

TOWN COUNCIL AGENDA  
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"  
50 Chapman Place  
EAST HARTFORD, CONNECTICUT  
March 21, 2023

6:30 pm Executive Session re: Settlement of Opioid Claims

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This Town Council meeting is accessible through **"Microsoft Teams" 929-235-8441**  
**Conference ID: 555 811 715#** or [Click here to join the meeting](#)

Pledge of Allegiance 7:30 p.m.

1. CALL TO ORDER

2. AMENDMENTS TO AGENDA

3. RECOGNITIONS AND AWARDS

4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA  
ITEMS

- A. Other Elected Officials
- B. Other Residents
- C. Mayor

5. APPROVAL OF MINUTES

- A. February 27, 2023 Budget Workshop
- B. March 1, 2023 Budget Workshop
- C. March 4, 2023 Budget Workshop
- D. March 6, 2023 Budget Workshop
- E. March 7, 2023 Executive Session
- F. March 7, 2023 Public Hearing re: Showcase Cinema Properties
- G. March 7, 2023 Regular Meeting
- H. March 8, 2023 Public Hearing re: 2023-24 Budget
- I. March 13, 2023 Special Meeting

6. COMMUNICATIONS AND PETITIONS

- A. Update from Health and Human Services re: Relocation of Residents of 860  
Main Street (Church Corners Inn)
- B. Discussion of Possible Bond Referendum Questions for 2023 Ballot
- C. Property/Casualty Insurance Update from USI Insurance
- D. Resignation/s from Boards and Commissions

7. OLD BUSINESS

8. NEW BUSINESS

- A. Silver Lane Plaza
  - 1. Update from Administration
  - 2. Resolution re: Lease Between the Town and Current Tenants and  
Relocation Process

- B. Bid Waivers re: Fire Department Training
    - 1. Vehicle Rescue
    - 2. On-Site Fire Behavior
    - 3. Machine Rescue
  - C. Referral to Ordinance Committee re: Review of Reserve Fund Requirements
  - D. Recommendations from Personnel and Pensions Subcommittee re: Job Descriptions
    - 1. Chief Administrative Officer and Finance Director
    - 2. Deputy Development Director
    - 3. Director, East Hartford Works
    - 4. Career Coach
  - E. Referral to Personnel and Pensions Subcommittee re: Job Descriptions for Human Resources & Chief Diversity Officer, Deputy Director of Health and Human Services, Youth Outreach Coordinator, Custodian I- Public Works, Custodian I- Library, and Custodian I- Police Department
  - F. Referral to Tax Policy Committee re: Tax Lien Sales
  - G. Appointments to Boards and Commissions
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
- A. Settlement of all opioid related claims against Teva Pharmaceuticals Industries, Ltd.: City of Waterbury, et. al. v. Purdue Pharma L.P., d/b/a/ Purdue Pharma (Delaware), et. al., No. X07-HHD-CV-18-60884602-S (Conn. Jan. 8, 2018), appeal docketed S.C. 20312 (Conn. Jun. 11, 2019).
  - B. Settlement of all opioid related claims against CVS Health Corporation and CVS Pharmacy, Inc.: City of Waterbury, et. al. v. Walgreens Boots Alliance, Inc., et. al., No. 3:22-CV-01184-VAB (D. Conn. filed Sept. 20, 2022)
  - C. Settlement of all opioid related claims against Walgreens Co. : City of Waterbury, et. al. v. Walgreens Boots Alliance, Inc., et. al., No. 3:22-CV-01184-VAB (D. Conn. filed Sept. 20, 2022)
  - D. Settlement of all opioid related claims against Walmart, Inc.: City of Waterbury, et. al. v. Walgreens Boots Alliance, Inc., et. al., No. 3:22-CV-01184-VAB (D. Conn. filed Sept. 20, 2022)
  - E. Settlement of all potential opioid related claims against Allergan Finance, LLC and Allergan Limited, as set forth in the settlement agreement, "Allergan Public Global Opioid Settlement Agreement."
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
- A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: April 4, 2023 at Community Cultural Center)

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

EAST HARTFORD, CONNECTICUT

FEBRUARY 27, 2023

BUDGET WORKSHOP / PUBLIC WORKS & ADDITIONAL DEPARTMENTS

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

ALSO Mayor Michael Walsh  
PRESENT Melissa McCaw, Finance Director  
Robert Pasek, Town Clerk  
Rich Gentile, Probate Judge  
James Tallberg, Corporation Counsel  
Marilynn Cruz-Aponte, Director of Public Works  
Alexander Trujillo, Incoming Director of Public Works  
Tom Baptist, Project Manager, Public Works  
Douglas Wilson, Town Engineer

2023 MAR - 1 PM 12:25  
TOWN OF EAST HARTFORD

*Robert F. Kehoe*

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:36 p.m. The Chair stated that this meeting was also available to the public through the "Toams" platform.

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

Chair Kehoe provided an overview of the Council's review of the Mayor's proposed budget, which will include a Public Hearing on March 8, 2023 and culminate in a projected adoption on March 13, 2023.

Mayor Walsh addressed the Council with a presentation on the crafting process on the budget in general and highlighted initiatives that have been completed or are moving forward based on the FY2023 budget.

Melissa McCaw, Finance Director, provided an introductory breakdown of the FY2024 budget with proposed revenue and expenditures of \$211,748,322.

The Town Council reviewed the mayor's recommended budget. The following departments and agencies provided presentations on their activities for the year and goals for the future.

Town Council	Rich Kehoe
Town Clerk	Robert Pasek
Probate Court	Rich Gentile
Corporation Counsel	James Tallberg

Department of Public Works	Marilynn Cruz-Aponte, Alexander Trujillo,
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Tom Baptist and Doug Wilson

In addition, the Town Council also reviewed the mayor's recommended budget for the following departments and agencies:

Town Treasurer  
Registrars of Voters  
Selectmen

ADJOURNMENT

MOTION      By John Morrison  
                  seconded by Don Bell  
                  to adjourn 10:31 p.m.  
                  Motion carried 9/0.

Attest



Jason Marshall  
Town Council Clerk



COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

EAST HARTFORD, CONNECTICUT

MARCH 1, 2023

BUDGET WORKSHOP  
BOARD OF EDUCATION, POLICE and FIRE DEPARTMENTS

2023 MAR -7 PM 3:18  
EAST HARTFORD, CT  
Gina I. Bell

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

ALSO PRESENT Mayor Michael P. Walsh  
Melissa McCaw, Finance Director  
Connor Martin, Chief of Staff  
Tyron Harris, Board of Education Chair, East Hartford Public Schools  
Nathan Quesnel, Superintendent of Schools  
Ben Whittaker, Chief Operations Officer, East Hartford Public Schools  
Vanessa Jenkins, Board of Education Secretary, East Hartford Public Schools  
Scott Sansom, Chief of Police  
Mack Hawkins, Assistant Chief EHPD  
Robert Davis, Deputy Chief EHPD  
Joshua Litwin, Deputy Chief EHPD  
Donald Olson, Deputy Chief EHPD  
Lieutenant Paul Neves, Support Services Commander, EHPD  
Kevin Munson, Fire Chief  
Steve Alsup, Assistant Chief EMS and Support Services  
Jay Silver, Assistant Chief Operations  
Justin Wagner, Fire Marshal  
Mike Senerth, Alarm Superintendent  
Will Melendez, Master Mechanic  
Steve Purcell, Chief Training Officer  
Brian Jennes, Captain Emergency Management

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:35 p.m. 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 and those in attendance joined him in the pledge of allegiance.

Chair Kehoe provided an overview of the Council's review process for the Mayor's proposed budget, which will include a Public Hearing on March 8, 2023 and projected adoption of the Fiscal Year 2023-2024 Town Budget on March 13, 2023.

The following departments provided presentations on their activities for the year and goals for the future:

Board of Education (6:38 p.m.)      Tyron Harris  
Nathan Quesnel  
Ben Whittaker

Police Department (7:58 p.m.)      Scott Sansom  
Mack Hawkins  
Paul Neves

Fire Department (9:40 p.m.)      Kevin Munson  
Steve Alsup  
Jay Silver

ADJOURNMENT

MOTION      By John Morrison  
seconded by Don Bell  
to **adjourn** 10:49 p.m.  
Motion carried 9/0.

Attest   
Jason Marshall  
Town Council Clerk

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

EAST HARTFORD, CONNECTICUT

MARCH 4, 2023

BUDGET WORKSHOP

BOARDS AND COMMISSIONS / DEVELOPMENT / EXECUTIVE DEPARTMENTS

2023 MAR -7 PM 3:10  
TOWN OF EAST HARTFORD  
Cultural Park

**PRESENT** Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson (departed 9:35 am, returned 12:49 pm), Minority Leader John Morrison, Councillors Angela Parkinson, Awet Tsegai, Thomas Rup, Travis Simpson and Harry Amadasun, Jr.

**ALSO PRESENT** Mayor Michael P. Walsh  
Melissa McCaw, Finance Director  
Connor Martin, Chief of Staff  
Ekaterine Tchelidze, Communications Specialist  
John Murphy, Treasurer  
Eileen Buckheit, Development Director  
Paul O'Sullivan, Grants Administrator  
Bruce Cohen, Building Division Supervisor  
Amy Peltier, Director of East Hartford Works!  
Tyron Harris, Human Resources Director  
Sarah Morgan, Library Director  
Ken Sayers, Director of Information Technology

CALL TO ORDER

Chair Kehoe called the meeting to order at 8:36 a.m. 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 and those in attendance joined him in the pledge of allegiance.

Chair Kehoe provided an overview of the Council's review process for the Mayor's proposed budget, which will include a Public Hearing on March 8, 2023 and projected adoption of the Fiscal Year 2023-2024 Town Budget on March 13, 2023.

The following departments and agencies provided presentations on their activities for the year and goals for the future:

Boards and Commissions (8:37 a.m.)

Beautification Commission	Economic Development Commission
Inland Wetlands/Environment Commission	Board of Assessment Appeals
Personnel Board of Appeals	Historic District Commission
Emergency Medical Services	Commission on Culture & Fine Arts
Zoning Board of Appeals	Public Building Commission

Board of Ethics  
The Hockanum River Commission  
Veterans Commission

Commission on Aging  
Commission on Services for Persons w/Disabilities

Office of the Mayor (8:45 am) Connor Martin  
Ekaterine Tchelidze

Pension & Retiree Board (9:21 am) John Murphy

Development (9:25 am) Eileen Buckheit  
Paul O'Sullivan

Inspections and Permits (11:04 am) Bruce Cohen

East Hartford Works! (11:29 am) Amy Peltier

Human Resources (12:16 pm) Tyron Harris

Public Library (12:38 pm) Sarah Morgan

Information Technology (1:22 pm) Ken Sayers

#### ADJOURNMENT

MOTION By John Morrison  
seconded by Don Bell  
to **adjourn** 1:47 p.m.  
Motion carried 9/0.

Attest

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

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

EAST HARTFORD, CONNECTICUT

MARCH 6, 2023

BUDGET WORKSHOP

HEALTH AND HUMAN SERVICES / SOCIAL SERVICES / PARKS / FINANCE

2023 MAR 10 AM 10:12  
TOWN OF EAST HARTFORD  
Richard F. Kehoe  
Paul

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

ALSO Mayor Michael P. Walsh  
PRESENT Melissa McCaw, Finance Director  
Connor Martin, Chief of Staff  
Laurence Burnsed, Director of Health and Social Services  
Cephus Nolan, Director of Youth Services  
Ted Fravel, Director of Parks & Recreation  
Vicki Liberator, Senior Services Coordinator

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:30 p.m. 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 and those in attendance joined him in the pledge of allegiance.

Chair Kehoe provided an overview of the Council's review process for the Mayor's proposed budget, which will include a Public Hearing on March 8, 2023 and projected adoption of the Fiscal Year 2023-2024 Town Budget on March 13, 2023.

The following departments provided presentations on their activities for the year and goals for the future:

Health and Human Services (6:31 pm)	Laurence Burnsed
Social Services	
Youth Services (8:09 pm)	Cephus Nolan
Parks and Recreation (8:45 pm)	Ted Fravel
Senior Services (9:12 pm)	Vicki Liberator
Finance (9:55 pm)	Melissa McCaw

Director McCaw then provided the Council with a summary of the Five Year Capital Improvement Program and anticipated needs.

ADJOURNMENT

MOTION

By John Morrison  
seconded by Don Bell  
to **adjourn** (11:00 p.m.)  
Motion carried 9/0.

Attest

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

*Robert F. Kehoe*

Community Cultural Center Room 111

2023 MAR 10 AM 10:12

March 7, 2023

EXECUTIVE SESSION

TOWN CLERK  
EAST HARTFORD

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

ABSENT

ALSO Mayor Michael P. Walsh  
PRESENT Eileen Buckheit, Development Director  
Michael J. Andreana, Pullman and Comley

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:30 p.m.

MOTION By John Morrison  
seconded by Don Bell  
  
to **go into** Executive Session to discuss:

The pending sale of town owned properties known as 936 Silver Lane,  
942 Silver Lane, 944 Silver Lane, 960 Silver Lane, 285 Forbes Street  
(a/k/a 285 Forbes Street Rear) and 291 Forbes Street, to Jasko Zelman  
1, LLC

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 7:20 p.m.  
  
Motion carried 9/0

Attest

*Richard F. Kehoe*  
Richard F. Kehoe  
Town Council Chair

*Richard F. Kehoe*

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT TEAMS <sup>2023 MAR 10 AM 10:12</sup>

50 CHAPMAN PLACE

TOWN CLERK  
EAST HARTFORD

EAST HARTFORD, CONNECTICUT

March 7, 2023

PUBLIC HEARING- 936 Silver Lane, 942 Silver Lane, 944 Silver Lane, 960 Silver Lane,  
285 Forbes Street (a/k/a 285 Forbes Street Rear) and 291 Forbes Street

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, February 23, 2023 and Thursday, March 2, 2023

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#### LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a Public Hearing on March 7, 2023 at 7 pm in the Auditorium of the East Hartford Community Cultural Center located at 50 Chapman Place, East Hartford, as well as via the Teams platform, to hear public comment on the sale of the properties known as 936 Silver Lane, 942 Silver Lane, 944 Silver Lane, 960 Silver Lane, 285 Forbes Street (a/k/a 285 Forbes Street Rear) and 291 Forbes Street, to Jasko Zelman 1, LLC. Any person(s) wishing to express an opinion on this matter may do so at this meeting.

Jason Marshall  
Town Council Clerk

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Chair Kehoe called the public hearing to order at 7:25 pm.

The Chair shared that the purpose of this meeting is to hear public comment on the proposed sale of town owned property on which the former Showcase Cinema building was located and the surrounding parcels to Jasko Zelman 1, LLC.

The Town had acquired the property from National Amusements, the owners of Showcase Cinema and invested in the removal of the building and site remediation for the purpose of redevelopment. The conditions of the purchase and sale agreement between the Town and Jasko previously approved by the Town Council have been met and therefore the Town is ready to move forward with the sale of the property. The Town Council has on the agenda this evening discussion to approve the sale.



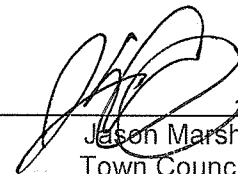
No one came forward to speak.

ADJOURNMENT

MOTION      By John Morrison  
                 seconded by Don Bell  
                 to adjourn at 7:28 p.m.

Motion carried 9/0.

Attest \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'JM', is written over a horizontal line.

Jason Marshall  
Town Council Clerk

## EAST HARTFORD TOWN COUNCIL

### COMMUNITY CULTURAL CENTER AUDITORIUM

March 7, 2023

**PRESENT** Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angela Parkinson, Awet Tsegai, Travis Simpson, Thomas Rup and Harry Amadasun, Jr.

**ABSENT**

**ALSO PRESENT** Mayor Michael P. Walsh  
Melissa McCaw, Finance Director  
Connor Martin, Chief of Staff  
Eileen Buckheit, Development Director  
Rich Gentile, Assistant Corporation Counsel  
Laurence Burnsed, Director of Health and Human Services  
Caitlin Palmer, Project Manager, Capitol Region Council of Governments  
Parker Sorensen, Consultant Team Project Manager, FHI Studio  
Kevin Rivera, Community Planner, FHI Studio  
Chris Kendrick, Community Relations Specialist, East Hartford Fibercity  
Adam Teff, General Manager, TitanGen  
Michael J. Andreana, Pullman and Comley  
Brian Zelman, Principal, Zelman Real Estate  
Ben Whittaker, Chief Operating Officer, East Hartford Board of Education (via Teams)

### CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30 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

### RECOGNITIONS AND AWARDS

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

#### Mayor Walsh

- wished all a good evening
- stated that Item 6C, a planned presentation on town recycling by Department of Public Works would not occur during this meeting as the DPW provided information during their Budget Workshop presentation.
- On March 1, the Town of East Hartford acquired the Silver Lane Plaza property. The Certificate of Taking was filed with the Town Clerk's Office.

- The East Hartford Public Library has collaborated with United Way to offer free tax preparation services to families with household income of up to \$60,000. Resources are available at the East Hartford Senior Center and via the Library.
- The Friendship Soup Kitchen (16 Church Street) held its grand opening on March 1. The soup kitchen is open Mondays, Wednesdays and Fridays, 3:30-5:30 pm.
- The town budget public hearing is scheduled for March 8, 2023.
- Makerspace is hosting a Puppetry Skillshare workshop March 3, 17, & 31 from 2:00-4:30 pm
- Makerspace is also hosting a DIY Cat Toy program Monday, March 13 at 3:30 pm.
- Raymond Library is hosting Learn to Write in Cursive March 14, 21, & 28 & April 4 from 4:00- 4:30 pm.
- A presentation “Tracing Racism through Genealogy” presented by Orice Jenkins will occur Thursday, March 30, 6:30 – 7:30 pm at Raymond Library.
- To recognize Women’s History Month, Threads of Assumption is hosting an opening reception and performance at the Raymond Library.
- The Town will host a number of Memorial Day Events on May 29.
- Daylight Savings Time begins on March 12.
- Griffin Hospital will be at the East Hartford Public Library (840 Main Street) throughout the month of March administering COVID-19 vaccines to all eligible CT residents.

## APPROVAL OF MINUTES

### February 21, 2023 Executive Session

MOTION        By Sebrina Wilson  
                     seconded by Don Bell

to **approve** the minutes of the February 21, 2023 Executive Session

Motion carried 9/0

### February 21, 2023 Regular Meeting

MOTION        By Sebrina Wilson  
                     seconded by John Morrison

to **approve** the minutes of the February 21, 2023 Regular Meeting

Motion carried 9/0

## COMMUNICATIONS AND PETITIONS

### Presentation by Capitol Region Council of Governments (CRCOG) re: Capitol Region East Coast Greenway Study

Caitlin Palmer, CRCOG Project Manager, Parker Sorensen, Consultant Team Project Manager, FHI Studio and Kevin Rivera, Community Planner, FHI Studio provided the Council with an introduction to a CRCOG’s East Coast Greenway Study with intent of completing a portion of the Greenway through East Hartford. The walking and biking trail

spans from Key West, Florida to the Canadian border in Maine. In town, the Greenway crosses from Hartford into Great River Park over Founders Bridge to Willow Street with a gap before connecting to the Charter Oak Greenway towards Manchester at Simmons Road. The goal is to review existing conditions and previous plans to provide a recommended alignment by winter, 2024. CROG is encouraging residents to participate in the study through online engagement and a workshop scheduled for April 11th at Raymond Library.

#### Presentation by SIFI re: Fiber Optic Network Installation Update

Connor Martin, Chief of Staff, introduced Chris Kendrick, Community Relations Specialist, East Hartford Fibercity who provided an update on the current stage of work throughout town and to inform residents on what to expect from the project. The goal of the SIFI project is to provide a citywide, open access fiber network to residents. Trenching construction began in Spring 2022 and will resume in the coming weeks with a goal of completion by the Fall, 2024.

Residents will be notified of trenching for the underground cable via door hangers and lawn signs in the local area prior to the anticipated start date. Residents should anticipate one to two days of disturbance and street parking is prohibited while crews are working on the project. Residents will receive notification once services become available.

The Council made recommendations to improve quality assurance and communication to residents to better set expectations of the process and timing of trenching as well as next step instructions for resident use.

#### Presentation by Department of Public Works re: Recycling Update

Chair Kehoe stated that the Department had provided an update on recycling projects to the Council during their recent budget workshop presentation. The Chair encouraged those in attendance to make sure to properly dispose of recycling in blue bins. Any trash placed in blue bins must be disposed of as municipal solid waste and the town has to pay a tipping fee for such trash. As a result of significant mixing of recyclable and non-recyclable items in the blue bins, the Town paid over \$200,000 in contamination fines during the last fiscal year. This expense can be avoided if the public watches what they throw into the blue bins.

#### OLD BUSINESS

#### NEW BUSINESS

#### CCM Energy Cost Containment Program

#### Presentation by Titan Energy

Director McCaw introduced Adam Teff, General Manager of TitanGen, who provided the Council with a report on the Town's non-residential energy portfolio. Since 2004, the Town has been in partnership with the Connecticut Conference of Municipalities (CCM) who have offered an Energy Cost Containment program that assists towns with utility cost savings opportunities. After bid, CCM awarded Titan Energy for their Non-Residential

Renewable Energy Solutions (NRES) program. East Hartford's current electricity supply agreement ends December 2023 and rates are projected to rise significantly.

The program was launched in 2022 to advance solar and other renewable technologies in Connecticut. The electricity is created by a privately owned solar developer and is then purchased by Eversource. Participation of private developers selected for the program requires municipal co-sponsors, who are entitled to receive a share of the project's revenue. There is no cost to the town to participate in the program and no equipment to maintain. Annual proceeds from the program to the town is estimated to be between \$150,000-175,000 annually over the contract term. Projects are under a 20-year term once selected.

Director McCaw stated that the next round of applications into the NRES program are due by March 14, 2023.

#### Agreement with Titan Energy

MOTION        By Awet Tsegai  
                     seconded by Travis Simpson

to **adopt** the following resolution:

**WHEREAS**, the Connecticut Conference of Municipalities has offered an Energy Cost Containment program to assist municipalities maximizing cost savings for utility costs and CCM's offerings include procurements for the purchase of utilities, a program which was competitively bid, resulting in the award of the CCM energy purchasing program to Titan Energy; and

**WHEREAS**, as part of the partnership between Titan and CCM, CCM extended by non-competitive agreement the Non-Residential Renewable Energy Solutions (NRES) program to Titan Energy for member municipalities; and

**WHEREAS**, it is recognized that the Non-Residential Renewable Energy Solutions (NRES) program was created by the Connecticut State Legislature in 2020 and is administered by the Public Utilities Regulatory Authority and the local electric utilities with the goal of creating opportunities for Connecticut municipalities to access the benefits of clean energy projects and increase the amount of renewable energy in the state power mix by incentivizing private developers to build renewable energy assets in Connecticut as a cornerstone of the policy goal; and

**WHEREAS**, the NRES program rules allow private developers to build large solar arrays and sell power directly to Eversource only if they meet the condition of having a municipal co-sponsor associated with the project, which entitles such municipality to receive a share of the project's profits or utility bill credits; and

**WHEREAS**, there is zero cost to the Town to participate and no equipment on Town properties or no cost to the Town for maintenance of the NRES program; and

**WHEREAS**, the NRES program operates on a competitive bid basis in which project funding is limited and distributed on a bi-annual basis and the next funding round closes on March 14<sup>th</sup>; and

**WHEREAS**, in the event the selected bidder's application is approved, such bidder will be responsible for compensating Titan for their services at a rate of \$0.07 per kilowatt hour, of which \$0.02 per kilowatt hour must be paid by Titan to CCM as a "Success Fee" consistent with the agreement between Titan and CCM; and

**WHEREAS**, pursuant to Town Ordinance 10-4a "no person shall charge a fee for a service provided to the public, which service utilizes Town owned or leased equipment, facilities, property, data, or goodwill, without approval of such service contract by the Mayor and Town Council;" and

**WHEREAS**, the Town of East Hartford utilizes over 11,000,000 kilowatt hours for electricity generation and spends over \$1,000,000 on electricity costs per year; and

**WHEREAS**, the Town of East Hartford has enjoyed historically low electricity rates since 2018 and the Town's generation rates are projected to rise by 30% when the next electricity supply agreement takes effect in December 2023; and

**WHEREAS**, the annual revenue or savings to the Town from NRES participation is estimated to be between \$150,000 and \$175,000 or over \$3,000,000 over the 20-year contract term if a competitively selected developer's application with East Hartford as one or more co-sponsors is selected; and

**WHEREAS**, the Town of East Hartford recognizes that energy cost containment measures are prudent and necessary to mitigate cost increases to East Hartford's taxpayers;

**THEREFORE, BE IT RESOLVED**, that the East Hartford Town Council does hereby approve the following items:

1. Pursuant to Ordinance 10-4a, the Town may enter into a contract with Titan Energy and the Connecticut Conference of Municipalities to work exclusively to draft, issue, and evaluate RFPs related to the NRES program, and that such contract shall be in such form that shall be prepared, reviewed, and/or approved in a manner deemed advisable by any Corporation Counsel of the Town.
2. Titan and CCM shall receive a fee for Services rendered at the rate of \$0.07 per kilowatt for renewable energy procurement. Titan and CCM have determined that \$0.02 of the \$0.07 per kilowatt fee shall be paid to CCM. Such fee shall be paid to Titan/CCM by the chosen bidder from the RFP process, as codified within the RFP document, if such selected bidder's application is approved by Eversource. East Hartford shall not be liable to Titan/CCM for any direct payment.
3. That Mayor, Michael P. Walsh, subject to any restrictions or conditions imposed by this council as stated herein, is hereby authorized to make, execute and deliver all such additional and supplemental documents, and to do and

perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

*On call of the vote, the motion carried 8/1 (nay: Rup)*

Modifications to Purchase and Sale Agreement, Development Agreement and Tax Modification Agreement with Jasko Zelman 1, LLC re: properties known as 936 Silver Lane, 942 Silver Lane, 944 Silver Lane, 960 Silver Lane, 285 Forbes Street (a/k/a 285 Forbes Street Rear) and 291 Forbes Street

MOTION        By Angie Parkinson  
                     seconded by Tom Rup

to **adopt** the following resolution:

**WHEREAS**, the Town of East Hartford, Connecticut (the “Town”) is the owner of certain real property and all appurtenances thereto known as 936 Silver Lane, 942 Silver Lane, 944 Silver Lane, 960 Silver Lane, 285 Forbes Street (a/k/a 285 Forbes Street Rear) and 291 Forbes Street (the “Property”); and

**WHEREAS**, Jasko Zelman 1, LLC (“Jasko”) submitted a proposal for the development of the Property which set forth preliminary concept plans for the development of the Property including not fewer than 360 multifamily market-rate apartment units (the “Project”); and

**WHEREAS**, the Town and Jasko entered into a Purchase and Sale Agreement for the Property with an effective date of September 24, 2021 (the “Purchase and Sale Agreement”) following the authorization thereof by the Town Council at a special meeting held on September 13, 2021; and

**WHEREAS**, following the authorization thereof by the Town Council at a regular meeting held on February 15, 2022, the Town and Jasko entered into an Agreement for Private Development for the Property with an effective date of February 28, 2022 (the “Development Agreement”) with respect the development and construction of the Project on the Property; and

**WHEREAS**, following the authorization thereof by the Town Council at a regular meeting held on February 15, 2022, the Town and Jasko entered into a Tax Modification Agreement for the Property with an effective date of February 28, 2022 (the “Tax Modification Agreement”) to modify the local real property taxes for the Property for a period of twenty-seven (27) years at a rate of \$2,100 per apartment unit plus annual tax increases of 2% per year; and

**WHEREAS**, because of changes in the economy, rising interest rates and the market for multi-family housing, Jasko has come back to the Town and proposed that (i) the Project be reduced to not fewer than 300 multifamily market-rate apartment units, and (ii) the Purchase and Sale Agreement, the Development Agreement and the Tax Modification Agreement be amended to reflect the reduced number of units and other changes to the Project; and





requirement set forth in Town Ordinances 10-19(c) and, pursuant to the terms and conditions of a September 24, 2021 Purchase and Sale Agreement, as the same will be amended pursuant to the terms of a First Amendment to the Purchase and Sale Agreement approved by the Town Council on the date hereof, **authorize** the transfer of all those certain pieces or parcels of real property, and all appurtenances thereto, known as 936 Silver Lane, 942 Silver Lane, 944 Silver Lane, 960 Silver Lane, 285 Forbes Street (a/k/a/ 285 Forbes Street Rear) and 291 Forbes Street (the "Property") by Quit Claim Deed to Jasko Zelman 1, LLC ("Jasko"), the selected bidder to the Town's Request for Proposals Bid # 21-05, for \$1.00 and other valuable considerations including Jasko's commitment to develop the Property pursuant to the terms and conditions of a February 28, 2022 Agreement for Private Development, as the same will be amended pursuant to the terms of a First Amendment to the Agreement for Private Development approved by the Town Council on the date hereof.

Motion carried 9/0

Bid Waiver: Tenant Services for 860 Main Street (Church Corners Inn)

MOTION        By Harry Amadasun  
                     seconded by Awet Tsegai

that pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council permit the Department of Health & Social Services to contract with Admiral Moving & Storage, Inc. to provide moving services for tenants of 860 Main Street, East Hartford, CT as detailed in a memo from Laurence Burnsed, Health and Social Services Director to Mayor Michael P. Walsh dated February 24, 2023.

Motion carried 9/0

Roof Replacement Projects at East Hartford High School and East Hartford Middle School

Resolution To Increase The Appropriation For The Planning, Design, Acquisition, Reconstruction, And Equipping Of The East Hartford High School And East Hartford Middle School Roofs To \$16,220,541

MOTION        By Don Bell  
                     seconded by Tom Rup

to **adopt** the following resolution:

**WHEREAS**, The Town Council of the Town of East Hartford Resolved on August 18, 2020 to appropriate \$11,620,000 "for the planning, design, acquisition, reconstruction, and equipping of the East Hartford High School and East Hartford Middle School roofs and authorizing the issuance of \$4,000,000 bonds of the Town to meet said appropriation and pending the issuance thereof the making of temporary borrowings for such purpose."



- On call of the vote, the motion carried 9/0*

Bill	Name / Check Payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int	Over Paid
2018-01-0000122	860 MAIN LLC	PO BOX 984	NIANTIC, CT 06357	860 MAIN ST REAR	0	-365.38
2021-01-0000151	860 MAIN LLC	PO BOX 984	NIANTIC, CT 06357	860 MAIN ST REAR	0	-685.32
2021-03-0050823	ALGER ROBERT S	142 PORTERBROOK AVE	EAST HARTFORD, CT 06118-3228	2015/JF25JARC7FH809094	0	-79.99
2021-03-0053448	BIJE MANUEL C	535 GOODWIN ST	EAST HARTFORD, CT 06108	2020/KM8J3CAL3LU220389	0	-327.52
2021-01-0002429	CARRIER ANNE MARIE	P O BOX 380574	EAST HARTFORD, CT 06138	236 HIGH ST	0	-91.00
2020-03-0055604	CARTER DENISE	107 BLUE HILLS AVE	HARTFORD, CT 06112-1944	2005/1HGCM56435A001204	0	-140.85
2021-01-0010872	CORELOGIC REFUNDS DEPT	3001 HACKBERRY RD	IRVING, TX 75063	559 BURNHAM ST	0	-2,621.95
2017-03-0058537	CRUZ CELYANN M	17 ARLINGTON ST 1ST FL	HARTFORD, CT 06106	2006/1HGCM56326A155430	-41.49	-197.55
2018-03-0058150	CRUZ CELYANN M	17 ARLINGTON ST 1ST FL	HARTFORD, CT 06106	2006/1HGCM56326A155430	-5.22	-174.15
2021-01-0003587	DALESSIO HARRY A III	55 SUMMIT CREST DR	S. GLASTONBURY, CT 06073	5 TIMBER TR	0	-400.00
2021-04-0081997	D'ANGIO ELINOR	704 WEST LAKE DR	NAPLES, FL 34102	2019/4T1B11HK7KU788154	0	-545.65
2021-03-0058755	DAVIS MELISSA Y	60 HIGH CT # A4	EAST HARTFORD, CT 06118-1853	2019/JN1B1CR5KW343170	0	-31.09
2021-03-0060447	EAN HOLDINGS LLC	8 ELLA GRASSO TPKE	WINDSOR LOCKS, CT 06096	2020/KNMAT2MV0LP513015	0	-566.15
2021-03-0061671	FEDORAS BARBARA L FEDORAS M	55 SHERWOOD DR	EAST HARTFORD, CT 06108-1339	2018/1FTEX1RG3JF874103	0	-7.47
2021-02-0040664	FIFTH THIRD BANK	PO BOX 218	NORTHBROOK, IL 60065	67 BURNSIDE AVE	0	-217.35
2021-03-0063397	GAUDREAU KATHERINE K	155 FITZGERALD DR	EAST HARTFORD, CT 06118-2362	2016/5J8TB4H36GL016081	0	-40.22
2020-03-0064144	GOTT DANIEL R	30 SHADYCREST DR	EAST HARTFORD, CT 06118-2741	2019/1FTEX1EP0KFA04482	0	-400.30
2021-03-0067346	JEMISON-BUTLER SHAWNIE	75 MELTON DR	EAST HARTFORD, CT 06118-2049	2011/2CNALBEC8B6240638	0	-6.11
2021-01-0007662	KRUCELAK ROBERT	8 ARAPAHO DR	EAST HARTFORD, CT 06118	8 ARAPAHO DR	0	-62.00
2021-01-0007901	LARSON DAVID M	10 CHANDLER ST	EAST HARTFORD, CT 06108	10 CHANDLER ST	0	-200.0
2021-03-0069429	LAVIGNE ALINE M LAVIGNE LUCIE	24 NASSAU CIR	EAST HARTFORD, CT 06118-3233	2012/3FAHP0HA2CR140377	0	-169.44
2021-01-0009492	LAWRENCE CAROL POA MILLSTEIN	1 HATHEWAY RD	ELLINGTON, CT 06029	146 BRADLEY ST	0	-963.50
2021-01-0008373	LOPEZ BELEN A	488 BURNSIDE AVE	EAST HARTFORD, CT 06108	488-490 BURNSIDE AVE	0	-130.32
2021-01-0008780	MARROQUIN RONNY E	17 DARTMOUTH DR	EAST HARTFORD, CT 06108	17 DARTMOUTH DR	0	-21.00
2021-01-0008785	MARSHALL DIONNE V & ANTHON	143 SILVER LN	EAST HARTFORD, CT 06118	143 SILVER LN	0	-54.43
2020-03-0074725	NISSAN INFINITI LLC	PO BOX 650214	DALLAS, TX 75265-9523	2017/JN8AT2MVXHW006477	0	-523.80
2020-03-0074751	NISSAN INFINITI LLC	PO BOX 650214	DALLAS, TX 75265-9523	2017/3N1AB7AP6HY372532	0	-402.30
2020-03-0074776	NISSAN INFINITI LLC	PO BOX 650214	DALLAS, TX 75265-9523	2019/5N1DL0MM9KC565771	0	-968.99
2020-03-0074792	NISSAN INFINITI LLC	PO BOX 650214	DALLAS, TX 75265-9523	2018/JN1B1CR3JW285767	0	-521.59
2020-03-0074793	NISSAN INFINITI LLC	PO BOX 650214	DALLAS, TX 75265-9523	2019/3N1AB7AP2KY230671	0	-501.76
2020-03-0074827	NISSAN INFINITI LLC	PO BOX 650214	DALLAS, TX 75265-9523	2019/JN1B1CR1KW326026	0	-328.50
2020-03-0074833	NISSAN INFINITI LLC	PO BOX 650214	DALLAS, TX 75265-9523	2019/JN8AT2MV1KW386042	0	-663.30
2020-03-0074837	NISSAN INFINITI LLC	PO BOX 650214	DALLAS, TX 75265-9523	2019/3N1AB7AP1KY385793	0	-292.51
2021-03-0074752	NISSAN INFINITI LLC	PO BOX 650214	DALLAS, TX 75265-9523	2017/3N1AB7AP6HY372532	0	-317.46
2021-03-0076285	PARRACINO BEVERLY	16 LAKE RIDGE DR	COLUMBIA, CT 06237	2003/1D7FL16X63S164024	0	-67.26
2021-03-0079203	RIVERA MILAGROS	184 MAPLE ST	EAST HARTFORD, CT 06118	2001/4A3AA46H51E116026	0	-76.63
2020-03-0084652	TOYOTA LEASE TRUST	20 COMMERCE WAY	WOBURN, MA 01801-1057	2018/5TD8ZRFH5J5494578	0	-218.12
2021-04-0086881	TOYOTA LEASE TRUST	20 COMMERCE WAY	WOBURN, MA 01801-1057	2019/JTMP1RFV4KD034697	0	-186.74
2021-04-0086891	TOYOTA LEASE TRUST	20 COMMERCE WAY	WOBURN, MA 01801-1057	2022/JTJAM7BXN5326276	0	-101.37
2021-04-0086924	TROULLAS GEORGE	93 STERLING RD	EAST HARTFORD, CT 06108-1665	2022/JM3KFCBM7N0529543	0	-110.63
2021-03-0085894	VEILLEUX KATHY VEILLEUX DANIEL	146 CHIPPER DR	EAST HARTFORD, CT 06108-2779	2019/JN8AT2MV2KW375454	0	-9.40
2020-04-0089545	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2020/WA1B4AFY7L2023598	0	-681.97
2020-04-0089546	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2020/WAUE8AF29LN066645	0	-762.3
2020-04-0089547	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2020/WAUTNAF51LA001502	0	-735.52
2021-04-0087828	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUGUDGY8NA020274	0	-136.2
2020-04-0089598	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2021/WAUL2AF2XMM017917	0	-836.73
2020-04-0089599	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2021/WAUE8AF29MM017396	0	-772.38
2020-04-0089600	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2021/WA1CAAFY8M2010857	0	-816.48
2021-04-0087830	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1GAAFYXN2004366	0	-167.33
2021-01-0015296	WELCH EARL E & LARRY D	270 MARY WEBB ROAD	WINDSOR LOCKS, CT 06096	1 HILLSIDE ST	0	-356.09
2021-02-0041709	WINDSTREAM	PO BOX 2629	ADDISON, TX 75001	111 ROBERTS STE H	0	-153.75
2021-03-0088064	ZORZI MYRIAM	10 CALLAHAN LN	EAST HARTFORD, CT 06118-2900	2020/KM8J3CAL1LU255979	0	-312.07
<b>SUBTOTAL</b>					<b>\$ (46.71)</b>	<b>\$ (19,519.92)</b>
<b>TOTAL</b>						<b>\$ (19,566.63)</b>

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE  
ADMINISTRATION

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COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

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OPPORTUNITY FOR RESIDENTS TO SPEAK

ADJOURNMENT

MOTION      By John Morrison  
                 seconded by Don Bell  
                 to **adjourn** (10:31 pm)

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 March 21, 2023.

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

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT TEAMS

EAST HARTFORD, CONNECTICUT

MARCH 8, 2023

PUBLIC HEARING/BUDGET

2023 MAR 10 AM 10:12  
COMMUNITY CULTURAL CENTER  
EAST HARTFORD

*Richard F. Kehoe*

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

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:02 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the Pledge of Allegiance.

The Chair gave a brief overview of the Mayor's recommended FY2023-24 budget which totals \$211.7 million. The budget reflects a 3.6% increase in expenses. The Board of Education's share of the budget is \$98.2 million and their request is fully funded under the proposed budget. The Mayor's budget contains changes to staff to support the reorganization of departments to serve the public more effectively. All service levels to East Hartford residents are maintained in this budget. The proposed budget fully funds the town's obligations for the pension plan and the health insurance fund for active and retired town employees. It also reflects additional debt payments as a result of bonds issued for road improvements and town building repairs including Town Hall.

The recommended mill rate to support this budget will increase from 41.00 mills to 43.00 mills for Real Estate and Personal Property. The mill rate for motor vehicles remains the same as the current year – 32 mills.

No citizens came forward to speak.

ADJOURNMENT

MOTION By John Morrison  
seconded by Don Bell  
to **adjourn** (7:13 p.m.)

Motion carried 9/0.

The Chair shared that the Town Council will hold a special meeting on Monday, March 13<sup>th</sup> at 7 pm to vote on the proposed budget in the Community Cultural Center Auditorium.

Attest

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

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

EAST HARTFORD, CONNECTICUT

MARCH 13, 2023

SPECIAL MEETING/BUDGET

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina in Chambers Wilson, Minority Leader John Morrison, Councillors Angela Parkinson, Awet Tsegai, Harry Amadasun, Tom Rup and Travis Simpson

Chair Kehoe called the meeting to order at 7:06 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the Pledge of Allegiance.

**Adoption of the 2023-2024 Budget**

MOTION By Don Bell  
Seconded by Awet Tsegai

to **waive** the reading of account numbers that are being adjusted as part of the motion that follows, but to still reflect the appropriate account numbers in the written minutes for official record.

Motion carried 9/0

MOTION By Sebrina Wilson  
seconded by Awet Tsegai

to **adopt** the following budget for 2023-2024 in accordance with Section 6.4(b) of the Town Charter, as follows:

Town Government Budget of----- \$ 102,710,009  
Board of Education Budget of----- \$ 98,228,871  
and a Debt Service payment of ----- \$ 8,720,859  
and a Capital Improvement Budget of----- \$ 2,088,583  
for a total budget of ----- \$ 211,748,322

be **amended** as follows:

Description	Account Number	Amount	Increase/ Decrease
Revenue & Collections - Current Year Levy	G0370-40067	(1,305,429)	Decrease
Treasury - State PILOT	G0350-42531	467,207	Increase
Treasury - Distressed Municipalities	G0350-42536	32,793	Increase
Inspections/Permits - Building Permit Fees	G0610-41231	110,000	Increase
Accounts and Control - Investment Income	G0320-51410	30,000	Increase
<b><i>Subtotal Revenue Decrease</i></b>		<b>(665,429)</b>	



Employee Benefits - Pension Contribution	G3800-61430	206,153	Increase
Board of Education	G9990-69999	(150,000)	Decrease
Police Administration - Permanent Services	G5203-60110	(146,704)	Decrease
Town Council - Auditing Services	G1100-63140	11,459	Increase
Public Library - Permanent Services	G2400-60110	(67,997)	Decrease
Emergency Management - CERT	G5324-63550	5,000	Increase
Fire Marshall - Permanent Services	G5319-60110	(90,492)	Decrease
Fire Administration - College Tuition Exp.	G5316-61220	5,000	Increase
Park/Rec Admin - Riverfront Recapture	G8100-63400	10,000	Increase
Human Resources - Employee Engagement	G2300-63289	(1,000)	Decrease
Purchasing - Postage	G3400-62211	(10,000)	Decrease
Public Works Admin - Permanent Services	G7100-60110	(94,051)	Decrease
Engineering - Permanent Services	G7200-60110	(13,858)	Decrease
Employee Benefits - OPEB Trust Contribution	G3800-61466	(113,000)	Decrease
Employee Benefits - Transfer	G3800-67100	(50,000)	Decrease
Employee Benefits - Workers Compensation	G3800-61456	(25,000)	Decrease
Senior Services - Contracted Services	G9430-63138	(10,000)	Decrease
Public Library - Light and Power	G2400-65252	(5,000)	Decrease
Park/Rec Maint - Swimming Pool Supplies	G8200-62341	(20,000)	Decrease
Employee Benefits - Medical Reserve Contr	G3800-61461	(100,000)	Decrease
Development Admin - Permanent Services	G4100-60110	(5,939)	Decrease
<b><i>Subtotal Expenditure Decrease</i></b>		<b><i>(665,429)</i></b>	

***Council Adopted Budget for 2023-24***

***211,082,893***

Motion carried 9/0

MOTION By Sebrina Wilson  
seconded by Don Bell

that the taxes for the uniform fiscal year 2023-2024 will be due and payable as follows: one half on July 1, 2023 and one half on January 1, 2024, except when the tax due is not in excess of \$400 and then it shall be due and payable in full on July 1, 2023, or when the property tax due is in an amount less than \$5.00, such tax shall be waived pursuant to C.G.S. §12-144c.

Motion carried 9/0

MOTION By Sebrina Wilson  
seconded by Travis Simpson

to **adopt** the following receipts for the 2023-2024 uniform fiscal year in accordance with Section 6.4(b) of the Town Charter as follows:

Grand List as of October 1, 2022 for:

Real Estate and Personal Property	\$3,124,117,174
Motor Vehicles	\$ 402,841,630

Total	\$3,526,958,804
-------	-----------------

Tax Collection Rate 97.29%

Mill Rate Setting Generating Taxes of:

Real Estate and Personal Property @ 42.54	\$129,298,356
Motor Vehicles @ 32.46 (incl. Supple. MV)	\$ 14,371,873
Totaling	\$143,670,229

(Local Elderly, Veteran's, Revaluation Reserve)	(\$ 1,926,882)
Other Receipts	\$ 69,339,546

Total Revenue	<u>\$211,082,893</u>
---------------	----------------------

Motion carried 9/0

Resolution Approving the Proposed Special Revenue Program and Budget for the Fiscal Year 2023-2024

MOTION By Sebrina Wilson  
seconded by Tom Rup

to **adopt** the following resolution:

BE IT, THEREFORE, RESOLVED:

That the East Hartford Town Council does hereby approve the Mayor's recommendation for the Special Revenue Programs to be conducted during the fiscal year 2023-2024 on a self-supporting basis, and further requires that any new programs to be offered under Special Programs Fund must first be approved by the Town Council. The Council further requires that any excess funds accruing in this account at the end of each fiscal year, as determined by the independent auditors, shall be transferred to the General Fund as revenue in the next succeeding fiscal year.

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

Adoption of the Town of East Hartford's 5-Year Capital Improvement Plan

MOTION By Sebrina Wilson  
seconded by Don Bell

to **adopt** the Town of East Hartford's 5-Year Capital Improvement Plan for

fiscal years 2023-2024 through 2027-2028 as contained in the Mayor's Recommended Budget for fiscal year 2023-2024.

Motion carried 9/0

Directors' Compensation

MOTION By Awet Tsegai  
seconded by Don Bell

that the town council shall adopt the non-union, non-director wage chart dated July 1, 2023 and the pay grid for non-union, non-classified directors dated March 13, 2023 effective July 1, 2013

Motion carried 9/0

**Town of East Hartford  
Non-Union Non-Director Wage Chart  
As Adopted July 1, 2023**

FY 2023-24 (plus 2%)  
(Non-Union Non-Directors - 35 Hours)

GRADE	Step 1	Step 2	Step 3	Step 4
1	43,156	44,883	46,678	48,545
2	45,314	47,127	49,012	50,972
3	47,581	49,484	51,463	53,522
4	49,959	51,957	54,035	56,197
5	54,955	57,154	59,440	61,817
6	60,450	62,868	65,383	67,998
7	66,494	69,154	71,920	74,797
8	73,145	76,071	79,114	82,279
9	80,187	83,395	86,730	90,200
10	88,640	92,186	95,873	99,708
11	97,355	101,250	105,300	109,512
12	107,091	111,375	115,830	120,463
13	117,800	122,512	127,412	132,509

FY 2023-24 (plus 2%) Public Safety  
(Non-Union Non-Directors - 40 Hours T06)

GRADE	Step 1	Step 2	Step 3	Step 4
1	49,321	51,295	53,347	55,480
2	51,788	53,859	56,013	58,254
3	54,378	56,554	58,815	61,168
4	57,096	59,379	61,755	64,225
5	62,807	65,319	67,931	70,648
6	69,086	71,849	74,723	77,713
7	66,495	69,154	71,920	74,798
8	83,594	86,939	90,416	94,033
9	91,643	95,308	99,121	103,085
10	101,303	105,355	109,569	113,952
11	111,263	115,714	120,343	125,156
12	122,391	127,286	132,378	137,672
13	117,800	122,511	127,412	132,508
14	115,614	120,239	125,048	130,050
15	124,863	129,858	135,052	140,454

\*Project Manager (PMO) approved salary of \$102,000  
(Grade 10, Step 1)

The Town of East Hartford  
Paygrid for Non-Union Non-Classified Directors  
Prepared as of March 13, 2023

POSITION TYPE	REVISED		2021 Study Systemic Pay Plan - 4/28/2022*			Systemic Pay Plan Adjusted for 2% GWI			Town	
	GRADE	Banding	Min.	Mid.	Max.	Min.	Mid.	Max.	FY 22-23 Adopted	FY 23-24 Adopted
FINANCE DIRECTOR*	13	D	122,106	140,422	167,475	124,548	143,230	170,825	167,475	186,125
FIRE CHIEF	13	D	122,106	140,422	167,475	124,548	143,230	170,825	152,250	165,295
POLICE CHIEF	13	D	122,106	140,422	167,475	124,548	143,230	170,825	167,475	170,825
CORPORATION COUNSEL P/T	13	C-PT	111,005	127,656	144,307	113,225	130,209	147,193	60,900	62,118
DIRECTOR PUBLIC WORKS	13	C	111,005	127,656	144,307	113,225	130,209	147,193	146,472	146,472
DIRECTOR HEALTH & SOCIAL SERVICES	12	C	111,005	127,656	144,307	113,225	130,209	147,193	129,920	140,678
DIRECTOR HUMAN RESOURCES	11	C	111,005	127,656	144,307	113,225	130,209	147,193	112,670	125,123
LIBRARY DIRECTOR	11	C	111,005	127,656	144,307	113,225	130,209	147,193	115,710	118,024
DIRECTOR DEVELOPMENT	12	B	100,914	116,051	131,188	102,932	118,372	133,812	119,770	130,325
DIRECTOR PARKS/RECREATION	11	B	100,914	116,051	131,188	102,932	118,372	133,812	109,620	111,812
DIRECTOR YOUTH SERVICES	11	A	80,000	105,504	119,263	81,600	107,614	121,648	110,635	112,848
CHIEF OF STAFF	10	A	80,000	105,504	119,263	81,600	107,614	121,648	81,200	87,924
TOWN CLERK	9	A	80,000	116,051	131,188	81,600	118,372	133,812	102,515	104,565

Total Non-Union Non-Classified Directors

\*Reflects \$15K adjustment for additional duties as Chief Administrative Officer.

\*Moves Assistant Corporation Counsel back to Non-Director, Non-Union at Grade 13 - Step 3.

\*Eliminates Director of Inspection and Permits

1,576,612 1,652,134

4.8%

Pre-Elimination of Dir. Inspection and Permits

1,687,612 1,652,134

2.1%

[Councillor Rup](#) expressed concern that the budget will provide adequate staffing and support with regards to the Police Department and Inspections and Permits.

[Councillor Bell](#) thanked the various Town department leaders who presented during the workshop meeting cycle and the employees who make East Hartford operate throughout the

year. The Councillor supports the budget because it lowers the expected tax increase below inflation rates and retains the investment in the Digital Navigator position through ARPA funding.

Councillor Morrison encouraged the Town to make more effort to stabilize the mill rate and is encouraged by the potential revenue coming from various Town Development projects.

Councillor Tsegai thanked Director McCaw and the administration for their efforts on the budget and commended the Town for its creativity in keeping residents informed on the process.

Councillor Simpson also stated hope that the Town will be able to stabilize the Mill Rate going forward and is encouraged by the amount of Development projects throughout Town.

Councillor Parkinson supports the budget and noted the challenges of inflation on the budget and need for long term investments such as the need to upgrade the Public Works facility. The Councillor is encouraged that the narrative for East Hartford is moving in a more positive direction.

Councillor Amadasun acknowledged the thoughtful approach of those involved in the process and believes that the budget will help the Town continue to move forward.

Chair Kehoe stated that he supports the budget and feels that the efforts made by the Town will continue to meet resident expectations and maintain high levels of service.

#### ADJOURNMENT

MOTION        By John Morrison  
                     seconded by Don Bell  
                     to **adjourn** (7:59 p.m.)  
                     Motion carried 9/0

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 14, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: COMMUNICATION 860 Main St Relocation Update *mw*

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Please place this item as a communication regarding 860 Main St relocation update on the Town Council agenda for March 21, 2023.

C: Laurence Burnsed; Health and Social Services Director

	OTHER STATUS (HOSPICE, PRISON, OTHER)			MOVE OUTS		STATUS ON REMAINING RESIDENTS	
	H	P	O	COMPLETED	ACCEPTED UNITS PENDING LEASE UP & MOVE	LOOKING FOR HOUSING	PENDING LANDLORD APPROVAL, CONSERVATOR APPROVAL OR BACKGROUN
BUILDING: 860 MAIN ST. E. HARTFORD							
RESIDENTS OF BUILDING AS OF 3/14/23							
TOTAL		1	1	7	5	8	8
REMAINING							

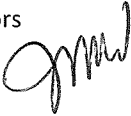




## MEMORANDUM

**DATE:** March 13, 2023

**TO:** All East Hartford Town Councilors

**FROM:** Mike Walsh, Mayor 

**TELEPHONE:** (860) 291-7201

**RE:** Communication – Discussion - Possible Bond Referendum Questions 2023

---

By way of this memo, please accept for discussion three possible bond referendum questions for 2023. Each question, with Council approval, would be placed on the ballot for voter approval for the November election.

As the Town Council is aware, recent municipal election cycles see 17 to 21% voter participation, so historically, no referendum questions have been put forward as the prior Charter mandated that 20% of the voters consider and answer the questions, and in some municipal elections, that did not happen.

However, with the recent Charter revision and a new Charter in place, the 20% mandate was removed, so this municipal election could be used for voter approval of these questions.

For this discussion, I'd respectfully request that the merits of the projects take priority over the lingering debt service concerns as those concerns will be mitigated with the coming growth of the grand list. But as importantly, costs will rise both from an inflationary perspective and due to deferred maintenance that inevitably will need attention one day. Under separate cover, the Finance Director will provide the financial impact of these questions.

Each of the three questions below have unique circumstances surrounding them, so this communication is designed to understand where the Council's appetite is to put the questions forward for voter consideration understanding the Town has considerable unused bonding capacity, but a desire to maintain a fiscally prudent level of debt service.

Currently, the \$8.7 million of budgeted debt service is insufficient to address the rising interest rate environment and the historic level of deferred maintenance with Town buildings.

The three questions are detailed below, and in every instance, if they go before the voters and are approved, Town Council approval of the spending appropriation must occur prior to the project kick-off. This control was previously part of the bond question, but in this case, will return to the Town Council.

The questions are as follows:

**1. \$9 million for a Youth Sports Facility and Winter Ice Skating Rink**

**When:** Planning will occur in 2023 with construction occurring in 2024

**Where:** This administration is in discussions with Pratt and Whitney on the use of the 18 acre Aircraft Club as a possible location for a Youth Sports Facility (see illustrative pictures attached). If those discussions do not produce an agreement, there are several possible parcels around Prestige Park that could serve as a suitable site for this facility



**Why:** The youth of East Hartford are underserved and need more after school, weekend, and during the winter sports programs a facility like this can provide. Using a Public Private Partnership model, the Town will own the facility and an outside entity will operate the facility to its maximum capacity

**How:** Approaching the State Department of Education for existing bond funds set aside to solve the greater Hartford Magnet school athletic field problem is Plan A. Marrying the Town's National Development impact payment with a Public/Private Partnership contribution of a similar amount with the remainder financed traditionally by a local bank is Plan B. Using this bond referendum question if approved only as a last resort is Plan C. Revenue bonds may also be considered as plan D

2. **\$2.4 million for phase 1 of the Public Works Facility renovation**

**When:** Planning will occur in 2023 with execution in 2024

**Where:** The Public Works Facility as detailed in the Town Council presentation in February, 2023

**Why:** The Town needs to provide a safe and aesthetic operating environment for all employees

**How:** Using the Public Works Facility upgrade plan (attached) designed by engineers Weston and Sampson, an eight project phased approach over the next decade will complete a full renovation of the facility

3. **\$2.0 million for the Veteran's Memorial Clubhouse renovation and as a capital seed for unplanned building issues beyond budgeted maintenance**

Additional funding beyond the \$4 million of State grants in place is being requested as the scheduled work is estimated to cost \$6.3 million. Value engineering of the project was completed, but the final cost is still in excess of the available budget. It seems non-sensical to proceed by cutting kitchen equipment out of the project on both the main floor and the lower level. Such a decision would render the facility unusable until those features can be added

**When:** Construction will occur in 2023 and the final bill will be paid using these funds in 2024.

**Where:** The Veteran's Memorial Clubhouse on Sunset Ridge Drive

**Why:** This facility has substantial deferred maintenance needs. Recent repair work focused on stabilizing the truss system in the main ballroom and repointing two chimneys in need of repair has been completed

Please see the attached analysis of the facility to understand the scope of the renovations and the need to retrofit the kitchens in order to bring this facility back to its original luster

**How:** Using \$4 million of State bond monies provided for this purpose, add \$1-1.5 million of additional local funding to complete this need restoration and return the facility back to an income producing asset through the Public/Private partnership configuration

We look forward to the discussion of these questions on the 21<sup>st</sup> in order to continue to move the community forward.

CC: Melissa McCaw, CAO and Finance Director  
Connor Martin, Mayor's Chief of Staff











# CASE STUDY ICE / HOCKEY RINK

## FREEPORT ICE RINK FREEPORT, NY



APPLICATION	ICE RINK/HOCKEY DOME
SIZE	133' W x 223' L (29,659 sq. ft.)
FEATURES	TRANSLUCENT FABRIC PROVIDES NATURAL LIGHTING LOW BIAS CABLE SYSTEM ADDS STRUCTURAL SUPPORT

### CHALLENGE

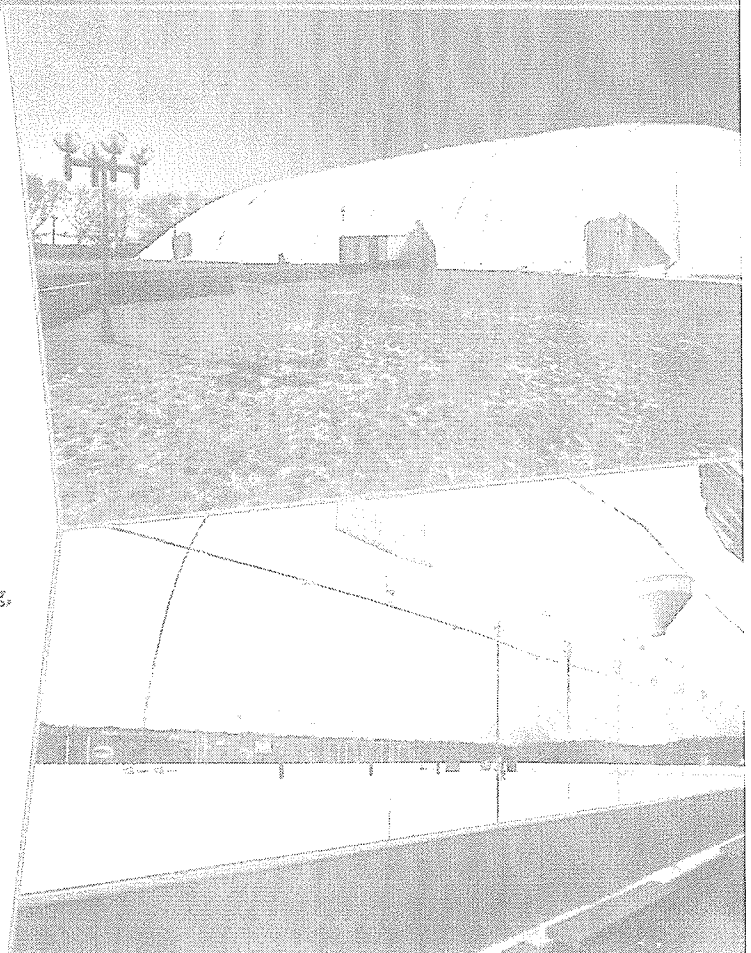
- Provide a 100% clear-span enclosure that covers an entire hockey rink- without any columns or obstructions- that fits within the Village of Freeport, NY's budget.

### SOLUTION

- Arizon designed an ice rink dome to include translucent fabric to make use of natural daytime light.
- A low-bias cable system for added stability during severe weather was included.
- Energy efficient HVAC equipment was used to maintain interior temperatures ideal for supporting an ice rink.

### RESULT

- The Village of Freeport, NY uses its indoor ice rink for community skating, local youth hockey leagues, school functions and skating lessons.
- The Arrows Youth Hockey association, a well-known local league for kids and teens hockey, uses the dome regularly for practices and tournaments.
- In summer, the rink is converted to an indoor soccer field, which is used by local youth soccer teams.



**ARIZON**  
BUILDING SYSTEMS

(800) 825-1303  
11330 Dorsett Road,  
St. Louis, MO 63043  
ArizonBuildingSystems.com



## Arizona Ice Rink Domes

### Arizona domes create the ultimate ice arenas

Arizona's unique climate provides an ideal way to bring indoor ice hockey and figure skating to your community.

Arizona's unique climate provides an ideal way to bring indoor ice hockey and figure skating to your community. The Arizona Ice Rink Domes are designed to provide a year-round ice skating and hockey facility for your community. The domes are built with a strong, durable, and long-lasting structure that can withstand the elements of the Arizona climate.

### An energy efficient and affordable way to bring the outdoors inside

Arizona's unique climate provides an ideal way to bring indoor ice hockey and figure skating to your community. The Arizona Ice Rink Domes are designed to provide a year-round ice skating and hockey facility for your community. The domes are built with a strong, durable, and long-lasting structure that can withstand the elements of the Arizona climate.

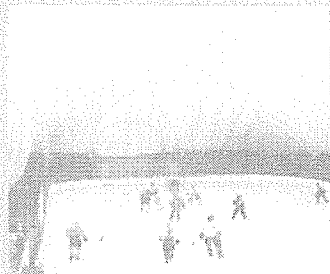
We are a full-service company that can provide you with a complete turnkey solution for your ice skating and hockey facility. We can handle everything from the design and construction to the installation and maintenance of the ice skating and hockey facility.

Year-round ice arenas for a new sports and recreation facility.

Complete turnkey solutions for your ice skating and hockey facility. We can handle everything from the design and construction to the installation and maintenance of the ice skating and hockey facility.

Energy efficient and affordable way to bring the outdoors inside. The Arizona Ice Rink Domes are designed to provide a year-round ice skating and hockey facility for your community. The domes are built with a strong, durable, and long-lasting structure that can withstand the elements of the Arizona climate.

Arizona Ice Rink Domes are the perfect solution for your ice skating and hockey facility. We can handle everything from the design and construction to the installation and maintenance of the ice skating and hockey facility. We are a full-service company that can provide you with a complete turnkey solution for your ice skating and hockey facility.





## TOWN OF EAST HARTFORD PUBLIC WORKS MEMORANDUM

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

**From:** Marilynn Cruz-Aponte, Director of Public Works

**Date:** January 24, 2023

**RE:** Council Communication – DPW Facilities Improvements

### **Background**

In May, 2022, the Department of Public Works envisioned a three-year, \$54M renovation of its facility on Ecology Drive based on a study provided by engineers Weston & Sampson. The Department then subsequently revised the project scope and timetable based on input provided by the Mayor, Finance Director and the Council members who toured the facility.

The Department discussed the alternate plan with the Council at its September 20, 2022, meeting, and there was general consensus that the poor condition of the facility warranted action to correct the numerous deficiencies identified by Weston & Sampson. Those deficiencies include:

1. Substandard bathroom and breakroom amenities unsuitable for use by the men and women of the department.
2. Unsafe fleet building due to inadequate ventilation, structural deterioration, deficient storage of lubricants and other chemicals; inadequate interior lighting, outdated shop equipment, lack of proper vehicle wash, dangerous sight-lines at garage entrance and exit restricting safe ingress and egress of vehicles.
3. Existing roofs and the key mechanical, electrical and plumbing systems in all buildings are at the end of their usable lives. For example, on December 23, 2022, a wind storm detached a section of roofing material covering the Fleet Shop requiring repair estimated to cost \$20,000. The roofing vendor, The Garland Company Inc., considers the repair to only be temporary and recommends a full roof replacement by November 2023 costing between \$725,000 and \$787,000.
4. Non-compliance with OSHA requirements, especially absence of facilities suitable for use by female personnel, and lack of ADA ramps, and required clearances at water fountains, sinks, showers, etc.
5. Unsafe buildings due to lack of fire suppression/sprinkler systems; no emergency power supply, excessive water leakage into structures, and outdated sewerage pump systems.



6. Unsecure site due to lack of security cameras, unfenced border, inadequate night lighting that does not protect against theft and vandalism.
7. Inadequate storage facilities for vehicles and equipment resulting in their deterioration and reduced lifespan.
8. Abundant rodent populations and concomitant disease vector concerns.

At its September 20, 2022 meeting, the Council acknowledged the facility's poor condition and requested the Department to consider the following:

1. In light of the many financial obligations of the Town, the fiscal impact of the project requires its phasing over a longer period of time than first recommended by the Department.
2. The use of existing DPW facilities as swing-space during renovations is preferred over the rental of privately-owned commercial garage space. Any expenditures on temporary DPW facilities should accrue to the benefit of the Town.
3. Alternatives to the proposed rental of temporary restroom/breakroom facilities for DPW personnel should be examined to reduce rental costs.

#### **Current Plan and Conclusion**

In response to the Council's guidance, the Department has amended the project plan in the following ways:

1. Attachments A, B and C provide details of the recommended eight (8) year plan. The phases are sequenced in priority order and enable the Town to spread costs over time.
2. The immediate need for employee restroom/breakroom facilities is addressed in the current fiscal year with funding identified in the existing operating budget in the amount of \$141,400 for set up and use. The proposed FY 24 budget includes \$71,400 for the rental use. After research, the rented modular units were deemed to be the most practicable and will cost 22% less than presented to the Council in September.
3. As a result of the December, 2022 Fleet Shop roof damage and the projected cost of repair and replacement of its 17,500 square foot roof, DPW has identified an alternative option to design temporary Fleet Shop facilities in the existing Sanitation garage, now vacant, at a cost of \$200,000.
4. The costs described in Attachments A, B and C will be submitted as part of the ten-year Capital Improvement Plan for consideration by the Mayor and Council. The estimated cost of renovations of the vacant Sanitation garage for temporary Fleet Shop operations is \$2.4M. This will be the first significant allocation in the proposed sequence of improvements.

This multi-year plan is responsive to the financial concerns of the Town while recognizing and honoring the Town's duty to provide its employees a safe and healthy workplace. It provides for the best interests of Public Works personnel enabling them to offer effective service to the residents, businesses, and visitors of East Hartford.



**ATTACHMENT A**

### East Hartford DPW Phased Improvement Price Comparison



Phased Project Opinion of Probable Cost		PROJECT YEAR												
PROJECT NAME	TOWN COUNCIL											Project #	SF	TOTAL COST
	MTG. DATE	2023	2024	2025	2026	2027	2028	2029	2030	2031				
IMMEDIATE URGENT PROJECTS TO MITIGATE EMPLOYEE SAFTEY AND SUBSTANDARD SANITARY CONDITIONS														
PW-B: Rental of Two Modular Employee Facilities Bldgs	Sept. 20, 22	\$181,480	\$111,480	\$111,480	\$181,480							PW-B	0	\$585,920
PW-A: Rental of Two Modular Employee Facilities Bldgs	Feb. 7, 23	\$141,400	\$71,400	\$71,400	\$71,400	\$71,400	\$141,400					PW-B	0	\$568,400
PW-A: Rental of Fleet Maintenance Bldg	Sept. 20, 22	\$650,000	\$100,000	\$100,000	\$100,000	\$100,000						PW-A	0	\$1,050,000
PW-B: Retrofit of Sanitation for Temp. Fleet Maintenance	Feb. 7, 23	\$200,000	\$2,400,000									PW-A	5,800	\$2,800,000
PROJECTS VITAL TO LONG-TERM DPW OPERATIONS														
PW-C: Highway Storage Protective Shelter	Sept. 20, 22		\$170,000	\$1,530,000								PW-2	20,000	\$1,700,000
PW-C: Highway Storage Protective Shelter	Feb. 7, 23		\$170,000	\$1,530,000								PW-2	20,000	\$1,700,000
PW-D: Remove Highway Building	Sept. 20, 22		\$68,000	\$674,000								PW-3A	0	\$742,000
PW-D: Remove Highway Building	Feb. 7, 23		\$68,000	\$674,000								PW-3A	0	\$742,000
PW-E: Build New Highway Garage w/Employee Fac.	Sept. 20, 22			\$1,000,000	\$10,300,000							PW-3B	13,000	\$11,300,000
PW-E: Build New Highway Garage w/Employee Facilities	Feb. 7, 23			\$1,000,000	\$10,300,000							PW-3B	13,000	\$11,300,000
PW-F: New 13,000 SF Fleet Maintenance Garage, Sign Shop, Facilities Workshop Bldg	Sept. 20, 22				\$1,060,000	\$10,440,000						PW-1	13,000	\$11,500,000
PW-F: New 13,000 SF Fleet Maintenance Garage, Sign Shop, Fac. Workshop Bldg	Feb. 7, 23				\$0	\$1,116,000	\$10,884,000					PW-1	13,000	\$12,000,000
PW-G: Renovations and additions to Parks Building	Sept. 20, 22				\$360,000	\$3,240,000						PW-4	12,000	\$3,600,000
PW-G: Renovations and additions to Parks Building	Feb. 7, 23						\$198,450	\$1,786,050				PW-4	10,000	\$1,984,500
PROJECTS FOR FUTURE CONSIDERATION														
PW-H: Remove Fleet Maintenance Building	Sept. 20, 22						\$97,200	\$874,800				PW-5	0	\$972,000
PW-H: Remove Fleet Maintenance Building	Feb. 7, 23								\$104,400	\$940,000		PW-6	0	\$1,044,400
PW-I: Construct new PEMB Admin Building	Sept. 20, 22						\$382,000	\$3,438,000				PW-6	3,200	\$3,820,000
PW-I: Construct new PEMB Admin Building	Feb. 7, 23									\$410,000	\$3,630,000	PW-6	3,200	\$4,100,000
TOTALS														
September 20, 2022 Cost/Year		\$831,480	\$449,480	\$3,415,460	\$12,001,480	\$13,780,000	\$479,200	\$4,312,800	\$0	\$0	Sept. 20, 2022	61,200	\$35,269,920	\$576
Feurary 7, 2023 Cost/Year		\$341,400	\$2,709,400	\$3,276,400	\$10,371,400	\$1,187,400	\$11,223,850	\$1,786,060	\$514,400	\$4,630,000	Jan. 31, 2023	66,000	\$36,039,300	\$664
		2023	2024	2025	2026	2027	2028	2029	2030	2031	MTG. DATE	SF	TOTAL COST	COST/SF
September 20, 2022		DESIGN AND BIDDING COSTS												
January 31, 2023		DESIGN AND BIDDING COSTS												

## ATTACHMENT B

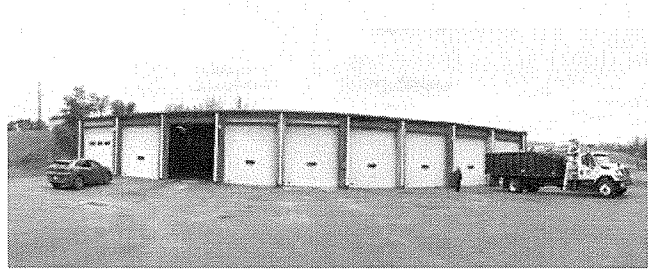
### PROJECT PW-A

Rental of Two Modular Employee Facilities Buildings  
2023-2028



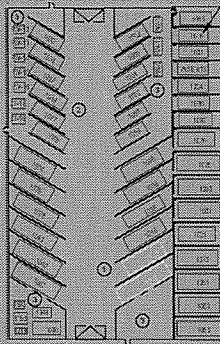
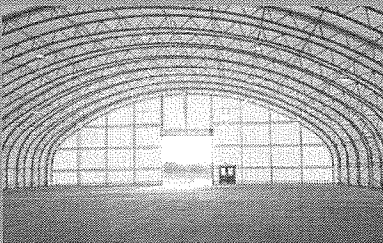
### PROJECT PW-B

Retrofit Sanitation Garage for Temp. Fleet Maintenance  
2024



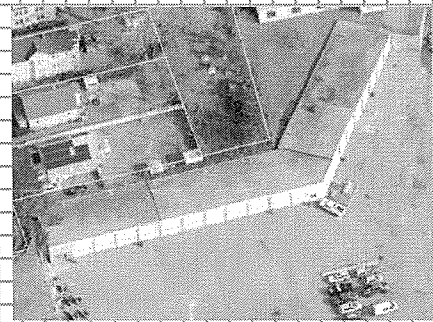
### PROJECT PW-C

Highway Storage Protective Shelter  
2025



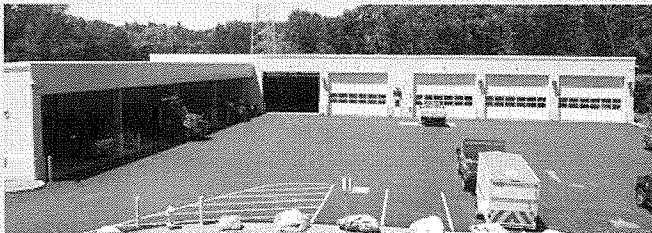
### PROJECT PW-D

Demolition of Existing Highway Building  
2025



### PROJECT PW-E

New Highway Garage with Employee Facilities  
2026



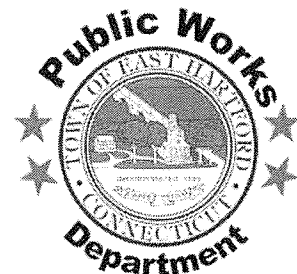
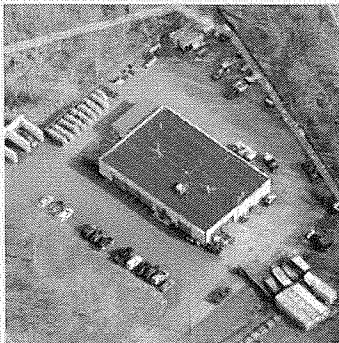
### PROJECT PW-F

New Fleet Maintenance Garage, Sign Shop  
& Facilities Workshop  
2028



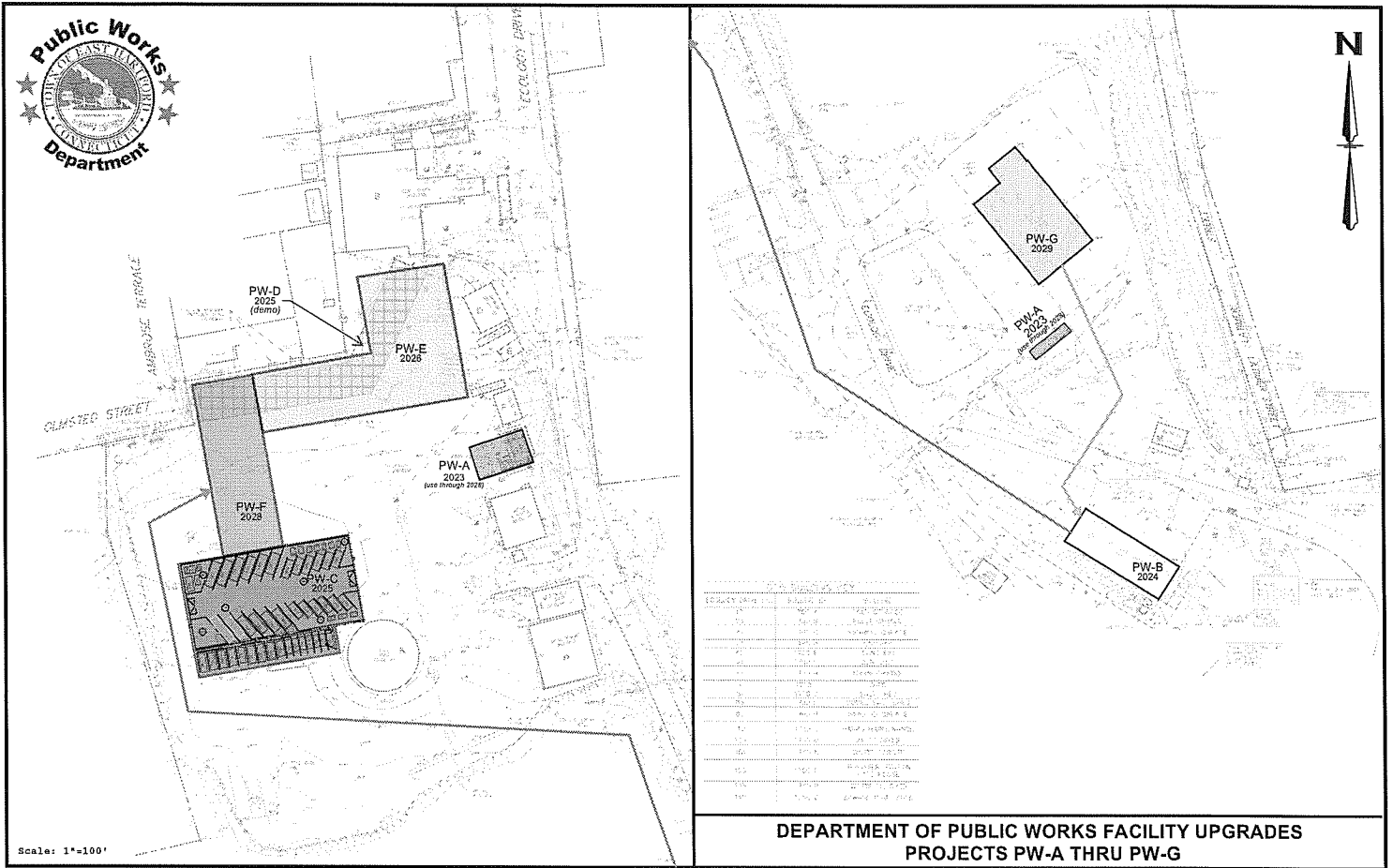
### PROJECT PW-G

Renovations to Parks Maintenance Building  
2029



**FACILITY UPGRADES  
PROJECTS PW-A THRU PW-G**

# ATTACHMENT C



**EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER**
**DESIGN DEVELOPMENT**

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

Estimate Date: 02/27/2023

**DIVISIONAL SUMMARY**

SPEC SECTION	DESCRIPTION	DHARAM 11400 sf	BASE SCOPE 10,744 sf	VARIANCE 10,744 sf	BASE SCP cost / sf	PAVING 10,665 sf	SITE UTILITIES 10,665 sf
01 00 00	Project Requirements	In CM Fee	\$ 466,477	\$ 466,477	43.42	\$ -	\$ -
02 11 00	Contaminated Soil		Excluded	Excluded		\$ -	\$ -
02 20 11	Hazardous Materials		w/ Allowances	w/ Allowances		\$ -	\$ -
02 41 19	Existing Conditions	\$ 232,529	\$ 255,993	\$ 23,464	23.83	\$ -	\$ -
03 30 00	Cast - in - Place Concrete	\$ 7,000	\$ 33,816	\$ 26,816	3.15	\$ -	\$ -
04 20 00	Unit Masonry	\$ 142,638	\$ 129,041	\$ (13,597)	12.01	\$ -	\$ -
05 00 00	Structural Steel		NA	NA		\$ -	\$ -
05 10 00	Miscellaneous Metals	\$ 38,981	\$ 49,955	\$ 10,974	4.65	\$ -	\$ -
06 00 00	Rough Carpentry	\$ 63,273	\$ 40,163	\$ (23,111)	3.74	\$ -	\$ -
06 30 00	Finish Carpentry	\$ 226,187	\$ 169,383	\$ (56,804)	15.77	\$ -	\$ -
07 00 00	Thermal & Moisture Protection	\$ 19,410	\$ 49,985	\$ 30,575	4.65	\$ -	\$ -
07 50 00	Roofing		\$ 13,296	\$ 13,296	1.24	\$ -	\$ -
07 84 00	Fireproofing & Joint Sealants		w/ Trades	w/ Trades		\$ -	\$ -
08 00 00	Doors, Frames & Hardware	\$ 74,400	\$ 56,194	\$ (18,206)	5.23	\$ -	\$ -
08 41 00	Storefront & Curtain Wall	\$ 130,500	\$ 151,622	\$ 21,122	14.11	\$ -	\$ -
09 00 00	Drywall & Framing	\$ 138,320	\$ 216,399	\$ 78,079	20.14	\$ -	\$ -
09 30 00	Tile & Carpet	\$ 58,410	\$ 94,592	\$ 36,182	8.80	\$ -	\$ -
09 51 00	ACT	\$ 49,333	\$ 32,091	\$ (17,242)	2.99	\$ -	\$ -
09 65 00	Flooring	\$ 86,401	\$ 105,951	\$ 19,550	9.86	\$ -	\$ -
09 91 00	Painting	\$ 69,695	\$ 89,519	\$ 19,824	8.33	\$ -	\$ -
10 00 00	Specialties	\$ 86,250	\$ 105,804	\$ 19,554	9.85	\$ -	\$ -
11 00 00	Food Service Equipment	Add \$100,000	Excluded	Excluded		\$ -	\$ -
12 00 00	Furnishings	\$ 4,350	\$ 10,057	\$ 5,707	0.94	\$ -	\$ -
13 00 00	Special Construction		NA	NA		\$ -	\$ -
14 00 00	Elevators	\$ 150,000	\$ 168,300	\$ 18,300	15.66	\$ -	\$ -
21 00 00	Fire Suppression	\$ 91,200	\$ 97,112	\$ 5,912	9.04	\$ -	\$ -
22 00 00	Plumbing	\$ 205,000	\$ 237,657	\$ 32,657	22.12	\$ -	\$ -
23 00 00	HVAC	\$ 570,000	\$ 781,114	\$ 211,114	72.70	\$ -	\$ -
26 00 00	Electrical, T/D, Fire Alarm, Security	\$ 1,053,250	\$ 834,889	\$ (218,361)	77.71	\$ -	\$ -
31 00 00	Sitework	\$ 280,000	\$ 554,939	\$ 274,939	51.65	\$ 322,675	\$ 157,136
ALLW	Hazardous Materials Abatement	\$ -	\$ 15,500	\$ 15,500	1.44		
<b>TOTAL TRADE COST</b>		<b>\$ 3,777,127</b>	<b>\$ 4,759,849</b>	<b>\$ 982,722</b>	<b>443.02</b>	<b>\$ 322,675</b>	<b>\$ 157,136</b>
0.80%	General Conditions & Staffing	\$ 387,712	\$ 244,478	\$ (143,235)	22.75	\$ 80,274	\$ 39,092
	PreConstruction		\$24,600	\$ 24,600	2.29	\$ 8,077	\$ 3,934
1.0%	General Liability Insurance	In CM Fee	\$ 40,231	\$ 40,231	3.74	\$ 3,288	\$ 1,601
	Builder's Risk Insurance	By Owner	By Owner	By Owner		By Owner	By Owner
0.026%	Local Building Permit	In CM Fee	\$ 50,692	\$ 50,692	4.72	\$ 4,143	\$ 2,018
	State Education Fund	In CM Fee	\$ 1,331	\$ 1,331	0.12	\$ 109	\$ 53
0.80%	CM Payment & Performance Bond	In CM Fee	\$ 40,969	\$ 40,969	3.81	\$ 3,349	\$ 1,631
	CM Fee	\$ 426,484	\$ 72,270	\$ 245,486	6.73	\$ 5,907	\$ 2,876
3.0%	Construction Contingency		\$ 157,033	\$ 157,033	14.62	\$ 12,835	\$ 6,250
6.0%	Escalation (Bid Contingency)	\$ 206,418	\$ 323,487	\$ 117,069	30.11	\$ 26,439	\$ 12,875
10.0%	Design & Estimating Contingency	\$ 469,132	\$ 571,494	\$ 102,362	53.19	\$ 46,710	\$ 22,747
<b>TOTAL CONSTRUCTION COST</b>		<b>\$ 5,266,873</b>	<b>\$ 6,286,434</b>	<b>\$ 1,019,561</b>	<b>\$585 /sf</b>	<b>\$ 513,806</b>	<b>\$ 250,212</b>
<b>RECOMMENDED COST MANAGEMENT (VE)</b>			<b>\$ (1,604,487)</b>	<b>\$ (1,604,487)</b>	<b>-\$149 /sf</b>		
<b>APPROVED FUNDING</b>		<b>\$ 4,200,000</b>	<b>\$ 4,200,000</b>	<b>\$ -</b>			
<b>OVER / (UNDER)</b>		<b>\$ 1,066,873</b>	<b>\$ 481,947</b>	<b>\$ (584,926)</b>	<b>\$45 /sf</b>		
15%	<b>OWNER SOFT COSTS</b>		<b>\$ 942,965</b>				
<b>TOTAL PROJECT COST</b>			<b>\$ 5,624,912</b>				

\* The Breakout Pricing for Paving and Site Utilities is included in the Base Scope of Work



## **ASSUMPTIONS/QUALIFICATIONS/EXCLUSIONS**

**PROJECT: Veteran's Memorial Clubhouse – East Hartford**

**RE:**

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### **ASSUMPTIONS AND QUALIFICATIONS**

1. General Notes & Key Notes on the Drawings are superseded by these assumptions & qualifications.
2. Warranties shall begin on the date of Substantial Completion.
3. All permanent & temporary energy and fuel utility consumption fees and metering (electric, water, propane, gas, etc.) will be paid by Owner.
4. Working Hours are 7:00am to 3:30pm Monday through Friday only. It is assumed that off-hours work costs will be paid for by use of the allowances within the GMP.
5. If the Construction Manager is delayed by supply chain shortages, significant price increases for materials, tariffs, unusual delay in deliveries or other causes related to the COVID-19 Pandemic, the Construction manager shall be entitled to an equitable adjustment in contract time and sum.
6. Project Schedule and Cost is subject to adjustment based on approvals from the Town, State, Utility and all Authorities Having Jurisdiction.
7. The existing buildings systems may be used for and to support temporary power, domestic water, heating and cooling at no cost to the Construction Manager."
8. It is assumed all design documents have been coordinated with the Town's Standards and requirements.
9. The Owner is responsible to remove, relocate and/or reinstall all loose furnishings from the interior and exterior of the buildings in coordination with the Construction Manager's schedule. The Construction Manager will endeavor to provide advanced notice and coordinate directly with the appropriate personnel on timing.
10. Salvaging of items are per the Contract Documents only.
11. We have included the cost of the sitework related to bringing a new water service line from the street to the building.
12. We have included the cost of the sitework related to bringing a new gas service line from the street to the building.
13. We have included paving all of the existing lots.

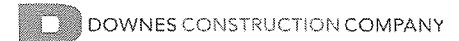
### **EXCLUSIONS**

1. Handling, Transportation and Disposal of unsuitable, contaminated or polluted soils are excluded.
2. Materials Testing and Inspection and Special Inspection services are excluded.
3. RFI Questions/Answers not included in Addenda are excluded.
4. Builders Risk is excluded. It is assumed the Town will provide a Builders Risk policy and is recommended to do so.
5. Professional photography services are excluded. Photos by Superintendent.
6. Legal council fees associated with review of town resolution, and any associated revisions necessary for GMP approval.

7. Connecticut Sales and Use Tax excluded.
8. Professional services for High Performance or LEED management are excluded.
9. Rock removal is excluded.
10. Kitchen equipment.

END

PROJECT: Veteran's Memorial Clubhouse - East Hartford **COST MANAGEMENT (VE) LOG**



Total Construction Costs		\$	6,286,434	Pricing Status		Status Codes		
Amount of Recommended Items		\$	(1,604,487)	A = Actual		1 = Accepted		
Total Project Costs w/Adjust		\$	4,681,947	B = Budget		2 = Pending further review		
				Q = Quote		3 = Rejected		
Budget		\$	4,200,000					
Amount Needed to Meet Budget		\$	481,947					
Item #	Description	Pricing Status	Status Code	Initial Value	Recommended	Pending	Rejected	Comment
1	Eliminate Mechanical Equip. as it has already been upgraded	B	1	(\$247,858)	(\$247,858)			
2	Remove Paving at upper lot 45,187 sf	B	1	(\$167,586)	(\$167,586)			
3	Remove Paving at rear driveway 3,308 sf	B	1	(\$13,497)	(\$13,497)			
4	Eliminate 6" water service from the street	B	1	(\$50,328)	(\$50,328)			
5	Eliminate gas service from the street	B	1	(\$25,208)	(\$25,208)			
6	Eliminate Temp Utilities and use existing	B	1	(\$154,000)	(\$154,000)			
7	Eliminate Elevator including pit	B	1	(\$237,505)	(\$237,505)			
8	Eliminate 2nd floor (paint and floor)	B	1	(\$42,459)	(\$42,459)			
9	Eliminate Basement (Move the bathrooms to the first floor)	B	1	(\$464,034)	(\$464,034)			
10a	Eliminate 1 month from the 8 month schedule	B	1	(\$103,857)	(\$103,857)			
10b	Eliminate 2 month from the 8 month schedule	B	2	(\$160,756)		(\$160,756)		
11	Eliminate Painting of the exterior brick	B	1	(\$11,220)	(\$11,220)			
	SUBTOTAL COST MANAGEMENT SAVINGS:			(\$1,678,308)	(\$1,517,552)	(\$160,756)	\$0	
0.800%	GENERAL INSURANCE			\$ (13,426)	\$ (12,140)	\$ (1,286)	\$ -	
1.000%	LOCAL BUILDING PERMIT			\$ (16,917)	\$ (15,297)	\$ (1,620)	\$ -	
0.026%	STATE EDUCATION FUND			\$ (444)	\$ (402)	\$ (43)	\$ -	
0.800%	CM P & P BONDS			\$ (13,673)	\$ (12,363)	\$ (1,310)	\$ -	
3.000%	CONTINGENCY - (CM Construction - GMP)			\$ (51,683)	\$ (46,733)	\$ (4,950)	\$ -	
0.000%	BUILDERS RISK (By Owner)			\$ -	\$ -	\$ -	\$ -	
	TOTAL COST MANAGEMENT SAVINGS:			(\$1,774,452)	(\$1,604,487)	(\$169,965)	\$0	



# EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

Estimate Date: 02/27/2023

## DESIGN DEVELOPMENT ESTIMATE DETAIL

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D		Qty	Unit	Unit Price	Subtotal	Total
01 50 00 - PROJECT REQUIREMENTS						
<u>Field Office</u>						
Field Office Trailer	6	mos	\$	500	\$	3,000
Field Office Trailer - Mobilize - In/Out	2	ea	\$	2,000	\$	4,000
Field Office Trailer - Maintenance and Repair	6	mos	\$	100	\$	600
Field Office Power Hook-Up	1	ls	\$	15,000	\$	15,000
Field Office Furniture	1	ls	\$	1,500	\$	1,500
CA/Architect Trailer						NA
Misc. Trailer Access Requirements						NA
Storage Trailer						w/ Trades
<u>Communication &amp; Technology</u>						
Communications						See Cell Serv.
Copier/Scanner Combo	6	mos	\$	650	\$	3,900
Computer Equipment	2	ea	\$	2,500	\$	5,000
IT Support	6	mos	\$	300	\$	1,800
Internet Setup	1	ls	\$	1,000	\$	1,000
Internet Service	6	mos	\$	440	\$	2,640
Telephone Service - Field Office						NA
Cell Service (1.5 people)	6	mo	\$	240	\$	1,440
Drone						Excluded
BIM		mos	\$	400		NA
Mangement Software (Docusign, Bluebeam & Procore - 0.55%)	6,250,000	gmp	\$	0	\$	22,500
<u>Office Supplies, Reproduction &amp; Repographics</u>						
Supplies - Office & Clerical	6	mos	\$	200	\$	1,200
Water & Coffee	6	mos	\$	200	\$	1,200
Drawing Reproduction	1	ls	\$	3,500	\$	3,500
Shop Drawing Reproduction	1	ls	\$	1,500	\$	1,500
Postage & Courier	1	ls	\$	1,000	\$	1,000
Printing/Advertising	1	ls	\$	850	\$	850
<u>Safety &amp; First-Aid</u>						
Safety & First-Aid (Hard Hat Stickers & Safety Kits)	1	ls	\$	3,500	\$	3,500
Safety Gear	1	ls	\$	3,000	\$	3,000
Temporary Fire Extinguishers	1	ls	\$	2,500	\$	2,500
Safety Inspections (Conn OSHA)	6	mos	\$	750	\$	4,500
COVID19 Safety & Management						NA
Background Checks & Drug Testing						w/ Trades
<u>Travel &amp; Vehicle</u>						
Travel Expenses (Vehicles - FIELD)	6	mos	\$	400	\$	2,400
Travel Expenses (Gas, Tolls, Parking - OFFICE)	6	mos	\$	400	\$	2,400
Job Site Vehical						Excluded
<u>Temporary Facilities &amp; Controls</u>						
Temporary Toilets for Workers (325/ea)	6	mos	\$	1,950	\$	11,700
Dumpsters	12	pulls	\$	850	\$	10,200
Small Tools & Equipment	1	ls	\$	500	\$	500
Staging Areas	1	ls	\$	20,000	\$	20,000
Temporary Construction Fencing	650	lf	\$	25	\$	16,250
Construction Gates	2	ea	\$	2,400	\$	4,800
Temp Fence - Maintenance/Misc. Addl.	1	ls	\$	5,000	\$	5,000
Scrim						w/ Above
Guardrails						w/ Trades
Ladders						w/ Trades
Temporary Roads						w/ Trades
Temporary Enclosures						w/ Trades
Protect Floor Openings						w/ Trades
Protect Wall Openings						w/ Trades
Temporary Doors						w/ Trades
Temporary Scaffolding or Equipment	1	ls	\$	20,000	\$	20,000
Site Grounds Maintenance	1	ls	\$	15,000	\$	15,000
Temporary Protection and Pruning						w/ Trades





DOWNES CONSTRUCTION COMPANY

## EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

Estimate Date: 02/27/2023

## DESIGN DEVELOPMENT

### ESTIMATE DETAIL

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
Qty	Unit	Unit Price	Subtotal	Total		
<u>Temporary Utilities</u>						
					w/ Trades	
	1	ls	\$ 30,000	\$ 30,000		
	6	mos	\$ 5,000	\$ 30,000		
	1	ea	\$ 52,000	\$ 52,000		
	1	ea	\$ 32,000	\$ 32,000		
<u>Equipment</u>						
					w/ Trades	
					w/ Trades	
					w/ Trades	
					w/ Trades	
<u>Winter Conditions</u>						
	1	ls	\$ 10,000	\$ 10,000		
	1	ls	\$ 10,000	\$ 10,000		
					w/ Trades	
					w/ Trades	
<u>Signage</u>						
	1	ls	\$ 2,000	\$ 2,000		
	1	ls	\$ 3,000	\$ 3,000		
					NA	
<u>Consultants</u>						
					w/ Staffing	
	6	mos	\$ 1,188	\$ 7,128		
					w/ Trades	
					By Owner	
					By Owner	
<u>Insurance</u>						
					BY Owner	
					BY Owner	
					BY Owner	
<u>Permits &amp; Fees</u>						
					See Summary	
					See Summary	
					See Summary	
					NA	
<u>Security</u>						
					NA	
					NA	
					NA	
					NA	
					NA	
<u>Project Records &amp; Closeout</u>						
					w/ Staffing	
	1	ls	\$ 5,000	\$ 5,000		
	1	ls	\$ 5,000	\$ 5,000		
	1	ls	\$ 8,000	\$ 8,000		
	1	ls	\$ 4,000	\$ 4,000		
					Excluded	
					Excluded	
<u>Execution</u>						
	1	ls	\$ 15,000	\$ 15,000		
	1	ls	\$ 15,000	\$ 15,000		
<u>Project Cleanliness</u>						
	6	mos	\$ 5,196	\$ 31,176		
	10,744	sf	\$ 1	\$ 12,893		



DOWNES CONSTRUCTION COMPANY

DESIGN DEVELOPMENT  
ESTIMATE DETAIL

## EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

Estimate Date: 02/27/2023

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
Qty	Unit	Unit Price	Subtotal	Total		
<b>D</b>						
<u>Miscellaneous</u>						
Commissioning Assistance By CM						
Construction Indoor Air Quality (IAQ) Program						
Ground Breaking						
Rodent Control						
Miscellaneous General Expenses						
6 mos \$ 150 \$ 900						
Project Requirements \$ 466,477						
<b>02 11 00 - CONTAMINATED SOIL</b>						
<u>Contaminated Soil</u>						
Contaminated Soil - transportation and disposal						
Excluded						
Total Contaminated Soil Excavation \$ -						
<b>02 80 00 - HAZARDOUS ABATEMENT</b>						
See Allowances						
Total Hazardous Component Abatement \$ -						
<b>02 40 10 - BUILDING DEMOLITION</b>						
Excluded						
Total Building Demolition \$ -						
<b>02 41 19 - SELECTIVE DEMOLITION</b>						
<u>Exterior</u>						
Remove Existing Porch in its Entirity						
Remove Existing Ramp						
Remove Existing Concrete Stair						
Remove Existing Foundations						
Remove Existing Decorative Guardrail						
Remove Existing Windows						
<u>Interior</u>						
Demo ACT Ceiling						
Demo of Gyp Ceiling						
Demo Door and Frame (Single)						
Demo Door and Frame (Double)						
Demo Partition Type D2, E1, E4, E5, E6						
Demo Plywood Sheathing and Stud Back up at Window Infill						
* Demo Drywall (one side) with insulation existing framing to remain						
Demo Wall Paneling Down to Studs and Prep for Finish						
Demo Wall Tile Down To GWB and Prep for Finish						
Demo Flooring						
Sawcut Concrete Slab						
Demo Concrete Slab on Grade in Basement						
Remove Portion of Floors for New Elevator						
Demo Column Trim						
Demo Roof Overhang and Gutter						
Demo Toilet Partitions						
Demo Toilet Accessories						
Demo Casework						
Demo Appliances						
Demo HVAC						
Demo Plumbing						
Demo Electrical						
Removal of MEP Equipment and Debris						
Removal of MEP Equipment and Debris						
Protect Floor Openings						
Xray Slabs for Cutouts						
Demolition Dumpsters						
Phasing Coordination						
75 sf \$ 102.00 \$ 7,650						
80 sf \$ 32.64 \$ 2,611						
60 sf \$ 35.70 \$ 2,142						
40 lf \$ 25.50 \$ 1,020						
40 lf \$ 20.40 \$ 816						
56 ea \$ 102.00 \$ 5,712						
4,000 sf \$ 2.16 \$ 8,650						
sf \$ 4.32 \$ -						
33 ea \$ 270.30 \$ 8,920						
11 ea \$ 306.00 \$ 3,366						
1,215 sf \$ 5.41 \$ 6,568						
7 sf \$ 25.50 \$ 179						
4,409 sf \$ 2.04 \$ 8,994						
400 sf \$ 15.30 \$ 6,120						
40 sf \$ 15.30 \$ 612						
7,447 sf \$ 1.62 \$ 12,078						
498 sf \$ 10.81 \$ 5,384						
498 sf \$ 16.22 \$ 8,077						
220 sf \$ 35.70 \$ 7,854						
2 ea \$ 51.00 \$ 102						
10 sf \$ 102.00 \$ 1,020						
4 ea \$ 153.00 \$ 612						
22 ea \$ 25.50 \$ 561						
120 lf \$ 32.64 \$ 3,917						
4 ea \$ 153.00 \$ 612						
10,744 sf \$ 5.10 \$ 54,794						
10,744 sf \$ 2.04 \$ 21,918						
10,744 sf \$ 5.10 \$ 54,794						
1 ls \$ 5,100.00 \$ 5,100						
1 ls \$ 5,100.00 \$ 5,100						
3 ea \$ 204.00 \$ 612						
1 ls \$ 6,630.00 \$ 6,630						
4 loads \$ 867.00 \$ 3,468						
ea \$ 5,100.00 \$ -						
Total Selective Demolition \$ 255,993						



# EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

Estimate Date: 02/27/2023

## DESIGN DEVELOPMENT ESTIMATE DETAIL

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D		Qty	Unit	Unit Price	Subtotal	Total
<b>03 30 00 - CAST-IN-PLACE CONCRETE</b>						
<u>Footings, Piers, &amp; Walls</u>						
<b>Spread Footings (form, place, strip)</b>						
Formwork		4	cyd	\$ 612.00	\$ 2,448	
Concrete materials - 3,000 psi			sf			w/ Above
Concrete materials - 4,000 psi			cy			w/ Above
Concrete materials - 5,000 psi			cy			w/ Above
Pour footings			cy			w/ Above
Reinforcement			cy			w/ Above
Install anchor bolts (assumed 4/plate)			ton			w/ Above
Set & grout base plates			ea			w/ Above
<b>Continuous Footing (Form, Place, &amp; Strip)</b>						
Formwork		10	cyd	\$ 561.00	\$ 5,610	
Concrete materials - 3,000 psi			sf	\$ 8.16		w/ Above
Concrete materials - 4,000 psi			cy	\$ 153.00		w/ Above
Concrete materials - 5,000 psi			cy	\$ 163.20		w/ Above
Pour footings			cy	\$ 173.40		w/ Above
Reinforcement			cy	\$ 81.60		w/ Above
			ton	\$ 3,468.00		w/ Above
<b>Grade Beams (Form, Place, &amp; Strip)</b>						
Formwork		9	cyd	\$ 586.50	\$ 5,279	
Concrete materials - 3,000 psi			sf	\$ 8.16		w/ Above
Concrete materials - 4,000 psi			cy	\$ 153.00		w/ Above
Concrete materials - 5,000 psi			cy	\$ 163.20		w/ Above
Pour footings			cy	\$ 173.40		w/ Above
Reinforcement			cy	\$ 81.60		w/ Above
			ton	\$ 3,468.00		w/ Above
<b>Pilasters &amp; Piers</b>						
Formwork		1	cyd	\$ 1,004.45	\$ 1,004	
Concrete materials			sf	\$ 15.30		w/ Above
Pour pilaster & piers			cy	\$ 158.10		w/ Above
Reinforcement			cy	\$ 81.60		w/ Above
			ton	\$ 3,468.00		w/ Above
<b>Walls - 0' - 4' (Form, Place, &amp; Strip)</b>						
Formwork			sf	\$ 714.00	\$ -	
Form brickshelf (4"wx12"dp)			sf	\$ 10.20		w/ Above
Concrete materials - 3,000 psi			sf	\$ 8.16		w/ Above
Concrete materials - 4,000 psi			cy	\$ 153.00		w/ Above
Concrete materials - 5,000 psi			cy	\$ 163.20		w/ Above
Pump walls			cy	\$ 173.40		w/ Above
Reinforcement			cy	\$ 81.60		w/ Above
			ton	\$ 3,468.00		w/ Above
<b>Elevator Pit (formwork, concrete &amp; rebar)</b>						
Formwork		2	cyd	\$ 772.65	\$ 1,545	
Concrete materials - 3,000 psi			sf	\$ 10.20		w/ Above
Concrete materials - 4,000 psi			cy	\$ 153.00		w/ Above
Concrete materials - 5,000 psi			cy	\$ 163.20		w/ Above
Pump walls & footings			cy	\$ 173.40		w/ Above
Pour & Finish structural mat			sy	\$ 122.40		w/ Above
Keyway			cy	\$ 5.10		w/ Above
Install waterstop			lf	\$ 1.02		w/ Above
Reinforcement			lf	\$ 2.04		w/ Above
			ton	\$ 1,275.00		w/ Above
<u>Stairs - Formwork</u>						
<b>Stair Footings</b>						
Formwork			cyd	\$ 535.50	\$ -	
Concrete materials - 3,000 psi			sf	\$ 8.16		w/ Above
Concrete materials - 4,000 psi			cy	\$ 153.00		w/ Above
Concrete materials - 5,000 psi			cy	\$ 163.20		w/ Above
Pour footings			cy	\$ 173.40		w/ Above
Reinforcement			cy	\$ 81.60		w/ Above
			ton	\$ 1,275.00		w/ Above
<b>Stair Walls</b>						
Formwork			cyd	\$ 586.50	\$ -	
Concrete materials			sf	\$ 14.28		w/ Above
Pump walls			cy	\$ 132.60		w/ Above
Reinforcement			cy	\$ 81.60		w/ Above
			ton	\$ 1,275.00		w/ Above



# EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

Estimate Date: 02/27/2023

## DESIGN DEVELOPMENT ESTIMATE DETAIL

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D	Qty	Unit	Unit Price	Subtotal	Total	
<b>Slab on Grade</b>						
<b>Slab on Grade - Material &amp; Labor (standard 5")</b>						
Concrete material - 5" thick	202	sf	\$ 11.22	\$ 2,266		
Reinforcement - WWM 6x6		cy	\$ 158.10	w/ Above		
Place & Finish		sf	\$ 0.77	w/ Above		
Perimeter joints		sf	\$ 2.55	w/ Above		
Control joints		lf	\$ 1.07	w/ Above		
		lf	\$ 1.79	w/ Above		
<b>Slab on Deck</b>						
<b>Slab on Deck - Material &amp; Labor (general)</b>						
Concrete material - 5" thick		sf	\$ 13.26	\$ -		
Moisture reducing agent		cy	\$ 132.60	w/ Above		
Reinforcement		cy	\$ 56.10	\$ -		
Place & Finish		sf	\$ 1.53	w/ Above		
Perimeter joints		sf	\$ 2.30	w/ Above		
Control joints		lf	\$ 1.07	w/ Above		
		lf	\$ 1.79	w/ Above		
<b>Site Concrete</b>						
Concrete Ramp	124	sf	\$ 19.38	\$ 2,403		
<b>Misc.</b>						
Prime Coat Existing Exposed Concrete Foundation Walls	650	sf	\$ 20	\$ 13,260		
<b>Total Cast in Place Concrete</b>						<b>\$ 33,816</b>
<b>04 20 00 - MASONRY</b>						
<b>Exterior Existing Walls</b>						
Restore Existing Masonry - Brick (power wash)	2,200	sf	\$ 1.02	\$ 2,244		
Repoint Existing Brick Veneer	440	sf	\$ 25.50	\$ 11,220		
Infill existing exterior wall - CMU to match	70	sf	\$ 91.80	\$ 6,426		
Infill existing exterior wall - brick to match	150	sf	\$ 96.90	\$ 14,535		
* North Chimney Repairs	1	ea	\$ 28,560.00	\$ 28,560		
<b>Exterior New Walls</b>						
Stone Veneer at Fireplace (Stone-1)	223	sf	\$ 102.00	\$ 22,746		
<b>Interior Structural Walls</b>						
Elevator Shaft - CMU (8") Fully Grouted w/ Reinforcing	1,051	sf	\$ 41.21	\$ 43,310		
<b>Total Unit Masonry</b>						<b>\$ 129,041</b>
<b>05 12 00 - STRUCTURAL STEEL</b>						
<b>Total Structural Steel</b>						<b>\$ -</b>
<b>05 50 00 - METAL FABRICATIONS</b>						
<b>Exterior</b>						
Exterior Stair Guard Railing - galv	61	lf	\$ 459.00	\$ 27,999		
* Upgrade Rail at Parking Area	1	ea	\$ 15,300.00	\$ 15,300		
Lintels @ 3' and 6' Openings	45	lf	\$ 147.90	\$ 6,656		
<b>Total Metal Fabrications</b>						<b>\$ 49,955</b>
<b>06 10 00 - ROUGH CARPENTRY</b>						
Floor Perimeter Framing at Elevator Openings	135	lf	\$ 25.50	\$ 3,443		
* Structural Repairs Interior	1	ea	\$ 20,400.00	\$ 20,400		
* East Side Entry Covered Structure	1	ea	\$ 15,300.00	\$ 15,300		
Blocking for Ceiling Mounted Toilet Partitions	40	lf	\$ 25.50	\$ 1,020		
<b>Total Rough Carpentry</b>						<b>\$ 40,163</b>
<b>06 20 00 - FINISH CARPENTRY</b>						
<b>Panels &amp; Shelving - Materials</b>						
Wood Panels	2,421	sf	\$ 45.90	\$ 111,124		
<b>Running Trim - Materials</b>						
Extension Jambs at windows	1,068	lf	\$ 15.30	\$ 16,340		
Baseboard	603	lf	\$ 20.40	\$ 12,301		
Crown Molding	320	lf	\$ 30.60	\$ 9,792		
WDM-2 (Small)	381	lf	\$ 20.40	\$ 7,772		


**DESIGN DEVELOPMENT  
ESTIMATE DETAIL**
**EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER**

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

Estimate Date: 02/27/2023

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D		Qty	Unit	Unit Price	Subtotal	Total
<u>Sills - Materials</u>						
Window Sills - Solid Surface		225	lf	\$ 53.57	\$ 12,053	
		Total Finish Carpentry				\$ 169,383
<b>07 10 00 - DAMP / WATERPROOFING</b>						
<u>Damp / Waterproofing</u>						
Elevator Pit		175	sf	\$ 15.30	\$ 2,678	
		Total Damp / Waterproofing				\$ 2,678
<b>07 21 00 - THERMAL INSULATION</b>						
		Total Thermal Insulation				\$ -
<b>07 25 00 - AIR &amp; VAPOR BARRIERS</b>						
		Total Air & Vapor Barriers				\$ -
<b>07 30 00 - SIDING</b>						
<u>Cedar Shake Siding - Materials</u>						
Cedar Shake Siding at Exterior (10% waste)		350	sf	\$ 25.50	\$ 8,925	
Replace Damaged Cedar Shake Siding at Exterior (10% waste)		1,140	sf	\$ 13.26	\$ 15,116	
AVB at Siding		500	sf	\$ 8.16	\$ 4,080	
Insulation at Siding		500	sf	\$ 2.55	\$ 1,275	
<u>Trimwork - Materials</u>						
Trimwork at Doors/Windows (10% waste)		630	sf	\$ 12.24	\$ 7,711	
<u>Miscellaneous</u>						
Scaffolding & Staging		1	ls	\$ 10,200.00	\$ 10,200	
		Total EIFS				\$ 47,308
<b>07 46 00 - EXTERIOR PANELS</b>						
		Total Exterior Panels				\$ -
<b>07 50 00 - MEMBRANE ROOFING</b>						
<u>Miscellaneous</u>						
Gutters Remove and Replace		420	lf	\$ 18.36	\$ 7,711	
Downspouts Remove and Replace		365	lf	\$ 15.30	\$ 5,585	
		Total Membrane Roofing				\$ 13,296
<b>07 62 00 - SHEET MTL FLASHING &amp; TRIM</b>						
		Total Flashing & Trim				\$ -
<b>07 81 00 - APPLIED FIREPROOFING</b>						
		Total Applied Fireproofing				\$ -
<b>07 84 00 - PENETRATION FIRESTOPPING</b>						
<u>Firestopping</u>						
Firestopping					w/ Trades	
		Total Penetration Firestopping				\$ -


**DESIGN DEVELOPMENT  
ESTIMATE DETAIL**
**EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER**

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

Estimate Date: 02/27/2023

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D	Qty	Unit	Unit Price	Subtotal	Total	
<b>07 92 00 - JOINT SEALANTS</b>						
<u>Joint Sealants</u>						
Misc Joint Sealants						
<b>08 10 00 - HOLLOW MTL DRS &amp; FRAMES</b>						
<u>Interior Doors &amp; Frames</u>						
<b>Frames</b>						
Door Frame - HM 3068						
Door Frame - Steel 3068						
Door Frame - Steel 6068						
<b>Doors</b>						
Door Type Wood Flush 3068						
Door Type Steel 3068						
Door Type WD-3 Wood Flush 3070 with Full lite						
<b>Labor</b>						
Unload, Catalogue, Distribute						
Frame Installation						
Door Installation						
<b>08 30 00 - SPECIALTY DOORS</b>						
<b>08 41 00 - ENTRANCE &amp; STOREFRONTS</b>						
<u>Interior</u>						
Storefront						
Aluminum Door Assemblies (per leaf)						
<b>08 44 00 - METAL FRAMED CURTAINWALL</b>						
<u>Exterior</u>						
<b>08 50 00 - WINDOWS</b>						
Type C Window						
Type D Window						
Type E Window						
Type F Window						
Type G Window						
Type H Window						
Type M Window						
Type N Window						
Type O Window						
Type Q Window						
Type R Window						
Type S Window						
Type T Window						
Type U Window						
Type V Window						
Type X Window						
Type Z Window						
Window Installation						
<b>08 71 00 - DOOR HARDWARE</b>						
<u>Door Hardware - Materials</u>						
Door Hardware						
<u>Door Hardware - Labor</u>						
Door Hardware installation						
<b>BASE SCOPE</b>						
w/ Trades						
<b>Total Joint Sealants \$ -</b>						
<b>Total HM Doors &amp; Frames \$ 34,766</b>						
<b>Total Specialty Doors \$ -</b>						
<b>Total Entrances &amp; Storefront \$ 18,255</b>						
<b>#REF!</b>						
<b>Total Curtainwall \$ -</b>						
<b>Total Windows \$ 133,367</b>						
<b>Total Door Hardware \$ 21,428</b>						



DOWNES CONSTRUCTION COMPANY

## EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER

DESIGN DEVELOPMENT  
ESTIMATE DETAIL

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

Estimate Date: 02/27/2023

ESTIMATE DETAIL		BASE SCOPE					10,744 sf
D		Qty	Unit	Unit Price	Subtotal	Total	
<b>08 80 00 - GLASS &amp; GLAZING</b>							
Framed Mirrors at Toilet Rms							
		w/ Toilet Access					
		<b>Total Glass &amp; Glazing</b>					\$ -
<b>08 90 00 - LOUVERS &amp; VENTS</b>							
		<b>Total Louvers</b>					\$ -
<b>09 21 00 - GYPSUM BOARD ASSEMBLIES</b>							
<u>Interior Partitions</u>							
Type 2 - 3 5/8 Mtl Stud, 1 side 5/8 Gyp, snd batt		4,900	sf	\$ 15.30	\$ 74,970		
Type 2 - 3 5/8 Mtl Stud, 2 side 5/8 Gyp, snd batt		642	sf	\$ 19.38	\$ 12,442		
Type 3 - 3 5/8 Mtl Stud, 1 side 5/8 Gyp, 1 side 5/8 MR Gyp, snd batt		1,060	sf	\$ 19.38	\$ 20,543		
Wall Infill at removed windows		490	sf	\$ 15.30	\$ 7,497		
* Drywall (one side) with insulation over existing framing		4,409	sf	\$ 12.24	\$ 53,966		
<u>Ceilings</u>							
Suspended Gyp		1,925	sf	\$ 20.40	\$ 39,270		
* Decorative Ceiling		189	sf	\$ 40.80	\$ 7,711		
		<b>Total Gypsum Board Assemblies</b>					\$ 216,399
<b>09 30 00 - TILE</b>							
<u>Floor Tile</u>							
PFT - Porcelain Floor Tile		1,962	sf	\$ 19.47	\$ 38,202		
<u>Tile Base</u>							
PTB-1		215	lf	\$ 15.88	\$ 3,413		
<u>Wall Tile</u>							
CWT		1,327	sf	\$ 20.40	\$ 27,071		
CWT- Base		835	lf	\$ 20.40	\$ 17,034		
<u>Miscellaneous</u>							
Crack Suppression, Waterproofing Membrane		1,962	sf	\$ 3.09	\$ 6,064		
Attic Stock (3%)		3%	pct	\$ 93,619.10	\$ 2,809		
		<b>Total Tile</b>					\$ 94,592
<b>09 51 00 - ACOUSTICAL CEILINGS</b>							
<u>Acoustical Ceilings</u>							
ACT-1 Armstrong Ultima		2,855	sf	\$ 10.20	\$ 29,121		
Attic Stock (10%)		10%	pct	\$ 29,703.42	\$ 2,970		
		<b>Total Acoustical Ceiling</b>					\$ 32,091
<b>09 64 00 - WOOD FLOORING</b>							
<u>Wood Flooring</u>							
Wood Flooring		1,470	sf	\$ 26.79	\$ 39,374		
		<b>Total Wood Flooring</b>					\$ 39,374
<b>09 61 10 - VAPOR MITIGATION</b>							
		<b>Total Vapor Mitigation</b>					\$ -
<b>09 65 00 - RESILIENT FLOORING</b>							
<u>Floors</u>							
LVT		1,820	sf	\$ 6.28	\$ 11,437		
RAF-1 Rubber Floor Tile		250	sf	\$ 15.12	\$ 3,780		
<u>Wall Base &amp; Accessories</u>							
Resilient Wall Base		425	lf	\$ 5.10	\$ 2,168		
		<b>Total Resilient Flooring</b>					\$ 17,385


**DESIGN DEVELOPMENT  
ESTIMATE DETAIL**
**EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER**

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

Estimate Date: 02/27/2023

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D		Qty	Unit	Unit Price	Subtotal	Total
<b>09 67 00 - RESINOUS FLOORING</b>						
<u>Epoxy Resinous Flooring</u>						
Epoxy Flooring		2,830	sf	\$ 14.37	\$ 40,671	
EB-1 Cove Base		710	lf	\$ 12.00	\$ 8,521	
		<b>Total Resinous Flooring</b>				<b>\$ 49,192</b>
<b>09 68 00 - CARPET</b>						
		<b>Total Carpet</b>				<b>\$ -</b>
<b>09 80 00 - ACOUSTICAL TREATMENT</b>						
		<b>Total Acoustical Treatment</b>				<b>\$ -</b>
<b>09 91 00 - PAINTING</b>						
<u>Exterior</u>						
Paint Exterior Siding		2,820	sf	\$ 5.10	\$ 14,382	
Paint Exterior Trim		1,600	sf	\$ 5.10	\$ 8,160	
Paint Exterior Masonry		2,200	sf	\$ 5.10	\$ 11,220	
<u>Interior</u>						
<b>Wall Finish</b>						
Paint Walls - Gyp		15,523	sf	\$ 3.57	\$ 55,417	
Paint Walls - Epoxy		200	sf	\$ 1.70	\$ 340	
		<b>Total Painting</b>				<b>\$ 89,519</b>
<b>10 11 00 - VISUAL DISPLAY SURFACES</b>						
		<b>Excluded</b>				
		<b>Total Visual Display Surfaces</b>				<b>\$ -</b>
<b>10 14 00 - SIGNAGE</b>						
		<b>Total Signage</b>				<b>\$ -</b>
<b>10 21 13 - TOILET COMPARTMENTS</b>						
<u>Toilet Compartments</u>						
ADA Stalls - Ceiling Mounted		2	ea	\$ 2,142.00	\$ 4,284	
Standard Stalls - Ceiling Mounted		2	ea	\$ 1,836.00	\$ 3,672	
		<b>Total Toilet Compartments</b>				<b>\$ 7,956</b>
<b>10 22 33 - OPERABLE PARTITIONS</b>						
		<b>Total Operable Partitions</b>				<b>\$ -</b>
<b>10 26 00 - WALL &amp; DOOR PROTECTION</b>						
<u>Wall &amp; Door Protection</u>						
Wall Paneling - Marlite		3,518	sf	\$ 25.50	\$ 89,709	
		<b>Total Wall &amp; Door Protection</b>				<b>\$ 89,709</b>
<b>10 28 00 TOILET - ACCESSORIES</b>						
<u>Toilet Accessories - Materials</u>						
36" grab bar		4	ea	\$ 56.66	\$ 227	
42" grab bar		4	ea	\$ 61.81	\$ 247	
18" grab bar		4	ea	\$ 51.51	\$ 206	
ADA Mirror		6	ea	\$ 77.27	\$ 464	
Toilet tissue dispenser (multi)		6	ea	\$ 77.27	\$ 464	
Paper towel dispenser & Trash Receptacle		4	ea	\$ 283.31	\$ 1,133	
Soap dispenser		6	ea	\$ 25.76	\$ 155	
Sanitary napkin disposal		5	ea	\$ 30.91	\$ 155	
Mop & Broom Bracket		1	ea	\$ 51.51	\$ 52	
Diaper Changing Station - Koala KB101 Fiber		4	ea	\$ 360.57	\$ 1,442	
Robe Hooks		2	ea	\$ 20.60	\$ 41	
<u>Toilet Accessories - Labor</u>						
Accessories Installation		46	ea	\$ 77.27	\$ 3,554	
		<b>Total Toilet Accessories</b>				<b>\$ 8,139</b>





DOWNES CONSTRUCTION COMPANY

## EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER

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DESIGN DEVELOPMENT

ESTIMATE DETAIL

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D		Qty	Unit	Unit Price	Subtotal	Total
10 41 00 EMRG - ACCESS CABINETS						
					Total Emergency Access Cabinets	\$ -
10 44 00 - FIRE PROTECTION SPECIALTIES						
					Total Fire Protection Specialties	\$ -
10 51 00 - LOCKERS						
					Total Lockers	\$ -
11 30 00 - RESIDENTIAL APPLIANCES						
					Total Appliances	\$ -
11 40 00 - FOOD SERVICE EQUIPMENT						
<u>Food Services Equipment</u>					By Owner	
					Total Foodservice	\$ -
11 52 00 - AUDIO-VISUAL EQUIPMENT						
					Total AV Equipment	\$ -
11 66 00 - ATHLETIC EQUIPMENT						
					Total Athletic Equipment	\$ -
12 20 00 - WINDOW TREATMENT						
<u>Window Treatment</u>						
Window Treatment		986	sf	\$ 10.20	\$ 10,057	
					Total Window Treatment	\$ 10,057
12 48 13 - ENTRANCE MATS & FRAMES						
					Total Entry Mat & Frame	\$ -
12 52 00 - SEATING						
					Total Fixed Seating	\$ -
13 00 00 - SPECIAL CONSTRUCTION						
					Total Special Construction	\$ -
14 20 00 - ELEVATORS						
<u>Elevators</u>						
Hydraulic Elevator		3	stop	\$ 56,100.00	\$ 168,300	
					Total Elevators	\$ 168,300



# EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER

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## DESIGN DEVELOPMENT ESTIMATE DETAIL

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D		Qty	Unit	Unit Price	Subtotal	Total
<b>21 00 00 - FIRE PROTECTION</b>						
<u>Fire Protection Sprinkler System</u>						
Fire Protection - Wet System, connected to existing 6" serv and gate valve		10,744	sf	\$ 7.14	\$ 76,712	
Fire Pump 60 HP 240 1 phase		1	ea	\$ 20,400.00	\$ 20,400	
<b>Total Fire Protection</b>					<b>\$</b>	<b>97,112</b>
<b>22 00 00 - PLUMBING</b>						
<u>Plumbing General Conditions</u>						
Plumbing General Conditions						
<u>Domestic Water Piping</u>						
Domestic water pipe (Type L Cu.) - Main		1	ls	\$ 20,400.00	\$ 20,400	#REF!
Domestic water pipe 2 1/2" w/ fittings & hangers		1	ls	\$ 3,672.00	\$ 3,672	
Domestic water vales and fittings		100	lf	\$ 58.14	\$ 5,814	
Domestic water pipe insulation		1	ls	\$ 4,080.00	\$ 4,080	
BFP-1 - 4" Backflow Preventer		100	lf	\$ 13.30	\$ 1,330	
Shut off valves		1	ea	\$ 3,955.05	\$ 3,955	
Misc. valves, tags and fittings		1	ea	\$ 151.47	\$ 151	
<u>Sanitary Waste &amp; Vent Pipe (Underground)</u>						
6" Sanitary Waste & Vent Pipe		1	ls	\$ 1,020.00	\$ 1,020	
4" Sanitary Waste & Vent Pipe		475	lf	\$ 67.26	\$ 31,950	
<u>Sanitary Waste &amp; Vent Pipe (above Ground)</u>						
Sanitary Waste & Vent Pipe		30	lf	\$ 44.71	\$ 1,341	
Floor Drain		10,744	sf	\$ 1.94	\$ 20,822	
<u>Storm Drainage System</u>						
Storm Drainage		2	ea	\$ 589.05	\$ 1,178	
<u>Plumbing Equipment</u>						Excluded
WH-1 - Gas Fired Water Heaters - Condensing		1	ea	\$ 36,720.00	\$ 36,720	
WH-2 - Gas Fired Water Heaters - Condensing		1	ea	\$ 36,720.00	\$ 36,720	
TMV-3 - Thermostatic Mixing Valve		1	ea	\$ 1,626.90	\$ 1,627	
RP-2 - Hot Water Recirc Pump		1	ea	\$ 5,890.50	\$ 5,891	
RP-1 - Hot Water Recirc Pump		1	ea	\$ 5,890.50	\$ 5,891	
EXP-1 - Expansion Tank		2	ea	\$ 4,628.25	\$ 9,257	
<u>Kitchen Plumbing Connections</u>						
Install Owner Provided Pre-Rinse Faucet (Wall Mounted) - Connect CW/HW		1	ea	\$ 1,065.90	\$ 1,066	
Install Owner Provided Hand Sink - Connect to CW/HW & Waste		4	ea	\$ 1,458.60	\$ 5,834	
Install Owner Provided Drop-in Sink - Connect to CW/HW & Waste		1	ea	\$ 1,458.60	\$ 1,459	
Install Owner Provided Door Type Dishwasher - Connect IW, HW,		1	ea	\$ 1,346.40	\$ 1,346	
Install Owner Provided Dish table w/ Pot Sinks - Connect to Indirect Waste		2	ea	\$ 953.70	\$ 1,907	
Connect 3/4" Gas Pipe, Valves & Pressure Regulator to Owner Supplied Fixture		3	ea	\$ 1,178.10	\$ 3,534	
<u>Plumbing Fixtures</u>						
W-1 - Water Closet		2	ea	\$ 1,778.37	\$ 3,557	
W-1A - ADA Water Closet		4	ea	\$ 1,817.64	\$ 7,271	
U-1 - Urinal - Wall Hung		2	ea	\$ 1,542.75	\$ 3,086	
SH-1A - Shower System						Excluded
S-1A - Multiple Station Hand Wash Sink - Wall Hung		1	ea	\$ 1,851.30	\$ 1,851	
MSK - Mop Sink w/ Integral Drain		1	ea	\$ 1,217.37	\$ 1,217	
L-1A - Lavatory - Wall Hung		6	ea	\$ 1,368.84	\$ 8,213	
WH-1 - Wall Hydrant		2	ea	\$ 701.25	\$ 1,403	
EWC-1 - Electric Water Cooler		1	ea	\$ 4,095.30	\$ 4,095	
HB-1 - Hose Bibb			ea	\$ 544.17	\$ -	
<b>Total Plumbing</b>					<b>\$</b>	<b>237,657</b>



# EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER

Drawings Dated: Architectural February 10, 2023, MEP December 15, 2022

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## DESIGN DEVELOPMENT ESTIMATE DETAIL

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D		Qty	Unit	Unit Price	Subtotal	Total
<b>23 00 00 - HVAC</b>						
<u>HVAC General Requirements</u>						
HVAC						
Coordination & management	1	ls	\$	43,911.00	\$	43,911
Permits and fees	1	ls	\$	13,387.50	\$	13,388
Rigging / Floor Loading	1	ls	\$	15,300.00	\$	15,300
Coring & patching / firestopping	1	ls	\$	8,568.00	\$	8,568
Shop drawings, submittals & record drawings	1	ls	\$	2,550.00	\$	2,550
Equipment start up and inspection	1	ls	\$	8,996.40	\$	8,996
<u>Testing &amp; Balancing</u>						
Testing & balancing (Water / Air)	10,744	sf	\$	0.77	\$	8,219
<u>Insulation</u>						
Insulation - Duct	5,220	sf	\$	5.87	\$	30,615
Insulation - Pipe	1,978	lf	\$	9.95	\$	19,671
<u>Automatic Temperature Controls for HVAC</u>						
Temperature Controls Allowance	10,744	sf	\$	9.69	\$	104,109
<u>Refrigerant Piping</u>						
Refrigerant Piping - Insulated Line-set	1	ls	\$	12,240.00	\$	12,240
<u>Hydronic Piping</u>						
Hot Water Piping, valves & fittings	10,744	sf	\$	9.18	\$	98,630
<u>HVAC Air Distribution</u>						
Ductwork - Galvanized	6,960	lbs	\$	18.36	\$	127,786
Volume Damper	1	ls	\$	12,240.00	\$	12,240
RGD's	10,744	sf	\$	0.87	\$	9,315
Exterior Intake Louver w/ Motorized Damper	3	ea	\$	1,981.35	\$	5,944
<u>Exhaust Fans</u>						
KEF-1 - Kitchen Hood Upblast Fan (1,417 Cfm)	1	ea	\$	3,264.00	\$	3,264
EF-1 - Exhaust Fan	1	ea	\$	1,836.00	\$	1,836
EF-2 - Exhaust Fan	1	ea	\$	1,836.00	\$	1,836
<u>Central Heating Equipment</u>						
B-1 - Gas Fired Condensing Boiler (700 MBH)	1	ea	\$	23,460.00	\$	23,460
B-2 - Gas Fired Condensing Boiler (700 MBH)	1	ea	\$	23,460.00	\$	23,460
BP-1 Primary in line circulator pump	1	ea	\$	4,080.00	\$	4,080
Boiler Flue Pipe (CPVC)	1	ls	\$	1,377.00	\$	1,377
P-3 - HW In-Line Circulation Pump (50 GPM / 3 HP)	1	ea	\$	4,590.00	\$	4,590
P-4 - HW In-Line Circulation Pump (50 GPM / 3 HP)	1	ea	\$	4,590.00	\$	4,590
<u>Central Air Handling Equipment</u>						
ACCU-1 - FC-1 Remote Condensing Unit (10 Tons)	10,744	sf	\$	17	\$	186,301
ACCU-1 - FC-2 Remote Condensing Unit (7.5 Tons)	1	ea				w/ Above
ACCU-1 - FC-3 Remote Condensing Unit (7.5 Tons)	1	ea				w/ Above
ACCU-1 - FC-4 Remote Condensing Unit (5 Tons)	1	ea				w/ Above
AHU-1 - DX 5 tons (FC-1)	1	ea				w/ Above
AHU-1 - DX 3.5 tons (FC-2)	2	ea				w/ Above
AHU-1 - DX 3.5 tons (FC-3)	2	ea				w/ Above
AHU-1 - DX 5 tons (FC-4)	2	ea				w/ Above
AHU-1 - DX 5 tons (FC-4)	1	ea				w/ Above
<u>HVAC Terminal Equipment</u>						
Fin Tube System (9 If shown??)	9	lf	\$	2.04	\$	18
HWC-1 / HWC-2 - Hot Water Coil	3	ea	\$	1,606.50	\$	4,820
					<b>Total HVAC</b>	<b>\$ 781,114</b>


**DESIGN DEVELOPMENT  
ESTIMATE DETAIL**
**EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER**

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ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D		Qty	Unit	Unit Price	Subtotal	Total
<b>26 00 00 - ELECTRICAL</b>						
<u>Electrical General Requirements</u>						
Coordination and management	1	ls	\$	22,950.00	\$	22,950
Permits and fees	1	ls	\$	11,475.00	\$	11,475
Coring & patching / firestopping	1	ls	\$	5,100.00	\$	5,100
Shop drawings & submittals	1	ls	\$	816.00	\$	816
Record drawings / as built	1	ls	\$	2,448.00	\$	2,448
Hoisting & rigging / floor loading	1	ls	\$	2,550.00	\$	2,550
Equipment start up, testing and inspections	1	ls	\$	4,080.00	\$	4,080
Commissioning support	1	ls	\$	2,550.00	\$	2,550
Temporary environmental controls	1	ls	\$	5,100.00	\$	5,100
Temporary electrical service	1	ls	\$	6,120.00	\$	6,120
Temporary power and lighting,		sf	\$	0.77	\$	-
<u>Demolition</u>						
Cut, cap and make-safe	1	ls	\$	15,300.00	\$	15,300
<u>Service, Distribution &amp; Feeders (Normal Power)</u>						
Service, Distribution and Feeders	10,744	sf	\$	8.56	\$	91,945
Generator 100 kw	1	ls	\$	102,000.00	\$	102,000
<u>Grounding System</u>						
Building / Equipment Grounding System	10,744	sf	\$	0.52	\$	5,589
<u>Equipment Connections</u>						
Equipment Wiring	10,744	ea	\$	4.86	\$	52,164
Fire Pump Connection	1	ls	\$	81,600.00	\$	81,600
<u>Food Service Equipment Connections</u>						
Food Service Equipment Wiring	1	ls	\$	20,400.00	\$	20,400
<u>Lighting Controls</u>						
Lighting Controls Allowance	10,744	sf	\$	1.73	\$	18,630
<u>Interior Lighting / Branch Wiring</u>						
Lighting Fixture Package (Fixture Package Only)		sf	\$	13.77	\$	-
Type A - 2x4	3	ea	\$	441.66	\$	1,325
Type A1 - 2x2	35	ea	\$	384.54	\$	13,459
Type R1 - 8' linear	17	ea	\$	810.90	\$	13,785
Type P1 - 8' linear	5	ea	\$	837.42	\$	14,236
Installation Labor	10,744	hrs	\$	1.94	\$	20,822
20A Branch Wiring	10,744	sf	\$	5.33	\$	57,315
<u>Branch Power</u>						
Branch Devices	10,744	sf	\$	1.70	\$	18,301
<u>Telecommunications</u>						
Telecommunication Infrastructure & System	10,744	sf	\$	5.61	\$	60,274
<u>Audio Visual</u>						
Audio Visual Infrastructure & System						Excluded
<u>Security System</u>						
Security System - Access control, Intrusion Detection, CCTV	10,744	sf	\$	3.57	\$	38,356
<u>Fire Alarm System:</u>						
Fire Alarm System	10,744	sf	\$	6.49	\$	69,698
<u>Site Electrical Utilities</u>						
Site Lighting	1	allw	\$	76,500.00	\$	76,500
<b>Total Electrical</b>						<b>\$ 834,889</b>

## EAST HARTFORD VETERAN'S MEMORIAL COMMUNITY CENTER

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DESIGN DEVELOPMENT  
ESTIMATE DETAIL

ESTIMATE DETAIL		BASE SCOPE				10,744 sf
D		Qty	Unit	Unit Price	Subtotal	Total
27 10 00 - COMMUNICATIONS SYSTEMS					w/ Electrical	
					<b>Total Communications</b>	<b>\$ -</b>
28 10 00 - FIRE ALARM					w/ Electrical	
					<b>Total Fire Alarm</b>	<b>\$ -</b>
28 20 00 - SECURITY SYSTEMS					w/ Electrical	
					<b>Total Security</b>	<b>\$ -</b>
26 56 00 - SITE ELECTRICAL					w/ Electrical	
					<b>Total Site Electrical</b>	<b>\$ -</b>
31 00 00 SITEWORK						
<u>Mobilization / Site Layout</u>						
Mobilization / Demobilization	1	ls	\$	15,300.00	\$	15,300
Site Safety	1	ls	\$	5,100.00	\$	5,100
General Dewatering (Localized Pumping Only)	1	ls	\$	5,100.00	\$	5,100
<u>Erosion Control</u>						
Site Sweeping, Dust & Traffic Control	1	ls	\$	5,100.00	\$	5,100
Anti-track pads & maintenance	1	loc	\$	2,575.50	\$	2,576
Concrete washout area	1	ls	\$	2,550.00	\$	2,550
<u>General Sitework &amp; Removals</u>						
Demo Road paving - including load and export	1,029	cyd	\$	31.83	\$	32,748
Sawcut road	10	lf	\$	20.40	\$	204
<u>Earth Moving (Mass Earthwork)</u>						
Fine Grading at Bituminous	6,172	sy	\$	3.06	\$	18,888
<u>Gravel Bases</u>						
Gravel Base (6") @ Bituminous	2,057	cy	\$	30.91	\$	63,589
<u>Asphalt Paving</u>						
Standard Duty Bituminous @ Lower Lot	45,187	sf	\$	3.71	\$	167,586
Standard Duty Bituminous @ Driveway Loop	7,057	sf	\$	3.71	\$	26,172
Standard Duty Bituminous @ Driveway Back	3,308	sf	\$	4.08	\$	13,497
Line Striping	1	ls	\$	10,200.00	\$	10,200
<u>Curbing</u>						
Concrete Curb (mono)						Excluded
Concrete Curb						Excluded
Granite curb radiused at aprons						Excluded
Wheel Stops						Excluded
<u>Site Concrete</u>						
Concrete Sidewalks						Excluded
<u>Site Improvements</u>						
Topsoil over Trenching - 12" place	211	cyd	\$	39.15	\$	8,264
Seeding	4,750	sf	\$	0.20	\$	930
Landscaping ALLOWANCE (Drawing A-101: General Construction Notes, Note N)	1	ls	\$	20,000.00	\$	20,000
Specialties						Excluded
<u>Site Utilities</u>						
<u>Water Systems</u>						
Wet tap in street - 6" Fire water	1	ls	\$	204.00	\$	204
Domestic Water Service (2") CU	35	lf	\$	76.50	\$	2,678
Fire Service (6") DIP	460	lf	\$	82.42	\$	37,911
Trench Excavation & Backfill	460	lf	\$	15.30	\$	7,038
Stone Bedding	51	cy	\$	37.74	\$	1,925
Sanding	17	cy	\$	33.66	\$	572
<u>Sanitary Sewer</u>						Excluded
<u>Storm Drainage</u>						
* Exterior Drainage Improvements	1	ls	\$	51,000.00	\$	51,000
<u>Gas</u>						
Roadwork for Gas tie-in	1	ls	\$	6,953.85	\$	6,954
Gas Line, E&B, Tap & Meter (by Eversource)	460	lf	\$	39.68	\$	18,254
<u>Site Electrical</u>						
Site Lighting - E/B with bedding (Conduit & Conductors in Electric)	1	ls	\$	30,600.00	\$	30,600
Ground Improvements						Excluded
<b>Total Sitework, Landscaping &amp; Utilities</b>					<b>\$</b>	<b>554,939</b>



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 13, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh, Mayor   
RE: COMMUNICATION: Property/Casualty Insurance Update

---

Please find enclosed communication and update from USI Insurance regarding property/casualty insurance for the Town for fiscal year 2023/24.

Please place this item on the Town Council agenda as a communication for the March 21, 2023 meeting.

C: M. Walsh, Mayor  
M. McCaw, Finance Director  
C. Sassen, Risk Manager



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USI Insurance Services LLC  
530 Preston Avenue  
P.O. Box 1040  
Meriden, CT 06450  
[www.usi.biz](http://www.usi.biz)  
Phone: 203.634.5700  
Toll-Free: 800.303.7171

March 13, 2023

Town of E. Hartford  
740 Main Street  
E. Hartford, CT 06108

Attn: Michael Walsh, Mayor  
Christine Sassen, Risk Manager

Reference: Property/Casualty Insurance Marketing

Dear Mayor and Chris:

As we have recently discussed, USI recently initiated the marketing of the Town's Property/Casualty insurance for the July 1, 2023-24 year. As we have assessed qualified alternate programs capable of providing the same coverage and retention structure, only one (Travelers) has a program capable of writing the majority of the coverage currently provided by the incumbent carrier CIRMA.

Recently, some additional obstacles have emerged, including:

- The Town Hall building and renovation project are currently placed in a very favorable builders risk program thru CIRMA/Starr thru the end of project, that would need to be moved effective 7/1/2023 if CIRMA did not retain their property insurance program (required to access the Starr builders risk program). With the current builders risk insurance marketplace at historically-high strain, USI's survey does not indicate any alternate carriers willing to take on coverage mid-project, and if we go to secondary markets, the insurance costs would increase substantially and cause the Town's overall costs to go up.
- The Town currently has a number of important development projects such as Church Corners and Silver Lane Plaza that CIRMA has stepped up to provide property and liability coverage, more so than other carriers are able to do, based on a more flexible underwriting style. With other projects in the pipeline later in 2023, an advantage exists working together with CIRMA to secure the right protection for the Town more efficiently.
- The Property/Casualty insurance marketplace remains difficult, due to carrier concerns with increased liability exposures, a hardening property reinsurance market, and other underwriting hot spots such as abuse/molestation and fleet risk exposures. However, our latest survey of Connecticut insurance carriers indicates CIRMA's incumbent rate position is well below other stock insurance carriers.



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Additionally, the Town continues to give CIRMA very good grades with claims administration, underwriting flexibility, and risk management resources, and provides pollution and international travel coverage at no additional cost. Finally, CIRMA is likely to continue its “member equity distribution” program, which has given back an average of 2.5-5.5% of premium contingent on renewing your coverage with them.

Given these recent market developments, the importance of protecting the Town in the most effective way with its redevelopment projects, and maintaining good value with the incumbent carrier (CIRMA), we suggest the Town remain with CIRMA an additional year, while USI will negotiate the July 1, 2023-24 CIRMA policies to keep the premium costs down.

Please let me know if you have any questions or comments at this time, and we appreciate the opportunity to continue to help East Hartford manage risk.

Sincerely,

*Chris Wardrop*

Christopher J. Wardrop, CIC, CRM  
Senior Vice President





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 15, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh  
RE: RESIGNATIONS: Boards and Commissions

---

Attached is a letter received by my office from the following boards or commission members stating their resignation from their respective board or commissions.


**David Holmes      Full Member      Historic District Commission      12/22**

Please place these resignations on the March 21<sup>st</sup>, 2023 Town Council agenda and share our appreciation as a community for the valuable service these members have provided by volunteering their time on the above mentioned boards and commissions.

C: R. Pasek, Town Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 13, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: Silver Lane Plaza Update with Town Council Action Required

---

By way of this memo, please provide time at the March 21, 2023 Town Council meeting for an update on the Silver Lane Plaza.

Additionally, we have included a resolution for the Council to approve to allow the Administration the ability to move forward on replacing existing leases and provide incentive support to two businesses to allow their relocation to facilitate the demolition of the large, main building to the north of the site.

In support of the resolution, please find the following:

1. A lease list providing monthly base rent, square footage rented, and arrearage for each tenant
2. The acknowledgement that we have not received escrow deposits maintained by the prior owner. Accordingly, we won't collect again, but as importantly, the Town won't pay back security deposits
3. Back rent – Corporation Counsel is in the process of sending out letters to all lease holders detailing their back rent in an effort to confirm it, not to collect it
  - a. The letter issue to each lease holder will also detail the issue with security deposits – meaning the Town has not received them from the prior owner and won't be paying them back
4. A standard lease has been compiled by Corporation Counsel and we provide it as a sample
  - a. The leases will be month to month with a 90-day quit notification
  - b. The leases will maintain their current square foot rates
5. Malibu Lounge will be noticed that they are out of compliance on meals preparation
6. Incentives for Je Mart and Bare Bones: waiver of rents for March, April, and May
7. A resolution is attached that seeks Town Council approval of the above

Finally, the Town will be engaging Colliers to perform an assessment of all three buildings so we have situational awareness of the operating and infrastructure issues in each building prior to decision making on development.

Please place this item on the town council agenda for the March 21<sup>st</sup>, 2023 meeting.

C: R. Fitzgerald, Assistant Corporation Counsel  
J. Tallberg, Corporation Counsel  
E. Buckheit, Development Director

## **TOWN OF EAST HARTFORD COMMERCIAL LEASE AGREEMENT**

THIS LEASE AGREEMENT, is made the \_\_\_\_ day of \_\_\_\_\_, 2023 between the Town of East Hartford, a Connecticut Municipal Corporation with an address of 740 Main Street, East Hartford, CT 06108. (hereinafter "Town" or "Landlord") and \_\_\_\_\_ (hereinafter "Tenant"). Hereinafter the Landlord and Tenant shall collectively be referred to as the "Parties."

### **I. DEFINITIONS**

For the purpose of this Lease, the following terms shall have these meanings:

Occupancy Date: March \_\_\_\_, 2023 or upon receipt of all necessary documents municipal approvals.

Lease Term: Thirty (30) days. This lease shall continue under these terms as articulated herein on a month-to-month basis until such time that the Landlord issues a notice to quite which will afford the Tenant a minimum of ninety (90) days to vacate the premises.

Commencement Date: March \_\_\_\_, 2023

Early Cancellation: N/A

Building: A portion of \_\_\_\_\_, CT, as further outlined and described in the legal description contained within Schedule A. [Get From Bruce?]

Premises or Demised Premises: \_\_\_\_\_, CT, deemed to contain approximately \_\_\_\_ square feet as further outlined and described in the diagram contained within Schedule A.

Security Deposit: The Town of East Hartford is not in possession of any security deposit the Tenant may have paid to any prior landlord and the Town of East Hartford foregoes the requirement of any security deposit.

Utilities: The Tenant shall be responsible for all of its own utilities, even at a time when it may be granted early occupancy. The Tenant shall be responsible for utility payments. Its utilities shall be independently metered and installed by the Landlord in accordance with all necessary and appropriate municipal and independent utility related codes and regulations. The Tenant shall neither take action nor through inaction have the Landlord become responsible for the payment of any utilities associated with the past or present operation of a bottle redemption center.

## **II. PREMISES, TERM AND USE**

In consideration of the rent, covenants, promises and agreements herein contained on the part of the Tenant to be paid, performed and observed, Landlord does hereby demise and lease unto Tenant and Tenant hereby leases and hires from Landlord, for the term of this Lease, the Premises. Additionally, Tenant shall have the nonexclusive use of the parking areas appurtenant to the Building, and such parking areas shall be maintained at their current capacity by the Landlord.

The Premises shall be used only for Tenant's purpose: \_\_\_\_\_ [list tenant's business description here]

The Tenant agrees to make diligent effort to obtain all necessary and required approvals, licenses and permits to complete the Tenant's purpose has stated herein above.

## **III. RENT**

The Tenant shall pay monthly rent in the amount of \_\_\_\_\_ in advance on the first day each month during the term of this Lease. Rent Shall be payable without previous demand therefore. If rent is not paid by the 17<sup>th</sup> day of the month, Tenant shall pay a late fee equal to 8% of the delinquent rent due.

## **IV. SECURITY DEPOSIT**

It is acknowledged and understood by the Parties that the Town of East Hartford is not in possession of any security deposit the Tenant may have paid to any prior landlord.

It is further acknowledged and understood by the Parties that the Town of East Hartford does hereby waive the requirement of a security deposit for this lease term.



**V. TENANT'S INSURANCE AND INDEMNITY OF LANDLORD**

The Tenant shall at all times during this lease term obtain and maintain in full force and effect the following insurance with an insurance company licensed to do business in the State of Connecticut and with an A.M. Best Rating of not less than "A-VII" or better. All policies shall include the Town of East Hartford, its officials, employees, volunteers, boards and commissions as an Additional Insured.

Liability insurance. Tenant at its own costs and expenses during the Lease Term shall keep in full force and effect a policy of comprehensive public liability insurance on an "occurrence basis" of contractual liability, products and completed operations liability with respect to the Premises and the business operated by the Tenant therein insuring the Landlord and Tenant against any liability arising out of the Tenant's use, occupancy or maintaining of the Premises. Such insurance shall not be less than the following amounts:

General Liability:                      \$1,000,000.00 per any one occurrence  
   \$2,000,000.00 aggregate

Damage to Premises

Rented to You:                      \$1,000,000.00

Workers' Compensation:              Statutory Limit

Employer's Liability:                  \$500,000 bodily injury for each accident  
   \$500,000 bodily injury by disease for each employee  
   \$500,000 bodily injury disease aggregate

{consider special tenant industry related coverage i.e. food service & sale & professional}

\$100,000.00 each accident  
\$500,000.00 [such as food liability or dram shop] -  
Policy Limit

Tenant must also name THE GLENDOWER GROUP, INC., its officials, employees, volunteers as an additional insured of the Premises. THE GLENDOWER GROUP,

INC., its officials, employees, volunteers may from time to time act as a property manager of the Landlord.

At the time of signing this Lease, Tenant shall provide to Landlord written notice evidencing the required insurance as identified herein.

The Tenant's insurance shall provide those coverages that are customary in Tenant's business and contain coverage limits which are subject to Landlord's review and approval which shall not be unreasonably withheld. The limits of liability under such policy shall be increased from time to time during the Lease Term to such greater amounts as Landlord shall reasonably require. All insurance required to be obtained by Tenant hereunder shall be issued by companies acceptable to Landlord. Prior to the Commencement Date, Tenant shall deliver to Landlord certificates of liability insurance required herein with loss payable clauses satisfactory to Landlord.

Tenant shall save Landlord harmless from any liability or expense on account of any accident or injury to Tenant, or damage to Tenant's property, or to any of Tenant's customers, servants, employees and agents, who or which may be injured or damaged in or about the Demised Premises, except when such injury or damage is caused by Landlord's sole negligence, gross negligence or intentional act.

Tenant agrees to replace, at Tenant's expense, any and all glass that may become broken in and on the Demised Premises. Plate glass and minors, if any, shall be insured by Tenant at their full insurable value by a company approved in writing by Landlord. Said policy shall be of the full premium type, and shall be deposited with Landlord or its agent.

#### **VI. ASSIGNMENT AND SUBLETTING**

Tenant shall not have the right to assign this Lease and/or sublet the Premises.

#### **VII. CONFORMITY WITH LAWS**

Tenant shall comply with and conform to all applicable laws, ordinances, rules, regulations and orders of all governmental authorities and applicable insurance policies or any similar organization having jurisdiction over the Premises, and will save Landlord harmless from all fines, penalties and costs for violation of or noncompliance with the same unless such fines, penalties and costs are caused by the negligence, gross negligence, or intentional act of the Landlord or by a breach of this Agreement by the Landlord.

Tenant will commit no waste to, nor commit any nuisance in, the Premises or Building.

### **VIII. OBLIGATIONS**

General Maintenance - Landlord agrees to provide all structural and/or external maintenance and external repairs, and upkeep of said Premises including the paved parking area, landscaping and snow plowing. The Tenant shall be responsible for landscaping and snow plowing of sidewalk area directly abutting the Premises. The Landlord will attempt to not have snow plowing affect the Tenant's operation of business during the hours of 8:00 a.m. to 5:00 p.m. The Tenant Recognizes that ongoing storms are outside of the Landlord's control.

Utilities and Fuel - the Tenant hereby agrees to pay any and all charges made by and public or private utility company for services furnished to the Tenant on the Premises during the term of this Lease, including, but not limited to, all cost for electricity, sewers/septic, gas, air conditioning, heat and water. Failure to pay these charges shall be considered a default of this Lease.

Landlord shall not be liable for the interruption of services or utilities when necessary for repairs, alterations, replacements or improvements to the Building or common areas such as the parking spaces/lot or for any cause beyond the control of Landlord. In the event of any such interruption, there shall be no abatement of rent, and Tenant's obligations hereunder shall not be affected or reduced. Landlord shall have no responsibility or liability for any such interruption provided Landlord shall exercise reasonable diligence to restore any services or utilities so interrupted.

Landlord shall keep the Building and Premises in reasonable repair in accordance with its responsibilities as defined herein. If, however, the need for any repair or maintenance is caused by the acts or omissions of Tenant or its employees, Tenant shall pay the cost of such repairs or maintenance. Payment shall be made to Landlord within ten (10) days after Landlord submits a bill therefor to Tenant.

Tenant shall be responsible for the cost of their own janitorial services within the Demised Premises, and for the repair, replacement and maintenance of electrical or plumbing fixtures and systems used in the Premises. It is understood that any repairs, replacement and maintenance of electrical or plumbing fixtures or systems shall be done only by appropriately licensed professionals, (a copy of which license shall be kept on file by the Tenant) and only if appropriate and necessary permits and approvals are obtained prior to the commencement of any work. It is also incumbent on the Tenant to close out any outstanding permits, arrange for necessary inspections, and obtain Certificates of Occupancy.

Tenant will not commence or provide improvements without the approval of Landlord's Consultant, [who/Eileen?].

All alterations and changes to the Premises to prepare the Premises for the Tenant's proposed use. All work related thereto shall be done in a good and workmanlike manner and in compliance with all necessary and applicable rules, regulations, codes and ordinances.

At no time shall the work performed by the Tenant interfere with the operation of any other Tenants at or near the Demised Premises.

It is agreed that a representative from \_\_\_\_\_, may from time to time inspect the progress of the Tenant's work until completion, as well as immediately thereafter.

Landlord and Landlord's agents and other representatives shall have the right with reasonable notice to enter into an upon the Premises at all reasonable hours for the purpose of examining the same, or for making such repairs, alterations or improvements therein as may be reasonably necessary or deemed advisable by Landlord. Tenant also agrees to permit Landlord or Landlord's agents to show the Premises to persons wishing to hire or purchase the same.

## **IX. TENANT'S DEFAULT**

Tenant shall be in default under this Lease if:

(i) Tenant shall fail to make any payment of rent within seventeen (17) days after receipt of notice from the Landlord that such payment is due.

(ii) Tenant uses the premises for any business other than \_\_\_\_\_. It is understood that the use of the Premises is for the Tenant's purpose as expressed in \_\_\_\_\_. It is also understood that the

(v) Tenant does not comply with the provisions of Article V herein. (See Article V).



(vi) Tenant not acting in compliance with the provisions of Article XII herein with respect to mechanic's and materialman's liens. (See Article XIII).

(vii) Tenant violates the Rules and Regulations provided in Article XXVI herein as well as those which are attached hereto and made a part hereof as Schedule B. (See Article XXVI).

(viii) Tenant shall be in default of any other term, covenant or condition of this Lease and such default has not been cured within thirty (30) days after notice by Landlord to Tenant specifying such default and requiring it to be remedied or, where such default cannot reasonably be remedied within such period of thirty (30) days, if Tenant shall not have, in good faith, commenced the remedying thereof within such period of time and shall not be proceeding with due diligence to remedy it; or

(ix) Tenant is adjudicated a debtor under any chapter of the Bankruptcy Code or makes an assignment for the benefit of creditors or has a receiver of its property appointed and said receiver has not been discharged thirty (30) days after his appointment.

(x) Upon termination of this Lease, Landlord may (a) judicially re-enter and remove all persons and property therefrom in any lawful manner without being liable for any damages therefor; and (b) re-let the whole or any part of the Premises on behalf of Tenant for a period equal to, greater or less than, the remainder of the then term of this Lease, at such rental and upon such terms and conditions and to any Tenant it may deem suitable and for any use and purpose it may deem appropriate. Landlord shall not be liable for the failure to re-let the Premises or, in the event of such re-letting, for failure to collect the rent thereunder and any sums received by Landlord on a re-letting in excess of the rent reserved in this Lease shall belong to Landlord.

Upon termination of this Lease, after Tenant's default, Landlord shall be entitled to recover from Tenant the following sums:

(i) The difference between the rent Tenant has herein covenanted to pay and the actual net rentals, if any, Landlord may receive under a re-rental of the Premises.

(ii) All reasonable and necessary expenses of operating and maintaining the Premises while they are vacant.

(iii) All reasonable and necessary costs of repairing the Premises in connection with any re-letting thereof.

(iv) Tenant shall pay all sums due Landlord under this paragraph each month upon demand therefore until the Premises are re-rented and immediately thereafter shall pay Landlord a lump sum based upon the preceding provisions of this article.

If, after a default by Tenant, Landlord shall engage an attorney to enforce its rights against Tenant, Landlord shall be entitled to recover its reasonable attorneys' fees and costs of collection, whether or not Landlord elects to terminate this Lease.

Tenant acknowledges that this Lease is a commercial transaction as defined by Chapter 903a of the Connecticut General Statutes and Tenant waives its right to a notice and hearing as a precondition for Landlord to obtain a prejudgment remedy against Tenant after Tenant is in default hereunder.

**X. HAZARDOUS MATERIALS/CONTAMINANTS  
ENVIRONMENTAL COMPLIANCE AND  
INDEMNIFICATION**

For the purposes of this Article X the following terms shall be defined as follows:

The term "Environmental Laws" shall mean any and all statutory, regulatory, or decisional law pertaining to protection of the environment or to any Polluting Substance including (without limiting the generality of the forgoing) the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 ("CERCLA"); the Resource Conservation and Recovery Act of 1976 ("RCRA"); and Title 22a "Environmental Protection" of the Connecticut General Statutes, including particularly Sections 22a-448 through 22a-457 of the Connecticut General Statutes; state and federal laws concerning underground storage tanks; the federal Clean Air Act, 42 U.S.C. Section 7401 et. Seq., state law concerning air pollution. Conn. Gen. Stat. Section 22a-174 Et. Seq.; the federal Clean Water Act, 33 U.S.C. Section 1251 et. Seq. and state Water Pollution Control Act, Conn. Gen. Stat. Chapter 446k, and as any of them may be amended from time to time, with the regulations promulgated thereunder.

The term "Polluting Substance" shall mean any toxic, polluting waste or substance, including, without limitation, any of the following: "hazardous waste" (as defined in Section 1004(5) of the Resource Conservation and Recovery Act of 1976 and the regulations promulgated thereunder); hazardous substances (as defined in Section 101(14) of the Comprehensive Environmental Response, Compensation and Liability Act of 1980); "solid waste" (as defined in Section 1004(27) of the Resource Conservation and Recovery Act, as amended, and Section 22a- 207(3) of the Connecticut General Statutes); "oil, petroleum chemical liquids or solid liquid, or gaseous products" (as those terms are defined in Sections 22a-448 of the Connecticut General Statutes); asbestos, polychlorinated biphenyls ("PCBs"); explosives; radioactive materials; or any other substance determined by any agency with jurisdiction to pose a present or potential hazard to human health or the environment.

The term "Release" shall have the meanings set forth in CERCLA, "spill" as defined in Section 22a-452c of the Connecticut General Statutes, and in the case of conflict between the state and federal definitions of the term "Release" the broadest definition shall control.

The Tenant shall not cause or permit any Polluting Substance to be generated, recycled, refined, transported, treated, stored, disposed, handled, processed, produced or released on the Demised Premises or the Property, except in compliance with all applicable federal, state and local laws and regulations, including the Environmental Laws.

On and after the Commencement Date, and during the entire term hereof, the Tenant covenants and agrees at its sole cost and expense to (i) maintain compliance with all Environmental Laws relating to its use of the Demised Premises, including without limitation the terms of any permit, order, consent agreement or any agency or judicial actions under the Environmental Laws; (ii) be responsible for all costs, penalties or other expenses arising out of or resulting from noncompliance with the Environmental Laws relating to its use of the Demised Premises or the Property, including without limitation, any costs for operating or maintaining any systems or equipment necessary for complying with such Environmental Laws, permits, orders or any agency or judicial actions under the Environmental Laws; (iii) not take any action covered by any Environmental Laws or permit any action or thing covered by any Environmental Laws that may impair the value of the Demised Premises or any part hereof or the Property or that may materially increase the dangers or pose any unreasonable risk of harm to third parties (on or off the Demised Premises or the Property) arising from Tenant's activities thereon, or that constitute a public or private nuisance or waste to the Demised Premises or any part thereof or the Property; and, (iv) provide to the Landlord notice of any permit application filed by Tenant pursuant to any Environmental Law and copies of any final permit, order, consent order, judicial order or any notice or agreement of any nature between Tenant and any state, federal or municipal governmental authority under any Environmental Law which may affect the

Demised Premises or the Property. The Landlord acknowledges that the Tenant is not responsible for environmental conditions existing as of the Commencement Date hereof unless conditions(s) was caused or created by the Tenant, its agents, contractors or employees.

In the event of a Release of a Polluting Substance caused by the Tenant's activities on the Demised Premises or the Property or the activities of any of the Tenant's agents, employees, contractors or invitees, the Tenant shall notify the Landlord, but in no event later than twenty-four (24) hours from the time of the Release. The Tenant shall immediately commence response and remediation of any such Release in accordance with applicable Environmental Laws.

The Tenant covenants and agrees unconditionally and absolutely to indemnify, defend and forever hold the Landlord and each of the Landlord's partners, directors, officers, employees, agents and attorneys (the Landlord and all such other parties collectively the "Indemnified Landlord Parties") harmless from and against all fines, damages, claims, losses, liabilities, response costs, and expense of any kind, including without limitation legal and consulting expenses, incurred by any of the Indemnified Landlord Parties or which are asserted against or imposed upon any of the Indemnified Landlord Parties by any other party (including without limitation any governmental entity), arising out of or in connection with a violation of any of the Tenant's covenants and agreements, including without limitation:

- i) the presence, or any Release, of any Polluting Substance at or affecting the Demised Premises or the Property occasioned by the Tenant's use or occupancy of the Demised Premises or the Property or the activities of the Tenant's agents, employees, contractors or invitees;

- ii) the application, or any claim of application, of any Environmental Laws to the Demised Premises or the Property or the operation thereof, including any requirement for clean-up of any Polluting Substance or the assertion of any lien because of any Release occasioned by the Tenant's use or occupancy of the Demised Premises or the Property or the activities of the Tenant's agents, employees, contractors or invitees; and,

- iii) any failure by the Tenant to comply with the terms of any permit, order, consent agreement or any agency or judicial actions under any applicable Environmental Laws.

With respect to any Release from the Demised Premises or the Property due to the Tenant's activities which may occur during the term of this Lease, the Tenant shall at its sole cost and expense take such actions as are necessary to (i) obtain written approval of the Commissioner of Environmental Protection of the State of

Connecticut (the "Commissioner") that such Release has been remediated in accordance with procedures approved in writing by said Commissioner; (ii) obtain the written opinion of a Licensed Environmental Professional pursuant to Public Act 95-190 that actions taken to remediate the Release are in accordance with remediation standards applicable to the Property as defined under Section 22a-133k of the Connecticut General Statutes (the "Clean-Up Standards"); or (iii) obtain the written concurrence either of the Commissioner or a Licensed Environmental Professional that no remediation is required to demonstrate compliance with the Clean-Up Standards.

On and after the Commencement Date, and during the entire term hereof: the Landlord covenants and agrees at its sole cost and expense to (i) maintain compliance with all Environmental Laws that relate to the Property and that are not Tenant's responsibility under this Article 10, including without limitation the terms of any permit, order, consent agreement or any agency or judicial actions under the Environmental Laws; (ii) be responsible for all costs, penalties or other expenses arising out of or resulting from noncompliance with the Environmental Laws that relate to the Property and that are not Tenant's responsibility under this Article 10, including without limitation, any costs for operating or maintaining any systems or equipment necessary for complying with such Environmental Laws, permits, orders or any agency or judicial actions under the Environmental Laws; (iii) not take any action or permit any action or thing that materially increases the dangers or pose any unreasonable risk of harm to third parties (on or off the Property) arising from Landlord's activities thereon; and, (iv) provide to the Tenant notice of any permit application filed by Landlord pursuant to any Environmental Law and copies of any final permit, order, consent order, judicial order or any notice or agreement of any nature between Landlord and any state, federal or municipal governmental authority under any Environmental Law which may affect the Property.

In the event of a Release of a Polluting Substance not caused by the Tenant's activities on the Property or the activities of any of the Tenant's employees, agents, contractors or invitees, the Landlord shall notify the appropriate governmental agencies in accordance with applicable Environmental Laws in a timely manner, and shall also concurrently notify the Tenant, but in no event later than twenty-four (24) hours from the time of the Release. The Landlord shall immediately commence response and remediation of any such Release in accordance with applicable Environmental Laws.

This Article X shall (i) survive the expiration or termination of this Lease for a period of six (6) years and (ii) be governed and construed by and under the laws of the State of Connecticut.

## **XI. YIELDING UP**

Any trade fixtures, equipment and other personal property installed in or attached to the Demised Premises by or at the expense of the Tenant including any air conditioning equipment shall become in the Property of the Landlord. The Landlord agrees that the Tenant has the right at any time from time to time to remove any and all of its trade fixtures, equipment and other property which it may have stored upon or affixed to the Premises, however, that in the event of such removal the Tenant shall restore the Premises to substantially the same condition in which the Premises were at the time the Tenant completed the outfitting and creation of the Demised Premises. Tenant shall remove all trade fixtures and personal property at the expiration of this Lease unless agreed to by the Landlord. At no time shall the heating and cooling system be removed from the Premises. It is understood by the Tenant and Landlord that should the Tenant augment the existing heating and cooling system or install a new heating and cooling system said improvements shall become the property of the Landlord.

## **XII. DESTRUCTION OF PREMISES**

As used in this article, the following phrases and words, or phrases and words of like import, shall have the following meanings:

- (i) Minor destruction shall mean that the Building or Premises has been damaged by fire or other casualty which Landlord reasonably in its discretion expects will take no more than thirty (30) days to repair.
- (ii) Major destruction shall mean that the Building or Premises has been rendered unusable by fire or other casualty which Landlord reasonably in its discretion expects will take more than thirty (30) days to repair.

If a minor destruction occurs to the Building and/or the Premises and it is not the result of or due to any actions or inactions of the Tenant, Landlord shall, within fifteen (15) days thereafter, notify Tenant that it considers the destruction to be minor. In such event and within thirty (30) days after the destruction, Landlord shall repair and restore the Building and/or the Premises (if they have been damaged) to its or their approximate condition at the time of the loss. Between the dates of the partial destruction and restoration, a just proportion of Tenant's rent shall be abated during the time (if any) Tenant is unable to conduct its business in a substantially normal manner in the Premises. If it is

found that the reason for the destruction as defined above is due to the action or inaction of the Tenant, its Licensees or Invitees, the Landlord shall have no responsibility to repair or replace the Demised Premises and during the time of repair the Lease shall not be alleviated of the obligation to make rental payments in accordance with the terms of this Lease.

If a major destruction occurs to the Building and/or the Premises and it is not the result of or due to the actions or inactions of the Tenant, Landlord shall, as soon as possible thereafter, repair and restore the Building and/or the Premises (if they have been damaged) to its or their approximate condition at the time of the loss, provided, however, that if within thirty (30) days of the major destruction Landlord notifies Tenant that Landlord will not reconstruct the Building, or that the Building must be vacated to permit it to be reconstructed, then this Lease shall terminate as of the date of Landlord's notice. Upon the termination of this Lease pursuant to such notice, all rent shall be paid or refunded to the time of the major destruction; and thereafter each party shall be released from the terms of this Lease. If this Lease is not so terminated, then all rent shall be abated until the Premises are substantially useable as before the damage occurred. If it is found that the reason for the destruction as defined above is due to the action or inaction of the Tenant, its Licensees or Invitees, the Landlord shall have no responsibility to repair or replace the Demised Premises and during the time of repair the Lease shall not be alleviated of the obligation to make rental payments in accordance with the terms of this Lease.

### **XIII. SIGNS**

Tenant may have a single sign using the name of the Tenant's business attached to the building on the exterior wall of the facade of the Demised Premises and may have a mutually acceptable panel on both sides of the pylon sign near Silver Lane. All of Tenant's signage will be subject to the Landlord's approval (which may not be unreasonably withheld, conditioned or delayed), in consultation with \_\_\_\_\_. [Who?]. Tenant is solely responsible for working with all necessary and appropriate municipal officials to have (a) sign(s) approved and shall bear all expense related thereto. The Tenant will bear the cost for the manufacture and installation of all signs. In addition, it is understood that all signage is subject to the regulations of \_\_\_\_\_, Connecticut and the Landlord's ability to approve such signage is dependent on the Landlord's receipt of written approval of signage from the Town of \_\_\_\_\_. If not in violation of any municipal ordinance or regulation of the Town of \_\_\_\_\_, the Tenant may be granted a pylon sign of commensurate size to the Premises relative to other Tenants.

### **XIV. WAIVER OF LIABILITY AND SUBROGATION**



Except as may be caused by the Landlord's negligence, gross negligence or intentional act, Landlord shall not be liable for (a) loss of or damage to any property of the Tenant, or of any other person, entrusted to any of the Landlord's agents or employees; (b) loss of or damage to any property of the Tenant or of any other person by theft or otherwise; (c) any injury or damage to any person or property resulting from fire, explosion, falling plaster, steam, gas, electricity, dust, water or snow, or leaks from any part of the building or from the pipes, appliances or plumbing system, or from the roof, street or subsurface or any other place or by dampness, or from any other cause whatsoever; or (d) any such damage caused by other occupants or persons in the Building or by construction of any private, public or quasi-public work.

Any fire and allied lines insurance carried by either party with respect to the Building, the Premises and property therein or occurrences thereon shall, if it can be so written without additional premium, include a clause or endorsement denying the insurer rights of subrogation against the other party. In the event that a waiver of subrogation clause or endorsement is obtainable only by payment of an additional premium, then the party so requiring such waiver of subrogation clause or endorsement shall either pay the cost of the additional premium therefore, or the other party shall be relieved of its obligation to obtain such clause or endorsement.

#### **XV. NO WAIVER**

The failure of either party to insist upon a strict performance of any of the terms, conditions and covenants herein shall not be deemed a waiver of any rights or remedies it may have for a subsequent breach or default in the terms, conditions and covenants herein contained. This instrument may be change, modified or discharged only by a written instrument signed by both Landlord and Tenant.

#### **XVI. SALE BY LANDLORD**

If Landlord sells or conveys its interest in the Premises and turns over to the new owner any advance rent paid by Tenant, Landlord shall thereafter be relieved of any liability to Tenant under this Lease and Tenant shall look solely to the new owner or owners of the Premises for performance of the Landlord's obligations hereunder.

#### **XVII. MISCELLANEOUS**

Except as hereinbefore provided, this Lease shall inure to the benefit of and be binding upon Landlord's and Tenant's respective heirs, successors and assigns.



This lease shall continue under these terms on a month-to-month basis until such time that the Landlord issues a notice to quite which will afford the Tenant a minimum of ninety (90) days to vacate the premises. The Tenant shall afford the Landlord notice of ninety (90) days of its intent to vacate the premises.

Words of any gender used in this Lease shall be held to include any other gender and words in the singular shall be held to include the plural whenever the tense thereof requires.

References to the term of this Lease shall include any extension thereof. If more than one person is named herein as a Tenant, the liability of each of them shall be joint and several.

Whenever the approval of either party is required hereunder it shall not be withheld unreasonably and shall be granted or denied within thirty (30) days after it is request.

The Tenant agrees to provide Landlord with any and all necessary as required herein.

The Parties to this agreement acknowledge that the Landlord, Town of East Hartford, is a Connecticut Municipal Corporation and that notwithstanding anything to the contrary herein the Landlord does not waive any rights afforded to it as a Municipality of the State of Connecticut.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals as of the day and year first written above.

**[THIS SPACE IS LEFT INTENTIONALLY BLANK]**

Landlord

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By:  
Its Member  
Duly Authorized

\_\_\_\_\_  
Witness

State of Connecticut                      }  
County   of   New                        } ss:  
London                                    }

On this the \_\_ day of \_\_\_\_\_2023, before me, the undersigned officer,  
personally  
appeared, \_\_\_\_\_, known to me to be the person whose name  
is subscribed to the within instrument and acknowledged that she executed the same  
for the purposes therein contained and that she did so as her free act and deed on behalf  
of \_\_\_\_\_

In Witness Whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires:

Tenant

Witness

By:  
Its Managing Member  
Duly Authorized

Witness

State of }  
Connecticut } ss:  
County of }

On this the \_ day of \_\_\_\_\_, 2022 before me, the undersigned officer,  
personally appeared, \_\_\_\_\_ known to me to be the person  
whose name is subscribed to the within instrument and acknowledged that he executed the  
same for the purposes therein contained, and that he did so as his free act and deed on behalf  
of \_\_\_\_\_.

In Witness Whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires:

**RESOLUTION TO APPROVE LEASE AGREEMENT AND WAIVE THE  
REQUIRMENTS OF ORDINACE 10-19 REGARDING REAL ESTATE DISPOSITION  
AS RELATED TO THE SILVER LANE PLAZA**

**WHEREAS**, On July 20, 2022, the Town of East Hartford Redevelopment Agency, acting as the Town's designated redevelopment agent duly approved and adopted the Silver Lane Redevelopment Plan;

**WHERAS**, On August 25, 2022 and October 27, 2022 public hearings were held on the topic of East Hartford's acquisition of the Silver Lane Plaza;

**WHERAS**, On November 1, 2022, this Council met to consider the acquisition of the Silver Lane Plaza by eminent domain and voted to approve the same;

**WHEREAS**, An action for eminent domain was filed in the superior court known as, TOWN OF EAST HARTFORD REDEVELOPMENT AGENCY Et Al v. EAST HARTFORD VENTURE, LLC;

**WHEREAS**, On February 21, 2023, the superior court issued two executed amended certificates of taking;

**WHEREAS**, On March 1, 2023, the executed amended certificates of taking were recorded on the land records for the Town of East Hartford finalizing transfer of the Silver Lane Plaza to the Town;

**WHEREAS**, portions of the Silver Lane Plaza, at the time of acquisition, were leased by various business entities;

**WHEREAS**, the council desires to continue furthering the Silver Lane Redevelopment Plan and to support existing businesses in the plaza;

**THEREFORE, BE IT RESOLVED**, that the East Hartford Town Council does hereby approve the following items:

1. This Council waives the requirements of Town Ordinance 10-19, acting as a committee of the whole for the Fees Committee to permit the Town to enter into lease agreements in amounts equal to the same per square foot rate that tenants of Silver Lane Plaza paid immediately prior to the Town's acquisition of the property;
2. Such leases shall be in substantially the same form as prepared by the Office of Corporation Counsel and presented to this Council as may be modified as deemed necessary by Mayor, Michael P. Walsh, to best meet the facts of each tenant and space leased;
3. This Council waives the requirement of rent for Bare Bones Boxing EH L.L.C. and JE MART, LLC for the months of March, April, and May, 2023 in consideration of these entities willingness to vacate the premises during or before June, 2023.

4. That Mayor, Michael P. Walsh, is hereby authorized to make, execute and deliver all lease agreements, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

# Lease Summary

pscf  
Arrears

Building Location	Tenant	SPACE	Minimum Monthly R	Lease Term	Security Deposit	AMOUNT PAID	PROPERTY TAX	WATER BILL	CAM
796-798 Silver Lane	Toby's	3500	\$ 3,500.00	Feb 2022 to Jan 2024	\$ 10,500.00				
#201	NY Hair Salon	760	\$ 1,250.00	3/01/2020 to 02/28/2025	\$ 2,500.00				
#210	Splitting Solution	1290	\$ 765.00	4/1/14 - 3/31/19	\$ 500.00		31.62		
#222 - 228	TOOTH TIME	2130	\$ 2,200.00	08/01/16-7/31/2021	\$ 5,000.00				
800 Silver Lane #220	AXSC Property LLC	1650	\$500	11/1/22-10/31/32	\$ 1,000.00				408.33
804 Silver Lane	Living World Imprints	1400	\$ 1,575.00	11-01, \$787.50, then \$1575 08/01/2019-07/31/2024	\$ 4,725.00				
806 Silver Lane	Altco Contractor (Steve Tessier)	2100	\$ 875.00	11/1/22-10/30/27	\$ 1,750.00				
808 Silver Lane	Malibu Sports & Bar Lounge	2100	\$ 4,492.00	03/01/21- 2/28/26	\$ 13,500.00		173.47		350.00
818 Silver Lane	JE Mart *NNN*	6000	\$ 5,500.00	9/1/09 - 8/31/19	\$ 7,500.00		518.38		1,000.00
820 Silver Lane	Gi Ping Li	60000	\$ 30,000.00	9/1/21-8/31/31	\$ 30,000.00				
824 Silver Lane	W&W Construction Inc	14000	\$ 3,500.00	5/1/21-4/30/31	\$ 7,000.00				
826 Silver Lane	Bare Bones Boxing *NNN*	2000	\$ 3,500.00	4/1/15-3/31/16	\$ 5,600.00				
830A Silver Lane	Grab Du Jour of Manchester Inc	11500	\$ 3,354.17	9/1/2022-8/31/32	\$ 7,000.00				
830B Silver Lane	Poke Bowl LLC	10500	\$ 3,062.50	9/1/2022-8/31/33	\$ 6,500.00			0.00	
832 Silver Lane	S Star Laundry *N*	3200	\$ 3,400.00	7/1/03 - 10/31/20	\$ 5,280.00		294.53		
834 Silver Lane	PHO HOUSE	3200	\$ 4,266.67	10/1/18-9/30/23	\$ 8,500.00				
836 Silver Lane	CK Nail *NNN*	1600	\$ 1,000.00	10/1/12 - 9/30/17	\$ 2,000.00		117.81		266.67
838 Silver Lane	Lucky China *NNN*	1600	\$ 1,000.00	11/1/22-10/31/32	\$ 4,200.00				
842-844 Silver Lane	Brothers Appliances LLC	1050	\$ 3,500.00	10/20-09/21	\$ 7,000.00				
848 Silver Lane	Raisa Hair Salon *NNN*	1050	\$ 1,050.00	5/1/10 - 4/30/17	\$ 1,600.00		117.81		175.00
			\$ 78,290.34		\$ 131,655.00		1255.62		2,200.00
			Total:	\$ 81,743.96					
5 Star Laundry	11/1/2015-10/31/2017: \$2800 11/1/2017-10/31/2019: \$3200 11/1/2019-10/31/2021: \$3600								
Pho House	10/01/2019 -09/30/2020: \$4666.67 10/01/2020-09/30/2021: \$4266.67 10/01/2021-09/30/2022: \$4466.67 10/1/2022-09/30/2023: \$4666.67			Leon agrees to lower rent to \$1500 during the COVID period					
Raisa Hair Salon	Rent reduced \$50, from \$1100 to \$1050 from Aug. 2020 only. It's confirmed by Leon. Steve told me)								
NY Hair Salon	March 2021 -Feb 2022 Monthly Rent \$1187.5 Mar 2022 -Feb 2023 Monthly Rent \$1250								
Malibu Sports & Bar Lounge	Mar 2023 -Feb 2024 \$4492 Mar 2024-Feb 2025 \$4696 Mar 2025-Feb 2026 \$4900 Mar 2026-Feb 2027 \$5308								

\$ 1.00

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81,743.96

Leon agrees to lower rent to \$1500 during the COVID period

Rent reduced \$50, from \$1100 to \$1050 from Aug. 2020 only. It's confirmed by Leon. Steve told me)

March 2021 -Feb 2022 Monthly Rent \$1187.5  
Mar 2022 -Feb 2023 Monthly Rent \$1250

Mar 2023 -Feb 2024 \$4492  
Mar 2024-Feb 2025 \$4696  
Mar 2025-Feb 2026 \$4900  
Mar 2026-Feb 2027 \$5308

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# Rent Payment Status

<u>Building Location</u>	<u>Tenant</u>	<u>Rent Arrears</u>
796 -798 Silver Lane	Toby's	None
#201	NY Hair Salon	None
#210	Splinting Solution	None
#222 - 228	TOOTH TIME	None
800 Silver Lane #220	AXSC Property LLC	None
804 Silver Lane	Living World Imprints	\$3,422.84
806 Silver Lane	Altco Contractor (Steve Tessier)	None
808 Silver Lane	Malibu Sports & Bar Lounge	\$4,492 Request to be deducted from the security deposit
818 Silver Lane	JE Mart *NNN*	None
820 Silver Lane	Ci Ping Li	None
824 Silver Lane	W&W Construction Inc	None
826 Silver Lane	Bare Bones Boxing *NNN*	\$57,754
830A Silver Lane	Crab Du Jour of Manchester Inc	None
830B Silver Lane	Poke Bowl LLC	None
832 Silver Lane	5 Star Laundry *N*	\$79,770
834 Silver Lane	PHO HOUSE	\$37,530
836 Silver Lane	CK Nail *NNN*	\$1,667
838 Silver Lane	Lucky China *NNN*	\$6,999
842-844 Silver Lane	Brothers Appliances LLC	\$7,000 Request to be deducted from the security deposit
848 Silver Lane	Raisa Hair Salon *NNN*	\$2,480.74





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 13, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: BID WAIVER: Fire Department Training

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In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see enclosed three bid waiver requests submitted by Fire Chief Kevin Munson to allow the Fire Department to procure specialized training classes. All members of the department will be trained in each of these classes. The classes are as follows:

- **Purchase NFPA 1006 Compliant Vehicle Rescue Class from Spec. Rescue International, Inc.**  
The purchase price for this class is \$82,347.28. Higher quotes were received from the Fire Academy for a similar class without the use of identical rescue equipment.
- **On-site Fire Behavior Training.**  
The purchase price for this class is \$16,500 and it would train firefighters to recognize modern fire dynamics.
- **NFPA 1617/ 1006 Machine Rescue Class from P.L. Vulcan Fire Training Concepts, LLC.**  
The purchase price for this class is \$27,600. Higher quotes were received from other vendors for a similar class with a higher and less desirable student-to-instructor ratio.

Please place this information on the Town Council agenda for the March 21<sup>st</sup>, 2023 meeting.

C: M. Walsh, Mayor  
M. McCaw, Finance Director  
K. Munson, Fire Chief



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

March 6, 2023

TO: Mayor Michael P. Walsh

FROM: Kevin W. Munson, Fire Chief

RE: Request for Bid Waiver – NFPA 1670 / 1006 Machine Rescue (AFG Grant Project)

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 purchase of an NFPA 1670/1006 Compliant Machine Rescue class from P.L. Vulcan Fire Training Concepts, LLC. The fire department has obtained the funding for this class via FEMA's Assistance to Firefighters Grant program. Our FEMA AFG representative advised a bid waiver is acceptable in this situation under this grant program.

As part of the accepted grant, the fire department intends to train all members of the department to the nationally recognized standard in machinery rescue techniques as set forth by the National Fire Protection Agency (NFPA). P.L. Vulcan is a nationally recognized training organization that will provide this training here in East Hartford. P.L. Vulcan provides all the necessary equipment for the class including props that mimic victims entangled in industrial machines. The grant award covers payroll costs for class attendance.

The department intends to deliver this class in the fall of 2023. The purchase price for this class is \$27,600. Higher quotes were received from other vendors for a similar class with a higher, less desirable student-to-instructor ratio. Purchasing this class from P.L. Vulcan Fire Training Concepts is in the best interest of the Town and the Fire Department.

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

Respectfully Submitted,



Kevin Munson  
Fire Chief

cc: Steve Purcell, Chief Training Officer  
Steve Alsup, Assistant Chief



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

March 6, 2023

TO: Mayor Michael P. Walsh

FROM: Kevin W. Munson, Fire Chief

RE: Request for Bid Waiver – On-Site Fire Behavior Training

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 purchase of on-site fire behavior training. The fire department currently has the funds in the training division budget to purchase the training.

The fire department seeks to train firefighters to recognize modern fire dynamics. Flash Fire Industries, LLC, a Connecticut company, offers on-site live fire training. Firefighters learn topics such as fire behavior and recognition of extremely hazardous conditions such as flashover. This training is performed in a specifically built trailer in a controlled environment under the guidance of certified fire instructors. Flash Fire Industries is the only Connecticut Company that offers this type of on-site training. The Connecticut Fire Academy does not offer this type of class at a fire department location. Locally delivered training allows the department to provide this valuable class to the entire workforce while on duty, therefore, eliminating the need for overtime costs.

The department would like to purchase this training class for early spring delivery. The purchase price for the class is \$16,500. Purchasing this class from Flash Fire Industries, LLC is in the best interest of the Town and the Fire Department.

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

Respectfully Submitted,



Kevin Munson  
Fire Chief

cc: Steve Purcell, Chief Training Officer  
Steve Alsup, Assistant Chief





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

March 6, 2023

TO: Mayor Michael P. Walsh

FROM: Kevin W. Munson, Fire Chief

RE: Request for Bid Waiver – NFPA 1006 Vehicle Rescue (AFG Grant Project)

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 purchase of an NFPA 1006 Compliant Vehicle Rescue class from Spec. Rescue International, Inc. The fire department has obtained the funding for this class via FEMA's Assistance to Firefighters Grant program. Our FEMA AFG representative advised a bid waiver is acceptable in this situation under this grant program.

As part of the accepted grant, the fire department intends to train all members of the department to the nationally recognized standard in modern vehicle rescue techniques as set forth by the National Fire Protection Agency (NFPA). Spec. Rescue is an internationally recognized training organization that will provide this training here in East Hartford. Spec. provides the necessary rescue equipment for the class that is identical to the equipment currently deployed in the Fire Department. This feature eliminates the need to take fire department resources offline to deliver the class. Payroll costs for class attendance are covered by the grant award.

The department intends to deliver this class in the fall of 2023. The purchase price for this class is \$82,347.28. Higher quotes were received from the Connecticut Fire Academy for a similar class without the use of identical rescue equipment. Purchasing this class from Spec. Rescue International is in the best interest of the Town and the Fire Department.

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

Respectfully Submitted,



Kevin Munson  
Fire Chief

cc: Steve Purcell, Chief Training Officer  
Steve Alsup, Assistant Chief





DATE: March 16, 2023

TO: Town Council

FROM: Richard F. Kehoe, Chair

RE: REFERRAL: Ordinance Committee re: Review of Reserve Fund  
Requirements

The Town Council adopted a number of ordinances to establish reserve funds for long term obligations including pensions for town employees, health insurance for active and retired town employees, workers compensation claims and general liability claims. These ordinances also establish funding standards to ensure that future town councils and mayors adhere to conservative fiscal principles. See East Hartford Town Ordinances sections 10-34 through 10-44; 10-51 through 10-52.

As you know, Finance Director Melissa McCaw indicated that the rating agencies would prefer to have municipal governments maintain a reserve fund of 15%. There is a clear general trend in that direction. Our ordinance sets a maximum fund balance of 10% of the town budget appropriation, or roughly \$20 million. Any amount in excess of 10% is transferred to the OPEB trust fund (retiree health benefits). The reason for that automatic transfer was the OPEB trust fund is a relative new construct and therefore a reserve would need to be built up over time.

The Ordinance Committee should review the current recommendation from the rating agencies in conjunction with an assessment of our current funding of all reserve funds and make recommendations for any fiscally prudent changes.

C: M. McCaw, Finance Director  
Mayor Michael P. Walsh

MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

March 2, 2023

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

ALSO Tyron Harris, Human Resources Director  
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:40 pm

APPROVAL OF MINUTES

January 23, 2023 Meeting

MOTION By Tom Rup  
seconded by Harry Amadasun  
to **approve** the minutes of the January 23, 2023 Personnel & Pensions  
Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Chief Administrative Office & Finance Director

Tyron Harris, Human Resources Director detailed additions made to the job description of the Finance Director to incorporate the responsibilities of the role of Chief Administrative Officer to properly reflect overlap of the two positions as well as to clearly divide responsibilities between the Finance Director and that of the recently hired Deputy Finance Director position.

The Committee made the recommendation to revise the job description to be less restrictive to candidates from private enterprise. The Director agreed to make the appropriate edits.

MOTION By Tom Rup  
Seconded by Harry Amadasun

Motion carried 3/0

Director Harris stated that this is a newly created position based on the realignment of the Mayor's organizational chart. The administration's vision of service delivery within the department will allow for the Deputy Development Director to serve in a support role to the current Development Director focusing more on day-to-day functions and team management while the Development Director will be concentrated more on larger projects. The Director also stated that the position will provide an additional resource for succession planning should the Development Director position become open.

to **recommend** the Town Council accept the proposed Job Description and Compensation Plan for the position of Deputy Development Director, dated February 6, 2023 as amended by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Director Harris shared that this also is a new position to the Town. East Hartford Works (initially East Hartford Connects) as a department was initially a part of the Board of Education and has recently been incorporated as a Town administrative department. This position and the Career Coach position to be discussed are fully granted funded. The Director confirmed that both positions are non-bargaining.

MOTION      By Tom Rup  
                    Seconded by Harry Amadasun

to **recommend** the Town Council accept the Job Description and Compensation Plan for the position of Director, East Hartford Works, dated February 6, 2023 as provided by the Department of Human Resources with the subcommittee's recommendations.

Motion carried 3/0

Similarly to the Director, East Hartford Works position, the committee proposed changes made to the position definition language as previously discussed.

MOTION      By Tom Rup  
                  Seconded by Harry Amadasun

to **recommend** the Town Council accept the Job Description and Compensation Plan for the position of Career Coach, dated February 6, 2023 as provided by the Department of Human Resources with the subcommittee's recommendations.

Motion carried 3/0

#### ADJOURNMENT

MOTION      By Tom Rup  
                  seconded Awet Tsegai  
                  to **adjourn** at 5:55 pm

Motion carried 3/0

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

## TOWN OF EAST HARTFORD

TITLE: Chief Administrative Officer and Finance Director  
Director

LEVEL: 13

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DEPARTMENT: Finance  
02/06/011-3-2022

DATE:

### POSITION DEFINITION:

The Chief Administrative Officer (CAO) and Financial Director (FD) is the senior leader in the Mayor's Office ~~with oversight~~ that supports the Mayor with oversight over all municipal administrative operations. The CAO supports the Mayor in executing the operational and strategic vision, addressing any constraints ~~run~~ in the town's day-to-day operations. The CAO ~~works with the Directors to create strategies to meet operational goals, and reports on the performance of key departments to the Mayor.~~ The CAO is a strategic thinker who evaluates and optimizes current workflow systems to achieve an efficient town government that is nimble, responsive to the needs of residents, and prepared for the future. Receives policy direction from the Mayor. Manages the Town's finances. Plans, organizes, and directs the accounting, cash management, payroll, risk management and purchasing programs of the Town. Prepares operating and capital improvement budget recommendations. Oversees revenue collection, assessment operations, budget administration, pension plan administration and data processing. Performs all duties contained in Sections 5.5 and 5.6 of the Town Charter.

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### ESSENTIAL JOB FUNCTIONS:

- Supervise and manage town departments in executing daily operations and tasks and ensure coordination and communication across departments.
- Work closely with the Mayor and Deputy Finance Director on all financial matters, including reviewing and signing off on warrants, contracts, budgets, and other financial obligations.
- Establish department and town performance goals with the directors, and allocate needed resources accordingly.
- Partner with Finance teams to ensure the timely creation and implementation of the annual operating budget.
- ~~Partner with East Hartford Public Schools leadership to work toward smooth operations across both institutions.~~
- Ensure that the town operations proceed in accordance with local ordinances, East Hartford Charter, and all relevant state and federal laws.
- Plans work according to fiscal year and five-year financial planning schedule.  
~~schedule five years.~~
- Establishes priorities in departmental work and, through unit administrators, supervises the functional areas of accounting, cash management, data processing, investment, payroll, property assessment, purchasing and revenue collection.

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- Coordinates the preparation and administration of the Town budget and indebtedness program.
- Oversees budget administration to ensure budget related programs and policies are carried out.
- Coordinates revenue and expenditures of Town funds and account groups.
- Provides budgetary control information to departments.
- Coordinates short term and ~~long-range~~long-range investment and borrowing strategy.
- Provides revenue forecasts, equipment schedules, and debt service schedule.
- Confers with banking and investment personnel as needed.
- Provides cash management of Town funds.
- Prepares financial information for bond offerings.
- Oversees purchasing and insurance risk programs.
- Oversees activities and flow of information to the data processing unit.
- Prepares statistical and technical information for ~~budget, and~~budget and submits to the Mayor as budget recommendations.
- Assists department heads in the organization and administration of unit budgets.
- Recommends changes in departments procedures to effect improvements in services and to attain operational efficiencies.
- Prepares statistical and narrative reports, including financial statements for the Mayor and the Town Council.
- Administer personnel policies and collective bargaining agreements for department employees.
- Reports work accomplished to the Mayor.

#### **ADDITIONAL JOB FUNCTIONS:**

- Works in a team with Directors to devise strategies, policies and action plans to meet goals.
- Coordinate inter-departmental activities.
- Analyzes audit reports and formulates improvements to departmental workings.
- Provides fiscal consultation to all Town departments, commissions, and boards.
- Establishes and administers new accounts.
- Provides fiscal management of grants.
- Administratively reviews purchase orders and bill Payments.
- Assists external auditors by compiling statistical and program information.
- Oversees contracted financial services.
- Reviews technological methods, systems and equipment to update as needed.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Through knowledge of financial administration, including accounting, budgeting, purchasing and investing.
- Ability to prepare financial statements in accordance with generally accepted accounting principles.

- Ability to recognize weaknesses in Town financial systems and to effect improvements for increased efficiency and productivity.
- Knowledge of departmental administration procedures, including planning, coordination and program evaluation.
- Knowledge of data processing capabilities and computer operations.
- Ability to manage and supervise.
- Ability to interpret complex financial/statistical data.
- Ability to prepare statistical as well as narrative reports.
- Ability to apply State, and Federal laws, Town Ordinances, Departmental policies, rules and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public.
- Uses a computer terminal to enter and retrieve information.
- Ability to understand municipal operations and their budgetary impact.
- Must be able to access and process information contained in file records and computer databases.
- Ability to perform mathematical computations.

#### **PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

#### **JOB QUALIFICATIONS:**

The Chief Administrative Officer and Director of Finance shall have a Bachelor's degree in Public or Business Administration, Public Finance or some closely related field, and six years of increasingly responsible experience in financial management, including two years supervising a major unit within a finance department and two years in a senior leadership role municipal or state government. A Master's degree in Business or Public Administration, or some closely related field is desirable.

#### **LICENSING REQUIREMENTS:**

- None.

**The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**

This job description is compliant with Section 2-114, 2-115, and 2-116 of the Town Code of Ordinances, as repealed and enacted by the Town Council at the regular meeting of May 2, 2000.



## **TOWN OF EAST HARTFORD**

**TITLE:** Deputy Development Director

**LEVEL:**

**DEPARTMENT:** Development

**DATE:** 2-6-2023

### **POSITION DEFINITION:**

The Deputy Development Director will assist in integrating the Town's vision, goals, and talent focus with the organizational strategy of the Development Department; devising, directing, planning, and organizing Community Development land use and building services, programs, and operations; developing and implementing policy; crafting and accomplishing department and town objectives, goals, and performance metrics within guidelines established by the Town Council and Mayor; overseeing and coordinating the work of employees and selecting, supervising, training, and evaluating Division staff; managing department-wide process improvement initiatives and performing other related duties as assigned. The Deputy Development Director must exercise a high degree of judgment and discretion, political acumen, and an understanding of the business community's needs and town land use regulations. The Deputy Development Director will successfully manage multiple concurrent projects with strict deadlines while facing frequent interruptions and stakeholder pressure. An adept relationship builder, the successful candidate will bring reliability, accessibility, outstanding character, and integrity.

### **ESSENTIAL JOB FUNCTIONS:**

- Develop, implement, and monitor long-term plans, goals, and objectives focused on achieving the Department's mission and priorities.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Participate in developing the Department's annual budget and forecast funds needed for the Division's staffing, equipment, materials, and supplies.
- Evaluate new construction products, research technical reports, and develop acceptance criteria for the use of products.
- Maintain current knowledge of practices, rules, and regulations relating to plan review and attend and participate in professional group meetings and development activities.
- Serves as liaison to state, federal, and community representatives to assure awareness of development opportunities.
- Oversees, through planning, marketing, and coordination staff and external consultants, the securing, implementation, and completion of approved projects.
- Works to form strong relationships between the business functions, including sourcing leads, drafting proposals, negotiating development agreements, and representing the city to outside stakeholders and partners.
- Provide staff support to various town boards, commissions, and task force groups.
- Assist the Director with managing and coordinating the department's day-to-day operations, including supervision of staff, budgeting, departmental management, and other operational issues.
- Research and seek out potential development partners who could serve to build new commercial space.

### **ADDITIONAL JOB FUNCTIONS:**

- Provides technical services to the Planning and Zoning Commission and departments, boards and commissions as needed.
- Participates in professional planning and development organizations to maintain knowledge in the field.

- Attends civic and professional meetings, trade shows and related functions to promote the interests of the Town of East Hartford.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to apply principles of urban planning to define problems, collect data, establish facts, and draw valid conclusions.
- A working knowledge of urban development
- A working knowledge of urban renewal and housing problems.
- Knowledge of research methods applied to community affairs.
- Knowledge of sources of funds and assistance available.
- Ability to establish and maintain positive relationships with those contacted.
- Supervisory ability.
- Ability to speak effectively before groups.
- Ability to apply State, and Federal laws, Town Ordinances, Departmental policies, procedures, rules, and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to understand municipal operations and their budgetary impact.
- Must be able to access and process information in file records and computer databases.
- Ability to give clear, concise written and oral instructions and work effectively with staff, superiors, and the general public.

### **PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.

### **JOB QUALIFICATIONS:**

The Deputy Development Director shall have a Master's degree in Urban Planning, Business Administration, or a closely related field and four years of increasingly responsible experience in community affairs, urban planning, or municipal development or an equivalent combination of education and practical work experience.

Experience in a local government setting; experience in a rapidly growing community; experience in supervision, budgeting, marketing, and research principles. Certifications: A "Certified Economic Developer" (CEcD) is desirable.

### **LICENSING REQUIREMENTS:**

- Valid Motor Vehicle Operator's License.

**The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**



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

DATE: February 6, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Personnel and Pensions Subcommittee

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Please see the attached job descriptions for East Hartford Works Director and Career Coach, submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the February 21<sup>st</sup>, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR 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

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February 6<sup>th</sup> 2023

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

Re: Director, East Hartford Works and Career Coach  
Dear Mr. Walsh:

Please see the attached Director, East Hartford Works, and Career Coach job descriptions to align with the new organizational structure.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

## **TOWN OF EAST HARTFORD**

**TITLE: Career Coach**

**LEVEL:**

**DEPARTMENT:** East Hartford Works

**DATE:** 2-6-2023

### **POSITION DEFINITION:**

East Hartford Works is a municipal workforce and economic development program in East Hartford. Our commitment is to work with regional stakeholders to invest in strategies and opportunities leading to economic prosperity for EH residents. Our mission is to provide workforce development opportunities, including job training and matching, increase career and workplace learning opportunities for students, and support community engagement through resident leadership and capacity-building opportunities. All our strategies focus on reducing racial earning and achievement gaps, and all services are available in Spanish and English. The EHW Career Coach will support individuals interested in pursuing career pathways and employment. The Coach's primary responsibility will be to conduct intakes, provide case management, and assist with orientation and training for individuals with various skills, entering workforce programming. The Coach shall assist in organizing programming for job seekers that focuses on job readiness and professionalism. The Coach will keep records of job seekers' involvement, manage data and outcomes of programming, and help cultivate interest in the program throughout the community. The Career Coach may be asked to collaborate with regional employers, community organizations, state and local government agencies, and residents in East Hartford.

### **ESSENTIAL JOB FUNCTIONS:**

- Conduct 1:1 Career Coaching Sessions that support job seeker setting and advancing on career goals. May include home visits and community outreach to promote program opportunities.
- Supervise Summer Youth Employment case management for the grant-funded Youth Employment and Learning Program.
- Acts as lead staff in managing the Resident Advisory Council, bringing members together monthly and guiding community leadership efforts.
- Perform administrative duties associated with program requirements including acting as a purchasing agent, scheduling events, ordering materials, and generating outcome reports.
- Collaborate with regional businesses, community agencies and service providers to build capacity and partnerships that support job seekers, expand program services and strengthen community ties.
- Attend workshops, training programs and presentations as relevant to Job Goals and when recommended by Director.
- Manages communication efforts, including, Facebook posts, department website and weekly email blast.
- Communicates successfully with residents, families, business and public officials.
- Think and act in ways that respect ethnic, cultural and language diversity.
- Understand the class and cultural backgrounds of families.
- Maintain a flexible work schedule, including nights and weekends, as appropriate.
- Follow Town of East Hartford policies and regulations.
- Perform administrative duties specified by the Initiative Director and/ or as may be determined by the Mayor's office.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Effective communication skills required – including written, verbal, and conflict resolution proficiency; preference will be given to bilingual candidates – fluent in spoken and written Spanish
- Experience and an ability to work with a wide range of constituents, including school administrators, students, families, community residents, state and community agencies, local elected officials, and local businesses

- An understanding of and experience working with initiatives committed to community engagement and racial equity
- Familiarity and experience with workforce development systems and organizations
- Strong organizational skills and effective problem-solving skills
- Knowledge and experience with Microsoft Office products
- Knowledge and experience with budgeting, accounting, and bookkeeping procedures
- Managerial and supervisory skills, including the ability to plan and organize program components; implement policies and procedures; develop program priorities; recruit, hire, train, and supervise staff; and monitor program budgets
- Experience and proficiency in collecting, organizing, and tracking data; familiarity with basic statistical principles
- Experience writing and managing grants preferred
- Ability to work both independently and collaboratively
- Such alternatives to the above qualifications as the Town of East Hartford may find appropriate and acceptable.

#### **PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals daily.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.

#### **JOB QUALIFICATIONS:**

- Bachelor's degree strongly preferred but not required
- Fluent in spoken and written Spanish, preferred
- Effective communication skills required – including written, verbal, and conflict resolution proficiency
- Experience with case management preferred, specifically regarding guidance, mentorship, or, counseling for individuals entering and advancing in the workforce.
- Program development and workforce development experience preferred, including the ability to create individual employment plans.
- Strong organizational skills and affect the problem
- Ability to work independently and collaboratively
- Such alternatives to the above qualifications as the Town of East Hartford may find appropriate and acceptable

#### **LICENSING REQUIREMENTS:**

- Valid Motor Vehicle Operator's License.

**The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**

## **TOWN OF EAST HARTFORD**

**TITLE:** Director, East Hartford Works

**LEVEL:**

**DEPARTMENT:** Development

**DATE:** 2-6-2023

### **POSITION DEFINITION:**

East Hartford Works is a municipal workforce and economic development program in East Hartford. Our commitment is to work with regional stakeholders to invest in long-term strategies that strengthen systems contributing to economic prosperity for our residents. Our mission is to provide workforce development opportunities, including job training and matching, increase career and workplace learning opportunities for students from East Hartford, and support community engagement through resident leadership and capacity-building opportunities. All our strategies focus on reducing racial earning and achievement gaps; all services are available in Spanish and English. The Director's job goal is to improve access to workforce development and educational resources and advance shared goals that focus on reducing the racial/ethnic achievement and earning gap through education, employment, and community engagement strategies. The Director will coordinate the East Hartford Works program, mainly working collaboratively with regional stakeholders to build strong career pathways and employment opportunities, including the development and facilitation of internships, externships, and student job opportunities. The Director's work will include strategy development, community engagement, partnership development, staff management and coordination, data analysis, seeking grant and funding opportunities, and reporting requirements.

### **ESSENTIAL JOB FUNCTIONS:**

- Track data as requested by funding sources and adjust strategies and actions based on knowledge gained from data. Provide reports as required on progress against goals and indicators.
- Think, act and communicate in ways that respect ethnic, cultural and language diversity, as well as develop an understanding of class and cultural backgrounds.
- Supervise communication and marketing strategies. Develop strategies and materials that promote awareness of EHW services and share information with students, families, residents, business, and public officials. Establish, facilitate, and execute effective and open communication with staff, town departments, collaborating partners and the community.
- Interpret the East Hartford Works work plan to execute and lead the strategies outlined. Maintain an understanding of any implementation challenges to the work plan and develop comprehensive solutions to address them.
- Hire, train, manage, and supervise Career Coach(s) that will work directly with job and opportunity seekers.
- Lead and supervise East Hartford Works employment services, including but not limited to one-on-one Career Coaching, the Professional Skills Academy (EH Works' Career Readiness Boot camp), and other internship developments attached to municipal hiring.
- Manage and support all aspects of the Summer Youth Employment Program.
- Collaborate with regional workforce development partners and employers to provide and promote opportunities and services that address job quality with strategies that include but are not limited to: increasing retention for entry-level individuals, addressing employment barriers, supporting employee economic mobility, enhancing the local recruiting and hiring process, promoting small local businesses and increasing cultural responsiveness to recognize the backgrounds of all East Hartford residents.
- Strengthen and expand community ties and partnerships with state and local agencies, municipal and community leaders, and organizations in various ways, including but not limited to: collaborating on common goals that bring resources to East Hartford students and residents, aligning fundamental stakeholder interests and systems to operate more efficiently in East Hartford, joint project development and funding agreements, and developing work site, training and employment opportunities for students and residents.

- Continue to develop and support local community engagement strategies that foster inclusion and resident leadership, like continuing the Resident Advisory Council and offering annual skill-building workshops on areas of community interest like financial literacy.
- Attend meetings, workshops, and other professional development opportunities as appropriate.
- Coordinate with other related projects and initiatives within the region to fully understand the current landscape of local and regional systems, efforts, partnerships, and funding streams related to strategies within the work plan.
- Assumes such other functions as may be delegated by the supervisor and as may be determined by the Town of East Hartford's Mayor's Office.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Effective communication skills required – including written, verbal, and conflict resolution proficiency; preference will be given to bilingual candidates – fluent in spoken and written Spanish
- Experience and an ability to work with a wide range of constituents, including school administrators, students, families, community residents, state and community agencies, local elected officials, and local businesses
- An understanding of and experience working with initiatives committed to community engagement and racial equity
- Familiarity and experience with workforce development systems and organizations
- Strong organizational skills and effective problem-solving skills
- Knowledge and experience with Microsoft Office products
- Knowledge and experience with budgeting, accounting, and bookkeeping procedures
- Managerial and supervisory skills, including the ability to plan and organize program components; implement policies and procedures; develop program priorities; recruit, hire, train, and supervise staff; and monitor program budgets
- Experience and proficiency in collecting, organizing, and tracking data; familiarity with basic statistical principles
- Experience writing and managing grants preferred
- Ability to work both independently and collaboratively
- Such alternatives to the above qualifications as the Town of East Hartford may find appropriate and acceptable.

#### **PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals daily.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.

#### **JOB QUALIFICATIONS:**

- Bachelor's Degree, preferably in a field related to community development, social work, or public administration
- Three to five years of experience in public administration or community outreach programs

#### **LICENSING REQUIREMENTS:**

- Valid Motor Vehicle Operator's License.

**The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**



MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

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TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
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East Hartford, Connecticut 06108

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March 14<sup>th</sup> 2023

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

Re: Human Resources & Chief Diversity Officer, Deputy Director of Health and Human Services, and Youth Outreach Coordinator.

Dear Mr. Walsh:

Please see the attached Human Resources & Chief Diversity Officer, Deputy Director of Health and Human Services, and Youth Outreach Coordinator job descriptions to align with the new organizational structure.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

## **TOWN OF EAST HARTFORD**

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**TITLE:** Director of Human Resources & Chief Diversity Officer

**LEVEL:** 11

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**DEPARTMENT:** Human Resources

**DATE:** 3/1/2023

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### **POSITION DEFINITION:**

Works under the general direction of the Mayor. Plans, organizes, and administers the personnel and affirmative action programs of the town, and provides related consultative services to departments, town boards and commissions.

### **ESSENTIAL JOB FUNCTIONS:**

- Plans and organizes work according to standard or established procedures.
- Establishes priorities in work assignments.
- Assigns work and projects to professional and secretarial staff.
- Directs personnel programs including: recruitment, examination, appointment, classification, compensation, and development and training.
- Directs labor relations programs including development of collective bargaining demands in concert with department management, negotiation and administration of collective bargaining agreements.
- Provides near term and long range planning for employee relations programs and collective bargaining strategy and objectives.
- Receives legal direction from Corporation Counsel to implement collective bargaining contracts and practices.
- Serves as an advisor and representative of the Town in grievance and arbitration hearings.
- Provides consultation and administrative assistance to department heads, boards and commissions in personnel and labor relations matters.
- Administers equal employment opportunity and affirmative action programs.
- Advises and counsels department heads on employee training and development programs to improve work methods and procedures.
- Prepares budget recommendations for the department and administers adopted budget.
- Prepares complex statistical and narrative reports for the Mayor and the Town Council upon request.
- Serves as staff to assigned Boards and Commissions.
- Reports work accomplished to Mayor.
- Create and manage DEI programs related to recruitment, promotion, pay equality, etc.
- Stay on top of trends, laws, and other factors influencing DEI programs.
- Represent the town at industry meetings and events.
- Develops and implements training to promote cultural understanding and competency and a climate of equity and inclusion.
- Serves as the central resource for staff and the community on issues related to protected class discrimination, harassment and Title IX.
- Regularly meets with key diversity professionals to build strategic relationships.
- Set the tone and HR systems to provide a welcoming, ethical, diverse and inclusive, supportive, engaging, and high-performance workplace with an established network of trust-based, positive work relationships throughout the town with stakeholders and union representatives.
- Oversees and contributes to productive relationships and outcomes with labor unions.
- 

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### **ADDITIONAL JOB FUNCTIONS:**

- Organizes the collection and analysis of labor relation experiences of departments, including general employee relations activities.
- Analyzes economic impact of present and projected employee agreements.
- Develops training programs for administrators and supervisors in Contract administration, grievance handling, and related labor relations matters.
- Strives to maintain a positive working relationship with employee organizations and their representatives.
- Appears before civic, cultural, and other groups to inform them of town employment activities.
- Oversees the administration of the town's pension program, employee benefits, and unemployment compensation programs.
- Participates in public personnel organizations to remain current in the field.
  - Assesses community needs and promotes community cohesion to stimulate changes within town and the wider community.
  - Maintains knowledge of anti-discriminatory legislation.
  - Analyze the current environment to develop an asset-based approach for improvement and monitor and track national trends using benchmarks to assess institutional best performance.
- Support the delivery of individual and organizational needs assessments, including consideration of institutional climate surveys, in the areas of diversity, equity, and inclusion related to the school's strategic plan.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the principles and practices of public personnel administration, including labor relations, personnel selection, classification, compensation and affirmative action.
- Knowledge of local, state and federal laws and regulations governing personnel practices.
- Considerable ability in written and oral communication.
- Ability to deal effectively with employees, department heads, labor representatives and the public skill in negotiating collective bargaining agreement.
- Ability to plan and direct department programs and staff activities.
- Ability to supervise.
- Ability to apply State, and Federal Laws, Town Ordinances, Departmental policies, procedures, rules and regulations to determine necessary action.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to understand municipal operations and their budgetary impact.
  - Ability to handle difficult subjects and sensitive information with confidentiality and maturity.
  - A comfort in speaking to and across different groups.
  - Exceptional conflict resolution skills.
  - Cultural awareness and competence.
  - Notable creativity and organizational skills.
  - Building Productive and Trusted Relationships
  - Strategic Planning and Consulting
  - Full Cycle Talent Management Innovation and Excellence
  - Enabling Team-Based Results
  - Culture Assessment, Alignment, and Development
  - Diversity, Inclusion, and Collaboration
  - Business Acumen and Political Savvy
  - Decision Making Efficacy
  - Performance Management and Total Rewards.

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#### **PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

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- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.

**JOB QUALIFICATIONS:**

The Director of Personnel shall have a Bachelor's degree in Personnel and Industrial Relations, Public Administration, Business Administration, or some closely related field, and five years of progressively responsible experience in personnel administration or labor relations with two years of experience in public personnel administration. A Master's degree in Business or Public Administration may be substituted for two years of the aforementioned practical work experience.

- [SPHR or SHRM-SCP Certification – not required](#)

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**LICENSING REQUIREMENTS:**

- Valid Motor Vehicle Operator's License

**The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**

**This job description is compliant with Section 2-114, 2-115, and 2-116 of the Town Code of Ordinances, as repealed and enacted by the Town Council at the regular meeting of May 2, 2000**

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## **TOWN OF EAST HARTFORD**

**TITLE:** Deputy Director of Health and Human Services

**LEVEL:** 112

**DEPARTMENT:** Health

**DATE:** 1/3/2023

### **POSITION DEFINITION:**

The Deputy Director is responsible for assisting the Director of Health and Human Services to oversee and coordinate the provision of services of several Divisions within a major Department of the town of East Hartford including the administration of operating budgets, grant management, contract execution, personnel matters, and the establishment and implementation of policies and standard operating procedures in accordance with local ordinances and regulations as well as State and Federal laws and/or regulations. Oversees the operation of the Department in the event of the temporary absence of the Director of Health and Human Services. The employee is required to perform all similar or related duties.

### **GENERAL DUTIES:**

- Assists the Director of Health and Human Services in managing and directing the department. Assists in planning, organizing and directing activities and operations of the department; confers with the Director regarding policies and operating processes; reviews, evaluates and recommends changes in policies, programs and operations; mentors and coaches subordinates to implement the direction of the Director; identifies emerging issues, assesses alternative strategies and action plans, and solves problems.
- Assists the Director with coordinating and integrating program components into a cohesive and effective service delivery system in accordance with policies, budgets, program goals and regulations.
- Assists with planning and enacting health and human service programs in collaboration with town staff and community organizations to provide services to residents of all ages. Services include and are not limited to public health nursing services; environmental health; emergency preparedness and response; immunization programs; community mental health programs to link residents to behavioral health and treatment services, social services programs; programs targeted to the senior population; and nutritional programs, including the federally funded, regional Women, Infants, and Children program based in East Hartford.
- Provide guidance to department staff for the development and implementation of work plans and performance measures; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Assists in developing the department long-range goals; identifies and facilitates development and training, developing, monitoring, and resolving health and human services issues and reporting progress to Town leadership.
- Assists in managing and participates in the development and administration of the Department's budget; forecasts the need for funding for staffing, equipment and supplies; monitors and assists the Director in approving expenditures; preparation and

implementation of budgetary adjustments; and plans and develops cost estimates for new or revised program elements.

- Participating in a leadership role in quality improvement systems and processes; providing technical or professional assistance and direction, particularly in a disease outbreak or emerging disease event of public health importance.
- Attends and participates in events and meetings hosted by advocates, providers, or the general community. Works with the Mayor's office to respond to media requests, write op-eds or tell our own story through social media.
- Remains current on best practices for integrating multiple funding streams, billing and fee structures for services, and delivery system reform models relating to public health and human services.
- Maintaining and assuring compliance with current federal regulations and requirements, evidence-based practices, and Public Health Laws and regulations applicable to the Department.
- Researches and prepares technical and administrative reports; prepares written correspondence.
- Conducts evaluations and review data relevant to the community needs as well as public health to develop long-range plans.
- Ability to take after-hours on-call, work longer shifts, nights, and weekends to meet operational needs as determined by the Director.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of public health administration, policies and practices.
- Knowledge of departmental administration procedures, including planning coordination evaluation.
- Principles and modern methods of health and human services administration; administrative practices, and general principles of risk management related to the functions of the assigned area.
- Principles and practices of governmental budget preparation and administration.
- Principles and techniques of statistical and quantitative management analysis; grant sources and contract administration.
- Working knowledge of the department operations and services provided as well as municipal budgetary procedures and applicable local ordinances, State and Federal laws and regulations.
- Demonstrated proficiency with computers and proficiency with Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).
- Ability to effectively handle problems in the field and during emergencies.
- Ability to read and interpret Federal, State, and local laws and ordinances.
- Ability to interact effectively with disgruntled members of the public, local officials, and other department personnel
- Ability to work independently, exercise good judgment, and make sound decisions
- Ability to think critically and problem solve
- Ability to establish and maintain effective working relationships with diverse populations, organizations, and interests
- Ability to maintain confidentiality

- Ability to conduct research, prepare grant applications, and to prepare detailed, accurate reports
- Ability to manage multiple tasks simultaneously in a detailed and organized manner in a fast-paced environment.
- Ability to supervise the work of others; instruct, persuade, negotiate and motivate individuals with diverse backgrounds and interests.
- Excellent verbal and written communication skills
- Excellent organizational skills

**PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to access and reach difficult places and varied terrain for inspection purposes.

**JOB QUALIFICATIONS:**

- Graduation from an accredited program with a Master's Degree in public health, social work, healthcare administration, public administration or related field; OR
- Bachelor's Degree in Nursing from an accredited college or university; AND
- A minimum of five (5) years of increasingly-responsible work experience in public health, social services, human services or a related field, serving in a supervisory role, developing policy, and delivering services.
- An equivalent combination of education and experience that provides the knowledge, skills, and abilities to perform the required duties of the position will be considered in lieu of the above-mentioned requirements.
- Demonstrated experience in working with diverse communities.

**PREFERRED QUALIFICATIONS:**

- Master's Degree in Public Health, Business/Public Administration, or related field.
- Seven (7) years of related work experience in public health or a related field.
- Five (5) years of prior supervisory experience.

**LICENSING REQUIREMENTS:**

Valid Motor Vehicle Operator's License.

Possession of current license issued by the State of Connecticut, if applicable (Nursing, Clinical Social Work, etc.).

EEO/AA Statement

In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

**The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**



## **TOWN OF EAST HARTFORD**

**TITLE:** Youth Outreach Coordinator

**GRADE:** NBU

**DEPARTMENT:** Youth Services

**Date:** 1/1/2023

### **GENERAL DESCRIPTION:**

The Youth Outreach Coordinator is assigned to the Department of Youth Services and is responsible for reducing youth violence, delinquency and truancy in the East Hartford community. The Coordinator shall maintain a strong working relationship with the East Hartford Police Department and East Hartford Public Schools. The Coordinator will manage the Juvenile Review Board (JRB). As the JRB Manager, the Coordinator will conduct JRB youth and family pre-JRB hearing intakes, conduct all State-required (Ohio Scales) screenings, facilitate the JRB hearings, perform diversion follow-up duties that include case management and monitoring, data collection, coordination with all stakeholder agencies, as well as with board members and families to support East Hartford youth involved in minor criminal offenses. The Youth Outreach Coordinator will also conduct all Youth Services intakes for truancy/defiance of school rules, runaways, beyond control of parent and immoral conduct referrals. The coordinator will actively participate in community organizations and meetings that support programs that reach and benefit the youth of East Hartford.

### **GENERAL DUTIES:**

- Identifies positive youth development, risk prevention/intervention, and leadership opportunities
- Partners with and convenes East Hartford (public and private) community agencies, schools, and municipal departments concerning youth issues and trends in the community.
- Initiates outreach strategies targeting underserved and high-risk youth and families.
- Supervises and evaluates program facilitators, youth outreach workers, case and family mentors.
- Furthers the goals of Youth Services within several areas of focus, with examples including teen employment, community service, youth at-risk intervention and prevention strategies, youth academic support, and parental skill development.
- Uses a variety of marketing techniques to facilitate organization visibility, participant recruitment, program media coverage, information dissemination to the community.
- Ensures that computer data is entered/maintained, for program evaluation, recording, and reporting to state and local resources.
- Maintains awareness of local, state and national grants, fulfills grant requirements, adheres to grant objectives, follows Youth Services plans, monitors expenditures.
- Assists with other program and administrative functions and performs related work as required to benefit the Department of Youth Services.
- Develop and maintain relationships with state agencies to include Department of Children and Families (DCF), State Department of Education (SDE), Judicial Court Support Services Division (CSSD), CT Youth Services Association (CYSA), and CT State Police (relationships with the CSP SRO's are required to service East Hartford youth who may engage in criminal conduct in schools outside of East Hartford that result in JRB referrals).

### **REQUIRED VALUES, SKILLS, KNOWLEDGE, AND EXPERIENCE:**

- 3-5 years of experience working with children, adults, and/or families.
- Experience in and knowledge of the Juvenile Justice System including Judicial Juvenile Court processes and Juvenile Review Board practices.
- Experience providing critical feedback to staff.

- Ability to work autonomously and take initiative.
- Demonstrate a history of program development. **(required)**
- Excellent verbal and written communication skills are essential in conjunction with computer literacy.
- Strong organizational skills, able to multi-task and prioritize, able to meet deadlines.
- Strong motivational and leadership skills, including ability to orient and train.
- Must be receptive and responsive to supervision and professional development.
- Values coaching as an educational profession on par with academic instruction in its net effect on young adult's self-efficacy and future orientation.
- Build mutually beneficial relationships with partners necessary to help young people, including internal services within Youth Services, the police department, juvenile probation, school partners, and external referral community partners so that our young people get opportunities for positive community connections.

### **LICENSE OR CERTIFICATE:**

Graduation from a four-year college or university and 3-5 years of experience or 5-8 years of direct criminal justice experience in program planning and administration. Must have experience in researching funding sources and preparing grant applications on a federal, state and local level. Additionally, must have experience conducting presentations and preparing press releases, brochures and reports; or an equivalent combination of experience that includes the following knowledge, skills and abilities:

- Bachelor's degree preferred, experience working with disengaged and disconnected youth within the juvenile criminal justice system considered in lieu of a BA.
- Considerable knowledge of youth development and of community agencies and key contacts, along with existing area resources.
- Knowledge of research methodologies, analysis and report writing.
- Knowledge of State labor laws as they relate to youth.
- Knowledge of personal computer technology and application software needed to run reports, build and maintain databases and track fiscal and program data.
- Skill and experience in community outreach and communication building.
- Skill and experience in preparing and maintaining program budgets and issuing required fiscal reports.
- Skill and experience in monitoring and evaluating program effectiveness and identifying gaps in services.
- Knowledge of criminal law and law enforcement practices.
- Knowledge of State Board of Education regulations.
- Knowledge of DCF policies and practices.
- Knowledge of CYSA (CT Youth Services Association) policies.
- Valid motor vehicle operator's license.

### **EEO/AA Statement**

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**NOTE: The description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility.**

MICHAEL P. WALSH  
MAYOR

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

# TOWN OF EAST HARTFORD

740 Main Street  
East Hartford, Connecticut 06108

(860) 291-7220

[WWW.EASTHARTFORDCT.GOV](http://WWW.EASTHARTFORDCT.GOV)

March 15<sup>th</sup> 2023

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

Re: Custodian Job Descriptions for Public Works, Library and Police

Dear Mr. Walsh:

Please see the attached job descriptions for our Public Works, Library and Police custodians.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Custodian I

**GRADE:** 4-3

**DEPARTMENT:** Library  
7/1/874/1/2023

**DATE:**

### POSITION DEFINITION:

Performs general cleaning and minor maintenance duties in maintaining town buildings, adjacent walks and grounds, and equipment in clean, orderly, and functional condition. ~~Provides assistance~~ to assist officials, staff, the general public, and other employees as necessary.

### GENERAL DUTIES:

- Receives oral or written orders from a supervisor.
- Performs work according to standard procedure and ~~by the~~ building's operational schedule.
- Cleans rooms, hallways, restrooms, ~~locker rooms~~, offices, stairways, and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip, and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture, and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Empties wastebaskets.
- Replenishes ~~rest room~~restroom supplies.
- Replaces light bulbs.
- ~~Sets up and tears tear down chairs, tables, and equipment in meeting rooms and function rooms.~~
- ~~Sets up and breaks down~~ furniture and equipment for library events and meeting room uses
- ~~Clears snow from entrances.~~
- Picks up and delivers supplies and materials within the library.
- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or on written work order to supervisor.

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### ADDITIONAL JOB DUTIES:

- Participates in general cleaning, painting, and repair work.
- Uses hand tools and power tools in making minor maintenance repairs.
- ~~Provides assistance~~ Transports library circulating materials and supplies between branches.
- Checks building at the beginning and end of shifts.
- Secures building at closing time.

#### **SUPERVISED BY:**

Receives general supervision from the Library Assistant Director.

#### **QUALIFICATIONS PROFILES:**

- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff, and the public in a courteous manner.
- Ability to acquire job skills with three months of on-the-job training.
- ~~Ability to lift and carry objects weighing from 25 to 50 pounds.~~
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Ability to use tact and diplomacy with the public and other town departments.
- ~~A High School diploma or equivalent is required~~
- ~~Valid CT Driver's License~~
- Ability to work at other locations.

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#### **REQUIREMENTS:**

- Education: High school diploma or GED - Preferred
- Basic cleaning responsibilities require no previous experience
- Must be able to take direction, work with minimal supervision, and function cooperatively as part of a team
- Ability to use cleaning tools and equipment.
- Use a portable vacuum cleaner – back pack style.
- Requires attention to detail, pride in delivering excellent service, organization, and high energy and endurance levels.

**Physical:** CONTINUOUS walking, reaching, and handling; lifting and carrying objects weighing up to 50 pounds.

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FREQUENT standing, stooping, kneeling, and crouching; reaching at and above shoulder height; pushing/pulling, twisting at waist; strong power or pinch grasp; upward and downward flexion of the neck, a side-to-side turning of neck; lifting and carrying objects weighing up to 50 pounds; pushing/pulling of objects up to 50 pounds.

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**LICENSING REQUIREMENTS:**

Not applicable.



- Valid CT Driver's License

**NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**

EEO/AA Statement

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## TOWN OF EAST HARTFORD

**TITLE:** Custodian I

**GRADE:** 13

**DEPARTMENT:** Police  
~~1987 October 1<sup>st</sup>, 2022~~ 4-1-2023

**DATE:** July 1,

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### POSITION DEFINITION:

Performs general cleaning and minor maintenance duties in maintaining police buildings, adjacent walks and grounds, and equipment in clean, orderly, and functional condition. Provides minor servicing of police vehicles and equipment. ~~Provides assistance to~~ Assists to assist officials, staff, visitors, and other employees as necessary.

### GENERAL DUTIES:

- Receives oral or written orders from a supervisor.
- Performs work according to standard procedure and ~~by the~~ building's operational schedule.
- Cleans rooms, hallways, restrooms, locker rooms, offices, stairways, and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip, and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture, and blinds.
- Dusts and clean furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Empties wastebaskets.
- Replenishes ~~rest room~~ restroom supplies.
- Replaces light bulbs.
- Sets up and tears down chairs, tables, and equipment meeting ~~tears down chairs, tables, and equipment in meeting rooms~~ and function rooms.
- Prepares rooms for use by private organizations.
- Clears snow from entrances.
- Picks up and delivers supplies and materials to rooms.
- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or on written work order to supervisor.
- Clean and sanitize booking, holding, inmate, and observation cells, which may contain human fluids and biohazard materials.

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### ADDITIONAL JOB DUTIES:

- Vacuums interiors of police vehicles.
- Fuels police vehicles; and checks check oil, coolant, and battery levels.
- Maintains records of fuel consumption.
- Participates in general cleaning, painting, and repair work.

- Uses hand tools and power tools in making minor maintenance repairs.
- ~~Provides assistance~~ Assists to officials, staff, visitors, and other employees as necessary.
- Checks building at the beginning and end of shifts.
- Comply with all safety rules, standards, and regulations.
- Mix chemical solutions safely and efficiently.

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### **SUPERVISED BY:**

Receives general supervision from the Administrative Commander and functional supervision from the Building Superintendent.

### **QUALIFICATIONS PROFILES:**

- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff, and the public ~~in a courteous manner~~ courteously.
- Ability to acquire job skills with three months of on-the-job training.
- Ability to lift and carry objects weighing from 25 to 50 pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.
- Ability to use tact and diplomacy with the public and other town departments.
- ~~A High School diploma or equivalent is required~~

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### **REQUIREMENTS:**

- Education: High school diploma or GED - Preferred
- Basic cleaning responsibilities require no previous experience
- Must be able to take direction, work with minimal supervision, and function cooperatively as part of a team
- Ability to use cleaning tools and equipment.
- Use a portable vacuum cleaner – back pack style.
- Requires attention to detail, pride in delivering excellent service, organization, and high energy and endurance levels.

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**Physical:** ~~CContinuous~~ ONTINUOUS walking, reaching, and handling; lifting and carrying objects weighing up to 50 pounds.  
~~Frequent~~ REQUENT standing, stooping, kneeling, and crouching; reaching at and above shoulder height; pushing/pulling, twisting at waist; strong power or pinch grasp; upward



and downward flexion of the neck, a side-to-side turning of neck; lifting and carrying objects weighing up to 50 pounds; pushing/pulling of objects up to 10 pounds.

EEO/AA Statement

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**LICENSING REQUIREMENTS:**

- Not ~~Ne~~ applicable.

**NOTE: The above tasks and responsibilities are illustrative only. The description does ~~not~~ not include every task or responsibility.**

## **TOWN OF EAST HARTFORD**

**TITLE:** Custodian I **GRADE:** 34  
**DEPARTMENT:** Public Works **DATE:**  
07/01/874/1/2023

### **POSITION DEFINITION:**

Performs general cleaning and minor maintenance duties in maintaining town buildings, adjacent walks and grounds, and equipment in clean, orderly, and functional condition. ~~Provides assistance to~~ Assists officials, staff, visitors, and other employees as necessary.

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### **GENERAL DUTIES:**

- Receives oral or written orders from a supervisor.
- Performs work according to standard procedure and by the building's operational schedule.
- Cleans rooms, hallways, restrooms, locker rooms, offices, stairways, and windows.
- Uses brooms, mops, and floor equipment to sweep, mop, strip, and wax floors.
- Uses vacuum cleaners to clean rugs, carpets, upholstered furniture, and blinds.
- Dusts furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Empties wastebaskets.
- Replenishes ~~the rest room~~ restroom supplies.
- Replaces light bulbs.
- ~~Sets Setup~~ and ~~tears tear~~ down chairs, tables, and equipment in meeting rooms and function rooms.
- Prepares rooms for use by private organizations.
- Clears snow from entrances.
- Picks up and delivers supplies and materials to rooms.
- Follows all applicable safety rules and procedures.
- Reports work accomplished orally or on written work order to supervisor.

### **ADDITIONALJOB DUTIES:**

- Participates in general cleaning, painting, and repair work.
- Uses hand tools and power tools in making minor maintenance repairs.
- Provides assistance to officials, staff, visitors, and other employees as necessary.
- Checks building at the beginning and end of shifts.

### **SUPERVISED BY:**

Receives general supervision from the Building Superintendent

## **QUALIFICATIONS PROFILES:**

- The skills and knowledge required would generally be obtained with previous experience in building cleaning and maintenance work.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to relate to officials, staff, and the public in a courteous manner.
- Ability to acquire job skills with three months of on-the-job training.
- Ability to lift and carry objects weighing from 25 to 50 pounds.
- Ability to work occasionally in poor weather conditions, including heat, cold, rain, or snow.

Physical: CONTINUOUS walking, reaching, and handling; lifting and carrying objects weighing up to 50 pounds.

FREQUENT standing, stooping, kneeling, and crouching; reaching at and above shoulder height; pushing/pulling, twisting at waist; strong power or pinch grasp; upward and downward flexion of the neck, a side-to-side turning of neck; lifting and carrying objects weighing up to 50 pounds; pushing/pulling of objects up to 50 pounds.

## **REQUIREMENTS:**

- Education: High school diploma or GED - Preferred
- Basic cleaning responsibilities requires no previous experience
- Must be able to take direction, to work with minimal supervision, and to function cooperatively as part of a team
- Ability to use cleaning tools and equipment.
- Use a portable vacuum cleaner – back pack style.
- Requires attention to detail, a pride in delivering excellent service, organization, and high levels of energy and endurance.

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## **LICENSING REQUIREMENTS:**

- Not applicable.

**NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**

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

DATE: March 14, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Personnel and Pensions Subcommittees

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Please see the attached job descriptions for Human Resources & Chief Diversity Officer, Deputy Director of Health and Human Services, Youth Outreach Coordinator as well as Public Works, Library and Police custodians, submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the March 21, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director



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

DATE: March 15, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Tax Policy Subcommittee – Properties Recommended for Tax Lien Sales

---

Attached is a list of properties recommended for the Town's annual tax lien sale. The list contains 97 properties that are moving toward a tax lien sale totaling \$1,477,585.76 and represents properties that have fallen into delinquency where all town efforts have failed to secure payment.

Please place this item on the Town Council agenda for the March 21, 2023 meeting for referral to the Tax Policy Subcommittee.

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



## MEMORANDUM

DATE: March 16, 2023  
TO: Michael Walsh, Mayor  
FROM: Melissa McCaw, Director of Finance  
TELEPHONE: (860) 291-7246  
RE: Referral to Tax Policy Committee  
Properties Recommended for Tax Lien Sale

---

Attached please find a list of properties being recommended for the town's annual tax lien sale. The list contains 97 properties that are moving forward toward a tax lien sale totaling \$1,477,585.76 and represents properties that have fallen into delinquency where all town efforts have failed to secure payment. The estimated \$1.4 million includes a \$24 lien fee adjustment on all 2021 Grand List Bills.

Please note this list is preliminary and will decrease substantially as the process proceeds but all amounts that eventually move to lien sale will be updated through the expected date of sale, which should be no later than August 31, 2023.

The policy criteria applied by the Tax Office that results in a property being selected for lien sale includes any real estate delinquency in excess of \$10,000 or any amount when the delinquency spans any portion of the three grand list years.

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

- The tax bill first installment legal notice is published (3 times; before due date, after due and before it becomes delinquent).
- An individual tax bill is printed and mailed to the property address (mid-June).
- If full payment is not received, an individual delinquent letter is mailed (August).
- The tax bill second installment legal notice is published (3 times; before due date, after due and before it becomes delinquent).
- If full payment is not received, an individual demand letter is mailed (February).
- If amounts remain unpaid, a notice of intention to file lien letter is mailed (April).
- If amounts remain unpaid, a lien is filed by the Tax Collector (in May).

Based on the aforementioned, the town will issue a tax lien sale request for proposal (RFP). When the town has accepted bids in the past, the town was able to collect 100% of the tax due on the parcels when the lien was sold.

On some properties, the owner came forward and entered into an agreement with the town to deposit an initial payment approximately 25% of the taxes due while agreeing to retire the remaining balance over 18 months while keeping new taxes current.

Like past lien sales, the town will advertise these properties and request sealed bids. The bids received by the town will be opened and analyzed by the Administration, who then will return to the Town Council with approximate recommendations for the sale. The Finance Department, including the Tax Office, will work closely with Corporation Counsel to facilitate this sale by August 31, 2023 for tax receipt recording purposes.

In addition, the Tax Office, with the Corporation Counsel will be working to assign subsequent tax liens in cases where that property's tax liens have been sold in prior years. This encompasses 54 properties totaling \$345,668.56.

In closing, while it is regrettable that the town has to initiate these actions, despite our best efforts, we have been unable to secure collection with these particular properties. Accordingly, to maintain a fair and equitable tax collection system and support city services upon which our town residents rely, we must initiate this process.

Should you have any questions or concerns regarding the above noted, please do not hesitate to contact me.

Thank you.

## Town of East Hartford Lien Sale Properties - 2023

BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
2018-01-0009503	3507 MCCRAY CAROLYN E	113 CRESCENT DR	4,698.84	833.65		24 833.47	6,389.96
2019-01-0009503	3507 MCCRAY CAROLYN E	113 CRESCENT DR	4,776.36	2,077.72		24 0	6,878.08
2020-01-0009093	3507 MCCRAY CAROLYN E	113 CRESCENT DR	4,721.82	1,204.06		24 0	5,949.88
2021-01-0009083	3507 MCCRAY CAROLYN E	113 CRESCENT DR	5,350.50	401.29		0 0	5,751.79
TOTAL	4	3507 113 CRESCENT DR	19,547.52	4,516.72		72 833.47	24,969.71
2021-01-0012133	8716 RIVERSIDE HEALTH CARE REALTY L L C	751 MAIN ST	94,651.17	2,839.54		0 0	97,490.71
TOTAL	1	8716 751 MAIN ST	94,651.17	2,839.54		0 0	97,490.71
2017-01-0010037	405 MONTANEZ RAUL P & AWILDA N	113 ARNOLD DR	5,797.84	2,957.13		24 1,316.85	10,095.82
2018-01-0010037	405 MONTANEZ RAUL P & AWILDA N	113 ARNOLD DR	5,974.24	3,674.16		24 1,450.86	11,123.26
2020-01-0009635	405 MONTANEZ RAUL P & AWILDA N	113 ARNOLD DR	6,003.44	1,530.88		24 0	7,558.32
2021-01-0009607	405 MONTANEZ RAUL P & AWILDA N	113 ARNOLD DR	6,255.38	469.15		0 0	6,724.53
TOTAL	4	405 113 ARNOLD DR	24,030.90	8,631.32		72 2,767.71	35,501.93
2021-01-0004472	12236 ECOLOCHEM INC	405 SCHOOL ST	34,126.15	1,023.78		0 0	35,149.93
TOTAL	1	12236 405 SCHOOL ST	34,126.15	1,023.78		0 0	35,149.93
2020-01-0008637	8780 MAIN APARTMENTS LLC	1252-1256 MAIN ST	8,758.64	1,839.31		24 0	10,621.95
2021-01-0008611	8780 MAIN APARTMENTS LLC	1252-1256 MAIN ST	20,661.96	1,549.65		0 0	22,211.61
TOTAL	2	8780 1252-1256 MAIN ST	29,420.60	3,388.96		24 0	32,833.56
2021-01-0006784	8595 INTERCOMMUNITY INC	287 MAIN ST	28,784.05	863.52		0 0	29,647.57
TOTAL	1	8595 287 MAIN ST	28,784.05	863.52		0 0	29,647.57
2021-01-0000146	12944 8 NEW BRITAIN PIZZA LLC	300 SILVER LN	27,198.02	2,039.85		0 0	29,237.87
TOTAL	1	12944 300 SILVER LN	27,198.02	2,039.85		0 0	29,237.87
2020-01-0006148	14593 TUGER PROPERTIES LLC	20 WESTBROOK ST	8,994.29	1,888.80		24 0	10,907.09
2021-01-0014612	14593 TUGER PROPERTIES LLC	20 WESTBROOK ST	15,101.12	1,132.59		0 0	16,233.71
TOTAL	2	14593 20 WESTBROOK ST	24,095.41	3,021.39		24 0	27,140.80
2017-01-0008400	13411 FERRARO-LEE TEENA & LEE PERRY	24 SPAULDING CIR	3,456.30	2,747.76		24 934.21	7,162.27
2018-01-0008400	13411 FERRARO-LEE TEENA & LEE PERRY	24 SPAULDING CIR	3,330.64	2,048.34		24 810.45	6,213.43
2019-01-0008400	13411 FERRARO-LEE TEENA & LEE PERRY	24 SPAULDING CIR	3,385.58	1,472.73		24 0	4,882.31



BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
2020-01-0004817	13411 FERRARO-LEE TEENA & LEE PERRY	24 SPAULDING CIR	3,346.92	853.47	24	0	4,224.39
2021-01-0004806	13411 FERRARO-LEE TEENA & LEE PERRY	24 SPAULDING CIR	3,781.02	283.58	0	0	4,064.60
TOTAL	5	13411 24 SPAULDING CIR	17,300.46	7,405.88	96	1,744.66	26,547.00
2021-01-0006936	8757 JCT WHITNEY REALTY GROUP LLC	1123 MAIN ST	23,470.24	626.19	0	0	24,096.43
TOTAL	1	8757 1123 MAIN ST	23,470.24	626.19	0	0	24,096.43
2021-01-0010990	4235 MORRIS WAREHOUSING LLC	1 FAIRFIELD ST	22,642.25	679.27	0	0	23,321.52
TOTAL	1	4235 1 FAIRFIELD ST	22,642.25	679.27	0	0	23,321.52
2021-01-0005108	2013 FRANKLIN PLAZA TIC 1 LLC & FRANKLIN PLAZ	1120 BURNSIDE AVE	22,575.22	677.26	0	0	23,252.48
TOTAL	1	2013 1120 BURNSIDE AVE	22,575.22	677.26	0	0	23,252.48
2021-01-0004353	8650 DUONG ANH THU THI	445 MAIN ST	19,553.56	1,466.52	0	20	21,040.08
TOTAL	1	8650 445 MAIN ST	19,553.56	1,466.52	0	20	21,040.08
2021-01-0015119	7115 WADE LYNE	85-87 JAMES ST	19,818.35	452.75	0	0	20,271.10
TOTAL	1	7115 85-87 JAMES ST	19,818.35	452.75	0	0	20,271.10
2020-01-0002527	17010 CASSADY JAMES & JUNE	7 STRAWBERRY LN	8,200.00	2,091.00	24	0	10,315.00
2021-01-0002520	17010 CASSADY JAMES & JUNE	7 STRAWBERRY LN	7,418.96	556.42	0	0	7,975.38
TOTAL	2	17010 7 STRAWBERRY LN	15,618.96	2,647.42	24	0	18,290.38
2020-01-0015315	11762 WELDON RENEE C & DEANDRE L	11 RECTOR ST	6,315.79	1,459.46	24	0	7,799.25
2021-01-0015301	11762 WELDON RENEE C & DEANDRE L	11 RECTOR ST	9,459.52	709.46	0	0	10,168.98
TOTAL	2	11762 11 RECTOR ST	15,775.31	2,168.92	24	0	17,968.23
2019-01-0013380	10443 COLWICK CHRISTOPHER & EILEEN	123 OAK ST	2,870.38	947.23	24	0	3,841.61
2020-01-0003031	10443 COLWICK CHRISTOPHER & EILEEN	123 OAK ST	5,353.98	1,365.27	24	0	6,743.25
2021-01-0003030	10443 COLWICK CHRISTOPHER & EILEEN	123 OAK ST	6,801.50	510.11	0	0	7,311.61
TOTAL	3	10443 123 OAK ST	15,025.86	2,822.61	48	0	17,896.47
2021-01-0004438	13042 EAST HARTFORD VENTURE LLC	794-810 SILVER LN	17,060.92	511.83	0	0	17,572.75
TOTAL	1	13042 794-810 SILVER LN	17,060.92	511.83	0	0	17,572.75
2019-01-0000939	14704 LARACUENTE PROPERTY MANAGEMENT LLC	123 WHITEHALL DR	274.37	0	24	0	298.37
2020-01-0007914	14704 LARACUENTE PROPERTY MANAGEMENT LLC	123 WHITEHALL DR	6,792.04	1,731.97	24	0	8,548.01
2021-01-0007878	14704 LARACUENTE PROPERTY MANAGEMENT LLC	123 WHITEHALL DR	7,383.28	553.75	0	0	7,937.03

BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL	
TOTAL	3	14704 123 WHITEHALL DR	14,449.69	2,285.72		48	0	16,783.41
2019-01-0013343	1309 OBRIEN JOSEPH A	139 BRITT RD	3,937.02	472.44		24	0	4,433.46
2020-01-0010315	1309 OBRIEN JOSEPH A	139 BRITT RD	4,949.82	1,262.20		24	0	6,236.02
2021-01-0010310	1309 OBRIEN JOSEPH A	139 BRITT RD	5,591.58	419.36		0	0	6,010.94
TOTAL	3	1309 139 BRITT RD	14,478.42	2,154.00		48	0	16,680.42
2020-01-0010223	11382 NO CHOICE LLC	195 PITKIN ST	7,371.90	1,879.84		24	0	9,275.74
2021-01-0010210	11382 NO CHOICE LLC	195 PITKIN ST	6,513.80	488.54		0	0	7,002.34
TOTAL	2	11382 195 PITKIN ST	13,885.70	2,368.38		24	0	16,278.08
2021-01-0004663	1706 EZ CASHING LLC	78-84 BURNSIDE AVE	15,048.52	1,128.64		0	0	16,177.16
TOTAL	1	1706 78-84 BURNSIDE AVE	15,048.52	1,128.64		0	0	16,177.16
2020-01-0011786	8656 RAVALESE MICHAEL & RAVALESE HARRY A	456 MAIN ST	5,393.94	1,126.91		24	0	6,544.85
2021-01-0011769	8656 RAVALESE MICHAEL & RAVALESE HARRY A	456 MAIN ST	8,844.52	663.34		0	0	9,507.86
TOTAL	2	8656 456 MAIN ST	14,238.46	1,790.25		24	0	16,052.71
2019-01-0009911	14471 MILLETTE ROLAND J & VIRGINIA A	52 WARREN DR	3,011.43	496.88		24	0	3,532.31
2020-01-0009497	14471 MILLETTE ROLAND J & VIRGINIA A	52 WARREN DR	4,860.48	1,239.42		24	0	6,123.90
2021-01-0009475	14471 MILLETTE ROLAND J & VIRGINIA A	52 WARREN DR	5,697.36	427.3		0	0	6,124.66
TOTAL	3	14471 52 WARREN DR	13,569.27	2,163.60		48	0	15,780.87
2019-01-0005206	10843 FORBES ANTHONY	50 ORCHARD ST	2,539.43	990.38		24	0	3,553.81
2020-01-0005019	10843 FORBES ANTHONY	50 ORCHARD ST	5,020.88	1,280.32		24	0	6,325.20
2021-01-0005003	10843 FORBES ANTHONY	50 ORCHARD ST	5,489.08	411.68		0	0	5,900.76
TOTAL	3	10843 50 ORCHARD ST	13,049.39	2,682.38		48	0	15,779.77
2020-01-0006792	10533 IARACUENTE PROPERTY MANAGEMENT LLC	486 OAK ST	6,670.58	0		24	0	6,694.58
2021-01-0006754	10533 IARACUENTE PROPERTY MANAGEMENT LLC	486 OAK ST	8,269.70	620.23		0	0	8,889.93
TOTAL	2	10533 486 OAK ST	14,940.28	620.23		24	0	15,584.51
2020-01-0010610	14238 PACK LEADERS RESCUE OF CT INC	1026 TOLLAND ST	6,624.94	1,689.36		24	0	8,338.30
2021-01-0010601	14238 PACK LEADERS RESCUE OF CT INC	1026 TOLLAND ST	6,394.78	479.61		0	0	6,874.39
TOTAL	2	14238 1026 TOLLAND ST	13,019.72	2,168.97		24	0	15,212.69
2019-01-0001078	5385 BEGIN RICHARD A	683 GOODWIN ST	873.33	248.9		24	0	1,146.23
2020-01-0001178	5385 BEGIN RICHARD A	683 GOODWIN ST	5,348.56	1,363.88		24	0	6,736.44

BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
2021-01-0001180	5385 BEGIN RICHARD A EST OF	683 GOODWIN ST	6,704.32	502.82	0	0	7,207.14
TOTAL	3	5385 683 GOODWIN ST	12,926.21	2,115.60	48	0	15,089.81
2019-01-0002138	14274 DIAZ DENISE R	1177 TOLLAND ST	2,342.00	456.69	24	0	2,822.69
2020-01-0003980	14274 DIAZ DENISE R	1177 TOLLAND ST	4,703.56	1,199.40	24	0	5,926.96
2021-01-0003992	14274 DIAZ DENISE R	1177 TOLLAND ST	5,692.86	426.96	0	0	6,119.82
TOTAL	3	14274 1177 TOLLAND ST	12,738.42	2,083.05	48	0	14,869.47
2020-01-0006157	8159 HACHI GROUP LLC	32-34 LILAC ST	6,106.58	1,557.18	24	0	7,687.76
2021-01-0006126	8159 HACHI GROUP LLC	32-34 LILAC ST	6,500.56	487.54	0	0	6,988.10
TOTAL	2	8159 32-34 LILAC ST	12,607.14	2,044.72	24	0	14,675.86
2019-01-0001092	3575 BELCH WILLIAM E EST OF	30 CROSS DR	3,029.45	954.27	24	0	4,007.72
2020-01-0001185	3575 BELCH WILLIAM E EST OF	30 CROSS DR	4,295.42	1,095.33	24	0	5,414.75
2021-01-0001186	3575 BELCH WILLIAM E EST OF	30 CROSS DR	4,827.76	362.09	0	0	5,189.85
TOTAL	3	3575 30 CROSS DR	12,152.63	2,411.69	48	0	14,612.32
2021-01-0000042	12866 18 SIGNOR STREET LLC	18 SIGNOR ST	14,152.59	424.58	0	0	14,577.17
TOTAL	1	12866 18 SIGNOR ST	14,152.59	424.58	0	0	14,577.17
2021-01-0014247	13047 THE NGUYEN & CAI GROUP LLC	825 SILVER LN	13,919.71	417.59	0	0	14,337.30
TOTAL	1	13047 825 SILVER LN	13,919.71	417.59	0	0	14,337.30
2019-01-0008947	874 MAGNOTTA BARBARA T &	37 BODWELL RD	2,227.44	868.7	24	0	3,120.14
2020-01-0008621	874 MAGNOTTA BARBARA T &	37 BODWELL RD	4,420.78	1,127.30	24	0	5,572.08
2021-01-0008597	874 MAGNOTTA BARBARA T &	37 BODWELL RD	5,246.36	393.48	0	0	5,639.84
TOTAL	3	874 37 BODWELL RD	11,894.58	2,389.48	48	0	14,332.06
2021-01-0013553	8644 SKELLY PATRICK M	438 MAIN ST	13,312.30	998.42	0	0	14,310.72
TOTAL	1	8644 438 MAIN ST	13,312.30	998.42	0	0	14,310.72
2020-01-0014797	4189 VALE DASERRA JOSE	11 ERIC WAY	5,955.59	268.01	24	0	6,247.60
2021-01-0014774	4189 VALE DASERRA JOSE	11 ERIC WAY	7,073.32	530.5	0	0	7,603.82
TOTAL	2	4189 11 ERIC WAY	13,028.91	798.51	24	0	13,851.42
2021-01-0010027	14016 120 TOLLAND LLC	120 TOLLAND ST	13,148.29	394.45	0	0	13,542.74
TOTAL	1	14016 120 TOLLAND ST	13,148.29	394.45	0	0	13,542.74

BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
2020-01-0014271	13022 THE BLUE ARMY TRUST	709 SILVER LN	5,625.42	1,434.48	24	0	7,083.90
2021-01-0014229	13022 THE BLUE ARMY TRUST	709 SILVER LN	5,685.88	426.44	0	0	6,112.32
TOTAL	2	13022 709 SILVER LN	11,311.30	1,860.92	24	0	13,196.22
2020-01-0004343	5828 DUNKLE AVIS M	91 GREEN MANOR DR	5,313.02	1,354.82	24	0	6,691.84
2021-01-0004342	5828 DUNKLE AVIS M	91 GREEN MANOR DR	5,972.88	447.96	0	0	6,420.84
TOTAL	2	5828 91 GREEN MANOR DR	11,285.90	1,802.78	24	0	13,112.68
2020-01-0014512	8866 TORRES MELANIE A	1725 MAIN ST	4,164.77	562.24	24	0	4,751.01
2021-01-0014478	8866 TORRES MELANIE A	1725 MAIN ST	7,746.14	580.96	0	0	8,327.10
TOTAL	2	8866 1725 MAIN ST	11,910.91	1,143.20	24	0	13,078.11
2020-01-0010987	13584 PATRICK JANICE E	25 STRONG DR	4,288.59	952.29	24	0	5,264.88
2021-01-0010977	13584 PATRICK JANICE E	25 STRONG DR	7,220.10	541.51	0	0	7,761.61
TOTAL	2	13584 25 STRONG DR	11,508.69	1,493.80	24	0	13,026.49
2020-01-0007912	536 LARACUENTE PROPERTY MANAGEMENT LLC	58 BARBONSEL RD	5,262.68	1,341.98	24	0	6,628.66
2021-01-0007876	536 LARACUENTE PROPERTY MANAGEMENT LLC	58 BARBONSEL RD	5,916.30	443.72	0	0	6,360.02
TOTAL	2	536 58 BARBONSEL RD	11,178.98	1,785.70	24	0	12,988.68
2019-01-0007311	2586 GRAHAM CHRISTOPHER &	158 CHESTER ST	723.63	0	24	0	747.63
2020-01-0005937	2586 GRAHAM CHRISTOPHER &	158 CHESTER ST	4,897.50	1,248.87	24	0	6,170.37
2021-01-0005904	2586 GRAHAM CHRISTOPHER &	158 CHESTER ST	5,613.72	421.03	0	0	6,034.75
TOTAL	3	2586 158 CHESTER ST	11,234.85	1,669.90	48	0	12,952.75
2021-01-0009812	14058 MS PROPERTY ASSOCIATES LLC	284 TOLLAND ST	11,717.44	878.81	0	0	12,596.25
TOTAL	1	14058 284 TOLLAND ST	11,717.44	878.81	0	0	12,596.25
2019-01-0015353	72 WHEELER JARED L	84 ALPS DR	77.72	1.17	24	0	102.89
2020-01-0015360	72 WHEELER JARED L	84 ALPS DR	4,967.08	1,266.60	24	0	6,257.68
2021-01-0015346	72 WHEELER JARED L	84 ALPS DR	5,782.64	433.7	0	0	6,216.34
TOTAL	3	72 84 ALPS DR	10,827.44	1,701.47	48	0	12,576.91
2021-01-0005885	8745 GOVERNOR BUILDING LLC	991 MAIN ST	12,204.88	366.15	0	0	12,571.03
TOTAL	1	8745 991 MAIN ST	12,204.88	366.15	0	0	12,571.03
2021-01-0003249	12921 193 SILVER LANE LLC	193 SILVER LN	11,243.84	843.29	0	0	12,087.13
TOTAL	1	12921 193 SILVER LN	11,243.84	843.29	0	0	12,087.13

BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
2021-01-0010892	11057 PARK PLACE PLAZA LLC	353-357 PARK AVE	11,483.28	344.5	0	0	11,827.78
TOTAL	1	11057 353-357 PARK AVE	11,483.28	344.5	0	0	11,827.78
2020-01-0002956	10485 COLEMAN ARLENE M	284 OAK ST	4,643.84	1,184.18	24	0	5,852.02
2021-01-0002950	10485 COLEMAN ARLENE M	284 OAK ST	5,528.44	414.64	0	0	5,943.08
TOTAL	2	10485 284 OAK ST	10,172.28	1,598.82	24	0	11,795.10
2021-01-0015700	2025 WOODLAND AUTO BODY	1208 BURNSIDE AVE	10,930.20	819.76	0	0	11,749.96
TOTAL	1	2025 1208 BURNSIDE AVE	10,930.20	819.76	0	0	11,749.96
2020-01-0004057	7618 DINEEN ROSEMARY W EST OF	16 KIRKWOOD DR	2,996.55	134.84	24	0	3,155.39
2021-01-0004066	7618 DINEEN ROSEMARY W EST OF	16 KIRKWOOD DR	7,988.86	599.16	0	0	8,588.02
TOTAL	2	7618 16 KIRKWOOD DR	10,985.41	734	24	0	11,743.41
2020-01-0012909	8202 SAWANIEWICZ HALINA L/U & CONSERVED PER\$	26 LINWOOD DR	3,289.18	690.73	24	0	4,003.91
2021-01-0012898	8202 SAWANIEWICZ HALINA L/U & CONSERVED PER\$	26 LINWOOD DR	7,066.76	530.01	0	0	7,596.77
TOTAL	2	8202 26 LINWOOD DR	10,355.94	1,220.74	24	0	11,600.68
2021-01-0011766	8659 RAVALESE HARRY A	456 MAIN ST REAR	10,765.38	807.4	0	0	11,572.78
TOTAL	1	8659 456 MAIN ST REAR	10,765.38	807.4	0	0	11,572.78
2020-01-0007913	3504 LARACUENTE PROPERTY MANAGEMENT LLC	107 CRESCENT DR	4,916.26	1,063.35	24	0	6,003.61
2021-01-0007877	3504 LARACUENTE PROPERTY MANAGEMENT LLC	107 CRESCENT DR	5,174.20	388.06	0	0	5,562.26
TOTAL	2	3504 107 CRESCENT DR	10,090.46	1,451.41	24	0	11,565.87
2020-01-0015802	10635 YOUNG ROBERT S JR EST OF	992 OAK ST	4,520.78	67.81	24	0	4,612.59
2021-01-0015781	10635 YOUNG ROBERT S JR EST OF	992 OAK ST	6,423.06	481.73	0	0	6,904.79
TOTAL	2	10635 992 OAK ST	10,943.84	549.54	24	0	11,517.38
2020-01-0015245	2753 WARMOLTS ELIZABETH L	16 CHRISTINE DR	4,543.66	1,158.63	24	0	5,726.29
2021-01-0015233	2753 WARMOLTS ELIZABETH L	16 CHRISTINE DR	5,193.06	389.48	0	0	5,582.54
TOTAL	2	2753 16 CHRISTINE DR	9,736.72	1,548.11	24	0	11,308.83
2020-01-0005707	14648 GONZALEZ JORGE	175 WESTERLY TER	4,312.20	1,099.61	24	0	5,435.81
2021-01-0005684	14648 GONZALEZ JORGE	175 WESTERLY TER	4,862.20	364.66	0	0	5,226.86
TOTAL	2	14648 175 WESTERLY TER	9,174.40	1,464.27	24	0	10,662.67

BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
2021-01-0009200	8318 PIANKA MARK	292-294 LONG HILL ST	9,839.18	737.94	0	0	10,577.12
TOTAL	1	8318 292-294 LONG HILL ST	9,839.18	737.94	0	0	10,577.12
2021-01-0000110	222 51 APPLGATE PARTNERS LLC	51 APPLGATE LN	10,208.39	306.25	0	0	10,514.64
TOTAL	1	222 51 APPLGATE LN	10,208.39	306.25	0	0	10,514.64
2020-01-0013773	1404 SOUZA-BAILEY IAN	85 BROOKFIELD DR	3,813.00	57.2	24	0	3,894.20
2021-01-0013757	1404 SOUZA-BAILEY IAN	85 BROOKFIELD DR	6,022.90	451.71	0	0	6,474.61
TOTAL	2	1404 85 BROOKFIELD DR	9,835.90	508.91	24	0	10,368.81
2021-01-0012870	4071 GONDAL CORPORATION	379 ELLINGTON RD	10,054.82	301.64	0	0	10,356.46
TOTAL	1	4071 379 ELLINGTON RD	10,054.82	301.64	0	0	10,356.46
2020-01-0004440	6420 EASTERN ASSOCIATES LLC	33-35 HIGHLAND ST	2,741.81	287.89	24	0	3,053.70
2021-01-0004443	6420 EASTERN ASSOCIATES LLC	33-35 HIGHLAND ST	6,783.86	508.79	0	0	7,292.65
TOTAL	2	6420 33-35 HIGHLAND ST	9,525.67	796.68	24	0	10,346.35
2019-01-0007270	16639 FREEMAN ESSENCE	14 WAKEFIELD CIR	2,843.94	1,237.12	24	0	4,105.06
2020-01-0005156	16639 FREEMAN ESSENCE	14 WAKEFIELD CIR	2,811.48	716.93	24	0	3,552.41
2021-01-0005134	16639 FREEMAN ESSENCE	14 WAKEFIELD CIR	2,423.92	181.8	0	0	2,605.72
TOTAL	3	16639 14 WAKEFIELD CIR	8,079.34	2,135.85	48	0	10,263.19
2021-01-0002396	11003 CAPO REALTY LLC	115 PARK AVE	9,851.82	295.55	0	0	10,147.37
TOTAL	1	11003 115 PARK AVE	9,851.82	295.55	0	0	10,147.37
2021-01-0007268	15872 KANE STREET CONDOMINIUMS WH 2 LLC	235 EAST RIVER DR 1701	9,748.16	292.44	0	0	10,040.60
TOTAL	1	15872 235 EAST RIVER DR 1701	9,748.16	292.44	0	0	10,040.60
2021-01-0003567	3273 DAL HOLDINGS LLC	34 CONNECTICUT BLVD	9,304.54	697.84	0	0	10,002.38
TOTAL	1	3273 34 CONNECTICUT BLVD	9,304.54	697.84	0	0	10,002.38
2021-01-0012393	15867 ROMANELLI IRENE H & PAUL F	235 EAST RIVER DR 1501	9,266.42	694.99	0	0	9,961.41
TOTAL	1	15867 235 EAST RIVER DR 1501	9,266.42	694.99	0	0	9,961.41
2020-01-0001595	15125 BOUTIETTE SUSAN LAURIE	113 WOODLAWN CIR	4,375.86	314.85	24	0	4,714.71
2021-01-0001596	15125 BOUTIETTE SUSAN LAURIE	113 WOODLAWN CIR	4,847.84	363.59	0	0	5,211.43
TOTAL	2	15125 113 WOODLAWN CIR	9,223.70	678.44	24	0	9,926.14

BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
2020-01-0009963	6092 NAPPER JOHNELL A	45 HARTZ LN	1,868.00	0	24	0	1,892.00
2021-01-0009939	6092 NAPPER JOHNELL A	45 HARTZ LN	7,450.12	558.76	0	0	8,008.88
TOTAL	2	6092 45 HARTZ LN	9,318.12	558.76	24	0	9,900.88
2020-01-0014603	9527 TRIUMPH NADIA	61-63 MELROSE ST	1,976.00	59.28	24	0	2,059.28
2021-01-0014571	9527 TRIUMPH NADIA	61-63 MELROSE ST	7,199.60	539.97	0	0	7,739.57
TOTAL	2	9527 61-63 MELROSE ST	9,175.60	599.25	24	0	9,798.85
2020-01-0011671	6789 RACICOT SANDRA	42 HOCKANUM DR	3,874.96	988.11	24	0	4,887.07
2021-01-0011652	6789 RACICOT SANDRA	42 HOCKANUM DR	4,533.78	340.04	0	0	4,873.82
TOTAL	2	6789 42 HOCKANUM DR	8,408.74	1,328.15	24	0	9,760.89
2020-01-0008855	2321 MARTINAJ AVNI	33 CENTRAL AVE	2,594.83	544.91	24	0	3,163.74
2021-01-0008833	2321 MARTINAJ AVNI	33 CENTRAL AVE	6,120.48	459.04	0	0	6,579.52
TOTAL	2	2321 33 CENTRAL AVE	8,715.31	1,003.95	24	0	9,743.26
2020-01-0010503	2113 O & S REAL ESTATE LLC	174 CAMBRIDGE DR	2,676.99	562.17	24	0	3,263.16
2021-01-0010282	2113 O & S REAL ESTATE LLC	174 CAMBRIDGE DR	5,942.54	445.69	0	0	6,388.23
TOTAL	2	2113 174 CAMBRIDGE DR	8,619.53	1,007.86	24	0	9,651.39
2019-01-0014214	10728 TARIDONA AGNES J	238 OCONNELL DR	766.51	68.99	24	0	859.5
2020-01-0014151	10728 TARIDONA AGNES J	238 OCONNELL DR	4,731.68	1,206.58	24	0	5,962.26
2021-01-0014114	10728 TARIDONA AGNES J	238 OCONNELL DR	2,742.70	82.28	0	0	2,824.98
TOTAL	3	10728 238 OCONNELL DR	8,240.89	1,357.85	48	0	9,646.74
2021-01-0015489	2003 WEINER HOWARD N	1073 BURNSIDE AVE	8,900.70	667.55	0	0	9,568.25
TOTAL	1	2003 1073 BURNSIDE AVE	8,900.70	667.55	0	0	9,568.25
2019-01-0013967	12884 VANESSA E STEVENS REVOCABLE TRUST	65 SILVER LN	2,440.59	951.83	24	0	3,416.42
2021-01-0009930	12884 NAIPAUL KAVITA	65 SILVER LN	5,661.28	424.6	0	0	6,085.88
TOTAL	2	12884 65 SILVER LN	8,101.87	1,376.43	24	0	9,502.30
2020-01-0007782	8410 LACHAPELLE LOUIS E	140 LYDALL RD	2,620.24	550.25	24	0	3,194.49
2021-01-0007748	8410 LACHAPELLE LOUIS E	140 LYDALL RD	5,867.10	440.04	0	0	6,307.14
TOTAL	2	8410 140 LYDALL RD	8,487.34	990.29	24	0	9,501.63
2020-01-0009089	884 MCCORMICK PENELOPE ANN B EST OF	61 BODWELL RD	3,546.30	904.31	24	0	4,474.61
2021-01-0009079	884 MCCORMICK PENELOPE ANN B EST OF	61 BODWELL RD	4,614.14	346.06	0	0	4,960.20

BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
TOTAL	2	884 61 BODWELL RD	8,160.44	1,250.37	24	0	9,434.81
2021-01-0005732	00008763A GOODWIN COLLEGE INC	1137 MAIN ST	9,006.88	270.21	0	0	9,277.09
TOTAL	1 00008763A	1137 MAIN ST	9,006.88	270.21	0	0	9,277.09
2020-01-0001566	9637 BOTELHO-ORTIZ FILOMENA	25 MIDDLE DR	3,745.18	955.02	24	0	4,724.20
2021-01-0001570	9637 BOTELHO-ORTIZ FILOMENA	25 MIDDLE DR	4,220.96	316.57	0	0	4,537.53
TOTAL	2	9637 25 MIDDLE DR	7,966.14	1,271.59	24	0	9,261.73
2020-01-0011647	2357 QUIROZ RAFAEL	124 CENTRAL AVE	3,721.80	558.27	24	0	4,304.07
2021-01-0011629	2357 QUIROZ RAFAEL	124 CENTRAL AVE	4,510.00	338.25	0	0	4,848.25
TOTAL	2	2357 124 CENTRAL AVE	8,231.80	896.52	24	0	9,152.32

#### PAYMENT ARRANGEMENTS

2020-01-0015978	8001 LIVING WORD EMPOWERMENT MINISTRIES	24 LEGGETT ST	44,342.74	0	24	0	44,366.74
TOTAL	1	8001 24 LEGGETT ST	44,342.74	0	24	0	44,366.74
2021-01-0008293	00008001A LIVING WORD EMPOWERMENT MINISTRIES	24 LEGGETT ST	2,450.16	183.76	0	0	2,633.92
TOTAL	1 00008001A	24 LEGGETT ST	2,450.16	183.76	0	0	2,633.92
2019-01-0000939	14704 LARACUENTE PROPERTY MANAGEMENT LLC	123 WHITEHALL DR	274.37	0	24	0	298.37
2020-01-0007914	14704 LARACUENTE PROPERTY MANAGEMENT LLC	123 WHITEHALL DR	6,792.04	1,731.97	24	0	8,548.01
2021-01-0007878	14704 LARACUENTE PROPERTY MANAGEMENT LLC	123 WHITEHALL DR	7,383.28	553.75	0	0	7,937.03
TOTAL	3	14704 123 WHITEHALL DR	14,449.69	2,285.72	48	0	16,783.41
2020-01-0006792	10533 IARACUENTE PROPERTY MANAGEMENT LLC	486 OAK ST	6,670.58	0	24	0	6,694.58
2021-01-0006754	10533 IARACUENTE PROPERTY MANAGEMENT LLC	486 OAK ST	8,269.70	620.23	0	0	8,889.93
TOTAL	2	10533 486 OAK ST	14,940.28	620.23	24	0	15,584.51
2019-01-0015353	72 WHEELER JARED L	84 ALPS DR	77.72	1.17	24	0	102.89
2020-01-0015360	72 WHEELER JARED L	84 ALPS DR	4,967.08	1,266.60	24	0	6,257.68
2021-01-0015346	72 WHEELER JARED L	84 ALPS DR	5,782.64	433.7	0	0	6,216.34
TOTAL	3	72 84 ALPS DR	10,827.44	1,701.47	48	0	12,576.91



BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
2019-01-0007311	2586 GRAHAM CHRISTOPHER &	158 CHESTER ST	223	0	24	0	247
2020-01-0005937	2586 GRAHAM CHRISTOPHER &	158 CHESTER ST	4,897.50	1,248.87	24	0	6,170.37
2021-01-0005904	2586 GRAHAM CHRISTOPHER &	158 CHESTER ST	5,613.72	421.03	0	0	6,034.75
TOTAL	3	2586 158 CHESTER ST	10,734.22	1,669.90	48	0	12,452.12
2020-01-0004057	7618 DINEEN ROSEMARY W EST OF	16 KIRKWOOD DR	2,996.55	134.84	24	0	3,155.39
2021-01-0004066	7618 DINEEN ROSEMARY W EST OF	16 KIRKWOOD DR	7,988.86	599.16	0	0	8,588.02
TOTAL	2	7618 16 KIRKWOOD DR	10,985.41	734	24	0	11,743.41
2020-01-0007913	3504 LARACUENTE PROPERTY MANAGEMENT LLC	107 CRESCENT DR	4,916.26	1,063.35	24	0	6,003.61
2021-01-0007877	3504 LARACUENTE PROPERTY MANAGEMENT LLC	107 CRESCENT DR	5,174.20	388.06	0	0	5,562.26
TOTAL	2	3504 107 CRESCENT DR	10,090.46	1,451.41	24	0	11,565.87
2018-01-0000798	16722 SANCHEZ ORTIZ REVOCABLE TRUST	120 WAKEFIELD CIR	682.72	81.93	24	118.3	906.95
2019-01-0000798	16722 SANCHEZ ORTIZ REVOCABLE TRUST	120 WAKEFIELD CIR	2,843.94	1,237.12	24	0	4,105.06
2020-01-0012776	16722 SANCHEZ ORTIZ REVOCABLE TRUST	120 WAKEFIELD CIR	2,811.48	716.93	24	0	3,552.41
2021-01-0012760	16722 SANCHEZ ORTIZ REVOCABLE TRUST	120 WAKEFIELD CIR	2,423.92	181.8	0	0	2,605.72
TOTAL	4	16722 120 WAKEFIELD CIR	8,762.06	2,217.78	72	118.3	11,170.14
2018-01-0007492	14590 KAMPFMAN MARY ELLEN	11 WESTBROOK ST	1,950.36	1,199.48	24	496.08	3,669.92
2019-01-0007492	14590 KAMPFMAN MARY ELLEN	11 WESTBROOK ST	2,010.56	874.59	24	0	2,909.15
2020-01-0007289	14590 KAMPFMAN MARY ELLEN	11 WESTBROOK ST	1,968.20	501.89	24	0	2,494.09
2021-01-0007258	14590 KAMPFMAN MARY ELLEN	11 WESTBROOK ST	1,425.10	106.89	0	0	1,531.99
TOTAL	4	14590 11 WESTBROOK ST	7,354.22	2,682.85	72	496.08	10,605.15
2020-01-0004517	1544 ELAINE S ELDRIDGE REVOCABLE TRUST INDENT	216 BURKE ST	3,214.99	48.22	24	0	3,287.21
2021-01-0004517	1544 ELAINE S ELDRIDGE REVOCABLE TRUST INDENT	216 BURKE ST	5,030.70	377.3	0	0	5,408.00
TOTAL	2	1544 216 BURKE ST	8,245.69	425.52	24	0	8,695.21
2020-01-0002142	777 CALANO DEBORAH M 1/2 INT &	22 BITTERSWEET DR	259.06	0	0	0	259.06
2021-01-0002145	777 CALANO DEBORAH M 1/2 INT &	22 BITTERSWEET DR	7,380.82	553.56	0	0	7,934.38
TOTAL	2	777 22 BITTERSWEET DR	7,639.88	553.56	0	0	8,193.44
2019-01-0013581	16405 SKOGLUND THOMAS & SUSAN	50 HILLSIDE ST B-9	1,790.59	161.15	24	0	1,975.74
2020-01-0013586	16405 SKOGLUND THOMAS & SUSAN	50 HILLSIDE ST B-9	2,051.48	523.13	24	0	2,598.61
2021-01-0013563	16405 SKOGLUND THOMAS & SUSAN	50 HILLSIDE ST B-9	1,601.06	120.08	0	0	1,721.14
TOTAL	3	16405 50 HILLSIDE ST B-9	5,443.13	804.36	48	0	6,295.49

BILL#	UNIQUE ID NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
2020-01-0006037	14633 GRIFFETH NANCY A	120 WESTERLY TER	995	0	24	0	1,019.00
2021-01-0006005	14633 GRIFFETH NANCY A	120 WESTERLY TER	4,840.88	363.06	0	0	5,203.94
TOTAL	2	14633 120 WESTERLY TER	5,835.88	363.06	24	0	6,222.94
2021-01-0006825	876 JACKSON CHESTER &	41 BODWELL RD	4,459.41	110.56	0	0	4,569.97
TOTAL	1	876 41 BODWELL RD	4,459.41	110.56	0	0	4,569.97
2021-01-0000687	11274 MENENDEZ PAULA EDELMIRA	48-50 PHELPS ST	3,134.20	0	0	0	3,134.20
TOTAL	1	11274 48-50 PHELPS ST	3,134.20	0	0	0	3,134.20
					<b>TOTAL</b>		<b>1,477,585.76</b>

## TOWN OF EAST HARTFORD SUB LIENS 2023

BILL#	UNIQUE ID	NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
2021-01-0011650	8775	R R A PROPERTIES LLC	1251-1265 MAIN ST	23,212.52	1,740.94	0	0	24,953.46
TOTAL	1	8775	1251-1265 MAIN ST	23,212.52	1,740.94	0	0	24,953.46
2021-01-0000160	14103	A & M TOWING & RECOVERY	422-430 TOLLAND ST	18,363.38	1,377.25	0	0	19,740.63
TOTAL	1	14103	422-430 TOLLAND ST	18,363.38	1,377.25	0	0	19,740.63
2020-01-0009797	13448	MOSCOSCO-DIAZ LILIANA	38 SPRINGSIDE AVE	4,997.68	1,274.41	24	0	6,296.09
2021-01-0009771	13448	MOSCOSCO-DIAZ LILIANA	38 SPRINGSIDE AVE	5,699.00	427.43	0	0	6,126.43
TOTAL	2	13448	38 SPRINGSIDE AVE	10,696.68	1,701.84	24	0	12,422.52
2021-01-0012979	1121	SHARAFL LLC	270 BREWER ST	9,905.20	742.89	0	0	10,648.09
TOTAL	1	1121	270 BREWER ST	9,905.20	742.89	0	0	10,648.09
2021-01-0001871	114	BRYANT JULIE G & KING MAR	31-33 AMY DR	8,150.40	611.28	0	0	8,761.68
TOTAL	1	114	31-33 AMY DR	8,150.40	611.28	0	0	8,761.68
2021-01-0012076	14715	RIVERA JANET	9 WHITING RD	7,747.36	581.05	0	0	8,328.41
TOTAL	1	14715	9 WHITING RD	7,747.36	581.05	0	0	8,328.41
2021-01-0003212	1936	COPELAND ELOUISE	800-802 BURNSIDE AVE	7,485.38	561.4	0	0	8,046.78
TOTAL	1	1936	800-802 BURNSIDE AVE	7,485.38	561.4	0	0	8,046.78
2021-01-0008533	2399	LYNCH VIRGINIA J	75 CHAPEL ST	6,983.12	523.74	0	0	7,506.86
TOTAL	1	2399	75 CHAPEL ST	6,983.12	523.74	0	0	7,506.86
2021-01-0014806	1683	VALLE LORRI	13-15 BURNSIDE AVE	6,751.48	506.36	0	0	7,257.84
TOTAL	1	1683	13-15 BURNSIDE AVE	6,751.48	506.36	0	0	7,257.84
2021-01-0000871	9728	BAEZ MANUEL	65 MILWOOD RD	6,320.16	474.01	0	0	6,794.17
TOTAL	1	9728	65 MILWOOD RD	6,320.16	474.01	0	0	6,794.17
2021-01-0015670	5295	WOJNILO EUGENE JOSEPH	267 GOODWIN ST	6,140.98	460.57	0	0	6,601.55
TOTAL	1	5295	267 GOODWIN ST	6,140.98	460.57	0	0	6,601.55
2021-01-0007360	11863	KELLER BRIAN L	135 RIDGEWOOD RD	5,943.78	445.79	0	0	6,389.57
TOTAL	1	11863	135 RIDGEWOOD RD	5,943.78	445.79	0	0	6,389.57
2021-01-0008589	6391	MAFFESSOLI CURTIS F	71-73 HIGBIE DR	5,874.90	440.61	0	0	6,315.51

BILL#	UNIQUE ID	NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
TOTAL	1		6391 71-73 HIGBIE DR	5,874.90	440.61	0	0	6,315.51
2021-01-0005508	5604	GILBERT KAREN E	45 GRANDE RD	5,762.56	432.19	0	0	6,194.75
TOTAL	1		5604 45 GRANDE RD	5,762.56	432.19	0	0	6,194.75
2021-01-0007404	1594	KENT WILLIAM F EST OF	90 BURNBROOK RD	5,668.66	425.15	0	0	6,093.81
TOTAL	1		1594 90 BURNBROOK RD	5,668.66	425.15	0	0	6,093.81
2021-01-0001135	2540	BEAULIEU CLAUDE J & TINA M	106 CHESSLEE RD	5,666.20	424.96	0	0	6,091.16
TOTAL	1		2540 106 CHESSLEE RD	5,666.20	424.96	0	0	6,091.16
2021-01-0001144	4659	BEAULIEU REED	1092 FORBES ST	5,432.50	407.44	0	0	5,839.94
TOTAL	1		4659 1092 FORBES ST	5,432.50	407.44	0	0	5,839.94
2021-01-0005078	3076	FRALEIGH CARL F & NANCY N	27 COLLIMORE RD	5,407.90	405.59	0	0	5,813.49
TOTAL	1		3076 27 COLLIMORE RD	5,407.90	405.59	0	0	5,813.49
2021-01-0007264	8377	KANDZIORA URSZULA	39 LYDALL RD	5,400.12	405.01	0	0	5,805.13
TOTAL	1		8377 39 LYDALL RD	5,400.12	405.01	0	0	5,805.13
2021-01-0011669	11662	RAHMAN OMAR & HOQUE F	109 PROSPECT ST	5,255.80	394.19	0	0	5,649.99
TOTAL	1		11662 109 PROSPECT ST	5,255.80	394.19	0	0	5,649.99
2021-01-0012977	1117	SCHULTZ JOSEPH W	260 BREWER ST	4,888.44	366.64	0	0	5,255.08
TOTAL	1		1117 260 BREWER ST	4,888.44	366.64	0	0	5,255.08
2021-01-0007997	1060	LE HOAI T	11 BREWER ST	4,714.60	353.6	0	0	5,068.20
TOTAL	1		1060 11 BREWER ST	4,714.60	353.6	0	0	5,068.20
2021-01-0004400	12655	DYER JUSTIN D	127 SHADYCREST DR	4,705.98	352.95	0	0	5,058.93
TOTAL	1		12655 127 SHADYCREST DR	4,705.98	352.95	0	0	5,058.93
2021-01-0003510	2072	CYR ROGER E	70 CAMBRIDGE DR	4,618.24	346.36	0	0	4,964.60
TOTAL	1		2072 70 CAMBRIDGE DR	4,618.24	346.36	0	0	4,964.60
2021-01-0001142	9902	BEAULIEU PAUL L	60 MONTAGUE CIR	4,590.78	344.31	0	0	4,935.09
TOTAL	1		9902 60 MONTAGUE CIR	4,590.78	344.31	0	0	4,935.09
2021-01-0001757	12560	BROOKES MCKENZIE	23 SCOTT CIR	4,572.74	342.95	0	0	4,915.69
TOTAL	1		12560 23 SCOTT CIR	4,572.74	342.95	0	0	4,915.69
2021-01-0005396	5057	GAUTHIER DAWN D & HOWA	9-91/2 GARDEN ST	4,096.68	307.25	0	0	4,403.93

BILL#	UNIQUE ID	NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
TOTAL	1		5057 9-91/2 GARDEN ST	4,096.68	307.25	0	0	4,403.93
2021-01-0010985	5662	PATTISON JAMES R	4 GREAT HILL RD	4,062.16	304.66	0	0	4,366.82
TOTAL	1		5662 4 GREAT HILL RD	4,062.16	304.66	0	0	4,366.82
2021-01-0009552	10942	MITTICA DEBBIE E	109 OXFORD DR	2,943.74	220.78	0	0	3,164.52
TOTAL	1		10942 109 OXFORD DR	2,943.74	220.78	0	0	3,164.52
2021-01-0012976	1108	SCHULTZ JOSEPH W	226 BREWER ST	2,639.58	197.96	0	0	2,837.54
TOTAL	1		1108 226 BREWER ST	2,639.58	197.96	0	0	2,837.54
2021-01-0011573	16757	QUANSAH EDITH	190 WAKEFIELD CIR	2,423.92	181.8	0	0	2,605.72
TOTAL	1		16757 190 WAKEFIELD CIR	2,423.92	181.8	0	0	2,605.72
2021-01-0012974	1097	SCHULTZ JOSEPH W	179 BREWER ST	2,068.04	155.1	0	0	2,223.14
TOTAL	1		1097 179 BREWER ST	2,068.04	155.1	0	0	2,223.14
2021-01-0009111	16608	MCFARLANE ALLI G	421 TOLLAND ST 301	1,856.48	139.24	0	0	1,995.72
TOTAL	1		16608 421 TOLLAND ST 301	1,856.48	139.24	0	0	1,995.72
2021-01-0000639	15965	ANGUS CLIVE	233 ELLINGTON RD 109	1,492.40	111.93	0	0	1,604.33
TOTAL	1		15965 233 ELLINGTON RD 109	1,492.40	111.93	0	0	1,604.33
2021-01-0014723	9591	URBAN SUBURBAN AFFORDA	109 MERCER AVE LAND	1,452.22	108.91	0	0	1,561.13
TOTAL	1		9591 109 MERCER AVE LAND	1,452.22	108.91	0	0	1,561.13
2021-01-0013091	15971	SERVILLE RONALD A	233 ELLINGTON RD 115	1,352.18	101.41	0	0	1,453.59
TOTAL	1		15971 233 ELLINGTON RD 115	1,352.18	101.41	0	0	1,453.59
2021-01-0008509	6632	LUPACCHINO ROBIN A	359 HILLS ST	6,152.06	461.4	0	0	6,613.46
TOTAL	1		6632 359 HILLS ST	6,152.06	461.4	0	0	6,613.46
2021-01-0006470	12623	HERRICK EDWARD E	21 SHADYCREST DR	4,818.32	361.37	0	0	5,179.69
TOTAL	1		12623 21 SHADYCREST DR	4,818.32	361.37	0	0	5,179.69
2021-01-0006470	12623	HERRICK EDWARD E	21 SHADYCREST DR	4,818.32	361.37	0	0	5,179.69
TOTAL	1		12623 21 SHADYCREST DR	4,818.32	361.37	0	0	5,179.69
2021-01-0009342	6149	MERRICK LUCILLE A TRUSTEE	123 HARVEST LN	8,065.94	604.95	0	0	8,670.89
TOTAL	1		6149 123 HARVEST LN	8,065.94	604.95	0	0	8,670.89
2021-01-0006646	13566	HORAN CORINNE Y	36 STEVENS ST	4,847.44	363.56	0	0	5,211.00

BILL#	UNIQUE ID	NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	FEE	TOTAL
TOTAL	1		13566 36 STEVENS ST		4,847.44	363.56	0	0 5,211.00
2021-01-0003905	13	DENIGRIS ALICE	54 ADAMS ST		5,671.94	425.4	0	0 6,097.34
TOTAL	1		13 54 ADAMS ST		5,671.94	425.4	0	0 6,097.34
2021-01-0009008	9122	MAW SOLO PLAN 401(K)	91 MANNING LN		7,230.36	542.28	0	0 7,772.64
TOTAL	1		9122 91 MANNING LN		7,230.36	542.28	0	0 7,772.64
2021-01-0007916	10580	LATORRE JODI M & RICHARD	750 OAK ST		7,445.20	558.39	0	0 8,003.59
TOTAL	1		10580 750 OAK ST		7,445.20	558.39	0	0 8,003.59
2021-01-0009812	14058	MS PROPERTY ASSOCIATES LI	284 TOLLAND ST		11,717.44	878.81	0	0 12,596.25
TOTAL	1		14058 284 TOLLAND ST		11,717.44	878.81	0	0 12,596.25
2021-01-0007689	411	KUPLINS ARNIS J &	138 ARNOLD DR		5,586.66	419	0	0 6,005.66
TOTAL	1		411 138 ARNOLD DR		5,586.66	419	0	0 6,005.66
2021-01-0010285	5015	O BRIEN LILLIAN K	15 FRANKLIN ST		3,120.88	234.06	0	0 3,354.94
TOTAL	1		5015 15 FRANKLIN ST		3,120.88	234.06	0	0 3,354.94
2021-01-0012393	15867	ROMANELLI IRENE H & PAUL	235 EAST RIVER DR 1501		9,266.42	694.99	0	0 9,961.41
TOTAL	1		15867 235 EAST RIVER DR 1501		9,266.42	694.99	0	0 9,961.41
2021-01-0005069	4956	FOWLER LANE MANAGEMEN	33 FOWLER LN		5,989.28	449.2	0	0 6,438.48
TOTAL	1		4956 33 FOWLER LN		5,989.28	449.2	0	0 6,438.48
2021-01-0003010	15845	COLON VILMARIS	235 EAST RIVER DR 1104		3,676.06	275.7	0	0 3,951.76
TOTAL	1		15845 235 EAST RIVER DR 1104		3,676.06	275.7	0	0 3,951.76
2021-01-0009136	5276	MCGUIRE JAMES L (C)	201 GOODWIN ST		5,218.90	391.41	0	0 5,610.31
TOTAL	1		5276 201 GOODWIN ST		5,218.90	391.41	0	0 5,610.31
2021-01-0006591	13571	HOHMANN GREGORY & PATI	50 STEVENS ST		5,043.82	378.29	0	0 5,422.11
TOTAL	1		13571 50 STEVENS ST		5,043.82	378.29	0	0 5,422.11
2021-01-0014284	3229	THOMAS ALBERT J JR EST OF	22 CONCORD ST		5,986.82	449.01	0	0 6,435.83
TOTAL	1		3229 22 CONCORD ST		5,986.82	449.01	0	0 6,435.83
2021-01-0012981	8586	SCHULTZ JOSEPH W	247 MAIN ST		1,389.90	104.24	0	0 1,494.14
TOTAL	1		8586 247 MAIN ST		1,389.90	104.24	0	0 1,494.14
					Total Subs			345,668.56

BILL#

UNIQUE ID

NAME

PROPERTY LOCATION

TAX

INTEREST

LIEN

FEE

TOTAL

SUB HOLDER	TOTAL
ATCF	18,575.41
CRUICKSHANK - IN LIMBO	24,953.46
FIG	96,065.77
RTFL	6,194.75
RTLF	140,857.89
TLOA	7,506.86
TLOA	10,648.09
TOWER	28,443.81
TOWER	12,422.52
Total	345,668.56



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 14, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: APPOINTMENTS: Boards and Commissions

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The following names were submitted by the Democratic Town Committee Chair to serve on the following commissions:

Appointments:

**Commission on Aging**

- (D) Lorraine H. Kraft– 242 Hollister Drive– term to expire 12/23

**Veterans Commission**

- (D) Candis B. Guastamachio – 1386 Silver Lane – term to expire 12/

Please place these nominations on the Town Council agenda for the March 21<sup>st</sup>, 2023 meeting.

C: C. Martin, Chief of Staff  
R. Pasek, Town Clerk



March 16<sup>th</sup>, 2022

The Honorable Richard Kehoe, Town Council Chairman  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

***Re: Appointment to Boards and Commissions***

Dear Chairman Kehoe:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met virtually, to consider recommendations to the following Boards and Commissions.

**Commission on Aging**

- (D) Lorraine H. Kraft– 242 Hollister Drive– term to expire 12/23

**Veterans Commission**

- (D) Candis B. Guastamachio – 1386 Silver Lane – term to expire 12/23

In accordance with our guidelines, applications were reviewed and a vote was held. The result of the vote was to forward the attached application to your attention with a recommendation for approval.

Please contact me if you have questions or need additional information.

Respectfully,

Moriah H. Moriarty  
Chairman

Cc: Mayor Michael Walsh

**Town of East Hartford  
Boards and Commissions  
Application**



Date: 01/30/2023

Name: Lorraine H Kraft

Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 242 Hollister Drive

Apt.#

Zip: 06118

Home Phone: 860-461-0708

Email: teensybit1951@yahoo.com

Cell Phone: 860-796-5435

Years as an E.Hartford Resident: 44 + years

Occupation: retired since 2017

Employer: Amer. Eagle Fin. CU 31 years

Employer/Work Address

Formal Education/Certifications: 1 year college

Party Affiliation: Unaffiliated ☐

Democrat ☒

Republican ☐

Minority Party

As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Commission on Aging

**Interest statement:**

Your reason for being interested in serving our Town in this capacity

I am a senior citizen, taxpayer, home owner and interested in current events and how they affect me.

**List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:**

I am a care-giver to a retired Marine who resides in my home. I currently volunteer at the East

Hartford Senior Center 2-3 days per week. I am friendly and out-going and very interested in my town.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

☒ understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

☒ understand that I may be required to complete training and/or continuing education.

☒ understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature

Date 01/30/2023

Please return completed and signed form to:

AKA  
(over)

BCpost@easthartfordct.gov

or mail to:

Town of East Hartford  
Office of the Mayor  
740 Main Street  
East Hartford CT 06108

For internal use only:

Mandatory Qualifications:

Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_

**Town of East Hartford  
Boards and Commissions  
Application**



Date: February 8, 2023

Name: Candis B. Guastamachio

Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 1386 Silver Lane

Apt.# \_\_\_\_\_

Zip: 06118

Home Phone: none

Email: mrsgus@hotmail.com

Cell Phone: (860)798-8139

Years as an E.Hartford Resident: 55

Occupation: Teacher/USAR (Retired)

Employer: East Hartford Public Schools/USAR

Employer/Work Address

Formal Education/Certifications: BS Music Education/CT Teacher Certification

Party Affiliation: Unaffiliated ☐

Democrat ☒

Republican ☐

Minority Party \_\_\_\_\_

As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Veterans Commission

**Interest statement:**

Your reason for being interested in serving our Town in this capacity

For many years, I've been involved in East Hartford's Memorial Day activities and various Veterans events in local schools. Joining the Veterans Commission seems like a logical progression from those activities. (John Cook has also encouraged me to do so.)

**List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:**

I was born and raised in East Hartford (the 3rd of 4 generations) and have a strong commitment to the community. I spent 21 years as a member of the United States Army Reserve and the much of my teaching career as the Director of the EHHS Band. I'm also an active member of the Fife & Drum Community. In these endeavors, I've often worked alongside members of Veterans Organizations and feel I have experience which could strengthen the E.H. Veterans Commission.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

☒ understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

☒ understand that I may be required to complete training and/or continuing education.

☒ understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature \_\_\_\_\_

Date February 8, 2023

Please return completed and signed form to:

BCpost@easthartfordct.gov

or mail to:

Town of East Hartford  
Office of the Mayor  
740 Main Street  
East Hartford CT 06108

For Internal use only:

Mandatory Qualifications:

Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_