

TOWN COUNCIL MAJORITY OFFICE / MICROSOFT "TEAMS"

TAX POLICY COMMITTEE

October 5, 2022

TO: Councillors Don Bell and Travis Simpson

FROM: Angie Parkinson, Temporary Chair

RE: Wednesday October 5, 2022 @ 6:00pm

Pursuant to Governor Lamont's Executive Order No. 7B, this meeting will be accessible through "Microsoft Teams" 1-929-235-8441 Conference ID 448 079 159# or you may click on the following link. [Click here to join the meeting](#)

A G E N D A

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - A. June 29, 2022
3. OPPORTUNITY FOR RESIDENTS TO SPEAK
4. OLD BUSINESS
5. NEW BUSINESS
 - A. Review of ARPA Small Business Assistance Applications
6. ADJOURNMENT

c: Town Council
Mayor Walsh
Eileen Buckheit, Development Director
Rich Gentile, Asst. Corporation Counsel

Robert J. Park

MICROSOFT "TEAMS"
TAX POLICY COMMITTEE

2022 JUL -1 AM 11:15

June 29, 2022

TOWN CLERK
EAST HARTFORD

PRESENT Angie Parkinson, Chair, Councillors Don Bell and Travis Simpson
ALSO Eileen Buckheit, Development Director
PRESENT Richard Kehoe, Town Council Chair

CALL TO ORDER

Chair Parkinson called the meeting to order at 6:03 pm

APPROVAL OF MINUTES

May 11, 2022

MOTION By Don Bell
seconded by Travis Simpson
to **approve** the minutes of the May 11, 2022 meeting.
Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None.

NEW BUSINESS

Review of ARPA Small Business Assistance Applications

Chair Parkinson shared that at the April 5, 2022 Town Council meeting, the Council approved a resolution to help eligible East Hartford businesses respond to and recover from the effects of the COVID-19 pandemic with funding provided through the American Rescue Plan Act (ARPA). There is roughly \$4.5 million in available funds. The program is administered by the Town of East Hartford's Development Office, with assistance from the Connecticut River Valley Chamber of Commerce. The Town Council will be provided with quarterly updates via the Tax Policy committee.

Priority will be given to Certified Minority/Women-owned Business Enterprises, Certified Small Business Enterprises and veteran-owned businesses. Assistance grants, reimbursements, or services may only be used for hiring of new employees, physical plant/infrastructure expansion, new equipment purchases and/or façade renovations.

Eileen Buckheit, Development Director provided information on the process thus far. Funding is not provided for projects until after the applicants have provided proof of purchase of what has been approved. An evaluation group consisting of members of

Tax Policy Committee

June 29, 2022

administration and the Chamber of Commerce have reviewed submissions and have recommended three local businesses that have completed applications for assistance. The Director provided narrative and specifics on each of the businesses and their requested items for review.

The Committee discussed contingencies regarding funding to protect the town should these businesses relocate out of East Hartford; Fruitful Mixology LLC, Loop Services LLC, and United Steel. Director Buckheit shared that the award letters have yet to be crafted, and the terms and conditions could be developed to provide for the best interests of the town.

The Director stated that outreach to small businesses has been robust and anticipates at least three additional businesses will be ready for recommendation to the committee in the next quarter. Roughly twenty businesses are currently negotiating for funding. The Committee discussed additional ways to promote the program to businesses.

The Committee agreed that all three businesses have been properly vetted and should be approved for funding, pending final sign-off by the Mayor's office. The Committee requested that an update on the program be provided to the full Council as a communication at the July 12 Town Council meeting.

ADJOURNMENT

MOTION By Travis Simpson
 seconded by Don Bell
 to **adjourn** (6:46 p.m.)
 Motion carried 3/0.

cc: Town Council
 Mayor Walsh

ARPA COVID-19 Small Business Assistance Program
Application Checklist

Applicant: _____

Address: _____

Census Tract: _____ Check if Qualified Census Tract:

Use(s) of Funds

- Hiring of new employees (Amount: _____)
- Physical Plant Infrastructure expansion
- New equipment purchase
- Façade renovations

Contact

Primary Contact Name: _____
Phone Number: _____
Email: _____

Basic Description of Proposal

Amount Requested: \$ _____

Amount Approved: \$ _____

Requirements

- Application Complete
- Located in East Hartford
- Connecticut Department of Revenue Services Letter of Good Standing
- Explanation of impact on the business from COVID-19
- Explanation of impact the assistance will have on the business
- In compliance with all applicable State and Federal employment regulations
- Tax returns for 2019 and 2020 (or 2021 if not applicable) – case by case basis
- Building Department: No life safety issues or permit issues requiring immediate attention
- Tax Office: No outstanding taxes overdue to the Town of East Hartford

Priority Categories

- Minority-owned business
- Women-owned business
- Veteran-owned business
- Certified small business

Purchasing

- Equipment purchased via Purchasing Cooperative, if available
- Three quotes received for items or services
- Signed and approved justification for exemption from competitive pricing

Award

Total Amount Awarded: \$_____

Approved by _____

Signature

Date

Following Award

- Invoices/receipts received or on file
- Work confirmed as completed (attach photographs) by: _____
- Certified payroll for two months received for hired employees

Notes

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