Community Development (DECD) for an Urban Act Grant authorized by the State Bond Commission for renovations to the Veterans Memorial Clubhouse (VMC).

The Town Council unanimously approved a resolution concerning this grant on July 12, 2022. However, the resolution brought before the Council at that meeting erroneously listed the Capital Region Development Authority (CRDA) as the administrating agency. As a result, the Department of Economic and Community Development (DECD) has asked that the resolution be redone using the proper agency and the proper statutory reference. The attached draft resolution fulfills both those requests.

I have also attached a copy of the July 2022 resolution for your information.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 6, 2022. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director



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

Grant Description: State Bond Commission Urban Act Grant for Renovations to Veterans Memorial Clubhouse

Funder: State Bond Commission via state Department of Economic and Community Development

Grant Amount: \$4,000,000

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

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

Is a local match required?     Yes     No

If yes, how much?    N/A

From which account? N/A

Grant purpose: Fund renovations to Veterans Memorial Clubhouse

Results achieved: Renovation of Veterans Memorial Clubhouse

Duration of grant: To be determined

Status of application: Bond Commission approved grant on 12/21/2021

Meeting attendee: To be determined

Comments: None

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 6th day of September, 2022.

## RESOLUTION

**WHEREAS;** pursuant to PA 79-607, As Amended Sec. 21 the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

**WHEREAS;** it is desirable and in the public interest that the Town of East Hartford make an application to the State for \$4,000,000 in order to undertake the renovations to the Veterans Memorial Clubhouse and to execute an Assistance Agreement.

**NOW THEREFORE LET IT BE RESOLVED;** that the Town Council is cognizant of the conditions and prerequisites for the state financial assistance imposed by PA 79-607, As Amended Sec. 21, and that the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed \$4,000,000 is hereby approved and

**LET IT FURTHER BE RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of East Hartford

**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, 2022.

Seal

Signed: \_\_\_\_\_  
Jason Marshall, Council Clerk

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 12th day of July, 2022

**RESOLUTION**

**WHEREAS;** pursuant to PA 17-2, As Amended Sec. 408 the Capital Region Development Authority is authorized to extend financial assistance for economic development projects; and

**WHEREAS;** it is desirable and in the public interest that the Town of East Hartford make an application to the State for \$4,000,000 in order to undertake the renovations to the Veterans Memorial Clubhouse and to execute an Assistance Agreement.

**NOW THEREFORE LET IT BE RESOLVED;** that the Town Council is cognizant of the conditions and prerequisites for the state financial assistance imposed by PA 17-2, As Amended Sec. 408, and that the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed \$4,000,000 is hereby approved and

**LET IT FURTHER BE RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of East Hartford.

**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 13th day of July, 2022.


Seal

Signed:

  
Jason Marshall, Town Council Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 29<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: BID WAIVER: FY 22-23 UConn MPP Intern

---

Please see the attached request from Finance Director Melissa McCaw for a bid waiver under the Town of East Hartford's Code of Ordinances Section 10-7(c) to contract with the University of Connecticut's Master of Public Policy program for the FY 2022-23 internship program. The contracted cost is \$16,500, which includes the interns' salary, health insurance and professional development.

Please place this information on the Town Council agenda for the September 6<sup>th</sup>, 2022 meeting. I recommend that the Town Council approve the bid waivers as submitted.

C: M. McCaw, Finance Director



## MEMORANDUM

**DATE:** August 12, 2022

**TO:** Michael Walsh, Mayor

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

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

**RE:** FY2022-23 UConn MPP Intern - Bid Waiver Approval Request

---

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to contract with the University of Connecticut Master of Public Policy program for the FY2022-23 internship program in the Internship and Professional Practice Program.

The University of Connecticut offers the IPP program to municipalities, state government agencies and non-profits throughout the State of Connecticut as a mutually beneficial program. The UConn Masters of Public Policy (MPP) provides students with the analytic and quantitative skills necessary to design, analyze, and evaluate the success of policies. The students gain professional experience across Connecticut working with senior leaders of municipalities, state agencies, nonprofit organizations and private firms.

The program sponsor, in this case the Town of East Hartford, would benefit from a graduate level skillset to supplement the Finance team. In prior roles at both the City of Hartford and the State Office of Policy and Management, we greatly benefited from the work that these interns provided in Finance. Many led to careers in state and municipal government.

The UConn MPP is a niche program across the state universities and colleges. Students work a minimum of 585 hours over 39 weeks at a cost of \$16,500 which includes their salary, health insurance and professional development. In light of niche program offered by the UConn MPP and the mutual benefit to the Finance Department, I request a bid waiver to fund the Town's cost of \$16,500.

I appreciate your consideration of this request. Should you have any questions or concerns regarding the above noted, please do not hesitate contact me. Thank you.



August 12, 2022

Melissa McCaw  
Director of Finance  
Town of East Hartford

**Sub: UConn School of Public Policy Internship and Professional Practice (IPP) Program  
2022-23 Cycle Details**

Dear Melissa,


On behalf of the UConn School of Public Policy (UConn SPP), I would like to thank you for supporting our Internship and Professional Practice (IPP) program. Our goal is for your organization to host our talented and skilled Masters in Public Administration (MPA) and Masters in Public Policy (MPP) students to support your good work, and for our students to learn and grow professionally from the experience.

We are happy that you have selected Delaney McGovern to intern at the Town of East Hartford under this IPP Program. The following are the rough details of the terms and conditions of the program:

- The UConn SPP intern will work an average 15 hours per week from August 23, 2022 to May 21, 2023. This amounts to a total of 585 hours over 39 weeks. There can be some flexibility built into the schedule as mutually agreed upon between the intern and the designated supervisor in the Town of East Hartford
- The Town of East Hartford will provide an adequate work environment such that the intern gains meaningful work experience in the field of public administration
- The intern will cost the Town of East Hartford \$16,500 for this August 2022-May 2023 cycle.
- The Town of East Hartford will be sent an invoice in September for the full amount. Payments are due 30 days from issue, though please reach out to UConn SPP staff if there are any issues with such a timeline. UConn will pay the intern via stipend on a bi-weekly basis. The Town of East Hartford will not be required to arrange for any direct student payment.
- Each intern is required to complete a reflective paper that synthesizes the student's understanding of how the internship incorporated theory and practice, based on his or her coursework and internship experience.

Please let me know if you have any questions or need any additional information. Thank you again for your participation and support of the IPP program, and we look forward to Delaney's experience at the Town of East Hartford.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan Baldassario', written in a cursive style.

**Ryan Baldassario**

Director of Engagement

University of Connecticut


School of Public Policy

Ph. - 959.200.3768

Email – [ryan,baldassario@uconn.edu](mailto:ryan,baldassario@uconn.edu)



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 29<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: BID WAIVER: Connecticut Harm Reduction Alliance (CTHRA)

---

Please see the attached request from Health Director Laurence Burnsed for a bid waiver under the Town of East Hartford's Code of Ordinances Section 10-7(c) to subcontract with Connecticut Harm Reduction Alliance (CTHRA) to provide mobile harm reduction services in East Hartford. Total subcontracted cost is \$35,001.00.

Please place this information on the Town Council agenda for the September 6<sup>th</sup>, 2022 meeting. I recommend that the Town Council approve the bid waivers as submitted.

C: L. Burnsed, Health Director  
M. McCaw, Finance Director



MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7324

HEALTH@EASTHARTFORDCT.GOV



740 Main Street

East Hartford, Connecticut 06108

HEALTH DEPARTMENT

WWW.EASTHARTFORDCT.GOV

August 24, 2022

TO: Mayor Michael P. Walsh

FROM: Laurence Burnsed, MPH, MBA *LB*  
Director of Health & Social Services

RE: Request for waiver of bidding requirements

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to permit the Department of Health & Social Services to subcontract with the Connecticut Harm Reduction Alliance (CTHRA) to provide mobile harm reduction services in East Hartford.

Funding will be supported by the fiscal year 23 State of Connecticut Department of Public Health Per Capita Grant. These grant funds must be expended by June 30, 2023. If additional grant funds become available to support opioid response and harm reduction services, the Health Department will pursue a continuation of services with CTHRA.

Similar to national and state trends, East Hartford has experienced an increase in overdose events and accidental drug overdose deaths over the last several years. A community health survey conducted during April – May 2022 revealed residents ranked substance abuse as one of the top risk behaviors the health department needs to address with programs. CTHRA will work with the Health Department to identify one to two sites where harm reduction services can be conducted during a regular schedule for area residents. Services provided for residents include syringe exchange program, drug treatment access and referrals, shelter and housing referrals, referrals to East Hartford Social Services for case management, naloxone distribution, fentanyl test strip distribution, overdose response education, and outreach services to promote scheduled mobile operations. Health Department staff will collaborate with CTHRA staff to conduct outreach services and link local healthcare and behavioral health organizations for referral services.

There are two reasons for requesting Council approval for a bid waiver. First, there are currently two programs in the region that have the capacity to provide mobile harm reduction services; Advancing CT Together (ACT) and the CTHRA. The ACT Center for Harm Reduction advised they do not currently have the capacity to expand services and referred the East Hartford Health Department to CTHRA. Second, CTHRA is able to schedule mobile services in East Hartford during the same days of the week mobile events are occurring in Hartford. Utilizing the same mobile units and extending staff hours to operate mobile units in both Hartford and East Hartford provides the flexibility to schedule services as soon as possible based on available grant funds.

Total subcontracted cost: \$35,001.00. Funds will be utilized to support two part-time outreach employees, project and scheduling oversight by the program director, outreach supplies for harm reduction services, mileage for the CTHRA mobile unit, and administrative program services.

I appreciate your consideration for this request. Please let me know if you need additional information or clarification.

# CT Harm Reduction Alliance (CTHRA) Services



## 557 Albany Ave ("557 The Drop")

- Drop-in Center
- SSP

## 559 Albany Ave

- Clinical/Testing, on-site Registered Nurse
- Meeting Space

## 28 Grand Street

- Main Office
- Service Hub
  - Homeless Outreach
  - Overdose Prevention Trainings (with Narcan)
  - Hartford Emergency Shelter HQ
  - "Rover" Program, Mobile 1 Network, and Narcan Distribution Center

## Rover Program

- Low threshold access to harm reduction best practices
- 40 units in use in 26 communities across the state
- On all Mobile-1 vehicles

## Mobile 1 Vehicles

- 1 RV (MAT resources, SSP, on-site Registered Nurse, COVID-19 vaccinations, wound care)
- 3 Mobile Outreach Vans (SSP, treatment referrals)

## 2021 Quick Facts

- Over 3,520 participants served
- Distributed over 4,120 overdose kits
- Made 56,000 sandwiches (500 weekly from March 2020 to present)
- Distributed 750,000+ syringes, and received 605,000+ in return

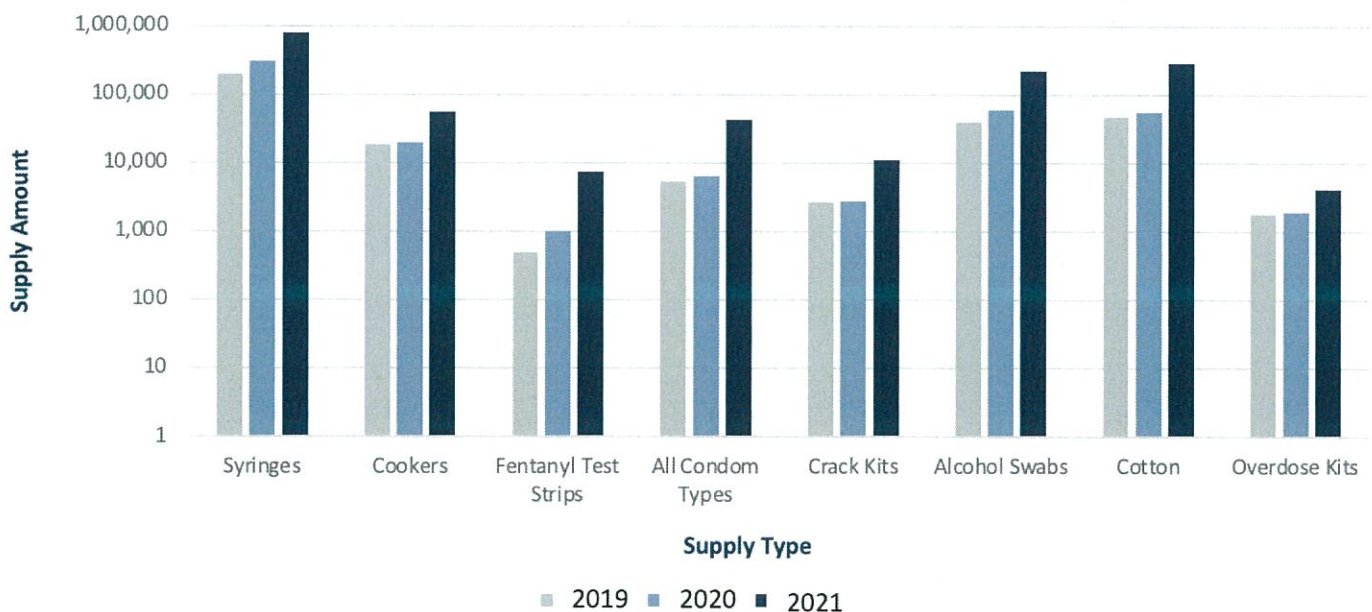
## Sex Works & Allies Network (SWAN)

- Mobile Outreach Van (SSP, referrals)
- Bi-weekly Programs
  - Processing Group
  - Leadership Development Program

### Our Kits

- Overdose Kit
- Safer Sex Kit
- Safer Smoking Kit
- PPE Kit
- Hygiene Kit

## CTHRA Supplies from 2019-2021





# Get to know the CT Harm Reduction Alliance (CTHRA)



The CTHRA – now housing the Greater Hartford Harm Reduction Alliance (GHRC, founded in 2014) and Sex Workers and Allies Network (SWAN) programs – is dedicated to promoting the dignity and wellbeing of individuals and communities impacted by drug use, homelessness, and sex work. Through advocacy, training and service, CTHRA aims to ensure the availability, adequacy, accessibility, and acceptability of services and resources that remediate the adverse consequences of substance use.



**WE MEET  
FOLKS WHERE  
THEY'RE AT**

## What is Harm Reduction?

Harm Reduction is a perspective and set of practical strategies aimed to **reduce the negative consequences** of illicit drug use, incorporating a spectrum of strategies from safer use to abstinence. Our experience has taught us the importance of "the moment" when attempting to serve the most disconnected and hard to reach populations.

The lifeblood of harm reduction practices is to **"meet folks where they are at,"** in their time, place, language, and lived experience.

## VOLUNTEER WITH US

CTHRA is looking for volunteers to help make kits we distribute, including our overdose kits, safer smoking kits, safer sex kits, and more at our Main Office located at 28 Grand Street in Hartford.

To sign up, visit [bit.ly/CTHRA\\_Volunteer](https://bit.ly/CTHRA_Volunteer)

## OUR SERVICES

- Shelter/housing referrals
- Educate on substance use/abuse/Opioid Use Disorders
- Provide treatment referrals/transportation
- Syringe exchange (SSP)
- Condoms/safe sex kits/lubricants
  - Specialty condoms "Magnum", Rough Ryder, Non-lubricated Flavors
- Safer consumption kits/ supplies
- Wound care and safe injection techniques/supplies
- HIV/HCV screenings
- COVID-19 Vaccinations/education
- Narcan/Naloxone
- Overdose prevention training
- Assistance obtaining Identification
- Syringe Outreach Response Team (SORT)
- And more!

## Where to find us

28 Grand St, Hartford, CT 06106  
557 Albany Ave, Hartford, CT 06112  
269 Peck St, New Haven, CT 06513

Hartford Office: 860-263-8720  
New Haven Office: 203-935-5702

Call us for hours and outreach locations!



For Overdose Prevention and Narcan Trainings, visit [bit.ly/CTHRANarcanTraining](https://bit.ly/CTHRANarcanTraining)

[www.ct-hra.org](https://www.ct-hra.org)

@CTHRA\_Org



CTHRA is a 501(c)3 nonprofit and accepts monetary and clothing donations. For monetary donations, go to [www.ct-hra.org/donate](https://www.ct-hra.org/donate)

TOWN COUNCIL MAJORITY OFFICE  
PERSONNEL AND PENSIONS SUBCOMMITTEE

August 29, 2022

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

ALSO         Tyron Harris, Human Resources Director  
PRESENT     Laurence Burnsed, Director of Health and Social Services  
                  Jessica Carrero, Durational Project Manager

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:32 p.m.

APPROVAL OF MINUTES

April 26, 2022 Meeting

MOTION        By Harry Amadasun  
                      seconded by Tom Rup  
                      to **approve** the minutes of the April 26, 2022 Personnel & Pensions  
                      Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

NEW BUSINESS

Social Services Supervisor Job Description

Director Harris summarized the proposed revisions to the Compensation Plan for the recently vacated Social Services Supervisor position including requiring license as clinical social worker (LCSW) and increasing the pay grade to remain competitive to the current market for similar positions. Director Burnsed shared that the LCSW revision to the position was made to help sustain the growing partnership with East Hartford's Police Department with regards to behavioral health efforts and community engagement.

MOTION        By Tom Rup  
                      Seconded by Harry Amadasun

to **recommend** the Town Council accept the revised Compensation Plan for Social Services Supervisor dated August 8, 2022 as amended by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0.

ADJOURNMENT


MOTION By Tom Rup  
seconded by Harry Amadasun  
to **adjourn** at 5:42 pm.

Motion carried 3/0.

C: Town Council  
Mayor Walsh  
Tyron Harris, Human Resources Director



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 8, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: REFERRAL: Social Services Supervisor Job Description

---

Please see attached the draft job description and memo from Tyron Harris Human Resource Director for the Social Services Program Supervisor position.

- Social Services Program Supervisor – draft job description attached. Please send to P&P for review. Negotiated job description with Local #818. Agreed to move salary range from grade 108 to grade 112.

Please place on the Town Council Agenda for the August 16<sup>th</sup>, 2022 Town Council meeting as a communication.

Thank you.

C: T. Harris, HR Director  
L. Burnsed, Health & Social Services Director



MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

August 8<sup>th</sup> 2022

The Hon. Mayor Mike Walsh  
740 Main Street  
East Hartford, CT 06108

Re: Social Services Supervisor position

Dear Mr. Walsh:

Attached is the social services supervisor position description with proposed revisions. As noted one of the key changes is to modify the education to require licensure as a clinical social worker (LCSW). We also added several job duties related to outreach, partnering with the Police Department's LCSW via the behavioral health contract, and assignments that tie in licensed clinical social work. Finally, with the approval of the East Hartford Supervisors Union Local No. 818 of Council No.4 we are requesting to move the position from grade 108 to grade 112.

**Tyron V. Harris**

Human Resources Director

*Customer Service. Collaboration. Communication.*

## Town of East Hartford

**Title:** -Program Supervisor, Social Services Division

**Department:** Health & Social Services

**Reports to:** Director, Health & Social Services

**Grade:**— 108

**Department:** Health & Social Services

**Date:** January 6, 2004 May 9, 2022

### **Description:**ESCRPTION

#### GENERAL DESCRIPTIONPosition Class Definition:

The Town of East Hartford, Department of Health & Social Services is responsible for promoting the well-being, self-sufficiency, and quality of life of residents by administering a variety of human services programs, including tax rebate programs, housing, and energy assistance programs, food distribution, emergency relocation services pursuant to the Uniform Relocation Assistance Act, and other community support systems. The person in this position serves as the Social Services program supervisor. This is very responsible human/social services work involving planning, organizing, administering and directing the operations and staff of the Social Service Division.

The Supervisor, Social Services administers a variety of programs, supervises full-time and part-time staff, recruits and trains professional staff, represents the division to the community, and assists the Director in planning, needs assessments, grants writing, program development and evaluations, and public relation/social marketing. The Social Services Supervisor is also responsible for fostering partnerships with other Town departments, state agencies, healthcare providers, behavioral health programs and community-based organizations to address barriers to service delivery and link residents to appropriate services.

### **SUPERVISION RECEIVED**

Works under the supervision of Director, Health & Social Services.

### **SUPERVISION EXERCISED**Supervision Exercised:

Supervises social workers, case workers, outreach workers, part-time contracted workers and student interns.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**Essential Job Functions:



- Recruits, trains, supervises and evaluates professional staff, caseworkers, clerical staff, volunteers and interns; Plans and implements professional development and in-service training programs. Administers and supervises others administering all human services programs benefiting Town residents, including tax rebate programs, housing and energy assistance programs, food distribution programs, and the like other programs that link residents to appropriate services and community support systems.
- Plans, develops and implements programs extending the reach of health and human services programs into community settings to vulnerable populations, in partnership with allied state and community agencies and institutions.
- Supervises and provides comprehensive intake, assessment and case management for individuals and families who request help with problems including mental illness, drugs, alcohol, physical and mental disabilities, family dysfunction, financial instability, domestic violence and other social health issues.
- Collaborates with the Police Department crisis response contract staff to conduct assessments and case management via phone, in-person, or virtual platforms to clients referred for social services.
- Collaborate with the Police Department crisis response contract staff to provide training and consultation to law enforcement and other municipal department personnel about mental illness, substance use, de-escalation techniques and related topics.
- Responds to case management referrals using risk screening and assessments, mental status exams, and collaborate with other team members and community providers; links clients to appropriate clinical services and community support systems.
- Coordinates with municipal programs and community programs to assist individuals to remain safely in the community and to engage in treatment.
- Provides counseling and referrals on health programs such as Medicare, Medicaid and resources to assist with eligibility and enrollment.
- Prepares annual budget and oversee expenditures in assigned areas to assure sound fiscal controls and effective use of budgeted funds.
- Researches, develops and prepares funding proposals to private and public sources to develop programs and projects aimed at furthering the goals and objectives of Social Services.
- Evaluates service needs and formulates short and long term plans to meet needs in all areas of responsibility
- Maintains documentation in compliance with agency and program standards.
- Prepares narrative and statistical reports for the Director, state and federal agencies.
- Serves as the Department's Uniform Relocation Assistance Act designee.
- Assists the Director and Public Health Emergency Response Coordinator with clinical preparedness, recruitment and training of community volunteers, design and implementation of behavioral health protocols to meet public emergencies, and liaison/coordination with multiple human service agencies and institutions to meet the emergency preparedness needs of special and vulnerable populations.



## **ADDITIONAL DUTIES**

~~Assist the Director and Emergency Response Coordinator (ERC) with clinical preparedness, recruitment and training of community volunteers, design and implementation of behavioral health protocols to meet public emergencies, and liaison/coordination with multiple human service agencies and institutions to meet the emergency preparedness needs of special and vulnerable populations.~~

## **KNOWLEDGE, SKILLS & ABILITIES**Knowledge, skills, and abilities:

- Knowledge of the philosophy, principles and practices of municipal or public social services administration and supervision.
- Knowledge of social casework methods and techniques relating to the problems and needs of the elderly, disabled and families.
- Knowledge of clinical counseling principles, practices and ethics.
- Training: Demonstrated training and experience in all aspects of behavioral health and substance use treatment, assessment, and evaluation.
- Knowledge of funding sources and current legislation and regulations concerning the elderly, disabled and families, and ability to prepare and administer grant applications.
- Knowledge of available assistance and social service programs and benefits in the community and surrounding areas.
- Knowledge of program requirements and ability to obtain services to satisfy program needs.
- Ability to supervise social work staff, clerical staff and students.
- Ability to communicate effectively, orally and in writing, and establish and maintain effective working relationship with community agencies, staff, clients and the general public.
- Effective interpersonal and communication skills with individuals with mental health and co-occurring disorders, as well as with their families/caregivers and natural support systems.
- —
- Ability to prepare written records and reports. Superior ability to use computers and software current to the field
- Ability to ensure the security and confidentiality of client information and records.
- East Hartford is a diverse community with 70% of the population comprised of persons of color. The person in this position will need to have a good understanding of cultural competency and cultural humility.
- —

## **QUALIFICATION**Education:

~~Masters~~Master's degree in social work from a program accredited by the Council on Social Work Education or related health human services field (Social Work, Human Services, Sociology, Psychology, Family & Child Development, Counseling, Gerontology, or Guidance & Counseling);



**Experience:**

~~with at least~~At least five years of progressively responsible supervisory experience in human services, social services, or a related field, or demonstrated experience serving as the lead or coordinator of social services or related programs.

**Licenses/Certificates/Other Qualifications:**

**SPECIAL REQUIREMENTS**

- Licensure as a clinical social worker in the State of Connecticut.
- Must have a valid Connecticut driver's license.
- Bilingual/Bicultural, Spanish/English skills helpful, but not required

**Additional Requirements:**

- An acceptable general background check to include a local and state criminal history check and sex offender registry check.
- A valid driver's license with an acceptable driving record.
- Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.
- In the event of a declared emergency in the town of East Hartford, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

**PHYSICAL AND MENTAL DEMANDS**Physical and mental demands:

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

- Mobility: frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling, walking, and standing; occasional reaching above and below desk level.
- Dexterity: frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
- Lifting: frequent lifting of papers, files, and material weighing up to 10 pounds; occasional lifting and carrying of equipment and other items up to 25 pounds.
- Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.
- Hearing/Talking: frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological Factors: frequent contact with others, including extensive public contact; frequent deadlines and time-limited assignments.

~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~The employee must occasionally lift and/or move up to 40 pounds. This employee must be able to work with elderly, physically disabled or mentally disabled individuals. This position requires the ability to define problems, collect data, establish facts and draw valid conclusions.~~

~~**WORK ENVIRONMENT**~~**Work environment:**

- ~~• Work is primarily performed in an office setting, subject to continuous interruptions and background noise.~~
- ~~• While performing the duties of the job, the employee occasionally works in outside weather conditions while conducting home visits or resident outreach.~~
- ~~• Occasional after-hours work may be required for outreach and education events.~~

~~The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~While performing the duties of the job, the employee occasionally works in outside weather conditions while conducting home visits. The noise level in the work environment is moderately quiet in the office.~~

~~**GENERAL GUIDELINES**~~**General guidelines:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



MAJORITY OFFICE/MICROSOFT "TEAMS"

REAL ESTATE ACQUISITION AND DISPOSITION COMMITTEE

JULY 26, 2022

PRESENT Councillor Angie Parkinson, Chair; Councillors Awet Tsegai and Tom Rup

ALSO Michael Walsh, Mayor  
PRESENT Eileen Buckheit, Development Director  
Richard Gentile, Assistant Corporation Counsel  
Town Council Vice Chair Don Bell  
Connor Martin, Chief of Staff  
Mike Goman, Principal, Goman and York

CALL TO ORDER

Chair Parkinson called the meeting to order at 6:05 p.m.

AMENDMENTS TO THE AGENDA

MOTION By Tom Rup  
seconded by Awet Tsegai

to take agenda Items in the following order to accommodate those present:  
Item 4B- 1437-1439 Main Street;  
Item 5A; 860 Main Street/Church Corners Inn;  
Item 4A- 3 Hillside Avenue

Motion carried 3/0.

APPROVAL OF MINUTES

April 12, 2022 Meeting

MOTION By Tom Rup  
seconded by Awet Tsegai  
to **approve** the minutes of the April 12, 2022 meeting.  
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Janet Pearson, Owner of Eden's Florist, 1429 Main Street, is looking acquire the property at 1437-1439 Main Street and spoke to her intended use for the space to enhance her current business. Eileen Buckheit, Development Director made note that Ms. Pearson's business would be eligible for financial support provided by the recently approved ARPA Small Business Assistance Program, as business expansion is applicable to the program's intent. Ms. Pearson expressed her concern as to whether she would be able to afford the property. While the program will not provide the funding to acquire the property itself, funding could be provided to support projects related to converting the land once it's acquired.



### 1437-1439 Main Street

Rich Gentile, Assistant Corporation Counsel, shared that the Town foreclosed on the property in 2015 due to delinquent taxes. The property initially held a house that was taken down due to fire damage. As a precedent, similar piece of land located on Main Street was sold by the town for less than market value to an abutting property owner with the stipulation that the acquired parcel be combined with the owner's existing parcel.

The Committee discussed the fair market value for the property as well as the merits of a small business in the community looking to expand. Director Buckheit recommended that the lot be sold for as little as possible, taking into consideration the success of the business and its value to the community as a whole.

MOTION        By Tom Rup  
                      seconded by Awet Tsegai

move that this committee: (i) not seek bids with respect to the transfer of 1437-1439 Main Street (the "Property"); (ii) negotiate directly with Eden's Lodge LLC which is interested in acquiring the Property, ( "Eden"); (iii) recommend that the Town Council waive the appraisal requirement set forth in Town Ordinances 10-19(c); and (iv) recommend that the Town Council transfer the Property by Quit Claim Deed to Eden's Lodge LLC for \$10,000 subject to Connecticut General Statutes 8-24 review and a Connecticut General Statutes section 7-163e public hearing, and subject to the requirement that as part of the transaction conveying the property to EDEN, Eden combines the Property with the property it owns at 1429 Main Street, East Hartford, Connecticut, such that 1437-1439 Main Street and 1429 Main Street shall henceforth comprise one parcel.

Motion carried 3/0

Next steps for the property will be a Connecticut General Statutes 8-24 review by the Planning and Zoning Commission and scheduling of a Public Hearing before the Council's final vote to approve the sale.

### 860 Main Street / Church Corners Inn

The Committee reviewed background information on the property and discussed its current living quarters. Recently members of the committee and Director Buckheit participated in walk-throughs of the building to confirm that conditions are extremely poor. Financials for 860 Main were provided by the administration for committee review. Goman and York serve as property advisors for the Town, and administration has recruited an architectural firm to perform an existing conditions analysis and a structural analysis on the property. An environmental assessment and hazardous waste assessment will also be performed to better estimate the cost of interior demolition of the building.

Mike Goman, Principal of Goman and York, discussed the potential uses of the property and the process for evaluating market data to establish the value of the property.

Mayor Walsh summarized the current vision for improvements to Main Street as a whole and the property's connection. The Mayor also discussed the impact that the renovation of the building would have on its current residents and actions that would be taken to provide support for them.

Mr. Gentile shared that three appraisals were done on the property. After factoring in the improvements that would be required upon acquisition, the administration has determined a fair price for the property to be \$950,000. The Committee discussed the estimated costs upon the Town's Police and Fire Departments' calls to service the property as well as the opportunity for funding support via the state's Community Investment Fund (CIF) and the Capital Region Development Authority (CRDA).

MOTION        By Tom Rup  
                      seconded by Awet Tsegai

to support the Town's acquisition of 860 Main Street for the sum of \$950,000 and send this matter back to the full Town Council for action as a Committee of the Whole.

Motion carried 3/0.

### 3 Hillside Avenue

The Committee reviewed previous discussions on the property that is currently being offered to the Town as a donation. Chief of Staff Martin advised that the administration is not in favor of performing an environmental assessment on the property as the Town Engineer has already provided results of a previous assessment on the abutting property. Currently the address has roughly \$400.00 in taxes due. Mr. Gentile stated that the outstanding taxes will need to be brought up to date before the property can be acquired and while many efforts have been made, the validity of the property's title is not entirely sound.

The Committee discussed the repercussions and potential challenges of acquiring the property as it currently stands.

MOTION        By Awet Tsegai  
                      Seconded by Angie Parkinson

That the Real Estate Acquisition and Disposition Committee recommends to the Town Council that, subject to C.G.S. 8-24 review by the Planning and Zoning Commission, and subject to the payment of all outstanding taxes due to the Town of East Hartford, the Town Council: (i) accept the gift of whatever interest and title The G. William Miller Trust and Edward Miller, or their heirs, trustees, executors or assigns, hold in property known as 3 Hillside Avenue (the "Property"); and (ii) waive the requirements of Town Ordinances section 10-18(b) with respect to obtaining an appraisal of the property, a survey of the Property, and a Phase 1 Environmental Report on the Property, such waivers being in the best interests of the Town, given the fact that this conveyance is a gift, there is a property description of the property based on old surveys in the East Hartford Town Clerk's Office, and



this property appears to have had either residential or non-commercial farming uses for over 100 years.

Motion carried 2/0 (Abstain: Rup)


### ADJOURNMENT

MOTION      By Awet Tsegai  
                  seconded by Tom Rup  
                  to **adjourn** (7:35 pm)  
                  Motion carried 3/0.

cc:      Town Council  
            Mike Walsh, Mayor  
            Eileen Buckheit, Development Director



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 24<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: REFERRAL: 1437-1439 Main Street

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The Mayor's Office received a letter from property owner Janet Pearson of Eden's Florist at 1429-1431 Main St. who has expressed interest in acquiring abutting property at 1437-1439 Main St. to expand her florist business. The property at 1437-1439 Main St. sits as an empty grass lot with a 2-car garage on the west side of the property. Currently, the Town is not collecting any tax revenue on this property nor has a planned use for the property.

Therefore, please refer 1437-1439 Main Street to the Real Estate Acquisition subcommittee for possible disposition to the abutting property owner at 1429-1431 Main Street.

CC: Connor Martin, Chief of Staff  
Eileen Buckheit, Development Director

# Town of East Hartford Property Summary Report

1437-1439 MAIN ST

MAP LOT:	14-283	CAMA PID:	8801
LOCATION:	1437-1439 MAIN ST		
OWNER NAME:	TOWN OF EAST HARTFORD		



8801 03/27/2016

<b>OWNER OF RECORD</b>
TOWN OF EAST HARTFORD
740 MAIN ST
EAST HARTFORD, CT 06108

LIVING AREA:		ZONING:	B1	ACREAGE:	0.22
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## SALES HISTORY

OWNER	BOOK / PAGE	SALE DATE	SALE PRICE
TOWN OF EAST HARTFORD	3577/0093	20-Dec-2015	\$0.00
CALLE CESAR A PALOMINO ADRIAN A	2007/0152	25-Aug-2001	\$165,500.00
BOUCHARD JOAN Y	0582/0146	22-Nov-1975	\$52,000.00

## CURRENT PARCEL ASSESSMENT

TOTAL:	\$63,060.00	IMPROVEMENTS:	\$7,060.00	LAND:	\$56,000.00
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## ASSESSING HISTORY

FISCAL YEAR	TOTAL VALUE	IMPROVEMENT VALUE	LAND VALUE
2019	\$63,060.00	\$7,060.00	\$56,000.00
2018	\$63,060.00	\$7,060.00	\$56,000.00
2017	\$63,060.00	\$7,060.00	\$56,000.00
2016	\$63,060.00	\$7,060.00	\$56,000.00
2015	\$65,050.00	\$6,720.00	\$58,330.00

# Town of East Hartford Property Summary Report

## 1437-1439 MAIN ST

MAP LOT:	14-283	CAMA PID:	8801
LOCATION:	1437-1439 MAIN ST		
OWNER NAME:	TOWN OF EAST HARTFORD		

### BUILDING # 1

YEAR BUILT	0	EXT WALL 1	
STYLE		INT WALLS 1	
MODEL	Vacant	HEAT FUEL	
STORIES		HEAT TYPE	
OCCUPANCY	Exempt Vac w/	AC TYPE	
ROOF		BEDROOMS	
ROOF COVER		FULL BATHS	
FLOOR COVER 1		HALF BATHS	
% BSMT	null	TOTAL ROOMS	
% FIN BSMT	null	% REC RM	null
% SEMI FIN		% ATTIC FINISH	null
BSMT GARAGE	null	FIREPLACES	null



### EXTRA FEATURES

DESCRIPTION	CODE	UNITS
Garage	FGR1	800.00 S.F.

1429 Main Street  
East Hartford CT 06108

January 19, 2022

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

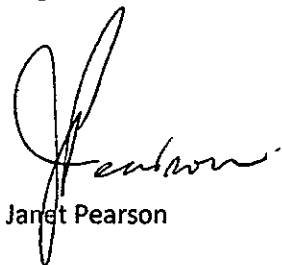
Dear Sir/Madam:

**Re: Request for Vacant Lot on Main Street**

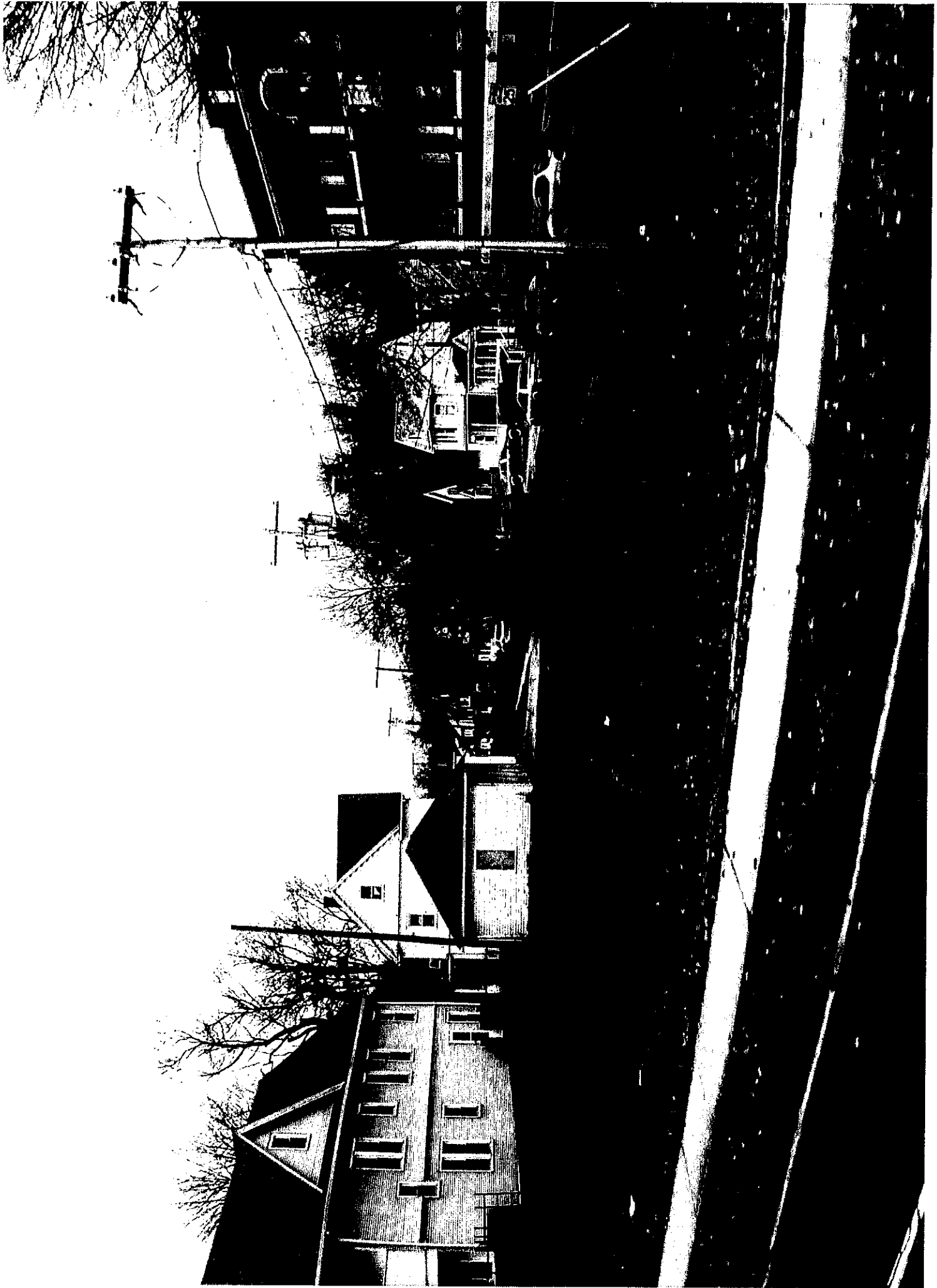
My name is Janet Pearson and I own the property at 1429-1431 Main Street. There is a vacant Lot to the right of this property when facing the building from Main Street. It is a corner lot located on the corner of Stanley and Main Street. There used to be a house on the Lot, but it was destroyed by fire and I am of the understanding that it is owned by the Town of East Hartford. I am interested in this lot as it would give me more flexibility to operate my business. Our Parking is very limited, and so this would generate more parking space for us and a greenhouse which would be a great addition to our business and a nice face lift for the community. Could you please let me know if this possible? I am a small business owner (Eden's Florist), single mom to a 28-year-old young man with autism and seizures and is looking to see if I can expand my business.

Thank you for considering my request and I look forward to your favorable response.

Regards.



Janet Pearson



8801 03/27/2016

# Town of East Hartford Property Summary Report

**1437-1439 MAIN ST**

<b>MAP LOT:</b>	14-283	<b>CAMA PID:</b>	8801
<b>LOCATION:</b>	1437-1439 MAIN ST		
<b>OWNER NAME:</b>	TOWN OF EAST HARTFORD		



8801 03/27/2016

<b>OWNER OF RECORD</b>
TOWN OF EAST HARTFORD
740 MAIN ST
EAST HARTFORD, CT 06108

<b>LIVING AREA:</b>		<b>ZONING:</b>	B1	<b>ACREAGE:</b>	0.22
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## SALES HISTORY

OWNER	BOOK / PAGE	SALE DATE	SALE PRICE
TOWN OF EAST HARTFORD	3577/0093	20-Dec-2015	\$0.00
CALLE CESAR A PALOMINO ADRIAN A	2007/0152	25-Aug-2001	\$165,500.00
BOUCHARD JOAN Y	0582/0146	22-Nov-1975	\$52,000.00

## CURRENT PARCEL ASSESSMENT

<b>TOTAL:</b>	\$74,590.00	<b>IMPROVEMENTS:</b>	\$14,110.00	<b>LAND:</b>	\$60,480.00
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## ASSESSING HISTORY

FISCAL YEAR	TOTAL VALUE	IMPROVEMENT VALUE	LAND VALUE
2021	\$74,590.00	\$14,110.00	\$60,480.00
2019	\$63,060.00	\$7,060.00	\$56,000.00
2018	\$63,060.00	\$7,060.00	\$56,000.00
2017	\$63,060.00	\$7,060.00	\$56,000.00
2016	\$63,060.00	\$7,060.00	\$56,000.00

# Town of East Hartford Property Summary Report

**1437-1439 MAIN ST**

<b>MAP LOT:</b>	14-283	<b>CAMA PID:</b>	8801
<b>LOCATION:</b>	1437-1439 MAIN ST		
<b>OWNER NAME:</b>	TOWN OF EAST HARTFORD		

## BUILDING # 1

<b>YEAR BUILT</b>	0	<b>EXT WALL 1</b>	
<b>STYLE</b>		<b>INT WALLS 1</b>	
<b>MODEL</b>	Vacant	<b>HEAT FUEL</b>	
<b>STORIES</b>		<b>HEAT TYPE</b>	
<b>OCCUPANCY</b>	Exempt Vac w/	<b>AC TYPE</b>	
<b>ROOF</b>		<b>BEDROOMS</b>	
<b>ROOF COVER</b>		<b>FULL BATHS</b>	
<b>FLOOR COVER 1</b>		<b>HALF BATHS</b>	
<b>% BSMT</b>	null	<b>TOTAL ROOMS</b>	
<b>% FIN BSMT</b>	null	<b>% REC RM</b>	null
<b>% SEMI FIN</b>		<b>% ATTIC FINISH</b>	null
<b>BSMT GARAGE</b>	null	<b>FIREPLACES</b>	null



## EXTRA FEATURES

DESCRIPTION	CODE	UNITS
Garage	FGR1	800.00 S.F.



MAJORITY OFFICE/MICROSOFT "TEAMS"

FEES COMMITTEE

August 29, 2022

PRESENT Chair Harry Amadasun, Councillors Awet Tsegai and Travis Simpson

ALSO Ted Fravel, Director of Parks and Recreation  
PRESENT Jessica Carrero, Durational Project Manager  
Vicki Liberator, Senior Services Coordinator

CALL TO ORDER

Chair Amadasun called the meeting to order at 6:04 p.m..

APPROVAL OF MINUTES

June 20, 2022

MOTION By Awet Tsegai  
seconded by Travis Simpson  
to **approve** the minutes of the June 20, 2022 meeting.

Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Marcia Leclerc, 673 Burnham Street, provided background information on the Friends of East Hartford Senior Center, a nonprofit organization focused on providing support for the Senior Center through a variety of investments since 2000. Ms. Leclerc stated that the organization successfully contributed over \$1 million to the acquisition and renovation of the new Senior Center location. 100% of all funds raised by the organization go to support the facility's equipment needs and programming costs. Ms. Leclerc has requested that all fees be waived on requests for use of the facility by the Friends of EHSC given the benefits to the Center that the organization provides.

NEW BUSINESS

Senior Center Fee Schedule and Policy

Jessica Carrero, Project Manager, provided background on a fees schedule that was initially presented to the Council under Mayor Leclerc in October of 2021. The initial structure was proposed in advance of the Senior Center opening to the public and what has been presented for this meeting has been trimmed down to better reflect the limited availability of space based on current programs. At this time only the Dining Room and Media Room will be made available for rental. Policy will restrict use or rental of the Senior Center to outside agencies except in cases where agencies provide a direct benefit to the Senior Center.



TOWN COUNCIL CHAMBER/MICROSOFT "TEAMS"

FEES COMMITTEE

August 29, 2022

**TO:** Councillors Awet Tsegai and Travis Simpson

**FROM:** Harry Amadasun, Chair

**RE: Monday August 29, 2022 @ 6:00 p.m.**

**This meeting is accessible through "Microsoft Teams" 1 929-235-8441 Conference ID: 830 632 842# or [Click here to join the meeting](#)**

AGENDA

1. CALL TO ORDER
2. APPROVAL OF MINUTES  
A. June 20, 2022
3. OPPORTUNITY FOR RESIDENTS TO SPEAK
4. OLD BUSINESS
5. NEW BUSINESS  
A. Senior Center Fee Schedule and Policy
6. ADJOURNMENT

c: Town Council  
Mayor Walsh  
Ted Fravel, Director of Parks and Recreation  
Jessica Carrero, Project Manager  
Vicki Liberator, Senior Services Coordinator

*Robert J. Park*

MAJORITY OFFICE/MICROSOFT "TEAMS"

2022 JUN 21 AM 9:39

FEES COMMITTEE

TOWN CLERK  
EAST HARTFORD

June 20, 2022

PRESENT Harry Amadasun, Chair, Councillors Awet Tsegai and Travis Simpson

ALSO Marilynn Cruz-Aponte, Director

PRESENT Melissa McCaw, Finance Director

CALL TO ORDER

Chair Amadasun called the meeting to order at 6:07 p.m.

APPROVAL OF MINUTES

June 14, 2022

MOTION By Awet Tsegai  
seconded by Travis Simpson  
to approve the minutes of the June 14, 2022 meeting.

Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Marilynn Cruz-Aponte, Public Works Director provided detail on an updated revision to the fees structure for transfer station waste services based on the Committee's recommendations discussed at the June 14 Fees meeting. The goal of the updates is to further simplify pricing and encourage use of the transfer station as intended.

Melissa McCaw, Finance Director stated that the changes to the program will not negatively affect the budget and should meet anticipated revenue estimates over the transition.

Waste Services Transfer Station Fees and Procedures

MOTION By Travis Simpson  
seconded by Awet Tsegai

to recommend that the Town Council adopt/approve the following Transfer Station fee schedule effective October 1, 2022:

\$10 (\$5 for town residents 65 and older) for a passenger vehicle, mini-van, SUV, single axle trailer without rails and pickup truck.

\$40 for large quantity vehicles, defined as a pickup with side rails, cargo van, single axle trailer with side rails. No senior discount will apply.

\$60 for large quantity vehicles, defined as a pickup with side rails and with single axle trailer attachment with side rails or an enclosed trailer maximum 12 feet. No senior discount will apply.

\$80 for large quantity vehicles, defined as a pickup truck with rails and attached enclosed trailer maximum 12 feet. No senior discount will apply.

\$100 for large quantity vehicles, defined as a box truck maximum 15 feet. No senior discount will apply.

Annual Bulky Permit Tickets sold between July 1, 2022 and September 30, 2022 for use as payment from July 1, 2022 through June 30, 2023 may be used until these tickets expire; with a value of \$10 or \$5 if purchased at a discounted rate.

Red non-expiring Tickets will have a value of \$10. These tickets will stop being sold at the discretion of the Public Works Director as the program transitions to the new format.

Motion carried 3/0

NEW BUSINESS

ADJOURNMENT

MOTION By Awet Tsegai  
seconded by Travis Simpson  
to adjourn (6:32pm)  
Motion carried

cc: Town Council  
Mayor Walsh  
Melissa McCaw, Finance Director  
Marilynn Cruz-Aponte, Director of Public Works



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 10, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh, Mayor   
RE: Senior Center Room Rental Fee Schedule and Policy – Referral to Fees Committee

---

By way of this memo, let me respectfully request a referral to the Fees Committee for the purposes of adopting the following two items:

1. A fee schedule for the rental of the Senior Center to outside groups (attached)
2. The approval of the existing policy (see below) for the use of the Senior Center Building

APPROVED 8/1/2022

### [Use of Senior Center Building and Facilities](#)

Due to limitations and space for Senior programming the current building use policy restricts use or rental of the Senior Center to outside agencies, except in cases where the agencies function provides a direct benefit to the Senior Center. Requests for use under this exception should be made in writing to the Senior Center Coordinator. All Senior Center use will abide by the Town's facility use policies and insurance requirements.

---

On issue number 1, the Senior Center has been fully utilized by residents and staff so there are no plans in the immediate future to rent rooms as originally contemplated, but the fee schedule can be adopted for use in the future if the utilization drops to a point where rentals can be accommodated without encroaching on existing programs or by the use of residents.

Please place on the Town Council agenda for the August 16<sup>th</sup>, 2022 Town Council meeting.

Thank you.

CC: Ted Fravel  
Jessica Carrero  
Vicki Liberator

## Senior Center Rental Fees

Due to limitations and space for Senior programming the current building use policy restricts use or rental of the Senior Center to outside agencies, except in cases where the agencies function provides a direct benefit to the Senior Center. Requests for use under this exception should be made in writing to the Senior Center Coordinator. All Senior Center use will abide by the Town's facility use policies and insurance requirements.

Room & Occupancy	Non-profit	Out of Town	Profit
Dining Room/132	\$150/hr.	\$200/hr.	\$200/hr.
Dining & Media Room/230	\$200/hr.	\$200/hr.	\$200/hr.

Room occupancy is based upon standing room only. Consideration for taking into account tables and chairs needed for event will effect max occupancy to be determined Fire Code. Maximum number of Dining Room tables are 15. Maximum of Dining Room and Media Room tables are 23. Maximum number of chairs are 106. Seating is limited to 106 people.

### **For Reference**

#### Veterans Memorial Clubhouse:

Rentals 5 Hours, additional set up charge is \$20/hr.

- Ballroom:  
Resident \$350      Non-resident \$450      Deposit \$200 (Ballroom, 110 seated)
- Dining Room:  
Resident \$275      Non-resident \$350      Deposit \$200 (Dining Room 40 seated)
- Ballroom & Dining Room Combo:  
Resident \$625      Non-resident \$800      Deposit \$200 (seats 150),

#### Community Cultural Center:

Rentals are 4 hours

- Meeting Rooms:  
Resident \$60 and additional \$15/hr., Non-Resident \$80/\$20/hr, Business \$225/\$57/hr
- Auditorium Resident:  
\$200 and additional \$50/hour, Non-Resident \$300/\$75hr, Business \$450/\$133
- Dance Studio: Residents  
\$100/\$25/hr., Non-Residents \$140/35, Business \$300/\$75/hr



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 29, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh  
RE: AMUSEMENT PERMIT APPLICATIONS

---

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

Sec. 5-3 (e):

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

Please add the following amusement permits to the Town Council agenda for the September 6<sup>th</sup>, 2022 meeting.

- **Dad's Hero Community Day**
  - Saturday, September 10<sup>th</sup> 2022; 11 AM to 3 PM at the Town Green/ Alumni Park
- **Hartford Harley – Davidson Bike Night Finale**
  - Thursday, September 15, 2022; 5 PM to 9 PM
- **Music at the Market**
  - Friday, September 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>, 2022; 11 AM – 1 PM. Rain date Friday October 7<sup>th</sup>, 14<sup>th</sup> on the front lawn of the Raymond Library at 840 Main Street.
- **Hartford Steel Symphony Concert**
  - Saturday, September 10<sup>th</sup>, 2022; 1 PM – 2 PM on the front lawn of the Raymond Library at 840 Main Street.

C: S. Sansom, Chief of Police  
S. Morgan, Library Director  
C. Martin, Chief of Staff



MICHAEL P. WALSH  
MAYOR

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

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: August 26, 2022

Re: **Amusement Permit Application**  
**“Dad Hero Community Day”**

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

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



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

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

SCOTT M. SANSOM  
CHIEF OF POLICE

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August 26, 2022

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

**Re: Outdoor Amusement Permit Application  
"Dad Hero Community Day"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by **My People Community Services, Inc., with Abdul-Rahmaan I. Muhammad as Executive Director**. The contact on this application has been **Tyron Harris, in the capacity of VP of BSL Committee**. The applicant seeks to conduct the **Dad Hero Community Day on Saturday, September 10, 2022 from 11:00 am to 3:00 pm at the Town Green/Alumni Park with set up beginning at 9:30am**. The event is free to the community and will serve to highlight the importance of dads and father involvement in their children's lives. There will be music, food and children activities. The event is rain or shine unless heavy downpours.

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 the event is for the Town of East Hartford residents and will be free the community.

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 awaiting the Certificate of Insurance for vendors providing the inflatables for review and approval.

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

The **Fire Department** approves the application as submitted and state **there are no anticipated costs to their Department**. There will have to be inspections by Fire Marshal for any food being served or provided prior to event opening.

The **Public Works and Health Departments** approve the application as submitted and states **there are no anticipated costs to their Departments for this event**.

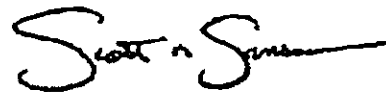
The Parks and Recreation Department approves the application as submitted and states there are no anticipated costs to their Departments for this event. The applicant must ensure they have Parks and Recreation Facility Permit and is responsible for bringing own set up and break down.

The Police Department conducted a review of the application and the following comments/recommendations are made:

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- There are no anticipated costs to the Department for this event.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Gentile, Richard  
**Sent:** Monday, August 22, 2022 1:55 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Revised Outdoor Amusement Permit-Dad Hero Community Day

Thank you. I am Ok at this point. Rich

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, August 22, 2022 12:23 PM  
**To:** Gentile, Richard <RPGentile@easthartfordct.gov>  
**Cc:** Hawkins, Mack <MHawkins@easthartfordct.gov>  
**Subject:** Revised Outdoor Amusement Permit-Dad Hero Community Day

Hi Rich,

Attached is the revised outdoor amusement permit application from Tyron for the Dad Hero Community Day. I am copying Assistant Chief Hawkins because he spoke to him about some other changes that he needed to make.

Tina

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



**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Wednesday, August 24, 2022 12:25 PM  
**To:** Harris, Tyron; Rivera, Augustina  
**Cc:** Martin, Connor; Dwyer, Sean  
**Subject:** RE: One more Revision to Application

Ok on COI. Will just need COI from company that does inflatables for our events. I provided you with a sample from them. Chris

---

**From:** Harris, Tyron <tharris@easthartfordct.gov>  
**Sent:** Wednesday, August 24, 2022 11:20 AM  
**To:** Sasen, Christine <CSasen@easthartfordct.gov>; Rivera, Augustina <ARivera@easthartfordct.gov>  
**Cc:** Martin, Connor <CMartin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>  
**Subject:** FW: One more Revision to Application

Good morning Chris-  
COI is attached.

**Tyron V. Harris- SHRM-CP, FMLA-CP, HRBP-CP**  
**Building A Resilient NonProfit Culture-CP**  
**Advanced Certification in Strategic Human Resources Management**  
Human Resources Director

*Customer Service. Collaboration. Communication.*



*Town of*  
**EAST HARTFORD**  
CONNECTICUT

Town Hall  
740 Main Street  
East Hartford, CT 06108  
Direct [\(860\) 291-7222](tel:8602917222)  
Mobile [\(860\)719-3063](tel:8607193063)

---

**From:** Harris, Tyron  
**Sent:** Monday, August 22, 2022 12:01 PM  
**To:** Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>  
**Subject:** RE: One more Revision to Application

**Tyron V. Harris- SHRM-CP, FMLA-CP, HRBP-CP**  
**Building A Resilient NonProfit Culture-CP**  
**Advanced Certification in Strategic Human Resources Management**  
Human Resources Director

*Customer Service. Collaboration. Communication.*



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, September 10, 2022  
Event: "Dad Hero Community Day"  
Applicant: My People Community Services, Tyron Harris, VP BSL Committee member

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

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

Bruce Cohen

8/15/22

Signature

Date

Comments:

Fire Dept



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, September 10, 2022

Event: "Dad Hero Community Day"

Applicant: **My People Community Services, Tyron Harris, VP BSL Committee member**

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

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

  
Signature Stephen Alsup, Assistant Fire Chief

8/19/22  
Date

Comments:

**TOWN OF EAST HARTFORD  
FIRE MARSHAL'S OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE: 08-18-2022**

**APPLICATION FOR: Dad Hero Community Day**

**APPLICANT: Tyron Harris, VP BSL**

**ADDRESS: 111 Gillette St, Hartford**

**DATE(S) OF EVENT: Saturday, September 10**

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

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

**COMMENTS:** The applicant states food will be served, any food trucks or other cooking operations will require FMO inspection.

**E. WILLIAM CINK  
ACTING FIRE MARSHAL  
TOWN OF EAST HARTFORD**





Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, September 10, 2022

Event: "Dad Hero Community Day"

Applicant: My People Community Services, Tyron Harris, VP BSL Committee member

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

Marilynn Cruz-Aponte 8-22-22

Signature

Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, September 10, 2022

Event: "Dad Hero Community Day"

Applicant: **My People Community Services, Tyron Harris, VP BSL Committee member**

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

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

Laurence Burnsed, MPH, MBA  
Signature

August 24, 2022  
Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, September 10, 2022

Event: "Dad Hero Community Day"

Applicant: My People Community Services, Tyron Harris, VP BSL Committee member

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

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

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

Anticipated Cost(s) if known \$ 0.00

Ted Travel

Signature

8/22/2022

Date

Comments:

- 1- The applicant needs to fill out Parks & Recreation Facility Permit
- 2- The applicant is responsible for bringing own set up and break down.

**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Thursday, August 25, 2022 8:14 AM  
**To:** Rivera, Augustina  
**Subject:** Re: Revised Outdoor Amusement Permit-Dad Hero Community Day

Tina,

I have reviewed the Outdoor Amusement Permit Application for "Dad Hero Community Day" for 2022. I approve the application as submitted. Please mark the worksheet "**Extra Attention**" for the day of the event.  
Thank you,

*Mack S. Hawkins*

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

***Serving Our Community with Pride and Integrity***



---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, August 22, 2022 12:22:54 PM  
**To:** Gentile, Richard <RPGentile@easthartfordct.gov>  
**Cc:** Hawkins, Mack <MHawkins@easthartfordct.gov>  
**Subject:** Revised Outdoor Amusement Permit-Dad Hero Community Day

Hi Rich,

Attached is the revised outdoor amusement permit application from Tyron for the Dad Hero Community Day. I am copying Assistant Chief Hawkins because he spoke to him about some other changes that he needed to make.

Tina

Augustina Rivera  
Administrative Clerk 3  
Support Services/Operations Bureau  
East Hartford Police Department  
31 School Street  
East Hartford, CT 06108  
Office: 860-291-7631 Fax: 860-610-6290

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

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



Scott M. Sansom  
Chief of Police

## OUTDOOR AMUSEMENT PERMIT APPLICATION

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

1. **Name of Event:**  
Dad Hero Community Day
2. **Date(s) of Event:**  
September 10, 2022
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):**  
My People Community Services Inc - Abdul-Rahmaan I. Muhammad-  
860-416-1553 (cell)/860-656-0450 (work)  
111 Gillett Street, Hartford, CT  
arim@mypeople-ct.com
4. **If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.**  
  
My People Community Services Inc  
Abdul Muhammad (arim@mypeople-ct.com)
5. **List the location of the proposed amusement: (Name of facility and address)**  
East Hartford Town Green  
Location is Alumni Park 1021 Main St. East Hartford, CT
6. **List the dates and hours of operation for each day (if location changes on a particular day, please list):**  
September 10-2022  
9:30am-4pm and the event is from 11:00am-3:00pm
7. **Provide a detailed description of the proposed amusement:**  
The Dad Hero Community Day is an event that highlights the importance of dads and father involvement in their children's lives. The day is filled with family focused activities, entertainment and recognition of fathers in our community that are being remarkable dads. This event started five years ago as an initiative

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)? September 10, 2022 from 10:30-2:30pm

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

10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
150-250

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:

I believe the crowd size will be manageable and that families will come in and out of the event throughout the day.

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

Based on another large events in the same location, there was minimal impact on surrounding/ supporting street other than a increase in parking.

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

d. Noise impact on neighborhood:

There will be music playing but during the middle of the day from 11:00am-3:00pm

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

There will be volunteers that is responsible for park clean up.

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

There may be more cars in the parking lot than a normal day.

g. Other expected influence on surrounding neighborhood:

Music will be played.

12. Provide a detailed plan for the following:

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

Applicant will follow recommendations of EM, PD and Fire and remain accessible at all times

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

Point Person Tyron Harris HR Director EH

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

No. Would like EMS on site should the Fire Department deem necessary

d. Crowd control plan:

MPC will have 20-25 volunteers to assist with crowd control and direct the community members.

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

We will have volunteers to help with cleanup and clean up site to pre amusement condition

f. Provision of sanitary facilities:  
2 Porta Pottles are ahead on site

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):

We are requesting a fee waiver for the Outdoor Amusement Permit as this is a free community event for the town of East Hartford.

---

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:

Abdul-Rahmaan I. Muhammad  
(Legal Name of Applicant)

  
(Applicant Signature)

Abdul Muhammad  
(Printed Name)

8-16-2022  
(Date Signed)

Executive Director  
(Capacity in which signing)

---

• (Click button to send application electronically to [ehpdpermits@easthartfordct.gov](mailto:ehpdpermits@easthartfordct.gov))



**FOR OFFICE USE**

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

<u>YES</u>	<del>NO</del>
YES	<del>NO</del>
YES	<del>NO</del>
<u>YES</u>	<del>NO</del>
<u>YES</u>	NO

**Outdoor Amusement Permit Fees:**

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

**Total Assessed Amusement Permit Fee**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 8/15/22 7:37 PM

Time remaining before event: 26 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.





August 12<sup>th</sup> 2022

The Dad Hero Community Day is a day full of field day activities, inflatables, games, entertainment, musical performances, and food. All for free!

When: The Next Dad Hero Community Day is September 10, 2022. The day will start from 11 am-2:00 pm. The event is rain or shine; if we see a call for heavy rain, the event will be canceled, and the public will be notified by September 7<sup>th</sup> 2022. This is a joint partnership with the Town of East Hartford.

- We will have three hot dog carts vs. food trucks, and the vendor has requested a food permit as this is a local vendor that the town has used before.
- The event and insurance will be under My People Community Services which is 501 C-3
- The layout is the same as the Juneteenth event minus food trucks and no vendors.
- The three bounce houses will be at the corner of the Alumni Park, which is the same location as the four bounce houses for Juneteenth.
- The three hot dog carts will be spread throughout the Alumni Park.
- We will have two face painters, two registration tables, DPH will setup, and performers on the stage from 12:00 pm-1:00 pm
- We will have 10-20 volunteers arriving at 9:00 am to set up, and 10 -15 volunteers arriving at 1:00 pm to assist with cleanup throughout the event.
- We'd like town community-facing departments to set up information tables.

Tyron V. Harris- SHRM-CP, FMLA-CP, HRBP-CP

Building A Resilient NonProfit Culture-CP

Advanced Certification in Strategic Human Resources Management

Human Resources Director

*Customer Service. Collaboration. Communication.*



Town Hall

740 Main Street

East Hartford, CT 06108

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: August 5, 2022

Re: **Amusement Permit Application**  
**“Hartford Steel Symphony Concert”**

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

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



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

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

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

August 5, 2022

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

**Re: Outdoor Amusement Permit Application  
"Hartford Steel Symphony Concert"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Public Library** by **Sarah Kline Morgan, Library Director**. The applicant seeks to conduct the **Hartford Steel Symphony Concert** on the front lawn of the **Raymond Library** at **840 Main Street** on **Saturday, September 10, 2022**, from **1:00 PM – 2:00 PM**. This event is sponsored by the East Hartford's Commission on Culture and Fine Arts.

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 and Risk Management** approve the application as submitted.

The **Fire, Public Works, Health and Parks & Recreation Departments** approve the application as submitted and **states there are no anticipated costs to their Departments for this event.**

The **Police Department** conducted a review of the application and the following comments/recommendations are made:

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- There are no anticipated costs to the Department for this event.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant



Rivera, Augustina

---

**From:** Gentile, Richard  
**Sent:** Monday, August 1, 2022 9:01 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application-EHPL Hartford Steel Symphony Orchestra

No comments or concerns

Richard P. Gentile  
Assistant Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE (1) IMMEDIATELY NOTIFY THE OFFICE OF THE CORPORATION COUNSEL ABOUT THE RECEIPT BY TELEPHONING (860)291-7219; (2) DELETE ALL COPIES OF THE MESSAGE AND ANY ATTACHMENTS; AND (3) DO NOT DISSEMINATE, FORWARD, OR MAKE ANY USE OF ANY OF THEIR CONTENTS.

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Friday, July 29, 2022 11:46 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cink, William <Wcink@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application-EHPL Hartford Steel Symphony Orchestra

Good morning,

Attached is the Directors' Review & Notice and the outdoor amusement permit application for "Hartford Steel Symphony Orchestra" submitted by the East Hartford Public Library. The event will take place on Saturday, September 10th.

I am trying to get this on the August 16<sup>th</sup> Town Council Agenda, please review and submit comments to me by **noon Monday, August 8<sup>th</sup>**.

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Monday, August 1, 2022 8:49 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application-EHPL Hartford Steel Symphony Orchestra

ok

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Friday, July 29, 2022 11:46 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
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Thank you.

Tina

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



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

### Administrative Review of Amusement Permit

Event Date: Saturday, September 10, 2022

Event: "Hartford Steel Symphony Concert"

Applicant: East Hartford Public Library, Sarah Kline Morgan, Director

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

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_ n/a \_\_\_\_\_

Signature Stephen Alsup, Assistant Chief

8/3/2022  
Date

Comments:







Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

Laurence Burns, MPH, MBA  
Signature

July 30, 2022  
Date

Comments:

Approved as submitted.



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

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Event Date: Saturday, September 10, 2022

Event: "Hartford Steel Symphony Concert"

Applicant: East Hartford Public Library, Sarah Kline Morgan, Director

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- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- Anticipated Cost(s) if known \$   n/a

[Signature]  
Signature

8/2/22  
Date

Comments: \_\_\_\_\_

**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Monday, August 1, 2022 9:59 AM  
**To:** Rivera, Augustina  
**Subject:** Re: Outdoor Amusement Permit Application-EHPL Hartford Steel Symphony Orchestra

Tina,  
I have reviewed the Outdoor Amusement Permit Application for "Hartford Steel Symphony Orchestra" for 2022. I approve the application as submitted. Please mark the worksheet "**Extra Attention**" for the day of the event.  
Thank you,

*Mack S. Hawkins*

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

***Serving Our Community with Pride and Integrity***



---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Friday, July 29, 2022 11:46:03 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cink, William <Wcink@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sassen, Christine <CSassen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application-EHPL Hartford Steel Symphony Orchestra

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I am trying to get this on the August 16<sup>th</sup> Town Council Agenda, please review and submit comments to me by **noon Monday, August 8<sup>th</sup>**.



# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Hartford Steel Symphony Concert
2. Date(s) of Event:  
Saturday, September 10, 1:00 - 2:00 PM
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):  
Sarah Kline Morgan, library director, East Hartford Public Library  
smorgan@easthartfordct.gov  
860.290.4340
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.  
n/a
5. List the location of the proposed amusement: (Name of facility and address)  
Raymond Library front lawn: 840 Main St., East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
1:00 PM
7. Provide a detailed description of the proposed amusement:  
Hartford Steel Symphony concert on the library lawn, sponsored by the East Hartford Commission on Culture and Fine Arts

8. Will music or other entertainment be provided wholly or partially outdoors?
- ✓ Yes      No
- a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 1 - 2 PM
9. What is the expected age group(s) of participants?  
All ages
10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
50 - 100
11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:
- a. Crowd size impact:  
none
- b. Traffic control and flow plan at site & impact on surrounding / supporting streets:  
none
- c. Parking plan on site & impact on surrounding / supporting streets:  
Audience members will park in the library parking lot.
- d. Noise impact on neighborhood:  
Minimal
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:  
Existing trash cans on the lawn will provide sufficient capacity
- f. List expected general disruption to neighborhood's normal life and activities:  
None
- g. Other expected influence on surrounding neighborhood:  
none
12. Provide a detailed plan for the following:
- a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:  
Highly accessible: fire station adjacent
- b. Provisions for notification of proper authorities in the case of an emergency:  
Library staff will call EMS if necessary
- c. Any provision for on-site emergency medical services:  
Library staff will call EMS if necessary
- d. Crowd control plan:  
Audience will be spread out on the large lawn
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition:  
Library staff will ensure that the lawn is cleaned up afterwards

f. Provision of sanitary facilities:  
Restrooms will be available inside the library

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

a. Food available: Yes  No  AND

b. Contact has been made with the East Hartford Health Department Yes  No.

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

Yes  No  Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

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

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

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

Sarah Kline Morgan  
(Legal Name of Applicant)

Sarah kline Morgan  
(Applicant Signature)

Sarah Kline Morgan  
(Printed Name)

7.27.22  
(Date Signed)

Library Director  
(Capacity in which signing)

• (Click button to send application electronically to [ehpdpermits@easthartfordct.gov](mailto:ehpdpermits@easthartfordct.gov))

**FOR OFFICE USE**

Insurance Certificate Included:	YES	<del>NO</del>
Liquor Permit Included:	YES	<del>NO</del>
Certificate of Alcohol Liability Included:	YES	<del>NO</del>
Time Waiver Request Included:	YES	<del>NO</del>
Fee Waiver Request Included:	YES	<del>NO</del>

**Outdoor Amusement Permit Fees:**

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

**Total Assessed Amusement Permit Fee**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 7/28 9 : 00 AM PM

Time remaining before event: 43 days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.



MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: August 26, 2022

Re: **Amusement Permit Application**  
**“Hartford Harley-Davidson Bike Night Finale”**

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

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



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

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

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East Hartford, Connecticut 06108-2638

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SCOTT M. SANSOM  
CHIEF OF POLICE

August 26, 2022

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

**Re: Outdoor Amusement Permit Application  
"Hartford Harley-Davidson Bike Night Finale"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **Hartford Riders, LLC dba Hartford Harley-Davidson by Emilee Traiongo, Marketing Director**. The applicant seeks to conduct the **Hartford Harley-Davidson Bike Night Finale** on their premises at **221 Governor Street** on **Thursday, September 15, 2022**, from **5:00 pm – 9:00 pm** with live entertainment, vendors and food. This event is rain or shine.

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

The **Risk Management and Office of Corporation Counsel** approve the application as submitted.

The **Fire Department** approves the application as submitted and state **there are no anticipated costs to their Department**. There will have to be inspections by Fire Marshal for food trucks prior to event opening.

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

The **Police Department** conducted a review of the application and the following comments/recommendations are made:

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- There are no anticipated costs to the Department for this event.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant



**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Wednesday, August 17, 2022 10:56 AM  
**To:** Rivera, Augustina; Burnsed, Laurence; Cruz-Aponte, Marilyn; Fravel, Theodore; Munson, Kevin  
**Cc:** Alsup, Steve; Browning, Craig; Cink, William; Cohen, Bruce; Cummings, Kim; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Gentile, Richard; Hawkins, Mack; McCaw, Melissa; Neves, Paul; O'Connell, Michael; Sansom, Scott  
**Subject:** RE: Outdoor Amusement Permit Application-Hartford Harley-Davidson Bike Night Finale

COI ok. Please let me know if 8/1/2022 Event had any incidents. Thx. Chris

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Tuesday, August 16, 2022 12:04 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
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**Subject:** Outdoor Amusement Permit Application-Hartford Harley-Davidson Bike Night Finale

Good afternoon,

Attached is the Directors' Review & Notice and the outdoor amusement permit application for "The Hartford Harley-Davidson Bike Night Finale" taking place on Thursday, September 15.

This needs to make it to the September 6th Town Council meeting, therefore please review and submit comments back to me by **Tuesday, August 23, 2022.**

Thank you.

Tina

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

Rivera, Augustina

---

**From:** Gentile, Richard  
**Sent:** Tuesday, August 16, 2022 2:27 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application-Hartford Harley-Davidson Bike Night Finale

I have no comments or concerns.

Richard P. Gentile  
Assistant Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

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Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Thursday, September 15, 2022**

Event: **"Hartford Harley-Davidson Bike Night Finale"**

Applicant: **Emilie Traiongo, Hartford Harley-Davidson Marketing Director**

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

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

  
Signature **Stephen Alsup, Assistant Fire Chief**

**8/15/2022**  
Date

Comments:

In the event of an emergency, use the normal 911 system. Fire Marshal to inspect any food trucks prior to event.



**TOWN OF EAST HARTFORD  
FIRE MARSHAL'S OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE: 08-17-2022**

**APPLICATION FOR: Hartford Harley-Davidson Bike Night Finale**

**APPLICANT: Emilee Traiongo, Marketing Director.**

**ADDRESS: 221 Governor St**

**DATE(S) OF EVENT: Thursday, September 15, 2022**

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

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

**COMMENTS: Food trucks will require FMO inspection prior to event opening.**

**E. WILLIAM CINK  
ACTING FIRE MARSHAL  
TOWN OF EAST HARTFORD**





Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

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Applicant: **Emilie Traiongo, Hartford Harley-Davidson Marketing Director**

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

Laurence Burnsed, MPH, MBA  
Signature

August 24, 2022  
Date

Comments:

Vendor is in the process of securing the required temporary food service event license.



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Thursday, September 15, 2022**

Event: **"Hartford Harley-Davidson Bike Night Finale"**

Applicant: **Emilie Traiongo, Hartford Harley-Davidson Marketing Director**

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$ 0.00

Ted Tranel

8/22/2022

Signature

Date

Comments:



Scott Sansom  
Chief of Police

**TOWN OF EAST HARTFORD**  
**POLICE DEPARTMENT**  
**SUPPORT SERVICES BUREAU**  
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Michael P. Walsh  
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ 0

Marilynn Cruz-Aponte 8-22-22

Signature

Date

Comments:

**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Thursday, August 25, 2022 8:17 AM  
**To:** Rivera, Augustina  
**Subject:** Re: Outdoor Amusement Permit Application-Hartford Harley-Davidson Bike Night Finale

Tina,

I have reviewed the Outdoor Amusement Permit Application for "Hartford Harley Bike Night Finale" for 2022. I approve the application as submitted. Please mark the worksheet "*Extra Attention*" for the day of the event.

Thank you,

*Mack S. Hawkins*

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

***Serving Our Community with Pride and Integrity***



---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, August 22, 2022 8:37:14 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit Application-Hartford Harley-Davidson Bike Night Finale

Good morning,

Friendly reminder that I need your comments for Hartford Harley-Davidson soon.

Tina

---

**From:** Rivera, Augustina  
**Sent:** Tuesday, August 16, 2022 12:04 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cink, William <Wcink@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim

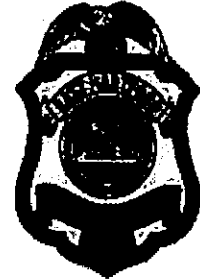
# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event: Hartford Harley-Davidson Bike Night Finale
2. Date(s) of Event:  
Thursday September 15, 2022 RAIN OR SHINE
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
Hartford Riders LLC dba Hartford Harley-Davidson  
Hartford Harley-Davidson  
221 Governor St. East Hartford, CT  
860-748-4607 marketing@hartfordharley.com
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
Chael Raymond - Director of Operations (Sheldons H-D 414 Southbridge St. Auburn MA)  
Bryan Castor } owners (Old School H-D  
+ Chad Clark } 398 Somers Rd. Ellington, CT)
5. List the location of the proposed amusement: (Name of facility and address)  
Hartford Harley-Davidson  
221 Governor St. East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
Thursday September 15, 2022 5pm-9pm
7. Provide a detailed description of the proposed amusement:  
Live music by Jeff Pitchell, vendors are Bligg It on, Marlene's Custom Leather, Doc Knives, The Beer Guy LLC & Patrines Place



8. Will music or other entertainment be provided wholly or partially outdoors?

Yes      No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 5:30pm - 9pm

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

30-60 yrs

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

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

400

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

a. Crowd size impact:

main parking lot closed for event

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

Bikes entering on Governor St. Cars entering on opposite St. Ash St?

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

~~Back~~ Back of lot is cars, side lot near warehouse is cars

d. Noise impact on neighborhood:

None

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

Trash cans around perimeter & trash clean up @ end of night

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

None

g. Other expected influence on surrounding neighborhood:

None

12. Provide a detailed plan for the following:

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

Both entrances

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

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

d. Crowd control plan:

close parking areas when filled

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

End of night clean up, removal of cones + trash

f. Provision of sanitary facilities:

4 Porta Potties

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

a. Food available: Yes No AND

b. Contact has been made with the East Hartford Health Department Yes No.

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

Yes No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

3rd Party has liquor license, insurance + TIPS certified

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

3 drink max, ID check, wristbands

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

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

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Hartford Riders LLC dba Hartford Harley-Davidson  
(Legal Name of Applicant)

Emilee Traonogo  
(Applicant Signature)

Emilee Traonogo  
(Printed Name)

8/11/22  
(Date Signed)

Marketing Director  
(Capacity in which signing)

• (Click button to send application electronically to [ehpdpermits@easthartfordct.gov](mailto:ehpdpermits@easthartfordct.gov))



**FOR OFFICE USE**

Insurance Certificate Included:	<u>YES</u>	<u>NO</u>
Liquor Permit Included:	YES	<u>NO</u>
Certificate of Alcohol Liability Included:	YES	<u>NO</u>
Time Waiver Request Included:	YES	<u>NO</u>
Fee Waiver Request Included:	YES	<u>NO</u>

**Outdoor Amusement Permit Fees:**

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

**Total Assessed Amusement Permit Fee**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 8/16/22 11 : 22 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.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/19/22

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

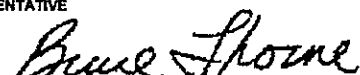
<b>PRODUCER</b> <b>THORNE INSURANCE GROUP</b> 319 Cherry Street Bridgewater, MA 02324 License #:	<b>CONTACT NAME:</b> Bruce Thorne <b>PHONE (A/C, No., Ext.):</b> (508)279-4454 <b>FAX (A/C, No.):</b> (888)427-4454 <b>E-MAIL ADDRESS:</b> bruce@thorneinsurancegroup.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> NATIONAL CASUALTY COMPANY <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		KKO0000026583500	05/15/22	05/15/23	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> DPD <input checked="" type="checkbox"/> GK	X		KKO0000026583400	05/15/22	05/15/23	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$	X		XKO0000026583600	05/15/22	05/15/23	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	BPP Garage Keepers - direct primary DPD			KKO0000026583400	05/15/22	05/15/23	1,000,000 1,000,000 2,267,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The Town of East Hartford and the East Hartford Board of Education, its officials, employees, volunteers, boards and commissions are included as an Additional Insured on automobile, general liability and umbrella/excess liability policies.

<b>CERTIFICATE HOLDER</b> The Town of East Hartford and East Hartford Board of Education 740 Main Street East Hartford, CT 06108	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--







Carry it with you as proof of your TIPS certification.

ID#: 5486624 Name: DAVID J CAPRIATI  
Exam Date: 5/7/2021 Expiration Date: 5/7/2024



On Premise

CERTIFIED

Issued: 6/9/2021  
ID#: 5486624

Expires: 5/7/2024

DAVID J CAPRIATI  
21 Mountain View St  
South Hadley, MA 01075-2133

For service visit us online at [www.gettips.com](http://www.gettips.com)  
TIPS Trainer: Michael Zucco, 32510



MICHAEL P. WALSH  
MAYOR

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

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: August 5, 2022

Re: **Amusement Permit Application**  
**“Music at the Market”**

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

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



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

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

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

August 5, 2022

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

**Re: Outdoor Amusement Permit Application  
"Music at the Market"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Public Library** by **Sarah Kline Morgan, Library Director**. The applicant seeks to conduct the **Music at the Market** on the front lawn of the **Raymond Library at 840 Main Street** on **Friday, September 9, 16, 23 and 30, 2022, from 11:00 AM – 1:00 PM**. The **rain dates** are **Friday, October 7 and 14, 2022**. This will be local small-scale musical acts that will perform during the Farmers Market. This event will held concurrent with the Health Department's sponsored Farmers market and therefore no additional food or vendors beyond the scope of the market will be present. This event is sponsored by the East Hartford's Commission on Culture and Fine Arts.

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 and Risk Management** approve the application as submitted.

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

The **Fire, Public Works, Health and Parks & Recreation Departments** approve the application as submitted and **states there are no anticipated costs to their Departments for this event.**

The **Police Department** conducted a review of the application and the following comments/recommendations are made:

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- There are no anticipated costs to the Department for this event.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant



**Rivera, Augustina**

---

**From:** Gentile, Richard  
**Sent:** Monday, August 1, 2022 9:02 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit App- EHPL Music at the Park

No comments or concerns

Richard P. Gentile  
Assistant Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE (1) IMMEDIATELY NOTIFY THE OFFICE OF THE CORPORATION COUNSEL ABOUT THE RECEIPT BY TELEPHONING (860)291-7219; (2) DELETE ALL COPIES OF THE MESSAGE AND ANY ATTACHMENTS; AND (3) DO NOT DISSEMINATE, FORWARD, OR MAKE ANY USE OF ANY OF THEIR CONTENTS.

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Friday, July 29, 2022 12:12 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cink, William <Wcink@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit App- EHPL Music at the Park

Good afternoon,

Attached is the Directors' Review & Notice and the outdoor amusement permit application for "Music at the Market" submitted by the East Hartford Public Library. The event will take place on Fridays, September 9, 16, 23 and 30, 2022 with rain dates on Friday, October 7 and 14, 2022.

I am trying to get this on the August 16<sup>th</sup> Town Council Agenda, please review and submit comments to me by **noon Monday, August 8<sup>th</sup>**.

Thank you.

Rivera, Augustina

---

**From:** Sasen, Christine  
**Sent:** Monday, August 1, 2022 8:51 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit App- EHPL Music at the Park

ok

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Friday, July 29, 2022 12:12 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cink, William <Wcink@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit App- EHPL Music at the Park

Good afternoon,

Attached is the Directors' Review & Notice and the outdoor amusement permit application for "**Music at the Market**" submitted by the East Hartford Public Library. The event will take place on Fridays, September 9, 16, 23 and 30, 2022 with rain dates on Friday, October 7 and 14, 2022.

I am trying to get this on the August 16<sup>th</sup> Town Council Agenda, please review and submit comments to me by [noon Monday, August 8<sup>th</sup>](#).

Thank you.

Tina

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



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

Administrative Review of Amusement Permit

Event Date: Friday, September 9, 16, 23 and 30, 2022  
Rain Dates: Friday, October 7 and 14, 2022

Event: "Music at the Market"

Applicant: East Hartford Public Library, Sarah Kline Morgan, Director

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

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

Bruce Cohen

7/29/2022

Signature

Date

Comments:





Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

### Administrative Review of Amusement Permit

Event Date: Friday, September 9, 16, 23 and 30, 2022  
Rain Dates: Friday, October 7 and 14, 2022

Event: "Music at the Market"

Applicant: East Hartford Public Library, Sarah Kline Morgan, Director

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

  
Signature Stephen Alsup, Assistant Chief

8/3/2022  
Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

### Administrative Review of Amusement Permit

Event Date: Friday, September 9, 16, 23 and 30, 2022  
Rain Dates: Friday, October 7 and 14, 2022

Event: "Music at the Market"

Applicant: East Hartford Public Library, Sarah Kline Morgan, Director

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

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

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

Anticipated Cost(s) if known \$ 0

Marilynn Cruz-Aponte 8-2-22  
Signature \_\_\_\_\_ Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

Laurence Burnsed, MPH, MBA

Signature

July 30, 2022

Date

Comments:

Approved as submitted.





Scott Sansom  
Chief of Police

TOWN OF EAST HARTFORD  
POLICE DEPARTMENT  
SUPPORT SERVICES BUREAU  
Outdoor Amusement Permits  
31 School Street  
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- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$   N/A  

Scott Sansom  
Signature

8/2/22  
Date

Comments:

**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Monday, August 1, 2022 9:57 AM  
**To:** Rivera, Augustina  
**Subject:** Re: Outdoor Amusement Permit App- EHPL Music at the Park

Tina,

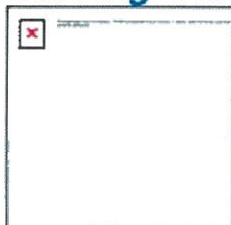
I have reviewed the Outdoor Amusement Permit Application for "Music at the Market" for 2022. I approve the application as submitted. Please mark the worksheet "*Extra Attention*" for the day(s) of the event.

Thank you,

*Mack S. Hawkins*

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

***Serving Our Community with Pride and Integrity***



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**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Friday, July 29, 2022 12:11:57 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cink, William <Wcink@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit App- EHPL Music at the Park

Good afternoon,

Attached is the Directors' Review & Notice and the outdoor amusement permit application for "**Music at the Market**" submitted by the East Hartford Public Library. The event will take place on Fridays, September 9, 16, 23 and 30, 2022 with rain dates on Friday, October 7 and 14, 2022.

I am trying to get this on the August 16<sup>th</sup> Town Council Agenda, please review and submit comments to me by **noon Monday, August 8<sup>th</sup>**.

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
Music at the Market
2. Date(s) of Event:  
Fridays: September 9, 16, 23 & 30 (rain dates: October 7 & 14)
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):  
Sarah Kline Morgan, library director, East Hartford Public Library  
smorgan@easthartfordct.gov  
860.290.4340
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.  
n/a
5. List the location of the proposed amusement: (Name of facility and address)  
Raymond Library front lawn: 840 Main St., East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
11 AM - 1 PM
7. Provide a detailed description of the proposed amusement:  
Local small-scale musical acts will perform on the lawn during the Farmers Market sponsored by the Commission on Culture and Fine Arts. Cafe seating will be provided.



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)? **11 AM - 1 PM**
9. What is the expected age group(s) of participants?  
**All ages**
10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
**50 - 100**
11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:
- a. Crowd size impact:  
**none**
- b. Traffic control and flow plan at site & impact on surrounding / supporting streets:  
**none**
- c. Parking plan on site & impact on surrounding / supporting streets:  
**Audience members will park in the library parking lot.**
- d. Noise impact on neighborhood:  
**Minimal**
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:  
**Existing trash cans on the lawn will provide sufficient capacity**
- f. List expected general disruption to neighborhood's normal life and activities:  
**None**
- g. Other expected influence on surrounding neighborhood:  
**none**
12. Provide a detailed plan for the following:
- a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:  
**Highly accessible: fire station adjacent**
- b. Provisions for notification of proper authorities in the case of an emergency:  
**Library staff will call EMS if necessary**
- c. Any provision for on-site emergency medical services:  
**Library staff will call EMS if necessary**
- d. Crowd control plan:  
**Audience will be spread out on the large lawn**
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition:  
**Library staff will ensure that the lawn is cleaned up afterwards**

f. Provision of sanitary facilities:  
Restrooms will be available inside the library

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):

To be held concurrent with the Health Department-sponsored Farmers Market. No additional food or vendors beyond the scope of the market.

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

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

a. False Statement is a Class A Misdemeanor.

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

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

Sarah Kline Morgan  
(Legal Name of Applicant)

Sarah kline Morgan  
(Applicant Signature)

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

7.27.22  
(Date Signed)

Library Director  
(Capacity in which signing)

• (Click button to send application electronically to [ehpdpermits@easthartfordct.gov](mailto:ehpdpermits@easthartfordct.gov))

**FOR OFFICE USE**

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

NO  
NO  
NO  
NO  
NO

**Outdoor Amusement Permit Fees:**

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

**Total Assessed Amusement Permit Fee**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 7/28 9 : 00 AM PM

Time remaining before event: 42 days.


If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.







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

DATE: August 29<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: REFERRAL: Refund of Taxes

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I recommend that the Town Council approve a total refund of taxes in the amount of \$23,959.67 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the September 6<sup>th</sup>, 2022 Town Council meeting.

Thank you.

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

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**INTEROFFICE MEMORANDUM**

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**TO:** MICHAEL P WALSH, MAYOR ✓  
MCCAW MELISSA, DIRECTOR OF FINANCE

**FROM:** KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

**SUBJECT:** REFUND OF TAXES

**DATE:** 8/26/2022



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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 \$23,959.67. Please see attached listing. Please place this item on the Town Council agenda for September 6, 2022.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2021-03-0050944	ALLEN ASTON	1451 MAIN ST APT 218	EAST HARTFORD, CT 06108-1676	2004/5FNR118944B032089	0	-70.76
2019-03-0051038	ALLIED RESTORATION LLC	162 GOVERNOR ST	EAST HARTFORD, CT 06108-2144	2003/1GTHC24U3E3E47266	0	-102.06
2019-03-0051039	ALLIED RESTORATION LLC	162 GOVERNOR ST	EAST HARTFORD, CT 06108-2144	2001/1GCHC23U71F198174	0	-126.04
2019-03-0051041	ALLIED RESTORATION LLC	162 GOVERNOR ST	EAST HARTFORD, CT 06108-2144	2004/1GTHC29U94E147020	0	-156.69
2019-03-0051042	ALLIED RESTORATION LLC	162 GOVERNOR ST	EAST HARTFORD, CT 06108-2144	2007/1GTHK29U87E194286	0	-234.4
2019-03-0051045	ALLIED RESTORATION LLC	162 GOVERNOR ST	EAST HARTFORD, CT 06108-2144	1995/1FTJW35H85FA16441	0	-71.14
2019-03-0051046	ALLIED RESTORATION LLC	162 GOVERNOR ST	EAST HARTFORD, CT 06108-2144	2007/1GTHC24K27E515192	0	-202.32
2021-03-0051259	AMOKO GEORGINA	24 FULLER AVE	EAST HARTFORD, CT 06108-2133	2011/JN8ASSMV5BW256611	0	-19.02
2021-03-0052443	BAKER JOHN F JR	36 MADISON ST	EAST HARTFORD, CT 06118-2318	2012/5FNVF4H93CB013097	0	-342.13
2021-03-0054049	BAKER STEPHEN & BAKER CAROL	46 BONNER DR	EAST HARTFORD, CT 06118-2401	2004/JMKCV54E24M818909	0	-16.23
2021-03-0054050	BAKER STEPHEN & BAKER CAROL	46 BONNER DR	EAST HARTFORD, CT 06118-2401	2000/JTDA1T1239Y0090835	0	-6.86
2020-04-0080662	BANDY REESE D	24 MAIDEN LN	VERNON ROCKVL, CT 06066	2018/3TMDZ5BN7JMO44153	-50.99	-566.55
2020-03-0052617	BARIFFE STEVEN R	706 NOTT ST	WETHERSFIELD, CT 06109-1467	2006/JYAR112E66A007150	-24.79	-137.7
2020-03-0052618	BARIFFE STEVEN R	706 NOTT ST	WETHERSFIELD, CT 06109-1467	2008/1GKFK66818J131128	-13.34	-70.46
2021-03-0052909	BEAULIEU RONALD P	441 MAIN ST TRLR 105	EAST HARTFORD, CT 06118-1438	2018/5NIDR2MMSJC610259	0	-249.62
2021-03-0053335	BERUBE MARGARET A	624 HILLS ST	EAST HARTFORD, CT 06118-3033	2003/5TBBT4416353S9938	0	-32.14
2021-03-0054151	BRESCIAS PRINTING SVC	66 CONNECTICUT BLVD	EAST HARTFORD, CT 06108-3013	2012/2C4RVABGOCR293823	0	-43.72
2021-03-0054365	BROWN DUANE A	23 MELROSE ST	EAST HARTFORD, CT 06108-1737	2013/WDDHF8JBD0DA689446	0	-56.15
2021-02-0040280	BUCKEYE PIPELINE CO LP	PO BOX 56169	HOUSTON, TX 77256	VARIOUS	0	-4,837.89
2021-01-0002159	CALLAHAN LEE ANNE	115 SHAWNEE ROAD	EAST HARTFORD, CT 06118	115 SHAWNEE RD	0	-104.32
2020-03-0055915	CCAP AUTO LEASE LTD	1601 ELM ST STE 800	DALLAS, TX 75201	2018/1CGRR7KG8JS111876	0	-376.42
2021-03-0055920	CCAP AUTO LEASE LTD	1601 ELM ST STE 800	DALLAS, TX 75201	2020/1C4RJF8G8LC210141	0	-905.77
2021-03-0056081	CHAMBERLAND DEAN P	50 ELEANOR RD	EAST HARTFORD, CT 06118-2020	2016/1HDJGXM16GC323147	0	-161.32
2021-03-0056156	CHANTHARATH PHEAROUNE	4 ROBIN TER	EAST HARTFORD, CT 06108-2138	2008/WDDGF81X28F162329	0	-28.34
2021-01-0003057	CONDIO PETER	19 BLINN ST	EAST HARTFORD, CT 06108	19 BLINN ST	0	-1,355.79
2021-03-0057969	CRUZ GERARDO A	1047 TOLLAND ST	EAST HARTFORD, CT 06108-1534	1997/2T1BB02E4VC206706	0	-13.67

2014-03-0058911	DARKWA GEORGE W	40 THISTLE DOWN LANE	NAUGATUCK, CT 06770	2011/5NPECAC3BH159971	-17.97	-479.24
2015-03-0058872	DARKWA GEORGE W	40 THISTLE DOWN LANE	NAUGATUCK, CT 06770	2011/5NPECAC3BH159971	-19.79	-327.82
2016-03-0059068	DARKWA GEORGE W	40 THISTLE DOWN LANE	NAUGATUCK, CT 06770	2011/5NPEC4AC3BH159971	0	-241.92
2017-03-0059169	DARKWA GEORGE W	40 THISTLE DOWN LANE	NAUGATUCK, CT 06770	2010/5NPE4AC6AH585703	-17.73	-178.2
2018-03-0058781	DARKWA GEORGE W	40 THISTLE DOWN LANE	NAUGATUCK, CT 06770	2010/5NPE4AC6AH585703	-9.39	-89.46
2018-04-0081920	DARKWA GEORGE W	40 THISTLE DOWN LANE	NAUGATUCK, CT 06770	2015/1HGCR2F5XFA272545	-19.38	-248.85
2019-03-0058952	DARKWA GEORGE W	40 THISTLE DOWN LANE	NAUGATUCK, CT 06770	2015/1HGCR2F5XFA272545	0	-445.06
2021-03-0059039	DELGADO ANGELL L	PO BOX 3808333	EAST HARTFORD, CT 06138-0833	2002/1A4GW48N22C208722	0	-13.01
2020-03-0060206	DULEY ROBERT W	61 BRADLEY ST	EAST HARTFORD, CT 06118-2302	2014/ZDM1RANN9EB073484	0	-12.38
2021-03-0061376	ESPINAL RAMON	53 HAMILTON RD	EAST HARTFORD, CT 06118	2003/JN1DA31A231402017	0	-24.76
2019-03-0064552	GONZALEZ JULIO A	17 HENDERSON DR	EAST HARTFORD, CT 06108-1813	2016/1GNSKCKC7GR135064	0	-719.52
2021-03-0064908	HACKBARTH ALAN L	89 BEDFORD AVE	EAST HARTFORD, CT 06118-3101	2014/KMHDH6AH2EU024846	0	-59.08
2021-01-0006157	HALL MARJORIE E	37 DOBSON DR	EAST HARTFORD, CT 06118	37 DOBSON DR	0	-900.00
2021-03-0065112	HARNEY WILLIAM J	12 EUIDA CT	EAST HARTFORD, CT 06108-1810	2011/1B3BD1FB28N564834	0	-121.72
2021-01-0006490	HICKEY JOHN A	46 NORWOOD AVE	MALVERNE, NY 11565	94 NO MEADOW LN	0	-25.88
2021-01-0006491	HICKEY JOHN A	46 NORWOOD AVE	MALVERNE, NY 11565	146 NO MEADOW LN	0	-483.80
2021-03-0066105	HOLLIS KENNETH	33 TIFFANY RD	EAST HARTFORD, CT 06108-1143	2013/1FTFW1ETDFC75436	0	-75.75
2021-03-0066281	HONDA LEASE TRUST	1919 TORRANCE BLVD	TORRANCE, CA 90501	2020/1HGCV1F38LA034631	0	-285.33
2021-03-0066606	HUNTER DOUGLAS S	5 CHERRY ST	EAST HARTFORD, CT 06108-3922	2007/2MEHMF5W27X610053	0	-72.71
2020-03-0088309	JOHNSON LARRY K 3RD	50 HANMER ST	EAST HARTFORD, CT 06108-2632	2007/KNDJC736575703952	0	-54.60
2021-03-0068123	KANDOLIN NAN S	3206 MARINERS WAY	MONCKS CORNER, SC 29461	2017/1FADP3K28HL250616	0	-99.62
2018-01-0008181	LERETTA LLC	901 CORPORATE CENTER DR	POMONA, CA 91768	31 CUMBERLAND DR	0	-2,644.08
2018-03-0070023	LAVEY RYAN A	1568 MERIDEN RD APT 2I	WATERBURY, CT 06705-3967	2013/1N4AL3AP8DC245163	0	-286.65
2019-03-0070400	LAVEY RYAN A	1568 MERIDEN RD APT 2I	WATERBURY, CT 06705-3967	2013/1N4AL3AP8DC245163	-19.04	-253.8
2021-03-0069525	LE BINH	24 FELLOWS LN	EAST HARTFORD, CT 06108-1678	2013/5N1A0NCKXDN611968	0	-64.49
2020-01-0001499	LEONE FRANCIS, LEONE THROWE TELLER & NAGLE	33 CONNECTICUT BLVD, PO BOX 2 EAST HARTFORD, CT 06128	186 JERRY RD	0	0	-32.78

2021-03-0069925	LEVESQUE LISA	41 CANTERBURY ST	EAST HARTFORD, CT 06118-2608	2013/1C4NIDBBXDD177632	0	-35.12
2021-03-0070317	LOPEZ ANGEL L JR	30 SISSON ST	EAST HARTFORD, CT 06118-1534	2011/JN1CV6AR18M410688	0	-43.14
2021-03-0070474	LORENC TEDDY J	17 GORDON LN	EAST HARTFORD, CT 06118-2222	2016/4T1BF1FK3GUS11142	0	-100.33
2020-03-0071031	MALDONADO YAJAIRA	89 FAIRFIELD ST	MANCHESTER, CT 06040-5755	2017/5I6RW2H58HL050750	-15.93	-707.86
2021-03-0071361	MARTIKAINEN KEVIN L	30 NUTMEG LN APT 301	EAST HARTFORD, CT 06118-1211	2017/1HGCR3F89HA010857	0	-171.06
2020-03-0071388	MARTIN DONNETTE	115 HERON RD	EAST HARTFORD, CT 06118-2914	2010/JM1BL1S69A1175477	0	-176.39
2021-03-0072215	MCGOWAN MELVIN H	385 BREWER ST	EAST HARTFORD, CT 06118-2108	2003/1GCCS19X738188907	0	-79.85
2021-03-0073467	MORALES ORLANDO	31 TEMPLE DR	EAST HARTFORD, CT 06108-1328	1999/JHMC66675XC008554	0	-12.17
2020-03-0075342	OLIVIERI-BUXO TOMAS	888 SILVER LN # 380744	EAST HARTFORD, CT 06118-9992	2018/5N1DR2MNIJCG03320	0	-584.75
2021-03-0075458	ORELLANA CARLOS	855 BURNSIDE AVE	EAST HARTFORD, CT 06108-2705	2007/2HGF611837H536819	0	-20.77
2021-03-0075774	OSEL-BOASIAKO SANDRA	166 HANDEL RD	EAST HARTFORD, CT 06118-2625	2011/JN8A55MV38W684192	0	-135.45
2021-03-0077107	PHAN CHARLIE	441 MAIN ST TRLR 902	EAST HARTFORD, CT 06118-1441	2006/5TDZA22C465491203	0	-23.37
2021-03-0078278	RAPHAEL ELIZABETH	83 LELAND DR	EAST HARTFORD, CT 06108-1223	2010/JF2SH6CC1AH748187	0	-16.10
2021-03-0079112	RIVERA JOSE E	12 BEAUMONT ST	EAST HARTFORD, CT 06108-2305	2000/1B4HR28ZYF110637	0	-43.62
2003-03-0081989	ROBERTS ALICE M	23 J AMATO DR	SOUTH WINDSOR, CT 06074	JHMCAS639KC063378	0	-311.80
2020-03-0079374	ROBINSON ANASTASHIAH I	254 GROVE ST	NEW BRITAIN, CT 06053	2012/5NPDH4AE8CH120535	-17.58	-195.30
2021-03-0079774	RODRIGUEZ LISSETTE	116 LELAND DR	EAST HARTFORD, CT 06108	2014/WDCGG8IB6EG224911	0	-10.00
2021-03-0080662	RUSSO THOMAS A	70 SISSON ST	EAST HARTFORD, CT 06118-1536	2014/5N1CL0MM4MECS27610	0	-376.54
2021-03-0081774	SEGDA PETER M	93 MAPLE ST	EAST HARTFORD, CT 06118-2632	2002/478TE220324310106	0	-121.40
2022-99-0084933	SMILEY LEONARD	50 BIDWELL AVE	EAST HARTFORD, CT 06108-2934	2002/1GYEK63N42R280220	0	-200.00
2020-03-0060113	SMITH KEVIN	16 NILE ST APT 410	HARTFORD, CT 06105	2007/1HGCN56107A087242	0	-119.79
2021-03-0083776	TAYLOR CRAIG L	142 LOOMIS ST	MANCHESTER, CT 06042	2010/JF2SH6ACSAH789067	0	-44.86



2021-03-0084639	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2018/JTMDIREV4JD246342	0	-586.57
2021-02-0041589	TRANSPERECT	1250 BROADWAY 32ND FLOOR	NY, NY 10001	323 PITKIN ST	0	-330.91
2021-03-0085645	VASQUEZ-RODRIGUEZ OSCAR O	154 CHRISTINE DR	EAST HARTFORD, CT 06108-2934	2015/471B1FK4FU055473	0	-150.65
2021-03-0085671	VAUGHT RODINA R	43 PRIMROSE DR	EAST HARTFORD, CT 06118	2011/1J4RR4G5B6C678987	0	-115.50
2021-03-0086374	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2018/WAUJ8GFF6J1042618	0	-163.60
2021-03-0086793	WEINBERG DAVID J	19 HOLLY ROAD	EAST HARTFORD, CT 06118	2017/5NPD74LF7HH167460	0	-328.82
SUBTOTAL						-225.93
TOTAL						-23733.74
						<u>\$ (23,959.67)</u>