

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
May 2, 2023

=====

This Town Council meeting is accessible through **"Microsoft Teams" 929-235-8441**
Conference ID: 132 598 247# 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. April 18, 2023 Public Hearing
- B. April 18, 2023 Regular Meeting

6. COMMUNICATIONS AND PETITIONS

- A. Discussion of Possible Bond Referendum Questions
- B. Founders Plaza Development Update
- C. Disposition of Obsolete or Broken Town-Owned Equipment - 2001 Seagrave Pumper

7. OLD BUSINESS

8. NEW BUSINESS

- A. Agreement between the Town of East Hartford and CT Department of Agriculture re: Farmers' Market Nutrition Program for Seniors
- B. Connecticut Department of Agriculture "CT Fresh Match (SNAP) Farmers Market Voucher Program"
- C. Agreement with the U.S. Department of Health and Human Services (DHHS) Center for Medicare & Medicaid Services re: Medicare Coverage for Vaccination Services
- D. 2023-24 Connecticut State Department of Education School Readiness Program Grant
- E. Bid Waivers
 - 1. Goodwin School House Roof Repair
 - 2. Real Estate Appraisals re: Tax Assessment Appeals

- F. Recommendation from Personnel and Pensions Subcommittee re: Job Description and Compensation Plan for Assistant Collector of Revenue
- G. Refund of Taxes

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

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

12. ADJOURNMENT (next meeting: May 16, 2023 at Community Cultural Center)

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

50 CHAPMAN PLACE

EAST HARTFORD, CONNECTICUT

April 18, 2023

PUBLIC HEARING- Fund Balance and Reserve Fund Ordinance

TOWN CLERK
EAST HARTFORD
2023 APR 21 AM 9:34

Richard F. Kehoe

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

The following is a copy of the legal notice published in the East Hartford Gazette on Thursday, April 13, 2023

LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a public hearing on April 18, 2023 at 7:15 p.m. at the Community Cultural Center Auditorium, 50 Chapman Place, East Hartford, Connecticut and via Microsoft Teams to hear public comment on the Fund Balance and Reserve Fund and revisions to subsection (b) of section 10-52 of Town Ordinances. Any person(s) wishing to express an opinion on this matter may do so at this meeting.

Jason Marshall
Town Council Clerk

Chair Kehoe called the public hearing to order at 7:24 pm.

The Chair shared that the purpose of this meeting is to hear public comment on proposed ordinance changes on how the Town treats its reserve fund balance at the end of a fiscal year. Currently any surplus over 10% of the annual budget's bottom line goes into a reserve fund for health benefits for retirees, as that fund does not currently have enough funds to pay for the Town's long term retiree health benefit obligations. Bond rating agencies recommend that municipalities have upwards to 15% of their budget in reserves. The proposed ordinance revision provides an increase of .25% each year for the next 5 years, gradually increasing the maximum fund balance to 11.25%. As a result, less money from surplus would be put aside for the retiree health benefit pension fund.

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



Jason Marshall
Town Council Clerk

Robert J. Bell

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM APR 21 AM 9:34

April 18, 2023

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, Awet Tsegai (via Teams), Travis Simpson, Thomas Rup and
Harry Amadasun, Jr.

ABSENT

ALSO Mayor Michael P. Walsh
PRESENT Melissa McCaw, Finance Director (via Teams)
Connor Martin, Chief of Staff (via Teams)
Eileen Buckheit, Development Director
Kevin Munson, Fire Chief

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:35 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
- Effective Monday, May 1, a portion of Brewer Street in East Hartford will be closed through November 2023. The closure is necessary to replace the bridge over Pewterpot Brook. The road will reopen prior to Thanksgiving.
- Sutton Avenue will be closed effective April 24 from 7 am - 4 pm due to construction on Route 2. The closure will affect foot and vehicular traffic and is expected to last for about a week.
- Japan Week festivities will begin on Friday April 21 at 4:30 pm with the dedication of two cherry trees at Wickham Library, 656 Burnside Avenue.
- The East Hartford Commission on Culture & Fine Arts presents Pianist Paul Bisaccia on Sunday, April 30th at 2 pm at First Congressional Church (837 Main Street)
- Community Cleanup Day will take place on Saturday, April 29 from 10 am - 1 pm at Alumni Park (1021 Main Street). Registered volunteers who show interest to participate will partake in a variety of spring cleanup tasks including but not limited to park cleanup, mulching flower beds, weeding and painting.

Ordinances to ratify entry and further authorize the Town to enter into a contract with Outside Perspectives for facilitated outdoor challenge and youth leadership training and activities, that such waiver is in the best interest of the Town as it will allow East Hartford Works to more efficiently provide youth development and professional readiness skills to participants in the summer youth employment and learning program.

Motion carried 9/0

Historic Document Preservation Grant

MOTION By Don Bell
seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS; The Public Records Administration of the Connecticut State Library offers a non-competitive grant each year to the Town Clerk's Office and

WHEREAS the grant for the fiscal year of 2024, is in the amount of \$8,000.00 and

WHEREAS said grant supports the preservation of Historic Documents in the Town Clerk's Office,

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut State Library Public Records Administrator as they pertain to this Historic Documents Preservation Program.

Motion carried 9/0

Recommendation from Ordinance Committee re: Reserve Fund Requirements Ordinance

MOTION By Sebrina Wilson
seconded by Tom Rup

to amend the town of East Hartford Code of Ordinances by repealing Subsection (b) of section 10-52 of the East Hartford Town Ordinances, "Retiree Benefit Trust Fund" and substituting in lieu thereof language that is consistent with the draft dated March 27, 2023 which was approved at the March 27, 2023 Ordinance Committee meeting.

Motion carried 9/0

Recommendation from Tax Policy Committee re: Tax Stabilization Agreement for 1-36 Jaidee Drive

MOTION By Angie Parkinson
seconded by Travis Simpson

to **authorize** Mayor Michael P. Walsh to enter into a fifteen year Tax Assessment Agreement with Jaidee Drive Association Limited Partnership, that fixes the tax payment of the property located at 1-36 Jaidee Drive aka "Easton Place" at \$83,689 per year, beginning with the Grand List of October 1, 2023 in accordance with the terms set forth in the attached Tax Stabilization Agreement as provided to the Town Council as approved by the Tax Policy Committee at its April 17, 2023 meeting.

Motion carried 9/0

A copy of the agreement follows these minutes.

Recommendations from Fees Committee re: Fire and Building Inspection Permit Fees

MOTION By Harry Amadasun
seconded by Travis Simpson

to approve the revised Fire Marshal Fees Schedule as follows effective April 19, 2023:

1. Projects without fire protection system (s) review:
\$20 for 1st \$1,000 of construction with an additional fee of \$13 per \$1,000 of estimated costs.
2. Projects with fire protection feature system (s) requiring review:
\$20 for 1st \$1,000 of construction with an additional fee of \$15 per \$1,000 estimated costs.
3. Projects with fire protection system (s) requiring review accompanied by a certification of a fire protection engineer (or equivalent as determined by the Fire Marshal) that the proposed plan meets the minimum requirements of the Connecticut Fire Safety Code:
\$20 for 1st \$1,000 of construction with an additional fee of \$13 per \$1,000 of estimated costs.

Motion carried 9/0

Referral to Personnel and Pensions Subcommittee re: Job Description and Compensation Plan for Assistant Collector of Revenue

MOTION By Awet Tsegai
seconded by Tom Rup

to **refer** to the Personnel & Pensions Subcommittee the proposed job description and compensation plan for the position of Assistant Collector of Revenue as provided in a memo from Mayor Michael P. Walsh to Richard Kehoe, Town Council Chair dated April 5, 2023 with instructions to review the position and report back to the full Council with its recommendations, if any.

Motion carried 9/0

Amusement Permit Application re: Lung Force Walk

MOTION By Harry Amadasun
Seconded by Don Bell

to **approve** the outdoor amusement permit application entitled “Lung Force Walk” as submitted by Scott Sansom, Chief of Police, scheduled for Saturday, June 3, 2023, rain or shine, to conduct a walk on the grounds of Great River Park, 301 E River Drive, with an opening ceremony at the Amphitheater subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councilor Simpson asked if the Administration would consider participating in one of the class action lawsuits against Kia and Hyundai to recover costs related to the time and resources spent addressing the theft of such vehicles by the Police Department. *The mayor indicated that he would have Corporation Counsel review this.*

Councilor Tsegai asked if any RFP’s have come back on proposed revisions to Veterans Memorial Clubhouse. *The Mayor stated while the Town has been granted \$4 million by the State to support the project, a bond question would be required to secure the necessary additional funds to move forward. A few vendors have engaged with the administration regarding the operation of the Clubhouse, but await the completion of the renovations. The Town Council will review such renovations as part of the upcoming discussion on bond questions for the November election.*

Councilor Tsegai also asked for an update on the Showcase Cinema site and its timing of groundbreaking. *Councilor Simpson shared that Jasko Development provided a presentation for the public at the April 12th Planning and Zoning meeting, but no action was taken by the Commission. Mayor Walsh confirmed that there is a deadline of September 30th for the developer to provide proof of project funding before fines start to occur. The Mayor feels confident there will be no issue and groundbreaking will begin soon after proof is provided.*

Councilor Wilson thanked the Mayor for the Police Department’s theft deterrence efforts to address the Kia/Hyundai issue.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Walsh summarized a document that was shared to the Council regarding two buildings located at Silver Lane Plaza. Administration is assessing whether the buildings should be left in place for future renovation or if they are fully demolished and welcomes thoughts of the Council on next steps.

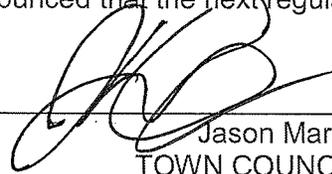
ADJOURNMENT

MOTION By John Morrison
seconded by Don Bell
to **adjourn** (8:39 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 May 2, 2023.

Attest



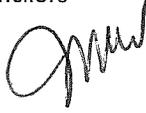
Jason Marshall
TOWN COUNCIL CLERK



MEMORANDUM

DATE: April 21, 2023

TO: All East Hartford Town Councilors

FROM: Mike Walsh, Mayor 

TELEPHONE: (860) 291-7201

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

Back on March 13, 2023, I provided three bond referendum questions for the Town Council to consider. By way of this memo, please accept again for discussion two possible bond referendum questions for 2023.

Each question, with Council approval, would be placed on the ballot for voter approval for the November election.

Under separate cover, the Finance Director will provide the financial impact of these questions. Later this summer, I'd respectfully ask the Town Council to refer the issue of debt service servicing in future budgets to the Town Council Budget Sub-committee in order to have a discussion on the long-term infrastructure needs of the community and a request to adopt a formulaic revenue solution to service a higher level of debt based on those needs.

The two questions have been prepared by David Panico of Robinson and Cole who serves as the Town's Bond Counsel.

If the Council approves these two questions to move forward, I will ask David to prepare the normal proceedings which include a public hearing around August and Town Council approval by September 1 to allow for the questions to be added to the ballot.

Recall that 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 two bond referendum questions are as follows:

1. **\$9.0 million for a Youth Sports Facility and Winter Ice Skating Rink – a DRAFT PowerPoint has been included but must be updated to reflect the final decisions related to the facility**
2. **\$6.2 million total - \$2.4 million for Phase 1 of the Public Works Facility renovation, \$2.7 million for the Veteran's Memorial Clubhouse renovation, and \$1 million as a capital seed for unplanned building issues**

We look forward to the discussion of these questions in order to continue to move the community forward.

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

RESOLUTION AUTHORIZING THE ISSUANCE OF \$9,000,000 BONDS OF THE TOWN FOR THE PLANNING, DESIGN, ACQUISITION, CONSTRUCTION, EQUIPPING AND FURNISHING OF A YOUTH SPORTS FACILITY AND WINTER ICE SKATING RINK AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

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

Section 1. The Town of East Hartford, Connecticut (the "Town") authorizes the issuance of \$9,000,000 bonds of the Town, the proceeds of which are to be used for one or more of the following: the planning, design, acquisition, construction, equipping and furnishing of a Youth Sports Facility and Winter Ice Skating Rink, and for administrative, legal and financing costs related thereto (the "Project").

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

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

Section 4. The Mayor, the Treasurer and the Director of Finance are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the Mayor and the Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and

each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

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

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

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

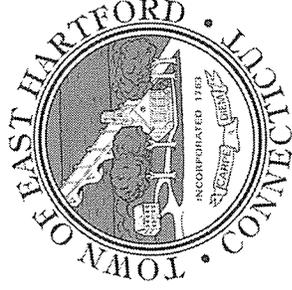
I HEREBY APPROVE the above action taken by the Town Council on _____, 2023 authorizing \$9,000,000 general obligation bonds and notes to finance the Project and submitting same to the electors for approval or disapproval.

Dated at East Hartford, Connecticut this ____ day of _____, 2023.

MICHAEL P. WALSH, Mayor

Witness

Witness



Youth Sports Facility

Presentation to East Hartford Town Council

May 2023



THE PROBLEM FOR EAST HARTFORD



East Hartford Youth Are Greatly Underserved When It Comes to Available Sports Facilities

There are over xxx school-age children in East Hartford. The town currently has xx synthetic turf fields and xx indoor sports facilities available for public use. Football, soccer, and baseball are the sports with the most participation in East Hartford.

The existing fields and facilities are not sufficient to accommodate the existing population and potential growth. A lack of facilities has been a consistent complaint of residents to the current administration and leaves us behind other towns.

Quotable

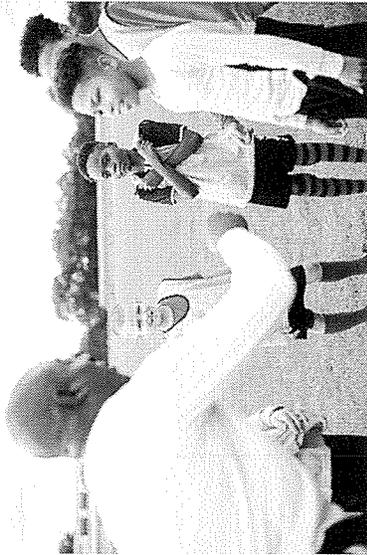
“The youth of East Hartford are underserved and need more after school, weekend, and winter programs a facility like this can provide.”

– Mike Walsh

Mayor, Town of East Hartford



THE PROBLEM FOR GREATER HARTFORD



Most Greater Hartford Magnet Schools Do Not Have Adequate Sports Fields or Facilities

With xx magnet schools in the Greater Hartford area, including xx in East Hartford, that do not have sports fields or facilities for its children to play on, there is a clear shortage of adequate facilities to support our student-athletes.

The combined schools have xx football teams, xx soccer teams, xx basketball teams, and xx baseball/softball teams. East Hartford can take the lead in serve as a lighthouse for the surrounding region.

Quotable

"I am in full support of this project. There is a desperate need for a facility like this and CREC schools would bring its pay-to-play programs to it."

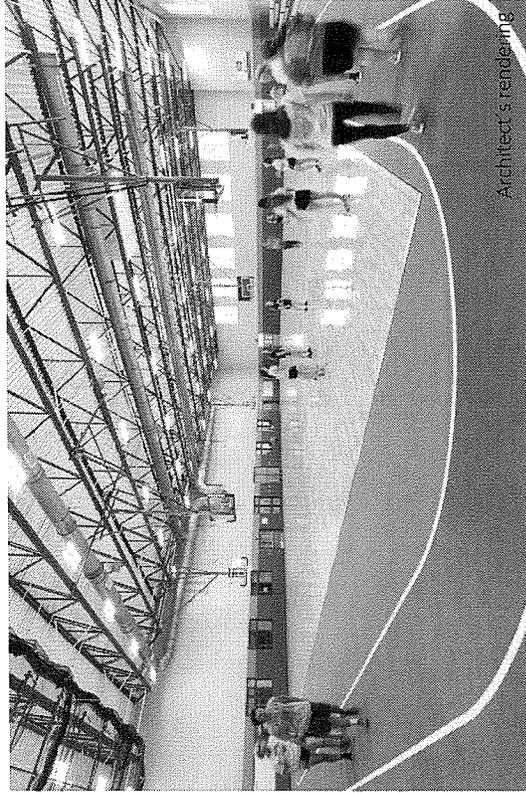
– Mason Thrall

Director of Operations, CREC

OUR SOLUTION

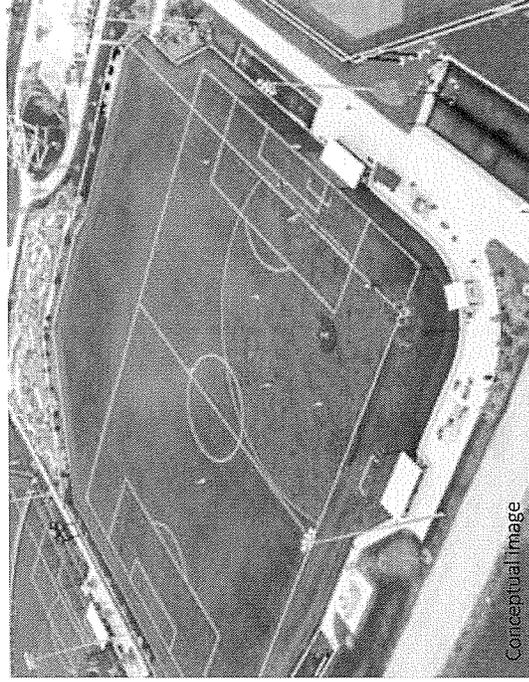


A true multi-purpose, indoor/outdoor facility!



Architect's rendering

60,000+/- sf indoor center with multi-purpose courts, walking track, weight training, offices.

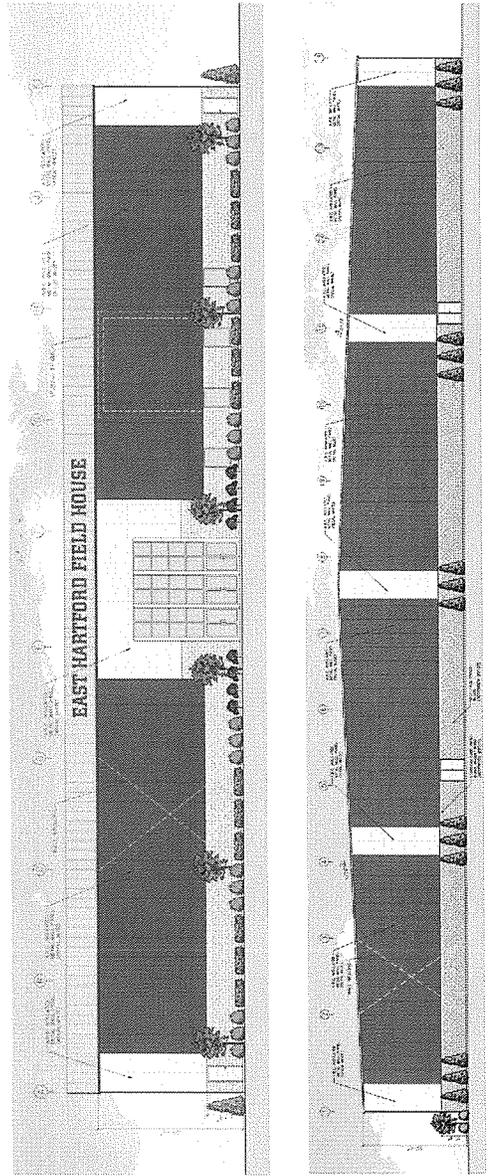


Conceptual Image

Outdoor synthetic turf fields to accommodate soccer, football, baseball, field hockey, lacrosse, softball.



OUR SOLUTION



An indoor facility can host numerous athletic events. Mats, stages, tables, etc., can be brought in to increase the versatility of the facility and provide endless opportunities to the community.

Outdoor synthetic turf fields provide year-round surfaces built to withstand the harsh Northeast seasons and require little maintenance. Configured properly, they can host almost any outdoor sport.

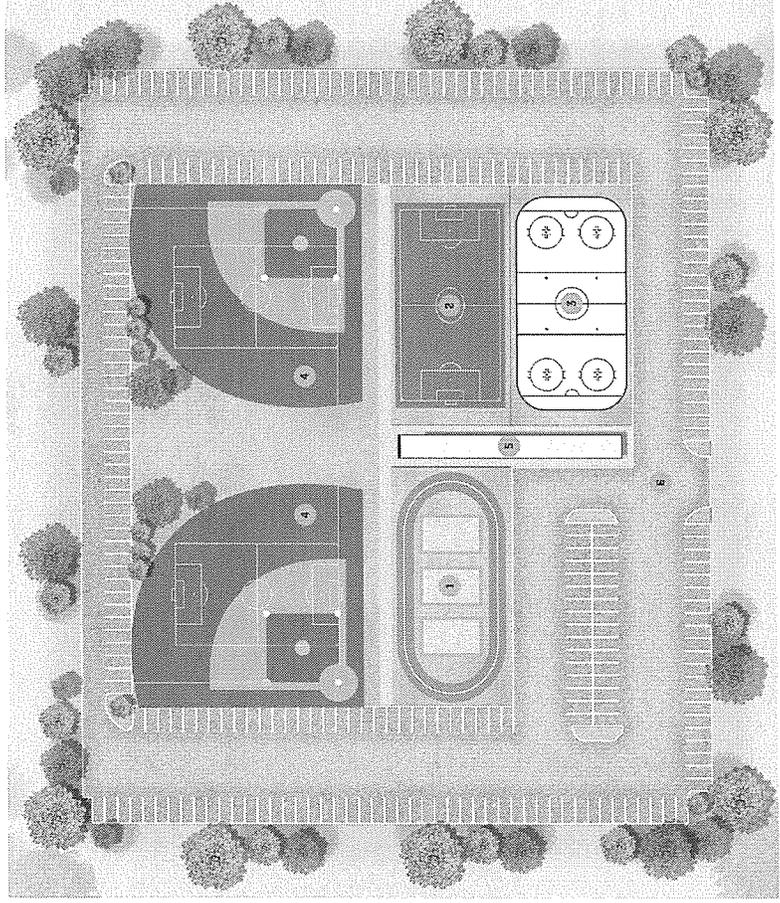


OUR SOLUTION

Conceptual plan includes:

1. Indoor Courts / Track
2. Indoor Turf
3. Indoor Ice Rink
4. Outdoor Multi-Purpose Turfs
5. Community Rooms / Offices
6. Dedicated Parking

Exact scope of the project to be determined by the construction budget and financing received.





WHY SPORTS MATTER



Mental Health

Student-athletes are less likely than non-athletes to be depressed.



Physical Health

Those who play team sports are less likely to smoke cigarettes or use drugs.



Academics

Physically active children get 40% higher test scores.



Bright Futures

Student-athletes are more likely to get higher grades and attend college.



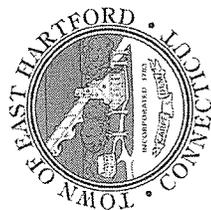
By The Numbers

63% of towns lack proper budgets for sports.



Sports reach all ages and genders

* All Facts and Figures from Dick's Sporting Goods Foundation: Sports Matter



LOCATION OPTION #1



Aircraft Club Clement Road

Advantages

1. Access to 84, 91, 2, 291, 384
2. Enhances regional presence with Rentschler Field
3. Significant costs savings reusing existing building
4. No negative impact to abutters
5. Possibly no land acquisition cost

Challenges

1. none

LOCATION OPTION #2



McAuliffe Park

Remington Road

Advantages

1. Proximity to 291
2. No land acquisition cost
3. Infrastructure in place for sports use

Challenges

1. Distance from 84, 2
2. Residential area
3. Doesn't increase amount of town fields



LOCATION OPTION #3



Prestige Park

Christopher Court

Advantages

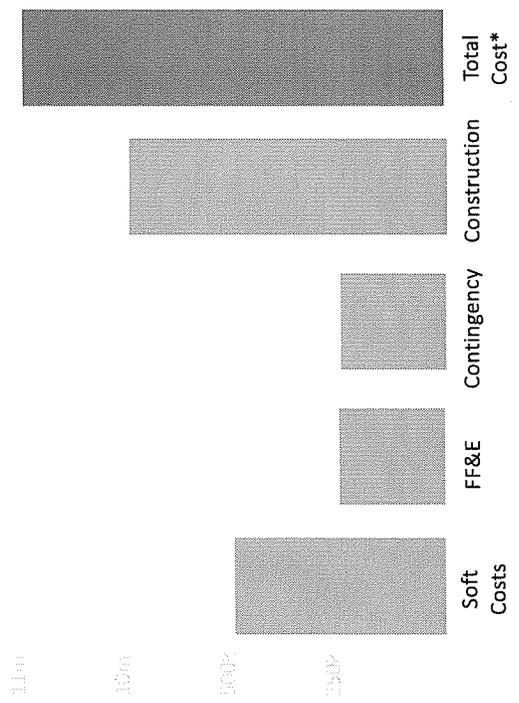
1. Centrally located within town

Challenges

1. Privately owned land
2. Distance from all interstates
3. Access point; poor visibility
4. Not currently used for sports; industrial
5. Site work needed for tree covered lot
6. Impact on abutters



ESTIMATED BUDGET



Soft Costs: \$500,000
 Civil Engineering
 Site Planning
 Surveying
 Studies / Testing
 Insurance
 Legal

FF&E: \$250,000
 Sports Equipment
 Office Equipment

Contingency: \$250,000
 To cover unexpected costs and price increases

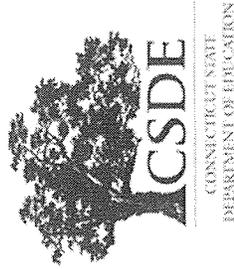
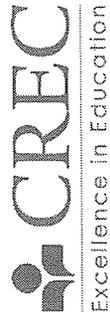
Construction: \$10,000,000
 Site Work
 Indoor Facility
 Indoor Playing Surfaces
 Outdoor Synthetic Turf Fields

**Does NOT assume prevailing wage*

FINANCING: PLAN A

Approach the State Department of Education for existing bond funds set aside to solve the greater Hartford Magnet school athletic field problem.

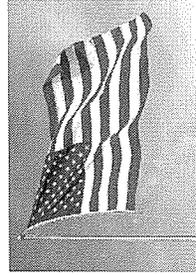
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FINANCING: PLAN B

Combining 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.

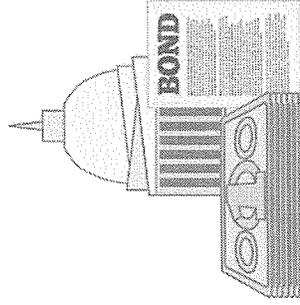
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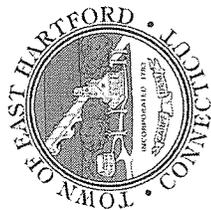


FINANCING: PLAN C

Using a bond referendum question, if approved, as a last resort. Revenue bonds may also be considered as Plan D.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum dignissim nunc nisi, ac scelerisque nulla malesuada id. Nunc consequat a urna at aliquam. Curabitur a est aliquam, bibendum eros quis, fringilla lacus. Curabitur mattis lorem metus, sit amet laoreet dolor ultrices sed. Integer iaculis dignissim lacus eget commodo.





REVENUES

East Hartford Field House Annual Revenue Projections

	Year 1 2024	5% increase* Year 2 2025	5% increase* Year 3 2026	5% incr 2027	5% increase* Year 5 2028
Indoor Turf (Peak) - Nov-Apr - 26 weeks	\$ 195,000	\$ 204,750	\$ 214,988	\$ 225,737	\$ 237,024
Indoor Turf (Off-Peak) - May-Oct - 26 weeks	\$ 167,700	\$ 176,085	\$ 184,889	\$ 194,134	\$ 203,840
4 Basketball Courts (Peak) - May-Oct - 26 weeks	\$ 87,750	\$ 92,138	\$ 96,744	\$ 101,582	\$ 106,661
4 Basketball Courts (Off-Peak) - Nov-Apr - 26 weeks	\$ 87,750	\$ 92,138	\$ 96,744	\$ 101,582	\$ 106,661
Outdoor - Synthetic Turf #1 (Off-Peak) - Jan-Feb - 8 weeks	\$ -	\$ -	\$ -	\$ -	\$ -
Outdoor - Synthetic Turf #1 (Peak) - Mar-Dec - 44 weeks	\$ 198,000	\$ 207,900	\$ 218,295	\$ 229,210	\$ 240,670
Outdoor - Synthetic Turf #2 (Off-Peak) - Jan-Feb - 8 weeks	\$ -	\$ -	\$ -	\$ -	\$ -
Outdoor - Synthetic Turf #2 (Peak) - Mar-Dec - 44 weeks	\$ 198,000	\$ 207,900	\$ 218,295	\$ 229,210	\$ 240,670
Ice Rink (Off-Peak) - Nov-Apr - 15 weeks	\$ 292,500	\$ 307,125	\$ 322,481	\$ 338,605	\$ 355,536
Ice Rink (Peak) - May-Oct - 15 weeks	\$ 92,500	\$ 97,125	\$ 102,481	\$ 108,605	\$ 115,536
Facility Rentals	\$ 1,500,000	\$ 1,595,160	\$ 1,674,918	\$ 1,758,664	\$ 1,846,597
Hotel Revenue Share (\$12 per room)	\$ 12,000	\$ 12,600	\$ 13,230	\$ 13,892	\$ 14,588
Advertising	\$ 50,000	\$ 52,500	\$ 55,125	\$ 57,881	\$ 60,769
Commissions/Vending	\$ 30,000	\$ 31,500	\$ 33,075	\$ 34,729	\$ 36,479
#Solar income ZREC (15 years)	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
Misc. Income	\$ 120,000	\$ 112,000	\$ 116,200	\$ 116,200	\$ 120,610
TOTAL REVENUES	\$ 1,639,200	\$ 1,707,160	\$ 1,791,118	\$ 1,874,864	\$ 1,967,207

\$1,639,200

Projected Revenues for 2024

*5% increase achieved through increased hours and/or hourly rates
ZREC income from assumed solar array 100% financed through CPACE



EXPENSES

Annual Expense Projections

	Year 1 2024	Year 2 2025	Year 3 2026	Year 4 2027	Year 5 2028
Bank Loan P&I (\$3m @ 6.5% for 20 years)	\$ 89,469	\$ 89,469	\$ 89,469	\$ 89,469	\$ 89,469
CSDE Bonds (\$3m)	\$ -	\$ -	\$ -	\$ -	\$ -
Town Impact (\$3m)	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ 89,469				
Facility Management Fee (20% of revenues)	\$ 327,840	\$ 341,432	\$ 355,024	\$ 374,873	\$ 393,441
General Manager	\$ 120,000	\$ 122,400	\$ 124,848	\$ 127,345	\$ 130,000
Assistant GM 1	\$ 80,000	\$ 81,600	\$ 83,232	\$ 84,937	\$ 86,692
Assistant GM 2	\$ 60,000	\$ 61,200	\$ 62,424	\$ 63,672	\$ 64,944
PT Customer Service Staff (10)	\$ 100,000	\$ 102,000	\$ 104,040	\$ 106,121	\$ 108,244
Employer Taxes	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,224	\$ 21,649
Payroll services	\$ 3,500	\$ 3,570	\$ 3,641	\$ 3,714	\$ 3,788
Payroll Expenses	\$ 711,340	\$ 729,570	\$ 747,912	\$ 773,966	\$ 800,415
Electricity	\$ 5,000	\$ 5,100	\$ 5,200	\$ 5,306	\$ 5,412
Natural Gas	\$ 50,000	\$ 51,000	\$ 52,000	\$ 53,060	\$ 54,126
Water/Sewer	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,081	\$ 2,172
Utilities	\$ 57,000	\$ 58,100	\$ 59,200	\$ 59,407	\$ 60,595
Property Tax (Building)	\$ 75,000	\$ 76,500	\$ 78,030	\$ 79,591	\$ 81,183
Property Tax (Land)	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Insurance	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Taxes / Insurance	\$ 175,000	\$ 176,500	\$ 178,030	\$ 182,070	\$ 185,711
Internet/TV/Phone/Surveillance	\$ 15,000	\$ 15,300	\$ 15,606	\$ 15,918	\$ 16,236
Software	\$ 15,000	\$ 15,300	\$ 15,606	\$ 15,918	\$ 16,236
Marketing/Advertising/Licensing	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061
Cleaning Service	\$ 25,000	\$ 25,500	\$ 26,010	\$ 26,530	\$ 27,061
Facility Maintenance (indoor/outdoor)	\$ 30,000	\$ 30,600	\$ 31,212	\$ 31,836	\$ 32,473
Field Maintenance	\$ 20,000	\$ 20,400	\$ 20,808	\$ 21,224	\$ 21,649
Trash Collection	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412
Credit Card Fee (3% for est. 25% of revenue)	\$ 40,000	\$ 40,800	\$ 41,616	\$ 42,448	\$ 43,297
Operations	\$ 175,000	\$ 178,500	\$ 182,070	\$ 185,711	\$ 189,426
TOTAL EXPENSES	\$ 1,207,809	\$ 1,237,211	\$ 1,270,129	\$ 1,290,623	\$ 1,325,615
NET OPERATING INCOME	\$ 431,391	\$ 469,949	\$ 520,989	\$ 584,241	\$ 641,592

\$1,207,809

Projected Expenses for 2024

\$431,391

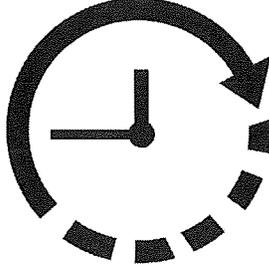
Projected NOI for 2024



PROGRAMMING

The strategic strength of a true multi-purpose, indoor/outdoor facility is its ability to host almost any type of sporting event, serving all ages and abilities.

Open Year-Round



Projected Operating Hours

Mon-Fri: 9am-9pm

Sat-Sun: 8am-9pm

Outdoor fields only closed if covered in snow or extremely low temperatures.



- Youth Clinics
- Youth Leagues
- Adult Leagues
- Tournaments

Weekends



- Youth Clinics
- Team Practices
- Youth Leagues
- Corporate Leagues

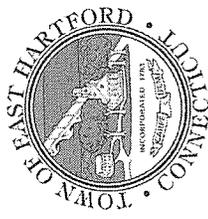
Nights



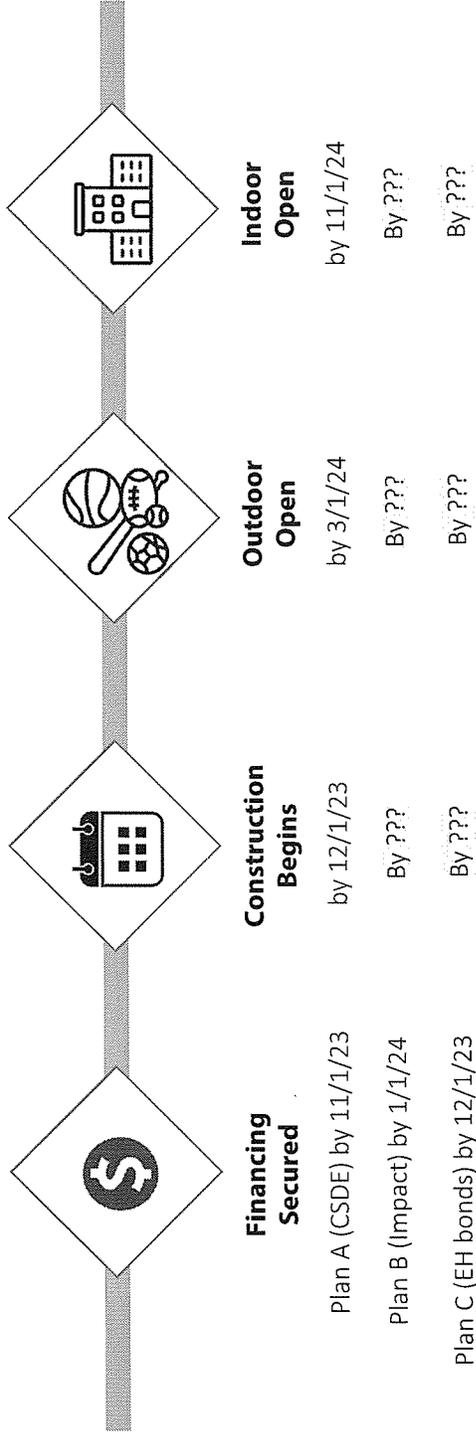
- Preschool
- Senior Citizens
- College Teams
- Private Training/Lessons

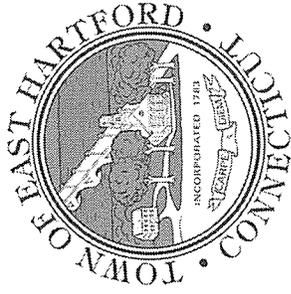
Days

Provides new opportunities to participate. More sports for more kids!



TIMELINE





THANK YOU

CONTACTS:

Mike Walsh, Mayor

Connor Martin, Chief of Staff

RESOLUTION AUTHORIZING THE ISSUANCE OF \$6,200,000 BONDS OF THE TOWN FOR THE PLANNING, DESIGN, ACQUISITION, RECONSTRUCTION, AND EQUIPPING OF IMPROVEMENTS TO TOWN BUILDINGS AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

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

Section 1. The Town of East Hartford, Connecticut (the "Town") authorizes the issuance of \$6,200,000 bonds of the Town, the proceeds of which are to be used for one or more of the following: the planning, design, acquisition, reconstruction, and equipping of improvements to Town Buildings, including, but not limited to, the Veteran's Memorial Clubhouse and the Public Works Facility, and for administrative, legal and financing costs related thereto (the "Project").

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

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

Section 4. The Mayor, the Treasurer and the Director of Finance are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be signed by the Mayor and the Treasurer, have the seal of the Town affixed, be payable at a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance, be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut, and be certified by a bank or trust company designated by the Mayor, the Treasurer and the Director of Finance pursuant to Section 7-373 of the Connecticut General Statutes. They shall be issued with maturity dates which comply with the provisions of the Connecticut

General Statutes governing the issuance of such notes. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

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

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

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

I HEREBY APPROVE the above action taken by the Town Council on _____, 2023 authorizing \$6,200,000 general obligation bonds and notes to finance the Project and submitting same to the electors for approval or disapproval.

Dated at East Hartford, Connecticut this ____ day of _____, 2023.

MICHAEL P. WALSH, Mayor

Witness

Witness



**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



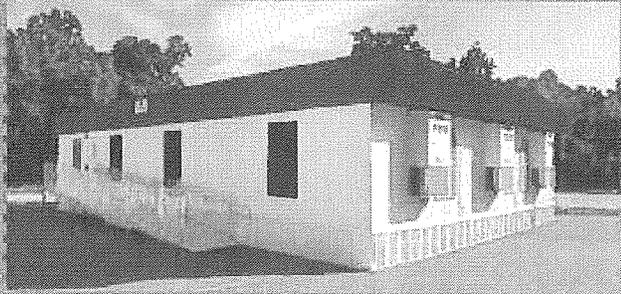
Phased Project Option of Probable Cost	PROJECT YEAR										TOTAL COST	
	TOWN COUNCIL MTD. DATE	2023	2024	2025	2026	2027	2028	2029	2030	2031		Project #
IMMEDIATE URGENT PROJECTS TO MITIGATE EMPLOYEE SAFETY AND SUBSTANDARD SANITARY CONDITIONS												
PW-B: Rental of Two Modular Employee Facilities Bldgs	Sept. 20, 22	\$181,480	\$111,480	\$111,480	\$181,480							
PW-A: Rental of Two Modular Employee Facilities Bldgs	Feb. 7, 23	\$141,400	\$71,400	\$71,400	\$71,400	\$141,400						
PW-A: Rental of Fleet Maintenance Bldg	Sept. 20, 22	\$650,000	\$100,000	\$100,000	\$100,000							
PW-B: Retrofit of Sanitation for Temp. Fleet Maintenance	Feb. 7, 23	\$200,000	\$2,400,000									
PROJECTS VITAL TO LONG-TERM DPW OPERATIONS												
PW-C: Highway Storage Protective Shelter	Sept. 20, 22		\$170,000	\$1,530,000								
PW-C: Highway Storage Protective Shelter	Feb. 7, 23		\$170,000	\$1,530,000								
PW-D: Remove Highway Building	Sept. 20, 22		\$68,000	\$674,000								
PW-D: Remove Highway Building	Feb. 7, 23		\$68,000	\$674,000								
PW-E: Build New Highway Garage w/Employee Fac.	Sept. 20, 22			\$1,000,000	\$10,300,000							
PW-E: Build New Highway Garage w/Employee Fac.	Feb. 7, 23			\$1,000,000	\$10,300,000							
PW-F: New 13,000 SF Fleet Maintenance Garage Sign Shop, Facilities, Washdown Bldg.	Sept. 20, 22			\$1,050,000	\$10,440,000							
PW-F: New 13,000 SF Fleet Maintenance Garage, Sign Shop, Fac. Workshop Bldg	Feb. 7, 23			\$0	\$1,116,000	\$11,684,000						
PW-G: Renovations and additions to Parks Building	Sept. 20, 22			\$380,000	\$3,240,000							
PW-G: Renovations and additions to Parks Building	Feb. 7, 23				\$198,450	\$1,786,050						
PROJECTS FOR FUTURE CONSIDERATION												
PW-H: Remove Fleet Maintenance Building	Sept. 20, 22				\$97,200	\$874,800						
PW-H: Remove Fleet Maintenance Building	Feb. 7, 23								\$904,400	\$940,000		
PW-I: Construct new PEMS Admin Building	Sept. 20, 22					\$392,000	\$3,438,000					
PW-I: Construct new PEMS Admin Building	Feb. 7, 23									\$3,600,000		
TOTALS												
September 20, 2022 Cost/Year		\$811,480	\$448,480	\$3,415,480	\$12,001,480	\$13,780,000	\$475,260	\$4,312,800	\$0	\$0	Sept. 20, 2022	61,200
February 7, 2023 Cost/Year		\$341,400	\$2,709,400	\$3,275,400	\$10,371,400	\$1,187,400	\$11,223,850	\$1,786,050	\$514,400	\$4,530,900	Jan. 31, 2023	65,000
		2023	2024	2025	2026	2027	2028	2029	2030	2031	MTG. DATE	SF
TOTAL COST COST/SF												

September 20, 2022
January 31, 2023

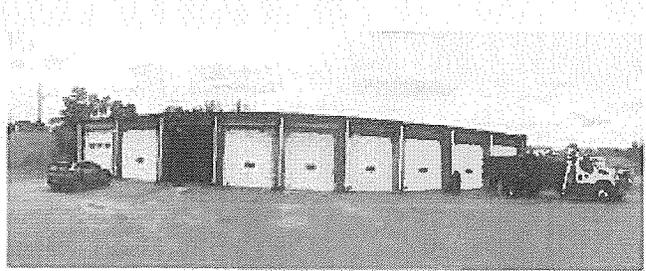
DESIGN AND BIDDING COSTS
DESIGN AND BIDDING COSTS

ATTACHMENT B

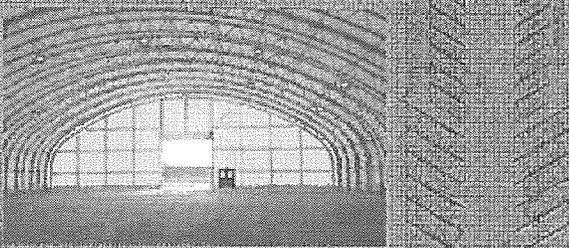
PROJECT PW-A
Rental of Two Modular Employee Facilities Buildings
2023-2028



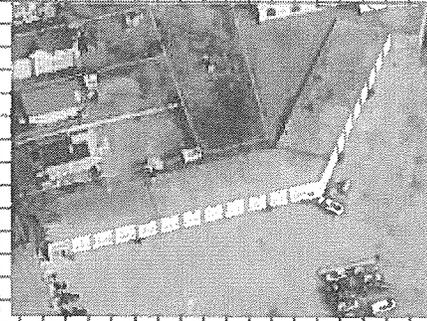
PROJECT PW-B
Retrofit Sanitation Garage for Temp. Fleet Maintenance
2024



PROJECT PW-C
Highway Storage Protective Shelter
2025



PROJECT PW-D
Demolition of Existing Highway Building
2025



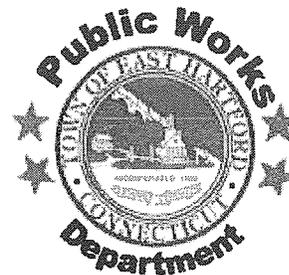
PROJECT PW-E
New Highway Garage with Employee Facilities
2026



PROJECT PW-F
New Fleet Maintenance Garage, Sign Shop
& Facilities Workshop
2028

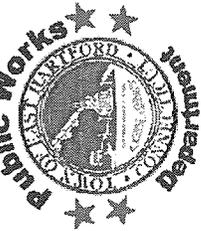
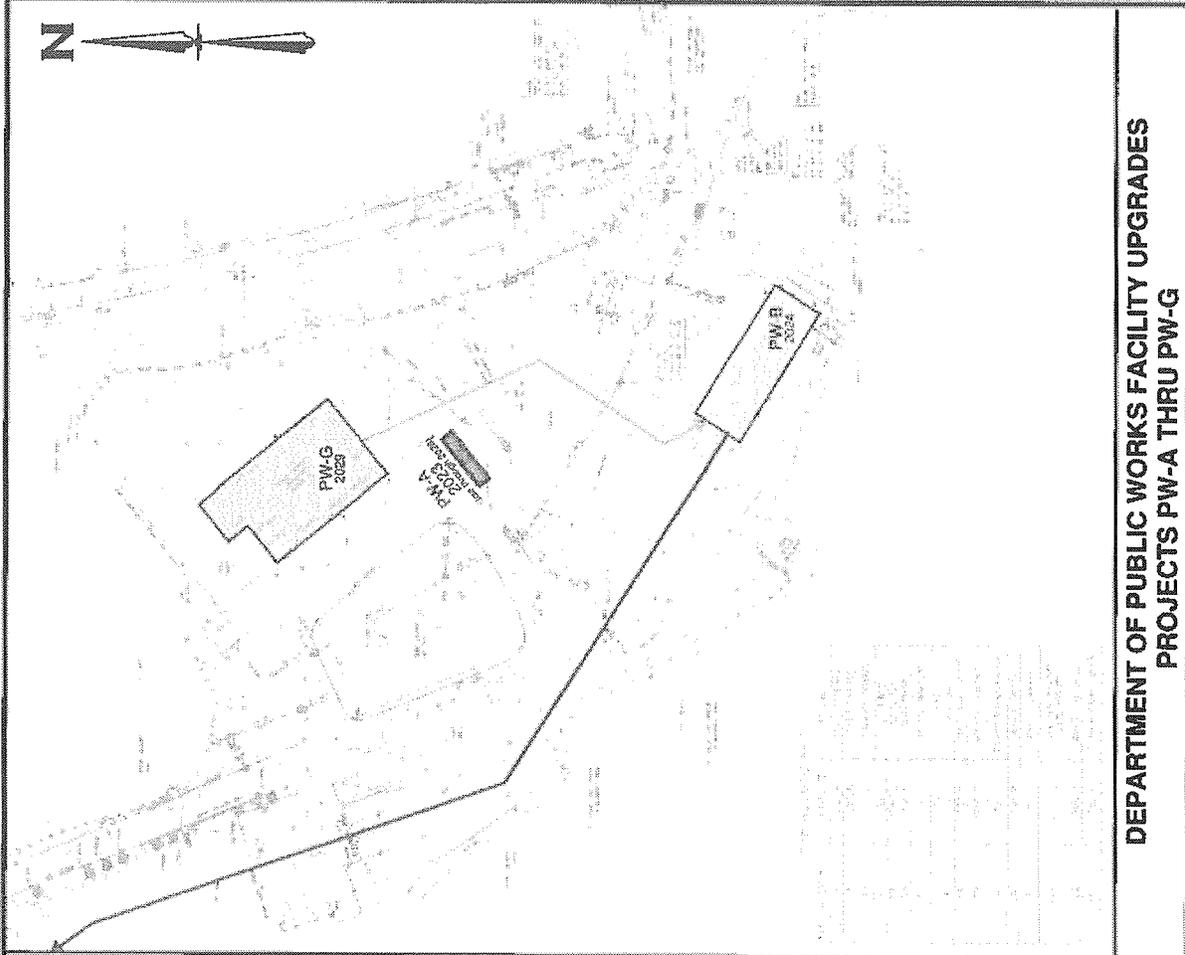
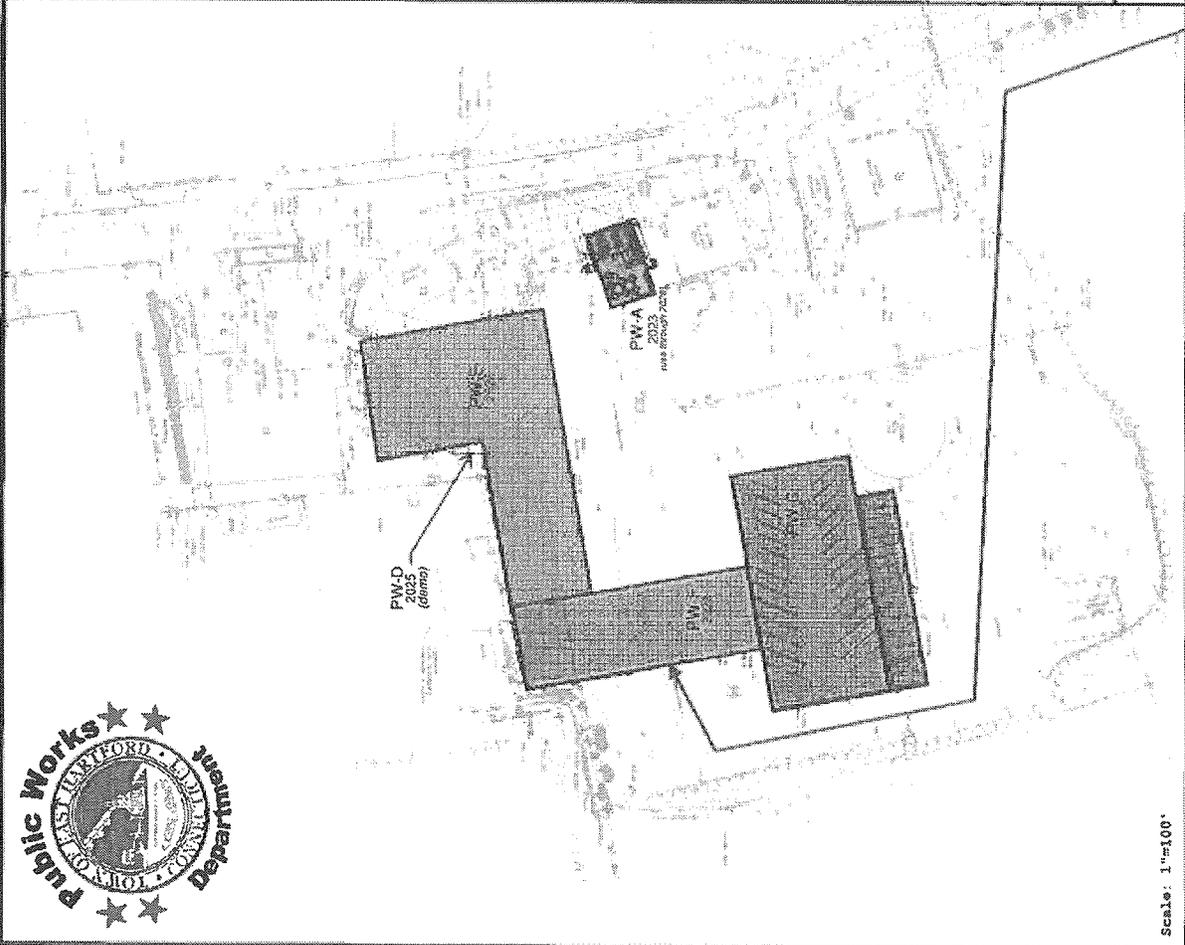


PROJECT PW-G
Renovations to Parks Maintenance Building
2029



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

ATTACHMENT C



DEPARTMENT OF PUBLIC WORKS FACILITY UPGRADES
PROJECTS PW-A THRU PW-G

Scale: 1"=100'

Walsh, Mike

From: Ryan Patrick <rpatrick@downesco.com>
Sent: Wednesday, March 29, 2023 7:14 PM
To: Walsh, Mike; Paul Lisi; Stephen Hennebry; Baptist, Thomas; McCaw, Melissa; Carrero, Jessica
Cc: Chris Cyr; janderson; Tom Romagnoli
Subject: East Hartford Veteran's Memorial Clubhouse

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mr. Mayor,

Thank you for taking the time to meet with us today. To ensure all parties are on the same page I wanted to recap the main discussion points in a summary below. I've included the indirect hard and soft costs in the pricing below.

BASE PROJECT COST	\$	5,476,911
REQUIRED ITEMS		
Kitchen Equipment	\$	120,000
PENDING ITEMS		
New 6" water service <i>(pending - Antinazzi to follow up)</i>	\$	50,328
Paving at upper parking lot <i>(pending Owner decision)</i>	\$	167,586
New elevator <i>(pending Owner decision)</i>	\$	237,505
Fitout of the Basement <i>(pending Owner decision)</i>	\$	464,034
Indirect hard costs <i>(Insurance, Bonding, Fee, Contingencies, etc.)</i>	\$	130,420
Indirect Soft Costs <i>(owner contingency)</i>	\$	125,111
Total Pending Items	\$	1,174,984
TOTAL PROJECT COST <i>(includes all required & pending items above)</i>	\$	6,771,895

less \$4M =
\$2.7M

Please let me know if anyone feels the above information is inaccurate or incomplete. Feel free to reach out with any questions or concerns.

Regards,

Ryan Patrick, Estimating Manager
DOWNES CONSTRUCTION COMPANY
An Employee Owned Company

Building Excellence Since 1934

200 Stanley Street | New Britain, CT 06051

254 Eastwood Avenue | Providence, RI 02909



MEMORANDUM

DATE: April 21, 2023

TO: All East Hartford Town Councilors

FROM: Mike Walsh, Mayor 

TELEPHONE: (860) 291-7201

RE: **Communications Related to the Coming Founders Plaza Development**

By way of this memo, I am pleased to forward along the following information related to an exciting new development planned for the Founders Plaza area called Port Eastside.

While the conceptual planning for Port Eastside has been underway for about nine months, very good progress has been made on a strategic master plan for the area as prepared by the developer who is known as Port Eastside LLC.

Dubbed a “Live, Work, Play” development, Port Eastside will include riverside apartments, retail, restaurants, entertainment, structured parking, and an office/medical office building once completed. The timeframe for property acquisition and demolition is now, and the development will unfold in phases over the next 3-5 years.

The following information is attached for your review:

1. An “engagement letter” from the Town of East Hartford to the partners of Port Eastside LLC. This document sets out a variety of assistance and incentives that the Town of East Hartford is prepared to offer the developer to make this development a reality.

Because all the incentives to bring this project to fruition must be approved by the Town Council, I am submitting this letter to the Town Council today to be sure we are in agreement on available tools to bring to the table. Understand that this letter was prepared by David Panico from the Law Firm of Robinson and Cole who is also our Bond Counsel. David has decades of experience guiding projects like this along to fruition.

The impetus of this letter is also to form a working relationship with the developer as we seek CRDA support and State approval at an upcoming Bond Commission meeting for funding needed to begin the demolition process at Founders Plaza.

2. A single page bird’s eye view of the Founders Plaza area as it is currently configured
3. A single page snapshot from the 2023 Control Tower imagining how this development may look once constructed
4. The January 6, 2023 Community Investment Fund Round 2 Town of East Hartford submission which provides a more granular narrative of the Port Eastside Development for your review

I look forward to the discussion of this development as we continue to move the community forward.

CC: Melissa McCaw, CAO and Finance Director
Eileen Buckheit, Development Director
Connor Martin, Mayor’s Chief of Staff

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

OFFICE OF THE MAYOR

740 Main Street
East Hartford, Connecticut 06108

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April 21, 2023

Port Eastside Partners, LLC
Attention: Mr. Peter Roisman
433 South Main Street #301
West Hartford, CT 06110

Re: Port Eastside Project at Founders Plaza

Dear Mr. Roisman:

The Town of East Hartford, Connecticut (the "Town") is pleased to work with the partners of Port Eastside, LLC (the "Developer") in the development of the project generally described below (the "Project"). As a political subdivision of the State of Connecticut, the Town can provide a host of benefits, including State grants, financing, tax incentives and services, for the development of the Project. Some of these benefits may be easier to obtain than others, and all of them are subject to Town Council approval. We look forward to working with you to determine which benefits we can pursue together.

Description of the Project

The Project will be located in the area bordered by Interstate 84 and Route 2 to the North, Pitkin Street and Jayce Street to the East, East River Drive to the South and the Connecticut River to the West (the "Project District"). The Project will be developed in phases, with the build out of infrastructure first, as set forth in the Phasing Plan Legend prepared by MBH Architecture, as follows:

Phase 1:

- Extension of East River Drive, widening of Hartland Street
- Demolition of 99 Founders Plaza (4 story office building/garage; asbestos; \$6.4 million)
- Demolition of 111 Founders Plaza garage (part of the 20 story office building)
- Demolition of 300 East River Drive (warehousing space, unoccupied)

Phase 2:

- Build retaining wall, in-fill and landscaping

Phase 3:

- Construction of raised greenway over East River Drive

Phase 4:

- Development of 99 and 111 Founders Plaza and 300 East River Drive (Medical Office Building, Retail, Housing, Parking Garages)

Phase 5:

- Development of Parcels D, E and G on East River Drive
- Start Pedestrian Bridge across Connecticut River

Phase 6:

Development of Parcels K, J and F

Finish Pedestrian Bridge across Connecticut River

Below is a summary of some of the benefits the Town may be able to provide to the Partnership for the development of the Project.

Application for Grants

Tax Increment Financing (“TIF”)

Tax increment financing (“TIF”) is a technique used to finance projects owned by private entities with tax-exempt financing. In a TIF, a portion of the additional property tax revenue created by the construction of the project is pledged to pay the debt service on bonds issued to finance the project. The bonds are considered “revenue bonds” and the only source of repayment is from the incremental tax revenue generated by the project. Features of all types of TIF include:

No voter referendum

No pledge of municipality’s full faith and credit

Bonds are not counted against the municipality’s debt limit

Longer term financing (usually 30 years or more)

Higher interest rates due to limited source of repayment and construction risk

Tax-exempt rates available if financed improvements available to the general public, such as streets, water supply, sewers and open space

Bonds can be refinanced at lower rates when ratio of incremental tax revenue to annual debt service is higher

The Connecticut General Statutes contain several provisions that allow for TIF. In addition, special legislation for “improvement districts” containing TIF has been used in several Connecticut municipalities. The type of TIF available for the Project will depend on the desired governance of the district, the improvements to be financed, the statutory process and timing. Some features of each kind of TIF are described below:

Improvement Districts (Special Legislation)

Used successfully at Harbor Point (Stamford) and Great Pond (Windsor)

East Hartford adopted this same kind of legislation for Rentschler Field Improvement District, but currently, the district does not encompass the Project area.

New legislation adopted by General Assembly would be required

15 or more people petition Town Council to establish district

District voters (property owners) determine board of directors (one appointed by Town), officers (President, Vice-President, Treasurer, Clerk), annual and regular meetings, quorum requirements, etc.

District has the same powers as a district under CGS Sections 7-324 to 7-329

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MAYOR

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District has the power to fix, revise, charge, collect, abate and forgive reasonable taxes, fees, rents and benefit assessments, and other charges for the cost of the improvements, financing costs, operating expenses and other services furnished or supplied to the district

District has the power to assess, levy and collect benefit assessments upon the land and buildings in the district which, in its judgment, are benefited by the improvements

Legislation provides for entering into an interlocal agreement with the municipality for the sharing of tax revenues and exchange of services in the district (road, street light, open space maintenance, snow plowing, garbage, etc.)

Legislation provides District with power to issue bonds payable from its share of taxes and benefit assessments

Types of improvements financed include street lights, trees, roads, sidewalks, drains, sewers and sewage treatment facilities, utility improvements and connections, parking facilities, open space, bulkhead repairs, dredging and construction, environmental remediation, other infrastructure improvements, recreational facilities, flood and erosion control systems, and community water systems

Establishing, maintaining and issuing bonds through a district using this type of legislation is more expensive than utilizing other forms of TIF.

Tax Increment Districts (Chapter 105b, CGS Sections 7-339cc to 7-339kk)

Legislative body of a municipality may establish a tax increment district

Requires district master plan, including boundaries of the district, present and future uses of the property, a financial plan, and operation and maintenance

District master plan transmitted to planning commission for advisory opinion

Portion of the real property within district must meet one of the following conditions: (i) be in a substandard, insanitary, deteriorated, deteriorating or blighted area; (ii) in need of rehabilitation, redevelopment or conservation work; or (iii) be suitable for industrial, commercial, residential, mixed-use or retail uses, downtown development or transit-oriented development

The municipality has broad powers to assist the district, including (1) acquiring, constructing, operating and maintaining property, (2) executing contracts relating to the operation and maintenance of the district; (3) issuing bonds and other obligations of the municipality; and (4) entering into agreements with a taxpayer fixing the assessment of real estate within the district for a term not to exceed fifteen years. Benefit assessments against properties are also permitted

Bonds are to be issued by the municipality and may be secured by (1) the full faith and credit pledge of the municipality; (2) income, proceeds, revenues and property of the projects within the tax increment district, including the proceeds of grants, loans, advances or contributions from the federal government, the state or other source; (3) tax

increment revenues or benefit assessments received by the municipality; or (4) any combination of the methods in subdivisions (1), (2) and (3)

Costs allowed to be financed include: (a)(i) the acquisition or construction of land, improvements, infrastructure, public ways, parks, buildings, structures, railings, street furniture, signs, landscaping, plantings, benches, trash receptacles, curbs, sidewalks, turnouts, recreational facilities, structured parking, transportation improvements, pedestrian improvements and other related improvements, fixtures and equipment for public use, (ii) the acquisition or construction of land, improvements, infrastructure, buildings, structures, including facades and signage, fixtures and equipment for industrial, commercial, residential, mixed-use or retail use or transit-oriented development, (iii) the demolition, alteration, remodeling, repair or reconstruction of existing buildings, structures and fixtures; (iv) environmental remediation; (v) site preparation and finishing work; and (vi) all fees and expenses associated with the capital cost of such improvements, including, but not limited to, licensing and permitting expenses and planning, engineering, architectural, testing, legal and accounting expenses; (b) financing costs, including, but not limited to, closing costs, issuance costs, reserve funds and capitalized interest; (c) real property assembly costs; (d) costs of technical and marketing assistance programs; (e) professional service costs, including, but not limited to, licensing, architectural, planning, engineering, development and legal expenses; (f) maintenance and operation costs; (g) administrative costs, including, but not limited to, reasonable charges for the time spent by municipal employees, other agencies or third-party entities in connection with the implementation of a district master plan; and (h) organizational costs relating to the planning and the establishment of the tax increment district, including, but not limited to, the costs of conducting environmental impact and other studies and the costs of informing the public about the creation of tax increment districts and the implementation of the district master plan

Redevelopment Projects (Chapter 130, CGS Sections 8-124 to 8-139)

Rehabilitation or demolition of structures, construction of new structures, improvements or facilities, location or relocation of streets, parks and utilities

Project must be in area considered “deteriorated, deteriorating, substandard or detrimental to the safety, health, morals or welfare of the community”

Requires redevelopment plan and public hearings for approval of plan by redevelopment agency

Bonds are issued by the municipality and payable solely from and secured by: (a) a pledge of and lien upon any or all of the revenues and property of redevelopment project; (b) taxes or payments in lieu of taxes, or both, or (c) any combination of (a) and (b)

Municipal Development Projects (Chapter 132, CGS Sections 8-186 to 8-200b)

Similar to redevelopment projects above

For the assembly, improvement and disposition of land or buildings or both to be used principally for industrial or business purposes and includes vacated commercial plants

Business purpose includes, but is not limited to, any commercial, financial or retail enterprise and includes any enterprise which promotes tourism and any property that produces income

Vacated commercial plant is a building formerly used principally for a business or industrial purpose of which more than fifty percent of the usable floor space is, or

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MAYOR

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which it is anticipated, within eighteen months, shall be, unused or substantially underutilized

Requires project plan and public hearings for approval of plan by development agency

Bonds are issued by the municipality and payable solely from and secured by: (a) a pledge of and lien upon any or all of the revenues and property of redevelopment project; (b) taxes or payments in lieu of taxes, or both, or (c) any combination of (a) and (b)

Business Development Projects (Chapter 588l, CGS Sections 32-220 to 32-244a)

Generally used for more specific projects

Typically used by the State to attract and retain certain businesses

Available for municipal use

General Obligation Bond Financing

Under Connecticut General Statutes and the Town's Charter, the Town has the ability to issue general obligations bonds payable from the Town's general fund

Debt service on general obligation bonds directly impacts the Town's budget

Subject to voter referendum

Typically reserved for the Town's infrastructure needs (roads, flood control improvements, fire trucks, schools and other Town-owned facilities)

Under Internal Revenue Code, interest on the Town's bonds used for these purposes qualifies for exemption from Federal and State of Connecticut income taxes, resulting in a lower financing cost

Town typically issues general obligation bonds over a 10 year term

Tax Fixing Agreements

The Connecticut General Statutes have several provisions that allow a municipality to enter into an agreement with a property owner to reduce the amount of property taxes that would otherwise be due on real property. These types of agreements are referred to as "tax abatement" or "tax fixing" agreements.

Generally for seven year term, but can be for periods up to 20 years if the City and Town Development Act applies

Beneficial to property owners to reduce property taxes overall and/or during construction and lease-up periods when revenues are low

Can also be structured to prevent significant tax increase in year construction is completed

If property taxes will be used for financing purposes (see “Tax Increment Financing” above), tax fixing agreements generally not used since all or a portion of incremental taxes are needed to pay debt service on financing

Services District

Chapter 105a of the Connecticut General Statutes allows for the establishment of a special services district (“SSD”). An SSD can own, operate and maintain public or common improvements and provide all of the services which a municipality is authorized to provide, including construction, acquisition, leasing and operating parking facilities, but not education.

Established by municipality by ordinance of legislative body

Majority of owners of real property within SSD and majority of assessed value within SSD must also adopt ordinance

Subdistricts may be established for different types of land uses or benefits

SSD ordinance provides for a tax levy on real property to carry out powers of the SSD, which is recommended to the municipality for collection with regular tax levy

SSD ordinance provides for Board of Commissioners, which adopt annual budget

Enterprise Zone Benefits

The Project is located in an “enterprise zone”. The State enterprise zone program provides tax incentives to owners of real and personal property used for manufacturing, research, certain distribution warehousing, and certain service companies. Benefits include:

Five (5) year 80% abatement of property taxes on real property and machinery and equipment

Seven (7) year deferral of assessment (100% to 10%)

Tax credits against the Corporation Business Tax

Similar to Tax Fixing Agreements above, if property taxes will be used for financing purposes, tax abatement and fixed assessments would be counterproductive

Parking Authority

Chapter 100 of the Connecticut General Statutes allows municipalities to create parking authorities.

May be a separate corporate body or an existing municipal department

Powers include the power to finance, construct, manage and maintain parking facilities and other off-street parking, establish and collect parking fees, and to own, and collect revenue from parking meters

Can issue revenue bonds to finance parking garages

Revenue bonds may require space/revenue commitments from the Partnership or tenants of the Project for issuance

Depending on the location and the expected use of such facilities, financing may qualify for tax-exempt rates

MICHAEL P. WALSH
MAYOR

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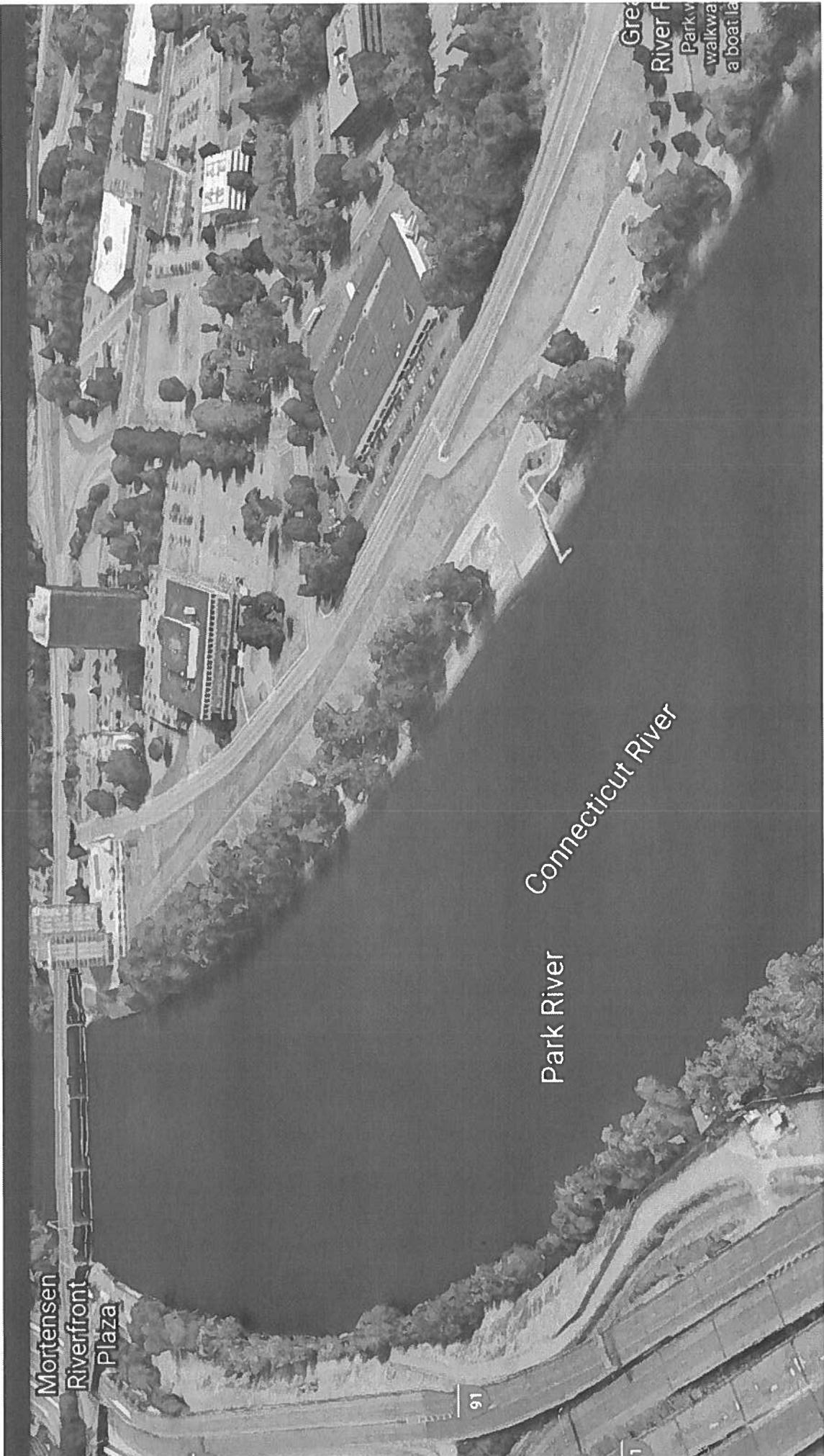
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We look forward to discussing these potential benefits with you. Please contact us to arrange for a meeting at your convenience.

Very truly yours,

Town of East Hartford

By: _____
Michael P. Walsh, Mayor



Mortensen
Riverfront
Plaza

91

Connecticut River

Park River

Green
River F
Park w
walkwa
a boat la

Project # 05) Projects at Founders Plaza

For Situational Awareness

- Port Eastside will remake Founders Plaza
- Luxury apartments, a medical office building, restaurants, museums and recreation planned
- Synergistic efforts will be required by the Town, the State, and by our development partners

Goal

- Densify the Plaza turning the clock back 50 years

Challenges

- Extremely complex and iconic development with many divergent interests including siting museums, location adjacent to the levee system, a proposed raised greenway, a pedestrian bridge and 1,400 structured parking spots

Next Steps

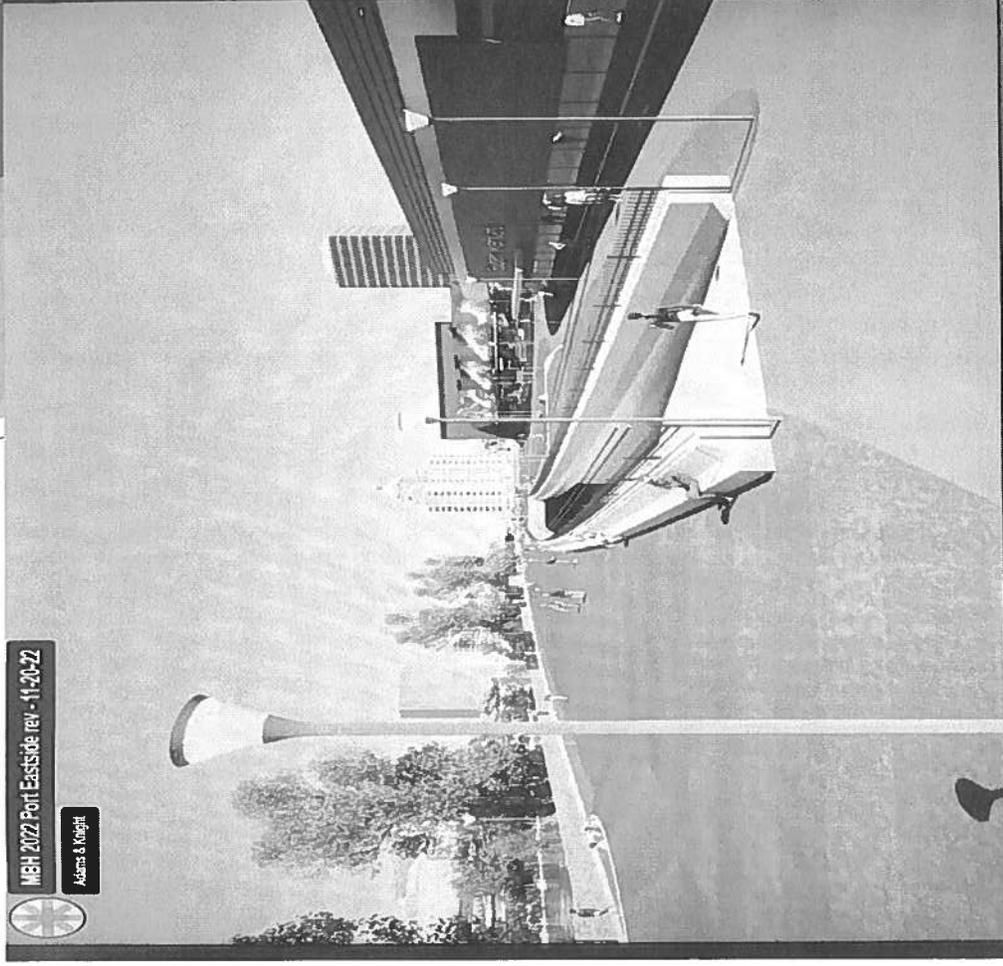
- Launch and solve the problems as they occur

Timeline

- Demolition can occur in the spring
- Phased construction into 2026

MBH 2022 Port Eastside rev - 11-20-22

Adams & Knight





**Founders Plaza -Port Eastside Project
Community Investment Fund Round 2**

Mayor, Michael P. Walsh

January 6, 2023

The Town of East Hartford Requests \$6,000,000 for Demolition of 99-111 Founders Plaza

The Port Eastside Project: Transforming East Hartford's Riverfront

The Project is an achievable mission to create a commercial mixed-use development with synergistic and supportive uses seeking to strengthen both the East Hartford and the Hartford sides of the Connecticut River. Revitalizing the waterfront of East Hartford creates an opportunity to invest in the community, connect the Hartford and East Hartford region and build resiliency through expansion of the commercial, residential, recreational and cultural/entertainment offerings.

A continued area of focus for the Town, consistent with our Plan of Conservation and Development, is the redevelopment of East Hartford's riverfront, The Port Eastside Project. Taking advantage of this area's proximity to Downtown Hartford and the Connecticut River is a strategic development creating a destination and hub of economic vibrancy. This development will feature commercial uses, tourism attractions, mixed-use development and modern residential housing units to increase density in the area and provide transformative areas to live, work and play for the modern market –creating economic and cultural connectivity between the east and west sides of the Connecticut River. The synergy of the Hartford and East Hartford cultural and entertainment offerings will create increased foot traffic and economic vibrancy, strengthening both municipalities – all centered around a historic mutual asset, the Connecticut River. This is an enhancement to the entertainment offerings in the Hartford/East Hartford cultural, entertainment, commercial and modern living offerings.

A key focal point of the project will be a first-ever pedestrian bridge and 1.3 mile walking loop, linking both cities to create a regional destination. This new and exciting destination will enhance, revitalize, and expand the overall usage of the Capital area by creating a year-round, sustainable neighborhood of attractions, apartments, restaurants, and supporting businesses. In addition, Port Eastside will incorporate multiple already-established cultural assets, and tie into the Convention Center, the Science Center, and into the existing Colt Park Heritage site development. The proposal includes using multiple parcels for community, art and culture centers.

The unique 1.3 mile, sustainable "Greenway" connects it all; one that also supports small-to-medium size events, restaurant dining, small vendors, cultural centers and an entertainment venue.

The Port Eastside development will offer our Capital area a new and improved way to celebrate and utilize the Connecticut River, one that will draw visitors not only from the Hartford area,

but also from other parts of Connecticut and surrounding states. The energy and buzz created by Port Eastside will fuel future development on both sides of the River.

The Port Eastside Project Goals:

- Creation of an Energetic, Mixed-Use Riverfront
- Reconnect the Riverfront to the Capital Area
- Promote Community Health and Equity
- Reinforce and Promote Cultural Assets
- Attract Private Investment and Organic Growth to the Greater Hartford Region
- Cultural Connectivity Between the East and West Sides of the Connecticut River

Current Status

Much progress has already been made on the Port Eastside development. The Project is carefully formulated to be implementable and to be built in distinct phases. Financial feasibility criteria are being developed based on dialogues with property owners, conceptual cost estimating, and potential public financing.

Here are some of the highlights and the timeframes that we are working with: **(Proprietary and subject to prior written notice for release)**

- Signed LOI for purchase of 99-111 Founders Plaza, Updating Phase 1 environmental and a drafted Purchase and Sale Agreement.
- Negotiations are underway to acquire the Red Thread building. A signed P & S contract is expected by the end of January. Acquiring this parcel would enlarge the development but isn't critical to achieving the goals of the project
- Significant discussions and negotiations have commenced with a large healthcare provider to develop a large-scale Medical Office Building at Port Eastside, potentially up to 150,000 sf.
- Significant discussions have occurred with a national music-themed restaurant & entertainment venue operator for small live performances;
- Many in-person meetings sharing the details of the Port Eastside vision have taken place over the past 4 months with potential future tenants, and political leaders/office holders on local, state, and national levels.



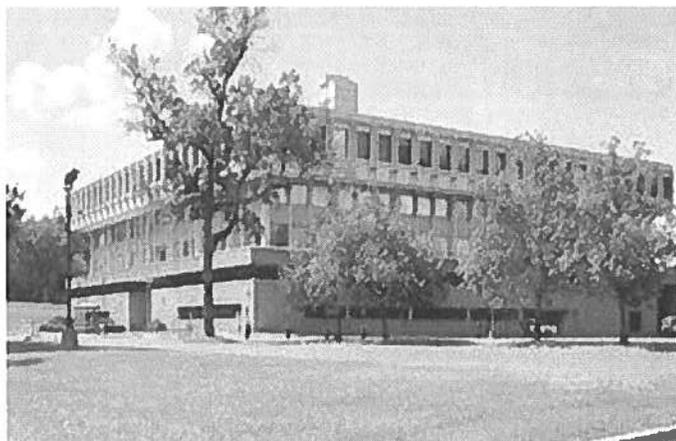
Phase 1 (Winter 2023)- Procurement and Property Acquisition of Founders Plaza (proprietary and subject to prior written notice for release)

1. Acquisition of 99 and 111 Founders is currently underway.
2. Regarding 111 Founders, a signed LOI with the property owner has been executed. A purchase and sale agreement is expected by the week of Jan 23rd.
3. Completion of a purchase and sale (P & S) agreement to acquire 99 Founders Plaza is expected for the week of Jan 16th, including an environmental Phase I update.

Phase 2 (Spring 2023)-Demolition of 99-111 Founders Plaza

99 Founders Plaza is a dated 182,000 square foot office building, built in 1971, strategically positioned at the intersection of I-84, I-91 and Route 2. Formerly housed back office space for Bank of America, the current configuration of the building's interior makes it impractical for reuse. It has suffered from deferred maintenance over the past 10 years.

As part of a larger redevelopment plan for Founders Plaza, the Town would like to remove the building and replace it with a building or buildings that better reflect the current real estate market, which is most likely not office space. The demolition will be of the building which also contains a garage



Phase 3 (Summer 2023)- Commence Construction on Development

The Project is set to commence construction in the summer/fall of 2023, contingent upon funding from the state of CT Community Investment Fund Grant. The Town of East Hartford, through careful formulation and planning, plans to support and supervise Port Eastside built in distinct phases with the current timeline in mind. With the procurement of the properties and contingent funding, the project is a “Shovel Ready” Project, consistent with the vision and continued focus on bolstering the inclusive and transformational economic development goals of the Town and of The Governor’s Economic Action Plan.

Video Link to a rendering of the Port Eastside Project

<https://vimeo.com/773155137/048347a482>

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

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East Hartford, Connecticut 06108

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January 3rd, 2023

State Department of Economic and Community Development
450 Columbus Blvd.
Hartford, CT 06103

Dear Community Investment Fund Board:

The Town of East Hartford appreciates the opportunity to apply for Community Investment Funds 2030 that help to promote transformative economic development, create opportunities for underserved and marginalized residents, address blighted properties, and ensure our students have safe facilities.

East Hartford is ranked the 11th most distressed municipality by the State of Connecticut. East Hartford's population of 50,731 sees 21.3% under 18 years of age. With a median income of \$58,922 and a per capita income of \$29,821, East Hartford sees 13.7% of its residents living in poverty. The Town is the most diverse suburb in Connecticut and has faced challenges with underserved communities historically. East Hartford has the second highest diversity index (72%) in Connecticut with 36.7% Hispanic, 31.7% White, 24.4% Black, 3.8% Asian, and 2.4% Other (CT Data Collaborative, US Census Data). The student population of our schools are 100% eligible for free lunches, which is representative of the need and wealth of our community.

Attached you will find packets to the following community projects that truly move East Hartford forward. \$6 Million for the demolition and pre-development funding for continued projects along Founders Plaza and East Hartford's Riverfront. \$5 Million for the demolition and infrastructure funding for McCartin School Residential Development to increase homeownership. Both projects are aligned with the mission and goal of the Community Investment Fund by promoting economic/ community development and advancing fair, just and impartial treatment of underserved and marginalized residents in East Hartford.

All of these projects are consistent with the shared vision of my administration, the East Hartford Town Council and Board of Education, our State Legislative Delegation, the State of Connecticut, and the East Hartford community. We respectfully ask for your consideration of the attached.

Sincerely,
The Town of East Hartford



Michael P. Walsh, Mayor



State of Connecticut
GENERAL ASSEMBLY
STATE CAPITOL
HARTFORD, CONNECTICUT 06106-1591

January 6, 2023

Dear Community Investment Fund Board,

We write in strong support of the Town of East Hartford's grant application for the Community Investment Fund (CIF) 2030 round two. The application centers on pre-development work that will result in a revived, accessible riverfront area and additional housing for the town.

First, we must express our gratitude for the support the Board gave to the Town's efforts to rehabilitate the "Church Corners" building on our Main Street. The CIF funding approved by the Bond Commission in December is crucial to the Town restoring this beautiful property to be a real gateway for our community. The two projects that are part of the Town's round two application continue the work that is at the heart of the mission of the CIF: to fund transformative projects in underserved communities.

Visible as you cross into East Hartford on I-84, Founders Plaza is a significant amount of land on the East Hartford riverfront comprised of office buildings that are in need of significant repair and parking lots. We know this property can be, and should be, much more. The Town is engaged in conversations with developers and non-profit educational institutions to develop a vision for the area that includes a mix of commercial, residential, recreational, and cultural uses. The \$6 million requested as part of the grant application will support the first phase of this work - the demolition of structures and clearing of the land for development. This will be a multi-year, multi-step process to bring this area to vibrancy, but with CIF's support, the physical work can begin this fall.

One area of focus for the CIF, and for all of us in the legislature, is encouraging more residential development. We are proud to say that the Town is taking a proactive role in the process by identifying properties and engaging developers. One site, the former McCartin School, which for many years was the site of the East Hartford Senior Center, has become available because of the opening of our new Senior Center. To make the seven-acre site attractive for residential development, the Town first needs to demolish the school and make infrastructure improvements to the land. The Town is requesting \$5 million for these purposes, which we know will have a significant long-term impact on our town's future.

In summary, these two projects from the Town of East Hartford speak directly to the mission of the CIF. With the Board's support we can continue to make investments in the Town that will foster inclusive economic growth for future generations.

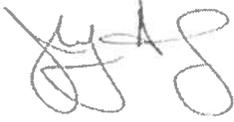
Sincerely,

Handwritten signature of Jason Rojas, consisting of a stylized 'J' followed by 'Rj'.

Jason Rojas
House Majority Leader

Handwritten signature of Saud Anwar, written in a cursive style.

Saud Anwar
State Senator

Handwritten signature of Jeff Currey, featuring a stylized 'JC' followed by 'Currey'.

Jeff Currey
State Representative

Handwritten signature of Henry Genga, written in a cursive style.

Henry Genga
State Representative

TOWN OF EAST HARTFORD

(860) 291-7207

OFFICE OF
THE TOWN COUNCIL

740 Main Street

East Hartford, Connecticut 06108

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I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 13th day of December, 2022

RESOLUTION

WHEREAS the State of Connecticut has established the Community Investment Program to foster economic development in historically underserved communities across the state; and

WHEREAS the Town of East Hartford is ranked as the 12th most distressed municipality in the 2021 Distressed Municipalities List by the State of Connecticut with a median income of \$59,954 and a per capita income of \$29,789 with 13.7% living in poverty; and

WHEREAS the Town of East Hartford with a population of approximately 50,000 with 21.3% under 18 years of age is one of the most racially and ethnically diverse municipalities in the State of Connecticut with 55.5% Caucasian, 25% Black or African American, 38.2% Hispanic or Latino; and

WHEREAS the population of 51,137. There are 20,225 households in the city with an average household size of 2.50 persons. 43.49% of households in East Hartford are renters.

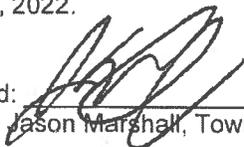
WHEREAS the State of Connecticut Community Investment Fund presents an opportunity to foster economic growth, guiding future development reinvestments in the Town's long term riverfront master plan and the development of the McCartin School property for new homes and updated infrastructure, supporting current and incoming families in owning new single family homes in town.

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make a second application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the State of Connecticut as they pertain to the Community Investment Fund grant in an amount not to exceed \$6 million for riverfront development and \$5 million for McCartin school property development.

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

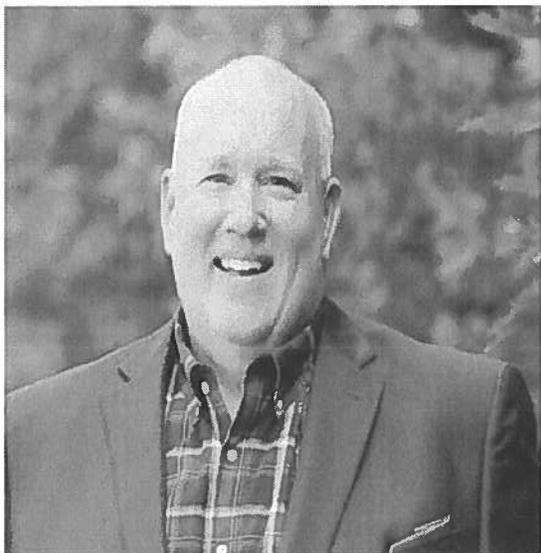
IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the 13th day of Dec, 2022.

Seal

Signed: 

Jason Marshall, Town Council Clerk

MEET THE TEAM



Mayor, Michael P. Walsh

Mayor of the Town of East Hartford on November 8, 2021. He is a 32-year resident, leader, and champion of the Town of East Hartford and its community.

Prior to his position as the Chief Elected Official, Mike Walsh served as East Hartford's Finance Director from 1998 to 2019. As the Director of Finance, Mike's primary responsibility is to compile the Mayor's Recommended Budget and 5-Year Capital Improvement Plan. Additionally, Mike had oversight over the following Finance Departments: Accounts and Control, Risk Management, Purchasing, Information Technology, Assessor's, and Tax Collections. He

also had responsibility for the delivery of employee benefits including active and retiree medical, pension as well as the coordination of the financing of long-term capital projects using investment grade bond financing. This position also oversaw the production of the annual audit and Comprehensive Annual Financial Report filed with the State on an annual basis.

From 2019 to 2021, Mike served as Undersecretary of Strategic Initiatives and Accountability for the Office of Policy and Management where he served on the Board of Directors at UConn Health and the Connecticut Retirement Security Authority, as finance representative to the pandemic response, as well as on the Executive Branch.

Prior to coming to working for the Town of East Hartford, Mike was the Assistant Director of Financial Reporting at CIGNA for 11 years. He also served as an accountant at a local public accounting firm for 6 years and was exposed to various accounting work including auditing, tax preparation and financial report compilation.

Additionally, Mike served on numerous boards for local and State organizations including:

- GFOA President, 2011-2012
- Co-Chairman, GFOA Legislative Committee, 2002 - 2007
- EHHS – Project Graduation 2009 - 2013
- DPUC EPC Workgroup Member – Best Practices, 2011
- Connecticut State Treasurer and Secretary of OPM, OPEB Group Member, 2005
- Old State House, Board of Directors, Executive Board, Treasurer, 2001 – 2003
- East Hartford High School Academy of Finance Board Member, 2001– 2003
- Board of Finance Member/Chairman, St. Christopher's Church, 1997– 2004
- East Hartford Town Councilor, 1991-1993
- Mike holds a Bachelor of Science Degree in accounting; he lives in Town with his wife Janice and daughters Erin and Shannon.



Melissa N. McCaw is currently the Finance Director for the Town of East Hartford.

She, holds a Bachelor of Arts in Government from Wesleyan University and a Master of Public Administration with a concentration in Public Finance & Budgeting from the University of Connecticut. McCaw is a seasoned professional with over 20 years of executive budgeting, finance, operations and strategic planning experience in government and higher education organizations. Melissa career background includes the appointment by Governor Ned Lamont to serve as the Secretary of the Office of Policy and Management, also known as the CT Budget Chief, from 2019 to 2022. During this service period, she managed a State budget of more than \$20 billion and led the reformation of the finances for the State of Connecticut, bringing Connecticut from fiscal crisis to fiscal strength. McCaw previously served as the Chief Financial Officer and the Director of Budget, Management & Grants for the City of Hartford for 3 years overseeing both the Budget and Finance functions, with a general fund budget of \$570 million and an all funds budget in excess of \$1 billion. McCaw led the City through 3 years of intensive restructuring to avert bankruptcy. Prior to this, McCaw served as the Budget Director at the University of Hartford for nearly seven years. McCaw began her career at OPM as a Budget Specialist within the Health and Human Service and General Government focus areas of the Budget and Financial Management division for nearly eight years. McCaw specializes in fiscal sustainability, economic growth and operational strength that balances the needs of constituents and long-term goals with positive financial stewardship.



Eileen Buckheit was appointed as the Director of Development for the Town of East Hartford in March of 2013. In her capacity as Director, she oversees the departments of Development, Planning, Grants and staffs the Economic Development Commission, Redevelopment Agency, and Planning and Zoning Commissions.

Prior to working for the Town of East Hartford, Eileen was the Commissioner of Planning and Development for the City of West Haven for five years, and has held positions at the Regional Growth Partnership in New Haven, and the City of Bridgeport. While working in Bridgeport, she worked under Michael Freimuth, the current Executive Director of the Capital Region Development Authority.

Eileen has two decades of experience in the Economic Development field.

Eileen's most recent projects include the purchase and demolition of the former "Showcase Cinema" building along I-84. The purchase of the 25-acre site was accomplished after a comprehensive planning and transportation study and included extensive community involvement. The site will be redeveloped into approximately 450 units of market rate housing and amenities, named Concourse Park. **This is the first transformative housing project undertaken by the Town of East Hartford in twenty years.**

She is also managing the development of the Rentschler Field airfield which was decommissioned in the late 1970's. The site will be transformed into a logistic center with 2.5 million square feet of modern warehouse space along with several buildings dedicated to high tech manufacturing.

Eileen has served on her home town Board of Education and as the president of the Durham Women's Club. She is also a member of the Connecticut Economic Development Association. Ms. Buckheit has a Bachelor of Arts in Political Science and Masters in Public Administration from the University of Connecticut.



Connor Martin, Chief of Staff, Town of East Hartford

Connor Martin was born and raised in Hartford CT but currently lives in East Hartford Ct. Connor currently works for the Town of East Hartford as the Chief of Staff to Mayor Walsh. Connor previously worked at Goodwin University in East Hartford serving as the Director of Grounds keeping and Fleet Maintenance. Connor has received his Master's Degree in Organizational Leadership from Goodwin University as well. Connor is very passionate about civic engagement and community involvement which has led him to participate in various community organizations, from being elected to the East Hartford Town council to serving as Scholarship Committee Chairman for the East Hartford Rotary Club. Connor is also a proud 2019 Quest Alumni for Leadership Greater Hartford and has spent much of 2020 giving back by teaching in various programs for the Summer Bridge program at Goodwin University. It is Connors mission to uplift and empower the younger generation because he believes, just like himself, that the younger generation are the next leaders of the world, simply because they have to be and it is his desire to make sure they are ready.



George Psaras, Project Manager, Town of East Hartford

George holds a BSBA and an MBA from the University of Hartford. He is a seasoned veteran in small business ownership, management, and consulting. George has spent the last 20 years owning and operating a family restaurant business as well as managing commercial and residential RE projects. More recently, George was appointed as an Executive Assistant to the Secretary of OPM at the State of Connecticut. At OPM, George Executive Assistant to The Secretary of OPM for special projects; Economic Development and Workforce Development. He acted as the Secretary's liaison to the Department of Economic and Community Development, communicated The Commissioner's funding priorities and Economic Development initiatives. George was also the Legislative Lead to the Commerce Committee for The Office of Policy and Management and assisted in the development and launch of the \$110 Million Governors Workforce Development Program with the Office of Workforce Strategy. While at OPM he also

was The Secretary's Designee on the Board of Directors for the Capitol Region Development Authority. One of his biggest projects was the development and presentation of The Governor's \$800 Million December 2021 Bond Commission Agenda.

Douglas R. Wilson, P.E.

Wilson graduated from the University of Connecticut with a Bachelor of Science in Civil Engineering. Since 1996, Wilson has held registration as a professional engineer in Connecticut. Wilson became East Hartford's Town Engineer in 2019. Wilson joined East Hartford in 2010 as a civil engineer, after 18 years in private practice focused primarily on site development projects in Connecticut, Massachusetts, and New York. Wilson currently supervises the Engineering Division which manages the Road Improvement Bond (\$15M of design, inspection, construction and maintenance every 2 years), the Levee Bond (\$26M in flood control projects), and the Inland Wetlands-Environment Committee. The Division also operates a Street Cut Program, provides review services for private developments, supports Department of Public Works operations, and manages other grant funded projects at Town facilities.

**Municipal Certification of
Eligibility for Discretionary State Funding**

(This form to be completed by municipality)

Name of Discretionary Grant Funding Program: **Community Investment Fund 2030**

Name of Municipality & Town Code: **043 East Hartford (hereinafter referred to as "Town/City")**

In accordance with C.G.S. § 8-23, as amended by Public Act 15-95, any municipality that has not adopted a plan of conservation and development (POCD) within the past ten years is ineligible for **discretionary state funding** unless they submit a "Notice of Expired POCD" to the OPM Secretary and to the Commissioners of Transportation, Energy and Environmental Protection, and Community and Economic Development, and they request and receive a waiver from the prohibition on a grant-by-grant basis from the OPM Secretary

In accordance with C.G.S. § 8-23(a)(1), the Town/City has adopted a POCD within the last ten years; the adopted plan expires 6/30/2024.

The Town/City has not adopted a POCD within the last ten years as required by C.G.S. § 8-23(a)(1) and:

In accordance with C.G.S. § 8-23(a)(2), the Town/City has submitted a "Notice of Expired POCD" to the OPM Secretary and the Commissioners of Transportation, Energy and Environmental Protection, and Economic and Community Development that explains why such plan was not adopted within the required ten year period (copy attached).

AND

In accordance with C.G.S. § 8-23(b), the Town/City has submitted a "Waiver Request Letter" to the OPM Secretary requesting a waiver of the discretionary state funding prohibition for this grant application (copy attached).

I attest that the aforementioned information is accurate and complete and that I am the representative of the Town/City who is authorized to execute this certification.

Michael P. Walsh, Mayor

Signature: _____



7/8/2022

043 East Hartford



PROJECT REVIEW COVER FORM

This is: a new submittal supplemental information other Date Submitted: _____

PROJECT INFORMATION

Project Name: Founders Plaza Demolition

Project Proponent: Town of East Hartford
The individual or group sponsoring, organizing, or proposing the project.

Project Street Address: 20 Hartland Street
Include street number, street name, and or Route Number. If no street address exists give closest intersection.

City or Town: East Hartford, CT County: Hartford
Please use the municipality name and not the village or hamlet.

PROJECT DESCRIPTION (REQUIRED)

Please summarize the project below. In a separate attachment, describe the project in detail. As applicable, provide any information regarding past land use, project area size, renovation plans, demolitions, and/or new construction.

Demolition of a 1971-constructed office building

List all state and federal agencies involved in the project and indicate the funding, permit, license or approval program pertaining to the proposed project:

Agency Type	Agency Name	Program Name
<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	DECD	Community Investment Fund
<input type="checkbox"/> State <input type="checkbox"/> Federal		
<input type="checkbox"/> State <input type="checkbox"/> Federal		
<input type="checkbox"/> State <input type="checkbox"/> Federal		

If there is no state or federal agency involvement, please state the reason for your review request:

FOR SHPO USE ONLY

Based on the information submitted to our office for the above named property and project, it is the opinion of the Connecticut State Historic Preservation Office that no historic properties will be affected by the proposed activities.*

Jonathan Kinney Date
Deputy State Historic Preservation Officer

*All other determinations of effect will result in a formal letter from this office



PROJECT REVIEW COVER FORM

CULTURAL RESOURCES IDENTIFICATION

Background research for previously identified historic properties within a project area may be undertaken at the SHPO's office. To schedule an appointment, please contact Catherine Labadia, 860-500-2329 or Catherine.labadia@ct.gov. Some applicants may find it advantageous to hire a qualified historic preservation professional to complete the identification and evaluation of historic properties.

Are there any historic properties listed on the State or National Register of Historic Places within the project area? (Select one)

Yes No Do Not Know If yes, please identify:

Architecture

Are there any buildings, structures, or objects within the Area of Potential Effects (houses, bridges, barns, walls, etc.)? The area of potential effects means the geographic area or areas within which an undertaking may directly or indirectly cause alterations in the character or use of historic properties. If you're not sure, check "I don't know."

- Yes (attach clearly labeled photographs of each resource and applicable property cards from the municipality assessor)
No (proceed to next section)
I don't know (proceed to next section)

Date the existing building/structures/objects were constructed: 1971

If the project involves rehabilitation, demolition, or alterations to existing buildings older than 50 years, provide a work plan (If window replacements are proposed, provide representative photographs of existing windows).

Archeology

Does the proposed project involve ground disturbing activities?

- Yes (provide below or attach a description of current and prior land use and disturbances. Attach an excerpt of the soil survey map for the project area. These can be created for free at: https://websoilsurvey.nrcs.usda.gov)

Site was used as an office building

- No

CHECKLIST (Did you attach the following information?)

Table with 2 columns: Required for all Projects, Required for Projects with architectural resources. Rows include: Completed Form, Map clearly labelled depicting project area, Photographs of current site conditions, Site or project plans for new construction, Work plans for rehabilitation or renovation, Assessor's Property Card, Soil survey map, Supporting documents needed to explain project, Supporting documents identifying historic properties, Historic maps or aerials.

PROJECT CONTACT

Name: Eileen Buckheit Firm/Agency: Town of East Hartford

Address: 740 Main Street

City: East Hartford State: CT Zip: 06108

Phone: 860-291-7303 Email: ebuckheit@easthartfordct.gov

Federal and state laws exist to ensure that agencies, or their designated applicants, consider the impacts of their projects on historic resources. At a minimum, submission of this completed form with its attachments constitutes a request for review by the Connecticut SHPO. The responsibility for preparing documentation, including the identification of historic properties and the assessment of potential effects resulting from the project, rests with the federal or state agency, or its designated applicant. The role of SHPO is to review, comment, and consult. SHPO's ability to complete a timely project review largely depends on the quality of the materials submitted. Please mail the completed form with all attachments to the attention of: Environmental Review, State Historic Preservation Office, 450 Columbus Boulevard, Suite 5, Hartford, CT. Electronic submissions are not accepted at this time.

Community Investment Fund 2030

Grant Application

Deadline is 4:00PM on Friday, January 6, 2023. Please visit our website, <http://portal.ct.gov/communityinvestmentfund>, or contact CIF officials at communityinvestmentfund@ct.gov for further information on program requirements. All attachments will be uploaded into a unique SharePoint folder. Please email communityinvestmentfund@ct.gov by December 30, 2022 to request a folder.

Complete the form below and upload attachments to your unique SharePoint folder. Narrative responses should thoroughly answer each question.

DECD will use the information you provide to vet your application for eligibility, assess whether the application is eligible for statutorily-mandated priority, and provide an Executive Summary for the CIF Board to review. We encourage you to review the Notice of Funding Availability thoroughly before completing the application.

This application may be reviewed by the CT Office of Policy and Management and other state or quasi-state agencies. Certain projects funded under this program are subject to the Connecticut Environmental Policy Act ("CEPA"), other environmental regulations, and DECD regulations related to procurement and bidding procedures.

SECTION I: APPLICANT INFORMATION

For either category of proposed project, complete the form below.

2. FEIN: 066001989

3. Business Address: Town of East Hartford, 740 Main Street
East Hartford, CT, 06108

4. Contact Information

Contact Name: Eileen Buckheit

Title: Development Director

Phone Number: (860) 291-7303

Email: ebuckheit@easthartfordct.gov

5. Project Name: Founders Plaza Demolition- Port Eastside Project

SECTION II: ELIGIBILITY

6. The applicant is a (check one, or more than one if multiple applicants are applicable)

Municipality

7. This municipality, or the municipality in which the applicant operates, is a (check one or both)

Public Investment Community

Alliance District

9. What municipality(ies) will be served by this project?

East Hartford

10. Please provide a brief summary of your proposed project.

Redevelop Founders Plaza and Leverage East Hartford Riverfront

The Project is an achievable mission to create a commercial mixed-use development with synergistic and supportive uses seeking to strengthen both the East Hartford and the Hartford sides of the Connecticut River. Revitalizing the waterfront of East Hartford creates an opportunity to invest in the community, connect the Hartford and East Hartford region and build resiliency through expansion of the commercial, residential, recreational and cultural/entertainment offerings. A continued area of focus for the Town, consistent with our Plan of Conservation and Development, is the redevelopment of East Hartford's riverfront, including Founder's Plaza. Taking advantage of this area's proximity to Downtown Hartford and the Connecticut River is a strategic development creating a destination and hub of economic vibrancy. This development could feature commercial uses, tourism attractions, mixed-use development and modern residential housing units to increase density in the area and provide transformative areas to live, work and play for the modern market.

Phase 1 of this plan requests \$6 million from the Community Investment Fund for the demolition of structures and clearing of the land for development, pending a purchase and sale agreement, which is imminent. Please see link in SharePoint for a rendering video.

11. How does your project help underserved and marginalized communities? Explain how this project furthers consistent and systematic fair, just and impartial treatment of all individuals, including individuals who belong to underserved and marginalized communities that have been denied such treatment, such as Black, Latino and indigenous and Native American persons; Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender and queer persons and other persons comprising the LGBTQ+ community; persons who live in rural areas; and persons otherwise adversely affected by persistent

poverty or inequality:

- a. promotes new economic outcomes**
- b. benefits workforce or job access**
- c. provides other benefits or assets that promote equitable economic**
- d. growth and capacity building.**

Provide details:

The constituents of the Town of East Hartford represent a broad range of races, ethnicities and genders among other personally unique identifying factors as the second most diverse municipality in the State of Connecticut. In addition, as the 11th most distressed municipality within the State, with a median income of \$58,922 and a per capita income of \$29,821, according to estimates from the 2021 American Community Survey. The Town of East Hartford stands to serve its entire community of distressed populations with economic development which would be offered by the redevelopment of Founders Plaza.

In general, the economic well-being of a town acts in a way which constituents both contribute to that well-being as well as benefit from it. In short, the framework for stability, financial vitality and constituent welfare is a strong economic base which they may then contribute to in kind. While the Town of East Hartford is home to a significantly diverse population, 31.7% of which are white, 24.4% black, and 36.7% Hispanic or Latino, that diversity is lost in the face of historical disadvantages from lack of access to economic opportunities. The Redevelopment of Founders Plaza will play an important role in allowing the populations of the Town to benefit from economic mobilization and the long-term effects that it will have.

With the proper investment, the Port Eastside Project will create livability, community appeal, vibrancy and generate new businesses. The project will foster the usage of riverfront property while creating entertainment, cultural centers and an overall hub for the Region— revitalizing the historic riverfront. The project lends to new employment in different industries, including- entertainment, cultural, retail, medical, property management, construction and environmental sustainability.

12. CIF Grant Amount Requested (For purposes of clarity, please enter your answers with appropriate comma separations, i.e. \$100,000 instead of 100000): 6,000,000

13. Identify the target population for your proposed project.

The target population for this project is the constituents of the Tow of East Hartford and the Greater Hartford/Capital Region. The project is targeted towards those who will ultimately gain economic growth and benefit from a higher degree of welfare from the redevelopment of the Founder's Plaza. More

specifically, those in the Town who are currently at an economic disadvantage stand to gain significantly from this project, as the effects on foot traffic and economic growth for the community will in turn benefit those key constituents in the community which have historically been underserved and disadvantaged. With a larger tax-base, the Town will in turn be able to turn those funds to projects which will ultimately allow them to better serve the population of East Hartford specifically in ways unattainable currently.

14. How does this project impact the social and economic issues or challenges facing this population?

The Port Eastside will enhance, revitalize, and expand the overall usage of the Town and surrounding areas by creating a year-round, sustainable neighborhood of attractions, apartments, restaurants, and supporting businesses. In addition, Port Eastside will incorporate multiple already-established cultural assets, and tie into the Convention Center, the Science Center, and into the existing Colt Park Heritage site development. A unique 1.3 mile, sustainable "Greenway" connects it all; one that also supports small-to-medium size events, restaurant dining, small vendors, cultural centers and an entertainment venue.

The project plans to help transform the Town and attract more private investment, entrepreneurship and businesses which will drive the local workforce with a number on industries including, entertainment, cultural, retail, medical, property management, construction and environmental sustainability.

15. Explain the specific process for engagement and involvement with the target population to identify the problem, develop a solution, and plan for this project.

The Town has engaged with community leaders, local businesses and residents to develop a solution to the lack of vibrancy and mobility within the area. Local businesses have suffered, and residents have not been incentivized to live, shop and work in the area. The plan has identified the pain points and identified solutions to the main issues.

Through census track data and community reporting, the Town has developed the revitalization plan wrapped around, community vibrancy, walkability, safety, workforce development, main street revitalization and accelerating minority entrepreneurship

Holistically, The Town has strategically chosen economic development projects in key areas to:

A. Heal the local economy post COVID 19 Pandemic

B. Increase economic vitality through small business support

C. New mixed-use developments including, the former Showcase Cinemas

D. Main street revitalization and the re-development of the Church Corners Inn property

E. Increase homeownership and long term family wealth by bolstering the local economy and increasing

the Town's grand List

16. How does the applicant project team represent the diversity of the community being served?

The applicant project team in and of itself is diverse – gender, racial, ethnicity, and has their ear to the ground for the needs of the community and has a strong understanding of the climate of the community as well. The project team has engaged with the community informally and assessed geographic areas, recognizing the demographics that we serve and the opportunity to bring investment to the neighborhoods (transform them/bring vibrancy/new or replacement foot traffic) while creating economic opportunity (businesses will be more interested in transformed communities). This plan is responsive to the needs of the community.

17. How does the proposed project transform the community and target population?

The proposed development's proximity to Downtown Hartford and the Connecticut River is a strategic development creating a destination and hub of economic vibrancy. This development will feature commercial uses, tourism attractions, mixed-use development and modern residential housing units to increase density in the area and provide transformative areas to live, work and play for the modern market. Creating cultural connectivity between the east and west sides of the Connecticut River. The project plans to help transform the Town and attract more private investment, entrepreneurship and businesses –a Segway to a modernized market. Meanwhile, bolstering tourism, new residencies and jobs

This is an application for

Capital Improvement Project

Capital Improvement Project

Capital Improvement Project (choose one)

Planning

**Brownfield remediation definition 588-gg (2) "Brownfield" means any abandoned or underutilized site where redevelopment, reuse or expansion has not occurred due to the presence or potential presence of pollution in the buildings, soil or groundwater that requires investigation or remediation before or in conjunction with the redevelopment, reuse or expansion of the property*

1. Describe the proposed capital improvement and any associated program in detail.

99 Founders Plaza is a dated 182,000 square foot office building, built in 1971, strategically positioned at the intersection of I-84, I-91 and Route 2. Formerly housed back-office space for Bank of America, the current configuration of the building's interior makes it impractical for reuse. It has suffered from deferred maintenance over the past 10 years. As part of a larger redevelopment plan for Founders Plaza, the Town would like to remove the building and replace it with a building or buildings that better reflect the current real estate market, which is most likely not office space. The

demolition will be of the building which also contains a garage

2. Priority of certain projects:

a. Has the municipality implemented local hiring preferences pursuant to section 7-112 of the General Statutes?

Yes

b. Will this project leverage municipal, private, philanthropic, or federal funds?

Yes

c. Does this application include a project labor agreement or other employment proposal to employ ex-offenders or individuals with physical, intellectual, or developmental disabilities?

No

d. Does this application include a letter of support from one or more members of the General Assembly in whose district the project will be located?

Yes

3. Please explain how the proposed plan is consistent with the municipality's Plan of Conservation and Development.

The Town's POCD has a special study area devoted to Founders Plaza. The study recommends densifying the neighborhood utilizing surface parking and a wider variety of uses, including residential retail and commercial. Also recommended is a stronger connection to Great River Park and to the Founders Bridge walkway, which this project accomplishes

4. Explain how the proposed capital improvement aligns with the state's Economic Action Plan:

- a. creating significant number of permanent, good-paying jobs,**
- b. promoting carbon neutrality and/or climate resilience,**
- c. using innovative solutions to solve difficult economic issues,**
- d. fostering vibrant and livable neighborhoods; and**
- e. results in equitable outcomes for historically disadvantaged groups.**

Provide details:

The Founders Plaza Project is a transformational project for the Town of East Hartford. The Town has been affected by COVID-19. It has lost vibrancy and lacks community engagement for small businesses as well as the organic creations of housing and cultural centers. East Hartford is the #1 most diverse town (noncity) in the state. With the proper investment, the Port Eastside Project will create livability, community appeal, vibrancy and generate new businesses.

The project will foster the usage of riverfront property while creating entertainment, cultural centers and an overall hub for the Region— revitalizing the historic riverfront. The project lends to new employment in different industries, including entertainment, cultural, retail, medical, property management, construction and environmental sustainability.

Project Budget and Sources of Funding:

5. Please upload to your unique SharePoint folder a detailed budget for your proposed project. Please use the CIF Budget Template. Please include your own more detailed project budget. For sources of funding, please clearly denote status of other funds (i.e., committed, pending, to be requested, etc). Yes, uploaded

(For purposes of clarity, please enter your answers for Questions 6-12 with appropriate comma separations, i.e. \$100,000 instead of 100000)

- 6. Project Budget: 6,000.000
- 7. Other State of CT Funds: 0
- 8. Other State of CT Bond Funds Previously Received: 0
- 9. Local Funds: 250,000
- 10. Philanthropic Funds: 0
- 11. Developer Funds: 0
- 12. Other Private Funds: 0

Project Details:

15. Please describe how the feasibility of the project was determined. Applicant is welcome to upload to their unique SharePoint folder third party feasibility or market study/report. The Town has been focused on redevelopment of this area for several years, as evidenced in the 2014 POCD. Shared in Sharepoint
File Name: East Hartford Plan of Conservation and Development

16. Please upload to your unique SharePoint folder a timeline for completion of the project. If the capital improvement will include private or not-for-profit tenants, include a timeline for tenanting. Yes, uploaded

17. Please upload to your unique SharePoint folder any schematics or plans for the projects, including but not limited to: architectural plans or renderings, site plans, surveys, and zoning analysis.	Yes, uploaded
a. Indicate the status level of the project plans and construction design drawings (whether conceptual, 10%, 30% 60%, 100%)?	This project is a demolition, so there are no plans or surveys for the project
18. Detail who is on the project team and describe their capabilities to bring the project to completion. Please provide examples of similar successful projects they have completed. Please upload to your unique SharePoint folder bios or additional information.	Yes, uploaded
19. Please provide the location(s) of the site of the capital improvement.	20 Hartland Street, aka 99 Founders Plaza East Hartford, CT 06108
20. Total number of Parcels	1
21. Total Acreage	7.34
22. Is the applicant the owner of the property?	No
23. If applicant or project partner is not the property owner, describe how and when ownership and access to property (if needed) will be obtained. Please attach the Letter of Intent, Purchase and Sale Agreement, Access Agreement or other documentation from owner indicating willingness to provide access at the end of the application.	Anticipated owner of the site will have a purchase and sale agreement in place by the 1st quarter of 2023. Anticipated owner also has agreement from current owner to access the site pre-closing.
24. Environmental Impacts:	None at this time
25. Wetlands	No anticipated significant effects
26. Surface or Groundwater resources	No anticipated significant effects

27. Floodplains (100-year) or Floodways	No anticipated significant effects
28. Stream channel encroachment	No anticipated significant effects
29. Fish and/or wildlife habitats, including the presence of endangered and special concerns species and habitats (NDDB)	No anticipated significant effects
30. Air quality	No anticipated significant effects
31. Coastal resources	No anticipated significant effects
32. Agricultural lands and/or soils	No anticipated significant effects
33. Historic sites and districts	No anticipated significant effects
34. Archeologically sensitive areas	No anticipated significant effects
35. Aesthetic / scenic resources	No anticipated significant effects
36. Designated open space and recreational use	No anticipated significant effects
37. Surrounding land uses / neighborhood	No anticipated significant effects
38. Transportation	No anticipated significant effects
39. Utilities and services	No anticipated significant effects
41. Does the applicant affirm that they understand and acknowledge that the proposed project may warrant further review under the Connecticut Environmental Policy Act (CEPA), and agree to comply with all requirements and costs associated with such review, and further acknowledge that the applicant is in a position to cover any and all additional costs associated with such review?	I understand

42. Please note that if the project involves federal funding, the project will need to be in compliance with Section 106 of the National Historic Preservation Act (NHPA) and the National Environmental Policy Act (NEPA). Separately, if this project is successful in receiving this grant and involves other state funding, it will have to be in compliance with several state laws including the CT Environmental Policy Act (CEPA). Please visit the State Historic Preservation Office's (SHPO) webpage for more information. Please answer the below questions and submit the Project Notification Form to assess the impacts to historic, cultural and archaeological resources and understand the federal and state obligations.

A. Describe what, if any, reuse or rehabilitation of any mills or historic structures (appearing on the National Register of Historic Places, State Register, or a designated Local Historic Property) the project will involve.

N/A -SHPO form submitted in SharePoint

B. Describe any alteration, partial demolition, or full demolition that will occur of existing structures. If the project includes alteration or demolition of buildings more than 50 years in age, please indicate the dates of construction for the affected buildings.

Demolition of a 182,000 square foot office building, built in 1971 and a parking garage with 300 spaces.

C. Please upload to your unique SharePoint folder a copy of the State Historic Preservation Office (SHPO) Project Notification Form. [CLICK HERE TO DOWNLOAD](#) the form and upload it to your unique SharePoint folder.

Indicate if the form has already been submitted to the SHPO. If determination has already been obtained, provide a copy of the SHPO determination letter as well.

Form submitted in SharePoint

43. To what extent is the site "shovel ready?" In answering this question, consider:

A. If other sources of funding are required for project completion, describe status of assembling these funding sources to complete the project (please upload to your unique SharePoint folder Project Budget/Proforma and commitment letters from other funders, if appropriate). If funds are not yet fully committed, please describe any additional hurdles or requirements for commitment.

Much progress has already been made on the Port Eastside development. The Project is carefully formulated to be implementable and to be built in distinct phases. Financial feasibility criteria are being developed based on dialogues with property owners, conceptual cost estimating, and potential public financing. The building is currently vacant.

Phase 1 (Winter 2023)- Procurement and Property Acquisition of Founders Plaza (proprietary and subject to prior written notice for release)

1. Acquisition of 99 and 111 Founders is currently underway.

2. Regarding 111 Founders, a signed LOI with the property owner has been executed. A purchase and sale agreement are expected by the week of Jan 23rd.
3. Completion of a purchase and sale (P & S) agreement to acquire 99 Founders Plaza is expected for the week of Jan 16th, including an environmental

Phase 2 (Spring 2023)-Demolition of 99-111 Founders Plaza

99 Founders Plaza is a dated 182,000 square foot office building, built in 1971, strategically positioned at the intersection of I-84, I-91 and Route 2. Formerly housed back-office space for Bank of America, the current configuration of the building's interior makes it impractical for reuse. It has suffered from deferred maintenance over the past 10 years. As part of a larger redevelopment plan for Founders Plaza, the Town would like to remove the building and replace it with a building or buildings that better reflect the current real estate market, which is most likely not office space. The demolition will be of the building which also contains a garage

C. Permitting and utilities:

i. Does the project have site plan, other planning and zoning approvals, variances etc. from the host municipality to move ahead with the project? If no, describe the plan or path that is charted out to obtain the same.

Not applicable to demolition

ii. Whether the project requires local inland wetland permits and if so, have they been obtained/applied for? What is the status? Please list any other local, state or federal approvals or permits which will be necessary for the project to proceed and the timetable and process to achieve them.

Not applicable

iii. Does the project site have all necessary public utilities, roads and other infrastructure required for the redevelopment project? If no, what additional (or upgrade of) public infrastructure would be required and what is the expected cost? Is there a plan in place to address the need and is there a funding source identified?

Yes

iv. Will the project be a major traffic generator (MTG) as defined by Section 14-312-1 of the Office of the State Traffic Administration (OSTA) regulations (an MTG is defined as any development of 100,000 square feet or more of gross floor area or 200 or more parking spaces). What steps have been taken to initiate the process and what is the expected timeline?

Project will not be a major traffic generator.

D. Any other information that describes the shovel readiness of the project.

Transfer to new ownership is anticipated in January/February 2023. We plan to move forward quickly on an environmental investigation a request for proposals for demolition.

E. If the project is “conceptual”, please provide a detailed development plan and timeline and describe the project team’s capability to move the project forward to become “shovel ready”. Please address

- i. the plan, timing, and budget for a thorough community outreach process and feasibility assessment and**
- ii. the plan, timeline and budget for completing the project after the community outreach process and feasibility assessment are complete.**

Provide details:

Community outreach has been ongoing and is performed by providing regular updates at Town Council meetings. Upon notification of award, we anticipate the demolition being completed within 6 months.

Signature:

George Psaras

Printed Name:

George Psaras

Date:

Friday, January 6, 2023

Title:

Finance Liaison/Project Manager

Submission IP

64.251.58.98

5488456718985001182

Friday, January 6, 2023

Approval Status

COMPLETED



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 21, 2023
TO: Richard F. Kehoe, Chair
FROM: Michael P. Walsh, Mayor
RE: Ordinance 10-3(c) Disposition of Obsolete or Broken Town-Owned Equipment.

Pursuant to Section 10-3 (c), this memo serves as a notification of intent by Fire Chief Kevin Munson to dispose of the following obsolete vehicle:

- 2001 Seagrave Pumper

The vehicle has become mechanically unsound and the cost of repairs will exceed the value of the vehicle. No other town department has identified use of this vehicle.

Please place this item on the Town Council agenda as a communication for the May 2rd, 2023 meeting.

C: K. Munson, Fire Chief

Sec. 10-3 (c):

(c) Notwithstanding the provisions of subsection (a) of this section, the Mayor may authorize the disposal of any furniture or equipment that is determined by the Finance Director to be unsuitable for town use and of any computer equipment that is determined by the Information Technology Manager to be unsuitable for town use because of obsolescence or damage, provided no Director has indicated an interest in the property within fourteen days of notice of intent to dispose by the Mayor, and provided further, that if such furniture or equipment has some use other than for town use, such furniture or equipment shall be disposed by auction or other means of sale. The Mayor shall notify in writing the Town Council of any disposal or auction of property pursuant to this section prior to such disposal or auction.

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

April 12, 2023

TO: Melissa McCaw, Finance Director
FROM: Kevin Munson, Fire Chief
RE: Surplus Vehicle

Director McCaw,

In accordance with Section 10-3 (c) of the Town of East Hartford Code of Ordinances, I am providing written notice of the fire department's intent to dispose of the items noted below. We will deliver the vehicle to Public Works for disposal at a time mutually convenient to both departments.

The item noted below has been removed from service and rendered as surplus.

2001 Seagrave Pumper
VIN#1F9EH28T01CST2030
Mileage-107,290
Hours-8,888

This vehicle has become mechanically unsound and the cost of repair will far exceed the value of the vehicle. The vehicle has experienced catastrophic pump failure as well as severe frame delamination.

Any Director who may be interested in this vehicle can contact Will Melendez, the Fire Department Master Mechanic for further detail.

Please contact me if you have any questions.

Cc: Mike Walsh, Mayor
Connor Martin, Chief of Staff
Alex Trujilo, Public Works Director
Jay Silver, Assistant Fire Chief-Operations



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 25, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: AGREEMENT: Senior Farmers' Market Nutrition Program

Please find enclosed a request from Health and Social Services Director Laurence Burnsed to enter into an agreement with the Department of Ag for Health & Social Services to serve as a local coordinating site to distribute the Senior Farmers' Market Nutrition Program EBT cards to our eligible residents.

Please place this information on the Town Council agenda for the May 2, 2023 meeting.

C: L. Burnsed, Health Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7324

HEALTH@EASTHARTFORDCT.GOV

740 Main Street

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

HEALTH DEPARTMENT

TO: Mayor Michael P. Walsh

FROM: Laurence Burnsed, Director of Health and Social Services *ZB*

DATE: April 20, 2023

RE: Referral to Town Council: Request to Approve Agreement Between the Town of East Hartford and Connecticut Department of Agriculture for the Senior Farmers' Market Voucher Program

I am respectfully requesting the Town Council to approve the Town of East Hartford to enter into an agreement with the Connecticut Department of Agriculture for the Department of Health & Social Services to serve as a local coordinating agency for the Senior Farmers' Market Nutrition Program (SFMNP).

The East Hartford Department of Health & Social Services is interested in serving as a local coordinating agency of the SFMNP to expand access to farmers' market vouchers for eligible East Hartford seniors and disabled individuals living in housing facilities occupied primarily by older individuals where congregate nutrition services are provided. The vouchers can be used to purchase fresh produce, cut herbs and honey from participating farmers' markets. This program agreement was approved by by Town Council during 2022; Health & Social Services served as a local coordinating agency distributed SFMNP benefits to residents.

Health & Social Services is assuring that our participating market vendors are registered to accept SFMNP vouchers. Serving as a local coordinating agency will increase the number of residents that can have access to this program, can improve access to fresh produce that are essential for good health, and provides economic benefit to our participating farmers.

The agreement was reviewed by Town of East Hartford Corporate Counsel prior to submitting for Town Council approval.

FY 2024 – FY 2025 AGREEMENT BETWEEN
CONNECTICUT DEPARTMENT OF AGRICULTURE
AND
SENIOR FARMERS’ MARKET NUTRITION PROGRAM LOCAL COORDINATING AGENCY

WHEREAS, there is a need to identify individuals or entities which shall distribute the Senior Farmers’ Market Nutrition Program (the “SFMNP”) electronic benefit cards to eligible participants;

WHEREAS, pursuant to Connecticut General Statute Section 22-6a, the Connecticut Department of Agriculture (“DoAg”) annually applies for a United States Department of Agriculture (“USDA”) Food and Nutrition Services Farmers’ Market Nutrition Program (“FMNP”) award for the purposes of providing fresh, unprepared, locally grown fruits and vegetables to Senior participants and to expand the awareness, use of, and sales at farmers’ markets.

WHEREAS, pursuant to Connecticut General Statute Sec. 22-6q there is established the Connecticut Farmers’ Market/Senior Nutrition Program which shall be jointly funded by the state of Connecticut and the Food and Nutrition Service of the United States Department of Agriculture. The program shall supply Connecticut Grown fresh produce and honey to eligible participants of the Senior Farmers’ Market Nutrition Program (“SFMNP”) through the distribution of electronic benefit cards redeemable only at authorized Connecticut farmers’ markets;

WHEREAS, pursuant to Connecticut General Statute Section 22-4c(a)(2) and Section 22-4c(a)(6), the Commissioner of the Connecticut Department of Agriculture (DoAg) may enter into contracts with any person, firm, corporation or association to do all things necessary or convenient to carry out the functions, powers and duties of the department;

WHEREAS, the _____ (organization’s full legal name) in the municipality of _____ shall act as a Local Coordinating Agency (the “LCA”) for the distribution of the SFMNP electronic benefit cards during the 2023 and 2024 farmers’ market seasons in response to the above statutes;

NOW THEREFORE, DoAg and the LCA (collectively the “Parties”) express their mutual understanding as follows:

I. TERM AND TERMINATION

The Agreement shall go into effect immediately upon signature by both parties and shall remain in effect until December 31, 2024.

Either Party may terminate this Agreement by providing thirty (30) days’ written notice to the other party.

II. RESPONSIBILITIES OF THE PARTIES

While administering the SFMNP, the Parties shall adhere to all terms and conditions as more particularly described below and described in Appendix A, B, C, and D. In general, the Parties are each responsible for the tasks as enumerated below.

A. DoAg shall be responsible for the following tasks:

- i. Provide the LCA with all program and administration procedures pertaining to the program annually.

- ii. Provide, as funding allows, SFMNP electronic benefit cards to the LCA in the quantities as determined by DoAg.
- iii. Provide the SFMNP Electronic Benefit Cards Delivery Receipt and Distribution Report as described below.
- iv. Providing the SFMNP Program Participant Survey in English and Spanish as further described below.
- v. Provide training on the electronic benefit card system via video conference or in person.
- vi. DoAg point of contacts are:

Erin Windham
 Agriculture Marketing and Inspection Rep II
 Connecticut Department of Agriculture
 450 Columbus Blvd, Ste 703 Hartford, CT 06103
 Email: Erin.Windham@ct.gov

Ally Hughes
 Agriculture Marketing and Inspection Rep I
 Connecticut Department of Agriculture
 450 Columbus Blvd, Ste 703 Hartford, CT 06103
 Email: Allison.Hughes@ct.gov

- B. The LCA shall be responsible for the following tasks:
 - i. Verify, sign, and return the Electronic Benefit Cards Delivery Receipt upon LCA's receipt of the SFMNP electronic benefit cards delivery.
 - ii. Store the electronic benefit cards in a secured and locked location.
 - iii. Ensure recipients of SFMNP benefits meet eligibility criteria:
 - a. The individual is 60 years of age or older OR is a disabled individual under the age of 60 living in housing facilities occupied primarily by older individuals where congregate nutrition services are provided.
 - b. The individual has a maximum household income of not more than 185 percent of the annual poverty income guidelines. The most recent income limits available shall be used at the time of distribution to determine eligibility.
 - c. The individual has gone through proper means testing to support income eligibility. Participants not identified by proper means testing shall not be given a booklet.
 - iv. Each eligible participant shall receive one electronic benefit card and LCA shall inform the participant the electronic benefit card is reusable and should be retained for future seasons.
 - v. If a participant's electronic benefit card is lost or stolen the LCA shall inform the participant to contact DoAg's participant helpline to have a replacement card issued.
 - vi. Require all eligible participants to properly fill out and sign the Participant Receipt Page included below. The LCA must retain this information for a minimum of three years.
 - vii. Inform each SFMNP participant of their rights and responsibilities of the SFMNP.
 - viii. Inform each SFMNP participant how to use their SFMNP electronic benefit card at authorized locations.
 - ix. Inform participants of the illegality of obtaining SFMNP benefits from multiple benefit distribution locations.
 - x. Provide nutrition education to participants.
 - xi. Provide a hearing process for participants to appeal their eligibility or referring them to the state for an eligibility appeal.
 - xii. Distribute and collect completed SFMNP Participant Surveys and returning completed surveys by November 1 annually. The number of surveys returned must be equal to at least 10% of the electronic benefit cards distributed, not to exceed 25 surveys.
 - xiii. Review the Staff Administrative Procedures with all staff and other parties involved in the distribution of electronic benefit cards as further described in Appendix A.
 - xiv. Allow eligible participants to send a proxy to redeem the electronic benefit cards at authorized locations. The form found in Appendix B must be used.
 - xv. Provide assurance, upon request of DoAg, that the LCA has not been debarred or

suspended and promptly notify DoAg if it is debarred or suspended during the term of this Agreement.

- xvi. Permit a representative of DoAg to conduct site visit(s) to the LCA throughout the duration of the Agreement.
- xvii. Disclose any conflicts of interest between LCA staff and SFMNP participants should the following circumstances exist:
 - a. Members or immediate family members of the ownership, management, or corporate officers of the LCA serve as board members or directors, or
 - b. Members of the ownership, management, or corporate officers serve as board members appointees or are elected officials with oversight of a public or private health agency, or
 - c. Any controlling or membership interest in the LCA is currently under suspension from participating in Connecticut FMNP
- xviii. Retain all SFMNP materials for a minimum of three (3) years. This includes any unused electronic benefit cards, distributed electronic benefit cards receipt pages, electronic benefit cards delivery receipts, and participant surveys.
- xix. Issue an agreement between the LCA and any organization, business or municipal agency which receives an allocation of electronic benefit cards from the LCA to distribute to eligible participants. The agreement must include, but is not limited to, containing the following information
 - a. Number of electronic benefit cards received from the LCA
 - b. Verify, sign, and return the Electronic Benefit Card Delivery Receipt to the issuing LCA upon receipt of the SFMNP electronic benefit cards delivery.
 - c. How to receive and store electronic benefit cards
 - d. Who is eligible to receive electronic benefit cards
 - e. How to determine participant eligibility
 - f. How to distribute electronic benefit cards
 - g. How to use the Proxy Form
 - h. Agree to submit the equivalent of an electronic benefit card distribution report
 - i. Agree to return any remaining electronic benefit cards to the issuing distribution site prior to October 31 annually

C. The LCA agrees to the following:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
 - U.S. Department of Agriculture
 - Office of the Assistant Secretary for Civil Rights
 - 1400 Independence Avenue, SW
 - Washington, D.C. 20250-9410; or

2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

- D. The LCA hereby agrees that it shall comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189) as implemented by Department of Justice regulations at (28 CFR Parts 35 and 36); Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000), all provisions required by the implementing regulations of the Department of Agriculture (7 CFR Part 15 et seq); and Food and Nutrition Service directives and guidelines to the effect that no person shall, on the ground of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the LCA receives Federal financial assistance from Food and Nutrition Services, and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

By providing this assurance, the LCA agrees to compile data, maintain records and submit reports as required to permit effective enforcement of the nondiscrimination laws, and to permit Department personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the non-discrimination laws. If there are any violations of this assurance, the Department of Agriculture shall have the right to seek judicial enforcement of this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants and loans of Federal funds, reimbursable expenditures, grant or donation of Federal property and interest in property, the detail of Federal personnel, reimbursable expenditures, grant or donation of Federal property and interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the LCA by the Department. This includes any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance such as food, cash assistance extended in reliance on the representations and agreements made in this assurance.

This assurance is binding on the LCA, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the LCA.

The LCA hereby agree to the foregoing which shall be effective upon signature.

Connecticut Department of Agriculture

By: _____

Bryan Hurlburt, Commissioner

_____ Date

Local Coordinating Agency _____ (legal name)

By: _____

Date _____

Printed Name and Title of Authorized Signatory

**APPENDIX A
SENIOR FARMERS' MARKET NUTRITION PROGRAM
ADMINISTRATIVE PROCEDURES**

Below is an outline of the process to accept, store, and distribute the Senior Farmers' Market Nutrition Program (SFMNP) electronic benefit cards. This process must be distributed and reviewed with all staff and other parties involved in the distribution of electronic benefit cards.

1. RECEIVING SFMNP ELECTRONIC BENEFIT CARDS – SIGN AND RETURN THE ELECTRONIC BENEFIT CARDS DELIVERY RECEIPT

Upon receipt of the SFMNP electronic benefit cards, Local Coordinating Agencies (LCA) must verify the electronic benefit cards have been received in the quantity specified in the specified sequence numbers identified by signing and returning the Electronic Benefit Cards Delivery Receipt within three (3) days of receipt verification.

The Electronic Benefit Cards Delivery Receipt will be enclosed with the electronic benefit cards.

Any discrepancies in the stated information on the Electronic Benefit Card Delivery Receipt should be reported to DoAg as soon as possible and confirmed in writing. Any damaged and/or missing electronic benefit cards should be noted on the Electronic Benefit Cards Delivery Receipt. DoAg will replace the electronic benefit cards as availability allows.

2. STORE THE ELECTRONIC BENEFIT CARDS IN A SECURE AND LOCKED LOCATION

These electronic benefit cards have monetary value and should be treated like cash. All electronic benefit cards should be kept in a secure, locked location until distribution. If electronic benefit cards are stolen, notify DoAg immediately. The agency is required by federal regulations to notify the bank to prevent fraud.

3. DETERMINE PARTICIPANT ELIGIBILITY:

Electronic benefit cards can only be distributed to eligible individuals who are residents of the municipality(ies) the LCA serves or residents of the specific housing site(s) which have received SFMNP Electronic Benefit Cards.

One electronic benefit card can be provided to each eligible participant. If the electronic benefit card is lost or stolen the participant can contact the electronic benefit card participant helpline for a replacement.

Participant eligibility includes:

- a. Individual is 60 years of age or older OR is a disabled individual under the age of 60 living in housing facilities occupied primarily by older individuals where congregate nutrition services are provided.
- b. The individual has a maximum household income of not more than 185 percent of the annual poverty income guidelines. The most recent income limits available shall be used at the time of distribution to determine eligibility.
- c. The individual has gone through proper means testing to support income eligibility. Participants not identified by proper means testing shall not be given a SFMNP electronic benefit card.

2023 Income Limits

Household Size	Monthly Income	Annual Income
1	\$2,248	\$26,973
2	\$3,041	36,482
3	\$3,833	45,991
4	\$4,625	55,500
5	\$5,418	65,009
6	\$6,210	74,518

4. ELECTRONIC BENEFIT ELECTRONIC BENEFIT CARDS DISTRIBUTION TO ELIGIBLE PARTICIPANTS

The following process must be adhered to when distributing the SFMNP Electronic Benefit Cards to eligible participants:

Participants are required to fill out the Participant Receipt, below, to verify eligibility and record distribution of electronic benefit cards.

1. The LCA must verify their information is correct and log the information on the provided form. This should be retained by the LCA for at least three (3) years, along with any electronic benefit card delivery receipts and surveys as proof the SFMNP Electronic Benefit Card were distributed and to whom they were provided.
2. The LCA must review how to utilize the electronic benefit cards and redeem the benefits. At a minimum, the following should be reviewed with the participant:
 - a. The electronic benefit cards can be used to purchase only CT Grown fruits, vegetables, fresh cut herbs (not a plant), and honey. The electronic benefit cards cannot be used to purchase any other products.
 - b. Instruct them that the electronic benefit cards is preloaded with the annual benefit amount). No change will be provided and the electronic benefit cards cannot be exchanged for cash.
 - c. The balance on the electronic benefit cards must be used by October 31 annually. The electronic benefit cards can be used in future years, however if the benefits are not used by the program end date they will be zeroed out and the benefit amount will be issued the following season if the participant is still eligible.
 - d. Benefits can be used only at authorized locations listed on the DoAg website or 2023 printed materials.
3. The LCA should prominently display and review with the participant the Justice for All poster. This shall be provided upon request, if needed.
4. The LCA should provide any nutrition education materials to the participant at this time.

OTHER INFORMATION TO KNOW

1. PROXY FORMS

If a senior participant is unable to go to a local office to receive a SFMNP Electronic Benefit Card or to an authorized location to redeem the benefits available on the SFMNP Electronic Benefit Card, a proxy may go in their stead. The Senior Participant Proxy Form must be completed by the eligible participant to allow for a proxy. The form must be retained by the LCA for a minimum of three (3) years.

2. ELIGIBILITY APPEAL

LCA's must provide a hearing process for participants wishing to appeal their eligibility or refer them to the state for an eligibility appeal.

3. AGREEMENTS WITH SUB-DISTRIBUTION SITES

The LCA must issue an agreement between the LCA and any organization, business or municipal agency which receives an allocation of electronic benefit cards from the LCA to distribute to eligible participants. This agreement must include, but is not limited to, containing the following information:

- a. Number of electronic benefit cards received from the LCA
- b. How to receive and store electronic benefit cards.
- c. Who is eligible to receive electronic benefit cards.
- d. How to determine participant eligibility
- e. How to distribute electronic benefit cards
- f. How to use the Proxy Form
- g. Agree to submit the equivalent of a electronic benefit cards distribution report
- h. Agree to return any remaining electronic benefit cards to the issuing LCA prior to November 1annually

4. POST DISTRIBUTION

- a. LCA's must return the Electronic benefit cards Distribution Report by November 1 annually.
- b. LCA's must distribute the SFMNP Participant Survey (provided in English and Spanish) and return completed surveys by November 1 annually.

Failure to return any of the required paperwork shall jeopardize future participation.

Questions should be directed to Ally Hughes, Allison.Hughes@ct.gov

APPENDIX B
SENIOR FARMERS' MARKET NUTRITION PROGRAM (SFMNP)
SENIOR PARTICIPANT PROXY FORM

If a senior participant is unable to go to a local office to receive a SFMNP Electronic Benefit Cards or to an authorized location to redeem their benefits, a proxy may go instead. This form must be completed by the eligible participant to allow for a proxy. This must be retained by the local office for a minimum of three years.

PARTICIPANT'S RIGHTS AND RESPONSIBILITIES

I am (check one):

- 60 years of age or older Disabled and living in a housing facility primarily occupied by older individuals where congregate nutrition services are provided.

I understand the income guidelines or have had them explained to me. I certify that my household income is at or below 185 percent of the federal poverty guideline. I have not received farmers' market coupons from any other location.

2023 Income Guidelines

Household Size	Monthly Income	Annual Income
1	\$2,248	\$26,973
2	\$3,041	36,482
3	\$3,833	45,991
4	\$4,625	55,500
5	\$5,418	65,009
6	\$6,210	74,518

I have been advised of my rights and obligations for this program. I certify the information I have provided for eligibility determination is correct to the best of my knowledge. This certification form is being submitted in connection with the receipt of federal assistance. Program officials may verify information on this form. I understand that intentionally making a false or misleading statement or intentionally misrepresenting, concealing, or withholding facts may result in paying the State agency in cash, the value of the food benefits improperly issued to me and may subject me to civil or criminal prosecution under state and federal law. Standards for eligibility and participation in the SFMNP are the same for everyone, regardless of race, color, national origin, age, disability, or sex. I understand I may appeal a decision made by the local agency regarding my eligibility for the SFMNP.

PROXY RELEASE

"I _____(applicant) authorize _____(proxy) to apply and receive benefits on my behalf.

Participant Signature: _____ Date: _____

Print Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

These answers are optional. **Please answer both statements:** This information will not affect your eligibility.

Select 1 or more of the racial categories:

- ____ American Indian or Alaska Native
 ____ Asian
 ____ Black or African American
 ____ Native Hawaiian or Other Pacific Islander
 ____ White

Select 1 or more of the ethnic categories:

- ____ Not Hispanic or Latino
 ____ Hispanic or Latino

COMPLETE REVERSE SIDE

PROXY INFORMATION

Proxy Signature: _____ Date: _____

Print Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

LOCAL AGENCY TO COMPLETE

Electronic Benefit Card Number Received: _____

Distribution Site: _____

Distributor Name and Title: _____:

Signature: _____

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**APPENDIX C
ELECTRONIC BENEFIT CARDS
DISTRIBUTION REPORT**

This form can be submitted electronically here:

<https://www.cognitofrms.com/CTDoAg/2023ElectronicBenefitCardDistributionReport>

Please submit this form via the link provided above. A confirmation email will be sent within 24 hours. If you do not receive a confirmation email, please reach out to Ally Hughes at Allison.Hughes@ct.gov.

DUE: November 1 Annually

Local Coordinating Agency (LCA) Name:

LCA Contact:

LCA Contact Email:

LCA Contact Phone Number:

Is the LCA contact above different from the original contact who received and distributed the SFMNP electronic benefit cards: YES NO

If YES, provide the name of the LCA contact at the start of the current SFMNP year:

1. Total number of SFMNP electronic benefit cards distributed to your agency:
2. Number of electronic benefit cards distributed to individuals over the age of 60 who meet income eligibility guidelines:
3. Number of electronic benefit cards distributed to disabled individuals under the age of 60 living in housing facilities occupied primarily by older individuals where congregate nutrition services are provided:
4. Number of electronic benefit cards NOT distributed.

By signing this, I attest the information reported is complete and accurate.

LCA Coordinator's (electronic) Signature

**This form must be returned by November 1 annually.
FAILURE TO RETURN THE FORM BY THE DEADLINE SHALL VOID PARTICIPATION.**

APPENDIX D
SFMNP PARTICIPANT SURVEY

The latest participant survey in English and Spanish will be provided at the time of SFMNP Benefit Card Distribution.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 25, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION – CT Fresh Match Supplemental Nutrition Assistance Program

The Town of East Hartford is looking to apply to the Connecticut Department of Agriculture and End Hunger Connecticut! (EHC!) to allow participation of East Hartford's SNAP-eligible households in the CT Fresh Match Program.

EHC!'s CT Fresh Match initiative is a 1-to-1 reimbursement program that allows Connecticut farmers' market outlets to double customer purchases made via Supplemental Nutrition Assistance Program (SNAP) benefits. CT Fresh Match allows SNAP households to stretch their benefits, incorporate more local, fresh foods into their diets, and support local farms and growers.

No local match is required to participate in this grant.

Please place this item on the Town Council agenda for the May 2, 2023 meeting.

Cc: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
L. Burnsed, Director of Health & Social Services
A. Calderon, Social Services Coordinator

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Michael P. Walsh

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – CT Fresh Match Supplemental Nutrition Assistance Program (SNAP)-Doubling Program

DATE: April 20, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Connecticut Department of Agriculture and End Hunger Connecticut! (EHC!) to allow participation of East Hartford's SNAP-eligible households in the CT Fresh Match Program.

EHC!'s CT Fresh Match initiative is a 1-to-1 reimbursement program that allows Connecticut farmers' market outlets to double customer purchases made via Supplemental Nutrition Assistance Program (SNAP) benefits. CT Fresh Match allows SNAP households to stretch their benefits, incorporate more local, fresh foods into their diets, and support local farms and growers.

EHC! is a statewide anti-hunger organization dedicated to eliminating hunger and food insecurity across Connecticut. EHC!'s contractual partnership with the Connecticut Department of Agriculture is funded with state American Rescue Plan Act (ARPA) dollars.

I have attached a June, 2022 press release that explains the program in more detail.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 2, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Laurence Burnsed, Director of Health & Social Services
Astrid Calderon, Social Services Coordinator

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: CT Fresh Match Supplemental Nutrition Assistance Program (SNAP)-
Doubling Program

Funder: Connecticut Department of Agriculture in partnership with End Hunger
Connecticut! (EHC!)

Grant Amount: Not applicable*

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: To allow Connecticut farmers' market outlets to double customer
purchases by SNAP households

Results achieved: Allows SNAP households to stretch their benefits, incorporate more local,
fresh foods into their diets, and support local farms and growers.

Duration of grant: Annual

Status of application: Under development

Meeting attendee: Director of Health & Social Services Laurence Burnsed, x7321

Comments: Program makes East Hartford SNAP households eligible to double their
buying power at the East Hartford Farmers Market. No direct financial
impact to Town.



CONNECTICUT
FRESH MATCH



End Hunger Connecticut! partners with CT Department of Agriculture to increase SNAP customer access to CT Grown farm products at farmers' markets

East Hartford, Conn. – End Hunger Connecticut! (EHC!), a statewide anti-hunger organization dedicated to eliminating hunger and food insecurity across Connecticut, is expanding its CT Fresh Match SNAP-doubling program this farmers' market season in partnership with the Connecticut Department of Agriculture (CT DoAg).

EHC!'s CT Fresh Match program is a 1-to-1 reimbursement program that allows Connecticut farmers' market outlets to double customer purchases made via Supplemental Nutrition Assistance Program (SNAP) benefits. CT Fresh Match allows SNAP households to stretch their benefits, incorporate more local, fresh foods into their diets, and support local farms and growers.

EHC!'s new contractual partnership with the CT DoAg, funded through the American Rescue Plan (ARPA), provides funding for several key opportunities to expand the CT Fresh Match program. The partnership will grow the program statewide by onboarding new market outlets in every county to participate in SNAP-doubling; help EHC! streamline operations to make the program brand widely known across Connecticut; and increase access to CT Grown farm products for SNAP households.

"We are thrilled and grateful to be working with the CT Department of Agriculture to expand the CT Fresh Match program in ways that will further support Connecticut families and farmers," said Julieth Callejas, EHC! Interim Executive Director. "This partnership gives us the chance to truly take this program statewide. Adding more markets to our program allows us to reach SNAP households with increased access to local, healthy foods in every corner of Connecticut."

As part of the CT Grown focus, the partnership also allows for the debut of a new program feature that EHC! has named "*True Match*," meaning market outlets will be able to – for the first time in the program's history – double purchases of *all* SNAP-eligible items. In addition to fruits and vegetables, this includes items such as meats, dairy, eggs, honey and jams, baked goods, herbs, and seeds and plants that produce food.

"Utilizing the ARPA dollars to fund increased access to CT Grown farm products provides increased buying power to households at a time when maximizing their food budget is imperative," said Bryan P. Hurlburt, Connecticut Department of Agriculture Commissioner. "Collaborating with EHC! to bolster their existing programming in a more robust effort will benefit both families and farmers throughout the state."

EHC! has operated its CT Fresh Match program for the last four years at over 20 Connecticut farmers' markets and farmstands as a subrecipient of a federal FINI grant (now called GusNIP), in partnership with the non-profit, Farm Fresh Rhode Island. Per the grant's goals and guidance to increase access to healthy fruits and vegetables for eligible low-income households, the funding supports SNAP-doubling of produce *only* at farmers' markets.

“Over the past four years, the markets participating in our CT Fresh Match program have seen exponential growth in spending for doubled fruits and vegetables for SNAP customers,” said Molly Stadnicki, EHC! Community Resource Coordinator & CT Fresh Match Program Manager. “While fresh produce remains a huge priority for our program, launching *True Match* gives SNAP customers choice and increases access to so many of the other healthy, locally sourced items markets have to offer.”

There are currently 28 Connecticut farmers’ markets, farm stands, and mobile markets participating in CT Fresh Match. Prospective market outlets can include farmers’ markets, farm stands, mobile markets, CSAs, or any other direct-marketing farm establishment that is already set-up to accept SNAP/EBT benefits as payment. ***EHC! expects to release full eligibility details and application instructions for interested market outlets in July.*** For other questions about the CT Fresh Match program, please contact mstadnicki@endhungerct.org.

What current CT Fresh Match program participants are saying:

Bridgeport Farmers’ Market Collaborative – Seven markets/farm stands across Bridgeport, CT

"In Bridgeport, the CT Fresh Match program has benefited people all over the city, as our seven farmers markets are held in nutritionally insecure neighborhoods and at both hospitals," said Takina Pollock Shafer, Program Manager at the Bridgeport Farmers’ Market Collaborative. “Food can be medicine, and CT Fresh Match ensures people can get more of the nutrients we all need regardless of cost.”

Ellington Farmers’ Market – Ellington, CT

“The funding provided by CT Fresh Match has helped us to keep up with the growing regional need for access to fresh, local, healthy food,” representatives from the Ellington Farmers’ Market wrote in a statement. “In order to continue to foster local economic development, to fund charitable programs, and to provide educational outreach, we must rely on help from sponsors and partners. The CT Fresh Match program gives us the power to do more for the people and farmers that we serve.”

###

End Hunger Connecticut! is a statewide anti-hunger and food security organization. By focusing on advocacy, outreach, education, and research, EHC! serves as a comprehensive anti-hunger resource for policymakers, community organizations, and low-income families. Our mission is to end hunger in Connecticut through legislative and administrative advocacy, outreach, and public education. EHC! is committed to providing and sustaining a culture of safety, offering clear expectations and a non-judgmental environment rooted in integrity, reliability, and generosity in the workplace. Learn more about EHC!’s work at www.endhungerct.org and on all social media platforms (@endhungerct).

EHC! MEDIA CONTACTS

Julieth Callejas
Executive Director
860-878-4971
Jcallejas@endhungerct.org

Molly Stadnicki
Community Resource Coordinator
& CT Fresh Match program manager
mstadnicki@endhungerct.org

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 2nd day of May, 2023

R E S O L U T I O N

WHEREAS; the Connecticut Department of Agriculture has partnered with End Hunger Connecticut! (EHC!) to offer the CT Fresh Match Supplemental Nutrition Assistance Program (SNAP)-doubling program, and;

WHEREAS; the CT Fresh Match program is a 1-to-1 reimbursement program that allows Connecticut farmers' market outlets to double customer purchases, allowing SNAP households to stretch their benefits, incorporate more local, fresh foods into their diets, and support local farms and growers.

NOW THEREFORE LET IT BE RESOLVED; that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Department of Agriculture as they pertain to this CT Fresh Match grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ____ day of May, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 20, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: AGREEMENT: Medicare Supplier

Please find enclosed a request from Health and Social Services Director Laurence Burnsed to enter into a Medicare supplier agreement with the Department of Health and Human Services (DHHS), Center for Medicare & Medicaid Services to accept Medicare Part B payment for vaccination services.

Director Burnsed is also requesting the council's approval to permit Amanda Garrity, Public Health Nurse Supervisor to sign as the "Authorized Representative of the Participating Organization".

Please place this information on the Town Council agenda for the May 2, 2023 meeting.

C: L. Burnsed, Health Director
A. Garrity, Public Health Nurse Supervisor

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7324

HEALTH@EASTHARTFORDCT.GOV

740 Main Street

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

HEALTH DEPARTMENT

TO: Mayor Michael P. Walsh

FROM: Laurence Burnsed, Director of Health and Social Services *LB*

DATE: April 21, 2023

RE: Referral to Town Council: Request to Approve Medicare Supplier Agreement Between the Town of East Hartford and Department of Health and Human Services for Vaccination Services.

I am respectfully requesting the Town Council to approve the Town of East Hartford to enter into a Medicare supplier agreement with the Department of Health and Human Services (DHHS), Center for Medicare & Medicaid Services to accept Medicare Part B payment for vaccination services. The Department of Health & Social Services is also requesting Town Council approval of the attached resolution that will permit Amanda Garrity, Public Health Nurse Supervisor, to sign as the "Authorized Representative of the Participating Organization".

The Town of East Hartford Health Department is required to enter into an agreement with the Medicare program to accept assignment of Medicare Part B payment for services. Providing vaccinations is our first line of defense in preventing the spread of communicable diseases in the community. The Town of East Hartford Health Department/Nursing Services is interested in billing health insurances to offset the cost of vaccinations wherever possible. Our goal is to minimize the financial burden of these services to the town by seeking reimbursement when it is known to be available through medical/health insurance agencies. Approving the resolution to allow our public health nurse supervisor to sign the supplier agreement is needed as Amanda Garrity is listed as representative for our national provider identifier (NPI) number.

Contracting with insurance providers for vaccine services, including COVID-19, influenza, pneumococcal disease and pertussis improves our residents' access to core public health services that positively impact general health, wellness and quality of life. Vaccinations help reduce the risk of morbidity and mortality due to vaccine preventable diseases, especially among our most vulnerable populations, such as senior citizens and young children.

MEDICARE PARTICIPATING PHYSICIAN OR SUPPLIER AGREEMENT

Name(s) and Address of Participant*	National Provider Identifier (NPI)*

*List all names and the NPI under which the participant files claims with the Medicare Administrative Contractor (MAC) with whom this agreement is being filed.

The above named person or organization, called “the participant,” hereby enters into an agreement with the Medicare program to accept assignment of the Medicare Part B payment for all services for which the participant is eligible to accept assignment under the Medicare law and regulations and which are furnished while this agreement is in effect.

1. **Meaning of Assignment:** For purposes of this agreement, accepting assignment of the Medicare Part B payment means requesting direct Part B payment from the Medicare program. Under an assignment, the approved charge, determined by the MAC, shall be the full charge for the service covered under Part B. The participant shall not collect from the beneficiary or other person or organization for covered services more than the applicable deductible and coinsurance.
2. **Effective Date:** If the participant files the agreement with any MAC during the enrollment period, the agreement becomes effective _____.
3. **Term and Termination of Agreement:** This agreement shall continue in effect through December 31 following the date the agreement becomes effective and shall be renewed automatically for each 12-month period January 1 through December 31 thereafter unless one of the following occurs:
 - a. During the enrollment period provided near the end of any calendar year, the participant notifies in writing every MAC with whom the participant has filed the agreement or a copy of the agreement that the participant wishes to terminate the agreement at the end of the current term. In the event such notification is mailed or delivered during the enrollment period provided near the end of any calendar year, the agreement shall end on December 31 of that year.
 - b. The Centers for Medicare & Medicaid Services may find, after notice to and opportunity for a hearing for the participant, that the participant has substantially failed to comply with the agreement. In the event such a finding is made, the Centers for Medicare & Medicaid Services will notify the participant in writing that the agreement will be terminated at a time designated in the notice. Civil and criminal penalties may also be imposed for violation of the agreement.

Signature of participant (or authorized representative of participating organization)	Date	
Title (if signer is authorized representative of organization)	Office Phone Number (including area code)	
Received by (name of MAC)	Initials of MAC Official	Effective Date

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0373 (Expires 11/30/2025). The time required to complete this information collection is estimated to average 15 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Baltimore, Maryland 21244-1850.

INSTRUCTIONS FOR THE MEDICARE PARTICIPATING PHYSICIAN AND SUPPLIER AGREEMENT (CMS-460)

To sign a participation agreement is to agree to accept assignment for all covered services that you provide to Medicare patients.

WHY PARTICIPATE?

If you bill for physicians' professional services, services and supplies provided incident to physicians' professional services, outpatient physical and occupational therapy services, diagnostic tests, or radiology services, your Medicare fee schedule amounts are 5 percent higher if you participate. Also, providers receive direct and timely reimbursement from Medicare.

Regardless of the Medicare Part B services for which you are billing, participants have "one stop" billing for beneficiaries who have Medigap coverage not connected with their employment and who assign both their Medicare and Medigap payments to participants. After we have made payment, Medicare will send the claim on to the Medigap insurer for payment of all coinsurance and deductible amounts due under the Medigap policy. The Medigap insurer must pay the participant directly.

Currently, the large majority of physicians, practitioners and suppliers are billing under Medicare participation agreements.

WHEN THE DECISION TO PARTICIPATE CAN BE MADE:

- Toward the end of each calendar year, all MAC have an open enrollment period. The open enrollment period generally is from mid-November through December 31. During this period, providers who are currently enrolled in the Medicare Program can change their current participation status beginning the next calendar year on January 1. This is the only time these providers are given the opportunity to change their participation status. These providers should contact their MAC to learn where to send the agreement, and get the exact dates for the open enrollment period when the agreement will be accepted.
- New physicians, practitioners, and suppliers can sign the participation agreement and become a Medicare participant at the time of their enrollment into the Medicare Program. The participation agreement will become effective on the date of filing; i.e., the date the participant mails (post-mark date) the agreement to the MAC or delivers it to the MAC.

Contact your MAC to get the exact dates the participation agreement will be accepted, and to learn where to send the agreement.

WHAT TO DO DURING OPEN ENROLLMENT:

If you choose to be a participant:

- Do nothing if you are currently participating, or
- If you are not currently a Medicare participant, complete the blank agreement (CMS-460) and mail it (or a copy) to each to which you submit Part B claims. (On the form show the name(s) and identification number(s) under which you bill.)

If you decide not to participate:

- Do nothing if you are currently not participating, or
- If you are currently a participant, write to each MAC to which you submit claims, advising of your termination effective the first day of the next calendar year. This written notice must be postmarked prior to the end of the current calendar year.

WHAT TO DO IF YOU'RE A NEW PHYSICIAN, PRACTITIONER OR SUPPLIER:

If you choose to be a participant:

- Complete the blank agreement (CMS-460) and submit it with your Medicare enrollment application to your MAC.
- If you have already enrolled in the Medicare program, you have 90 days from when you are enrolled to decide if you want to participate. If you decide to participate within this 90-day timeframe, complete the CMS-460 and send to your MAC.

If you decide not to participate:

- Do nothing. All new physicians, practitioners, and suppliers that are newly enrolled are automatically non-participating. You are not considered to be participating unless you submit the CMS-460 form to your MAC.

We hope you will decide to be a Medicare participant.

Please call the MAC in your jurisdiction if you have any questions or need further information on participation.

DO NOT SEND YOUR CMS-460 FORM TO CMS, SEND TO YOUR MAC. IF YOU SEND YOUR FORMS TO CMS, IT WILL DELAY PROCESSING OF YOUR CMS-460 FORMS.

To view updates and the latest information about Medicare, or to obtain telephone numbers of the various Medicare Administrative Contractor (MAC) contacts including the MAC medical directors, please visit the CMS web site at <http://www.cms.gov/>.

RESOLUTION TO APPROVE MEDICARE SUPPLIER AGREEMENT WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS), CENTER FOR MEDICARE & MEDICAID SERVICES

WHEREAS, The Town of East Hartford, by and through its Department of Health and Social Services provides vaccine services, including but not limited to COVID-19, influenza, pneumococcal disease and pertussis to Town residents and other individuals eligible for public health vaccination services.

WHEREAS, The Department of Health and Social Services implemented the provision of vaccine services in order help reduce the risk of morbidity and mortality in vaccine preventable diseases, especially among our most vulnerable populations, such as senior citizens and young children.

WHEREAS, The Department of Health and Social Services seeks to minimize the financial burden of these services to the Town by seeking reimbursement from the Department of Health and Human Services (DHHS), Center for Medicare & Medicaid Services when possible.

WHEREAS, The Town, acting by and through the Department of Health and Social Services has obtained a national provider identifier (NPI) number and desires to enter into an agreement with the Department of Health and Human Services (DHHS), Center for Medicare & Medicaid Services to accept Medicare Part B payment for vaccination services.

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

1. Pursuant to §3.4(c) of the East Hartford Town Charter, the Town Council approve the Medicare supplier agreement with the Department of Health and Human Services (DHHS), Center for Medicare & Medicaid Services in order to permit the Town accept Medicare Part B payment for vaccination services.
2. The Director of Health and Social Services, Laurence Burnsed, acting through his agent, Amanda Garrity, MSN, RN, Public Health Nurse Supervisor, to is hereby authorized to make, execute and deliver the agreement as the “Authorized Representative of the Participating Organization” and execute all necessary supplemental documents required to process Medicare Part B payment.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 25, 2022
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION: 2023-2024 School Readiness Grant

As a priority school readiness district municipality, the Town of East Hartford is applying for total estimated funding of \$2,716,990 from the CSDE School Readiness Grant Program. Funding breaks down as follows:

School Readiness is an initiative that develops a network of programs to provide open access for children to quality programs that promote their health and safety and prepare them for formal schooling.

Please place this information on the agenda for the May 2, 2023 meeting.

C: Eileen Buckheit, Director of Development
Paul O'Sullivan, Grants Manager
Jessica Carrero, Assistant to the Mayor
Jean Barresi, East Hartford School Readiness Liaison

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Michael P. Walsh
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – 2023-24 School Readiness Grant
DATE: April 20, 2023

Attached is a draft resolution authorizing your signature of an application to the Connecticut State Department of Education (CSDE) for a School Readiness Grant.

As a priority school readiness district municipality, the Town of East Hartford is applying for total estimated funding of \$2,716,990 from the CSDE School Readiness Grant Program. Funding breaks down as follows:

- School Readiness: \$2,595,748
 - Admin Funds: \$ 100,000
 - Quality Enhancement: \$ 21,242
- \$2,716,990

An overview and description of the program is attached.

School Readiness is an initiative that develops a network of programs to provide open access for children to quality programs that promote their health and safety and prepare them for formal schooling.

It is expected that all children who participate in quality school readiness programs will demonstrate the skills at kindergarten entry delineated in the Connecticut Early Learning and Development Standards (ELDS) developed by the CSDE.

I respectfully request that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 2, 2023. The Resolution will authorize you to execute the application and other documents as may be required by the State of Connecticut for the School Readiness Program.

Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Director of Development
Jessica Carrero, Assistant to the Mayor
Jean Barresi, East Hartford School Readiness Liaison

Overview

- Grant program established in 1997

Provide spaces in high-quality* PreK programs for eligible children in priority school districts or competitive grant communities

*NAEYC Accredited or Head Start Approved



Purpose

- Provide access to high-quality PreK
- Encourage parental choice
- Coordinate programs and services
- Provide flexibility to meet local needs
- Minimize developmental delays
- Enhance federally funded programs
- Strengthen family engagement
- Reduce need for special services
- Include children with disabilities
- Improve availability and quality of programs

Districts eligible to apply for School Readiness Grants

PRIORITY

All current and former priority school districts

21 Priority Districts

COMPETITIVE

At least one priority school & in the 50 lowest wealth ranked

46 Competitive Districts

Grant Requirements

- OEC General Policies
 - Policies are based on legislation
 - By-laws developed by the Council must align with OEC General Policies
 - By-laws may need to need to be updated as OEC policies are revised and legislative changes are made.

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 2nd of May, 2023.

RESOLUTION

WHEREAS, the Connecticut State Department of Education is authorized to extend financial assistance, through the School Readiness Grant Program, to Priority Communities for the development of a network of school readiness programs that provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling; and

WHEREAS, the Town of East Hartford and East Hartford Public Schools desire to make and execute an application for funding with the State of Connecticut to support School Readiness programs for East Hartford children.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that Michael P. Walsh, Mayor of the Town of East Hartford, is hereby authorized to execute such application and, upon approval of said application, to enter into and execute a funding agreement and any amendments and other documents as may be required by the State of Connecticut for the School Readiness Program.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford this ____ day of May, 2023.

Signed: _____
Jason Marshall, Council Clerk

seal

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2023-24 School Readiness Grant

Funder: Connecticut State Department of Education

Grant Amount: \$2,716,990

Frequency: One time Annual Biennial Other _____

First year received:	<u>2011*</u>		
Last 3 years received:	<u>2023</u>	<u>2022</u>	<u>2021</u>
Funding level by year:	<u>\$2,861,786</u>	<u>\$2,761,544</u>	<u>\$2,885,178</u>

Is a local match required? Yes No

If yes, how much? Not applicable From which account? Not applicable

Grant purpose: This grant program provides spaces in accredited or approved school readiness programs for all preschool children in designated school districts. The local chief elected official and the superintendent of schools jointly appoint and convene a school readiness council that is responsible for making recommendations on issues relating to school readiness.

Results achieved: This program seeks to strengthen the family through encouragement of parental involvement in a child's development and education and enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;

Duration of grant: One Year

Status of application: Application under development

Meeting attendee: Jean Barresi, East Hartford School Readiness Liaison, 860-539-4199; Jessica Carrero, x7108

Comments: *Program was created by the state in 1997. However, Grants Administration Office records for this grant only go back to 2011.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 21, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: BID WAIVER: Goodwin School House Roof Repairs

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, I respectfully request that the Town Council waive the bidding procedures required by Section 10-7(b) and allow the Town to contract with Glastonbury Restoration Company for the sum of \$5,800.

Glastonbury Restoration Company specializes in architectural and historical preservation, and has been a valuable resource to the East Hartford Historical Society. Most recently Glastonbury Restoration Company donated western red cedar shingles for repairs to the Goodwin School House roof. The shingles are valued at approximately \$21,000. The Town is asking the Council to accept the donation of the shingles provided that the bid requirements are waived for the repair work and that Glastonbury Restoration Company is the approved vendor.

Please place this information on the Town Council agenda for the May 2, 2023 meeting. I recommend that the Town Council approve the bid waiver as submitted.

C: M. McCaw, CAO and Finance Director
T. Baptist, Project Manager
J.Carrero, Project Manager



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 21, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh 
RE: BID WAIVER: Arnold J Grant Associates

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request submitted by Assistant Corporation Counsel Robert Fitzgerald to contract with Arnold J Grant Associates for real estate appraisal required for pending tax assessment appeals.

Please place this information on the Town Council agenda for the May 2rd, 2023 meeting.

C: M. McCaw, Finance Director
R. Fitzgerald, Assistant Corporation Counsel
J. Tallberg, Corporation Counsel

MICHAEL P. WALSH
MAYOR

OFFICE OF
CORPORATION
COUNSEL

TOWN OF EAST HARTFORD

(860) 291-7215

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

DATE: April 21, 2023

TO: Michael P. Walsh, Mayor

FROM: James N. Tallberg, Corporation Council (JNT/rpf).

RE: Request for bid waiver under Ordinance Section Sec. 10-7(c) to enter into a contract with Arnold J. Grant Associates, Inc. for real estate appraisals required for pending tax assessment appeals.

The Office of Corporation Counsel is requesting a waiver of the Bidding Procedures as outlined in Town of East Hartford Code of Ordinances, Sec. 10-7 *Et. Seq.* for entering into a contract with Arnold J. Grant Associates, Inc. for real estate appraisals required for pending tax assessment appeals. The waiver is necessary to permit the Office of Corporation Counsel to obtain real estate appraisals to defend pending tax assessment appeals.

Real estate appraisals are desirable for nine (9) pending tax assessment appeals in order to defend the appeals, and appraisals will be helpful to rebut any appraisal put forward by plaintiffs. Arnold J. Grant Associates, Inc. charges a rate of \$400 per hour for partners and \$300 per hour for associate and has estimated a fee of \$37,100.00 to perform all nine (9) appraisals.

The Town previously had an on-call appraisal contract with Wellspeak, Dugas, and Kane of Cheshire, CT (vendor #92542 and bid #19-07). However, that entity dissolved and subsequently separated into three separate entities. The Town is presently preparing a new bid for on-call appraisal services but the need for appraisals related to the pending tax assessment appeals is urgent in order to meet scheduling deadlines set by the court.

Section 10-7(c) of the Code of Ordinances establishes the Town Council's authority to waive Bidding Procedures when such waiver is in the best interest of the Town.

If the Council determines that the bidding requirement should be waived in this instance, the following motion should be adopted by the Town Counsel:

MOVE THAT pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding requirements of Section 10-7(a) of the Town of East Hartford Code of Ordinances to authorize the Town to enter into a contract with Arnold J. Grant Associates, Inc. for real estate appraisals in the amount of \$400 per hour for partners and \$300 per hour for associate at an estimated a fee of \$37,100.00 which is in the best interest of the Town as it will allow the Town to timely obtain real estate appraisals required for pending tax assessment appeals.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 5, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Referral to Pension and personal subcommittee-Collector of Revenue

Please see attached for the Assistant Collector of Revenue position description with proposed revisions. The Assistant Collector of Revenue job description has not been updated since 2012, and the role has evolved.

Please place this item on the Town Council agenda for the April 18, 2023 meeting for consideration.

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

WWW.EASTHARTFORDCT.GOV

April 4th 2023

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

Re: Assistant Collector of Revenue

Dear Mr. Walsh:

Attached is the Assistant Collector of Revenue position description with proposed revisions.

The Assistant Collector of Revenue job description has not been updated since 2012, and the role has evolved. Some of the key additions are

- Provides policies and procedures for the department.
- Interviews Job candidates and recommends selection with Tax collectors. New hire training and assistance with employee performance evaluations.
- Responsible for performing delinquent tax collecting functions, including Supervising and implementing alias tax warrants and conducting audits.
- Responsible for assigning delinquent accounts to collection agencies, processing payments, and reporting to Finance.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change.

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

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Assistant Collector of Revenue

GRADE: 44-13

DEPARTMENT: Tax - Finance
5/1/2023

DATE: 10/16/12

POSITION DEFINITION:

Under the general direction of the Collector of Revenue, provides technical and administrative assistance, of some complexity and variety, to the Collector of Revenue. Assumes the full responsibility of the office in the absence of the Collector.

ESSENTIAL JOB FUNCTIONS:

- Plans and organizes work according to established or standard office procedures.
- Establishes priorities and assigns work in the functional areas of computerized billing, collection, and record keeping.
- **Recommends and participates in ~~the implementation of~~ implementing changes in current collection practices, data processing, recommends changes in policies and procedures, and training in computerized operating procedures.**
- Supervises ~~accounts'~~ accounts clerks in receiving, recording and verifying revenues.
- Intervenes on behalf of subordinate staff to resolve **non routine** taxpayer complaints.
- Interprets statutory language for the public.
- **Processing and reconciling bank adjustments including: NSF, Ach Returns, Chargebacks, and deposit corrections.**
- **Responsible for performing delinquent tax collecting functions including: Supervising and implementing alias tax warrants and conducting audit.**
- **Responsible for assigning delinquent accounts to collection agencies, processing payments, and reporting to Finance.**
- Oversees the maintenance of manual and computerized financial records, including receiving and crediting of taxes and any special assessments or charges.
- **Maintains and balances daily deposits**, accounts receivable, and checking ~~account~~ accounts and prepares monthly financial revenue statements.
- **Assist with Department budget.**
- **Maintains records with bank for check scanning and balancing.**
- Develops and maintains monthly reports and computer files for audit trail.
- Tracks overpayments and oversees refund procedure.
- **Maintains records retention schedule with State Library.**
- Performs data collection and processing in preparation for generating real estate bills, lists and electronic files for escrow institutions and tax services throughout the year.
- Performs mathematical computations, requiring absolute accuracy in examining, verifying and correcting taxes, and interest amounts.
- Prepares and enters information into computerized collection system.
- Provides information and assistance to attorneys, title searchers, and banking officials.
- Assists in the preparation and processing of delinquent tax lists, tax and other lien notices.

- Prepares statistical information of some complexity for Collector.
- Provides general information and assistance to members of the general public.
- Provides supervision and leadership to other clerical staff.
- Provides policies and procedures for the department.
- Interviews Job candidates and recommends selection with Tax Collectorcollectors. New hire training and assists with employee performance evaluations.
- Manages and participates in special projects as requested.
- Opens and screens mail and handles routine correspondence for Collector.
- Maintains delinquent taxpayer status with DMV.
- Sets up and maintains office files, spreadsheets, and records as needed. Implementing modernization and efficiencies as needed.
- Works with IT and vendors to implement appropriate information, and resolve issues.
- Maintains files documenting adjustments, corrections, and refunds for audit trail.
- Performs word processing and related clerical work.
- Operates computer workstation and peripherals, copier, fax machine, calculator, and other office equipment.

ADDITIONAL JOB FUNCTIONS:

- May communicate verbally or in writing with non-English speaking members of the public.
- May provide services as public notary to members of the public.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of accounting, and office management techniques.
- Considerable Basic computer skills including the ability to enter retrieve and verify data; knowledge of, or experience with word processing and spreadsheet programs or the ability to acquire such skills.
- Considerable knowledge in oral and written communication.
- Considerable ability to establish and maintain effective working relationships with associates, banks, other agencies, and the general public.
- Through knowledge ability to acquire a working knowledge of tax collection policies, procedures, and laws, including pertinent State Statutes and Town Ordinances.
- Considerable skills in business mathematics and mathematical computations.
- ~~Ability to perform basic mathematical computations.~~
- Ability to deal effectively with town staff, state, and local officials, and the public.
- Ability to maintain complex records and files.

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.
- Ability to operate equipment requiring eye and hand coordination.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.

- Must be able to sit at a desk or stand and work continuously for extended periods of time.

JOB QUALIFICATIONS:

- Requires a high school education, or its equivalent, with ~~course work~~coursework in Bookkeeping or Business Mathematics and at least three years of municipal collections experience;
- or an Associates' Degree in a related field and one year of such experience.

LICENSING REQUIREMENTS:

- CCMC Certification required within 3 years of implementation of this job description and pay grade, or appointment to this position.
- Continued education and training to maintain re-certification every 5 years.

EEO/AA Statement

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

NOTE: 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: April 20 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Refund of Taxes

I recommend that the Town Council approve a total refund of taxes in the amount of \$36,172.51 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the May 2, 2023 Town Council meeting.

Thank you.

C: Kristy Foran, Tax Collector
M. McCaw, Finance Director

INTEROFFICE MEMORANDUM

TO: MICHAEL P WALSH, MAYOR
MCCA W MELISSA, DIRECTOR OF FINANCE

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 4/25/2023

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$36,172.51. Please see attached listing. Please place this item on the Town Council agenda for May 2, 2023

Bill	Name/ Check payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int	Over Paid
2021-02-0040004	144 TOLLAND STREET ONE INC	86 CLOVERCREST RD	WETHERSFIELD, CT 06109	144 TOLLAND ST	0	(19.50)
2021-01-0000023	145 TOLLAND STREET ONE INC	86 CLOVERCREST RD	WETHERSFIELD, CT 06109	144 TOLLAND ST	0	(86.31)
2017-03-0056274	CASTANEDA ERASMO W	327 TOLLAND ST FL 3	EAST HARTFORD, CT 06108	2014/5XXGN4A78EG337735	0	(455.86)
2018-03-0055932	CASTANEDA ERASMO W	327 TOLLAND ST FL 3	EAST HARTFORD, CT 06108	2014/5XXGN4A78EG337735	(63.31)	(422.10)
2021-01-0002151	CORELOGIC REFUND DEPT	PO BOX 9202	COPPELL, TX 75019	282 HOLLISTER DR	0	(900.00)
2021-01-0006114	CORELOGIC REFUND DEPT	PO BOX 9202	COPPELL, TX 75019	128-130 BURNSIDE AVE	0	(4,380.85)
2021-01-0008887	CORELOGIC REFUND DEPT	PO BOX 9202	COPPELL, TX 75019	11 CENTRAL AVE	0	(2,692.41)
2021-03-0059594	DILL MARK A DILL LAURA L	1366 SILVER LN	EAST HARTFORD, CT 06118-1333	2020/3GTU9FEL8LG218250	0	(310.14)
2020-04-0082845	EAN HOLDINGS LLC	8 ELLA GRASSO TURNPIKE	WINDSOR LOCKS, CT 06096	2019/3N1CN7AP0KL828433	0	(73.80)
2021-03-0061911	FIGUEROA JOSE	41 ARAWAK DR	EAST HARTFORD, CT 06118-2532	2002/4T1BF28B32U231698	0	(107.07)
2021-03-0061959	FINANCIAL SER VEH TRUST	1400 CITY VIEW DR	COLUMBUS, OH 43215	2019/WBA4J7C52KBM75541	0	(273.38)
2021-03-0088204	FRITZ WARREN	466 PARK AVE	EAST HARTFORD, CT 06108-1828	2019/1FTEW1EP3KFA47846	0	(534.12)
2021-01-0005224	FYDENKEVEZ JOSEPH T JR FYDENKEVEZ HOLLY	133 CRESCENT DR	EAST HARTFORD, CT 06118	133 CRESCENT DR	0	(200.00)
2021-03-0063618	GIARENAKIS NICHOLAS G	10 JERRY RD	EAST HARTFORD, CT 06118-3118	2021/WZ1DB0C00MW036508	0	(156.88)
2021-03-0064937	HAJDAREVIC SEVLEDIN ATANOVIC MEDISA	151 DAVIS RD	EAST HARTFORD, CT 06118-3017	2018/WBAJE7C51JG891864	0	(329.34)
2021-01-0006277	HARTL LINDA	481 GOOSE LN	COVENTRY, CT 06238	752 FORBES ST	0	(305.62)
2021-03-0066136	HOLMES LAURIE A	51 GREAT HILL RD	EAST HARTFORD, CT 06108-2826	2019/3GNAXVEX2KS554212	0	(83.26)
2021-01-0001765	HOME LOAN SERV	PO BOX 7899	BOISE, ID 83707	130 BRITT RD	0	(2,614.98)

2020-02-0040823	HURLEY ARTHUR J CO	2500 WASHINGTON ST	BOSTON, MA 02119	60 MEADOW ST	0	(1,057.02)
2021-02-0040857	HURLEY ARTHUR J CO	2500 WASHINGTON ST	BOSTON, MA 02119	60 MEADOW ST	0	(2,436.22)
2021-03-0067033	ISSAKA SUSUANA	32 GRAHAM RD	EAST HARTFORD, CT 06118	2020/5XXGT4L32LG383509	0	(225.25)
2021-03-0067372	JENKINS VANESSA A	26 SUFFOLK DR	EAST HARTFORD, CT 06118-2652	2004/JF1SG65654H756604	0	(90.56)
2021-03-0074518	NGUYEN THU H	9210 SHARPVVIEW DR	HOUSTON, TX 77036-5526	2010/4T1BF3EK4AU073574	0	(45.76)
2021-03-0074715	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265	2018/1N4AZ1CP0JC308512	0	(359.63)
2021-04-0085423	PORSCHE LEASING LTD	ONE PORSCHE DRIVE	ATLANTA, GA 30354	2018/WP1AA2A52JLB10926	0	(258.80)
2021-01-0012990	SCHWAGGER DONALD LAROSA KATHERINE	62 ELMER ST	EAST HARTFORD, CT 06108	62 ELMER ST	0	(2,514.94)
2018-01-0013691	SMITH RICHARD F & MARYANN	441 HILLS ST	EAST HARTFORD, CT 06118	443 HILLS ST	0	(23.88)
2021-03-0084029	THOMAS JUDITH B	210 FARMINGTON AVE APT 506	HARTFORD, CT 06105	2020/JA4AT4AA1LZ013196	0	(256.68)
2021-03-0084640	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2018/2T3BFREV7JW852522	0	(435.03)
2021-04-0086895	TOYOTA LEASE TRUST	21 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2019/JTMG1RFV9KD005406	0	(332.06)
2021-01-0014650	TYRSECK PHILOMENA	71 CRESTWOOD TR	EAST HARTFORD, CT 06118	71 CRESTWOOD TR	0	(900.00)
2020-03-0086343	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2019/WA1BNAFYXK2125151	0	(1,251.46)
2020-03-0086344	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2019/WAUENAF40KN017973	0	(1,099.36)
2020-03-0086345	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2019/WA18NAF43KA111945	0	(1,285.20)
2020-03-0086346	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2019/WAUENCF56KA076392	0	(1,242.00)
2020-04-0089543	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1LXAF70MD011852	0	(1,004.85)
2020-04-0089544	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2020/WA1ANAFY3L2068241	0	(681.97)
2020-04-0089548	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2020/WAUJEGFF5LA022338	0	(622.12)
2020-04-0089549	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2020/WAUJEGFF8LA014749	0	(622.12)

2021-04-0087257	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2022/WAUABAF46NN002728	0	(73.72)
2021-04-0087258	VW CREDIT INC	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2022/WAUCBCF59NA005837	0	(82.61)
2020-04-0089562	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA13AAGE9MB012976	0	(217.75)
2020-04-0089565	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1EECF34M1079001	0	(104.00)
2020-04-0089566	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1BAAFY9M2051851	0	(125.77)
2020-04-0089568	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1AJAF75MD017056	0	(143.69)
2020-04-0089569	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WAUDAAF48MA014224	0	(106.92)
2020-04-0089570	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WAUK2AF27MN035030	0	(156.33)
2021-03-0086395	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1AJAF75MD017056	0	(1,248.74)
2021-03-0086396	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WAUDAAF48MA014224	0	(929.34)
2021-03-0086397	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1BAAFYXM2068805	0	(1,087.74)
2021-03-0086399	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2021/WA1BAAFY1M2069003	0	(1,119.56)
2021-01-0015672	WOJTYNA JOSEPHINE R	28 MICHAEL AVE	EAST HARTFORD, CT 06108	28 MICHAEL AVE	0	(22.50)
SUB TOTAL					(63.31)	(36,109.20)
TOTAL						(36,172.51)