

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
September 19, 2023

REVISED 9/15/2023
2nd REVISION 9/18/2023

6:00 PM Executive Session

=====

This Town Council meeting is accessible through "Microsoft Teams" [929-235-8441](https://www.microsoft.com/joinmeeting)
Conference ID: 549 143 032# 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. September 5, 2023 Executive Session
 - B. September 5, 2023 Public Hearing
 - C. September 5, 2023 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Interval House Update on Domestic Violence Prevention and Services
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Application to Hartford Foundation for Public Giving re: Basic Human Needs Fund Grant
 - B. Application to State Department of Mental Health and Addiction Services (DMHAS) re: 2023-24 Local Prevention Council Grant
 - C. Recommendation from Tax Policy Committee re: 61 Chipper Drive
 - D. Recommendations from Personnel and Pensions Subcommittee
 1. **Proposed Revision of Job Description and Title for Counseling Coordinator**
 2. Creation of Job Description for New Position of Program Supervisor, Crisis Intervention Division
 - E. Referral to Personnel and Pensions Subcommittee re: proposed revision of Job Description and Pay Grade increase for Administrative Clerk III (Police)

- Department) and proposed revision of Job Description, Pay Grade increase and Change in Title for Administrative Clerk III- Quartermaster (Police Department)
- F. Refund of Taxes

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

- A. The pending Superior Court action known as ALLISON, IAN v. TOWN OF EAST HARTFORD, Docket No: HHD-CV22-6151552-S
- B. **The pending Law Enforcement Liability Claim known as LAURENCE WASHINGTON V. EAST HARTFORD, No. 3:16-vc-01316(SRU)**

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

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

12. ADJOURNMENT (next meeting: October 3, 2023 at Community Cultural Center)

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
September 19, 2023

REVISED 9/15/2023

6:00 PM Executive Session

=====

This Town Council meeting is accessible through "Microsoft Teams" [929-235-8441](tel:929-235-8441)
Conference ID: 549 143 032# **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. September 5, 2023 Executive Session
- B. September 5, 2023 Public Hearing
- C. September 5, 2023 Regular Meeting

6. COMMUNICATIONS AND PETITIONS

- A. Interval House Update on Domestic Violence Prevention and Services

7. OLD BUSINESS

8. NEW BUSINESS

- A. Application to Hartford Foundation for Public Giving re: Basic Human Needs Fund Grant
- B. Application to State Department of Mental Health and Addiction Services (DMHAS) re: 2023-24 Local Prevention Council Grant
- C. Recommendation from Tax Policy Committee re: 61 Chipper Drive
- D. Recommendations from Personnel and Pensions Subcommittee
 - 1. **Proposed Revision of Job Description and Title for Counseling Coordinator**
 - 2. Creation of Job Description for New Position of Program Supervisor, Crisis Intervention Division
- E. Referral to Personnel and Pensions Subcommittee re: proposed revision of Job Description and Pay Grade increase for Administrative Clerk III (Police Department) and proposed revision of Job Description, Pay Grade increase and Change in Title for Administrative Clerk III- Quartermaster (Police Department)
- F. Refund of Taxes

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. The pending Superior Court action known as ALLISON, IAN v. TOWN OF EAST HARTFORD, Docket No: HHD-CV22-6151552-S
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: October 3, 2023 at Community Cultural Center)

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
September 19, 2023

6:00 PM Executive Session

=====

This Town Council meeting is accessible through **"Microsoft Teams"** [929-235-8441](tel:929-235-8441)
Conference ID: 549 143 032# **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. September 5, 2023 Executive Session
- B. September 5, 2023 Public Hearing
- C. September 5, 2023 Regular Meeting

6. COMMUNICATIONS AND PETITIONS

- A. Interval House Update on Domestic Violence Prevention and Services

7. OLD BUSINESS

8. NEW BUSINESS

- A. Application to Hartford Foundation for Public Giving re: Basic Human Needs Fund Grant
- B. Application to State Department of Mental Health and Addiction Services (DMHAS) re: 2023-24 Local Prevention Council Grant
- C. Recommendation from Tax Policy Committee re: 61 Chipper Drive
- D. Recommendations from Personnel and Pensions Subcommittee
 - 1. Proposed Revision of Job Description and Title for Counseling Coordinator
 - 2. Creation of Job Description for New Position of Program Supervisor, Crisis Intervention Division
- E. Referral to Personnel and Pensions Subcommittee re: proposed revision of Job Description and Pay Grade increase for Administrative Clerk III (Police Department) and proposed revision of Job Description, Pay Grade increase and Change in Title for Administrative Clerk III- Quartermaster (Police Department)
- F. Refund of Taxes

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. The pending Superior Court action known as ALLISON, IAN v. TOWN OF EAST HARTFORD, Docket No: HHD-CV22-6151552-S
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: October 3, 2023 at Community Cultural Center)

Community Cultural Center Room 111

September 5, 2023

EXECUTIVE SESSION

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

ABSENT

ALSO Mayor Michael P. Walsh
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
James Tallberg, Corporation Counsel
Robert Fitzgerald, Assistant Corporation Counsel
Attorney Joe Hope, Alter & Pearson, LLC
Attorney Jonathan F. Reik, McGann, Bartlett & Brown, LLC
Attorney Katherine Rule, Howd & Ludorf, LLC

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:08 p.m.

MOTION By John Morrison
seconded by Don Bell

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

- A. The pending Workers' Compensation claims of former Town employee, Mark Losty.
- B. The pending Superior Court action known as Albertina Arbisi v. Town of East Hartford, Docket No. HHD-CV-19-6119113-S.
- C. The pending tax assessment tax appeal known as GOODWIN COLLEGE 417 MAIN, LLC v. TOWN OF EAST HARTFORD Et Al, Docket No: HHB-CV20-6061740-S, regarding the real property located at 417 Main Street, East Hartford, CT for Grand List Years 2019, 2020, 2021, and 2022.
- D. The pending tax assessment tax appeal known as GOODWIN UNIVERSITY, INC. v. TOWN OF EAST HARTFORD Et Al, Docket No: HHB-CV20-6061739-S, regarding real property located at 120 Colt Street, East Hartford, CT for the Grand List Years, of 2019 and 2020.
- E. The pending tax assessment tax appeal known as RIVER CAMPUS, INC. v. TOWN OF EAST HARTFORD Et Al, Docket No: HHB-CV19-6053341-S, regarding the real property located at 247 Riverside Drive, East Hartford, CT for Grand List Years 2018, 2019, 2020, 2021, and 2022.
- F. The pending notice to quit against and claim for relocation costs by Raisa Protas d/b/a Raisa Hair Salon regarding 848 Silver Lane, East Hartford, CT.
- G. The pending notice to quit against and claim for relocation costs by Splinting Solution, LLC regarding 800 Silver Lane, Ste. 210, East Hartford, CT.

Motion carried 9/0

MOTION By John Morrison
seconded by Don Bell

to **go back to** Regular Session.

Motion carried 9/0

ADJOURNMENT

MOTION By John Morrison
seconded by Don Bell

to **adjourn** at 7:14 p.m.

Motion carried 9/0

Attest _____
Richard F. Kehoe
Town Council Chair

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

50 CHAPMAN PLACE

EAST HARTFORD, CONNECTICUT

September 5, 2023

PUBLIC HEARING- Naming of Town Facilities and Establishment of Tree Board

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

The following is a copy of the legal notice published in the East Hartford Gazette on Thursday, August 10, 2023

LEGAL NOTICE

Public notice is hereby given that The Town Council of the Town of East Hartford will hold a Public Hearing in the Community Cultural Center Auditorium, and via the Teams platform, on Tuesday, September 5, 2023 at 7:15 p.m. to hear public comment on the new Naming of Town Facilities Ordinance and to amend to add a new section 1-17 to Town Ordinances AND to hear public comment on the establishment of a Tree Board and revisions to Section 2-106 of the Code of 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 7:31 pm.

The Chair stated that the purpose of this meeting is to hear public comment on two ordinances that have been proposed for passage. The first is to establish a process for the naming of Town buildings and facilities. The ordinance states that if there is a non-Board of Education facility, the Mayor and administration would be able to provide a recommendation to the Town Council. The Council would then hold a public hearing to hear resident feedback. Standards are set in place that require the person recommended be previously deceased and also have made a positive impact connected to the facility to be named or to the community as a whole. The ordinance allows for a waiver of the criteria pending a unanimous vote by the Town Council.

The second topic is for a possible change in ordinance related to the Town Beautification Commission's charge. The ordinance would reflect that the Commission serves as the Town's Tree Board which gives the Commission authority to advise the Tree Warden (a

role currently served by the Director of Public Works) on the maintenance and care of trees in Town. East Hartford has been recognized as a Tree City for nearly 30 years by the Arbor Day Foundation and has provided a set of criteria that this change in ordinance will help to accommodate.

The Chair then opened the floor to public comment.

No one came forward to speak.

ADJOURNMENT

MOTION By John Morrison
 seconded by Don Bell
 to adjourn at 7:36 p.m.

Motion carried 9/0.

Attest _____
 Jason Marshall
 Town Council Clerk

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

September 5, 2023

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

ABSENT

ALSO Mayor Michael P. Walsh
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director (via Teams)
Laurence Burnsed, Director of Health and Social Services
Eileen Buckheit, Development Director
Ben Whittaker, Chief Operations Officer, East Hartford Public Schools (via Teams)
Sarah Morgan, Library Director (via Teams)
Paul O'Sullivan, Grants Administrator
Steven Alsup, Assistant Fire Chief
Ted Fravel, Director of Parks and Recreation (via Teams)
Deputy Chief Donald Olson, East Hartford Police Department
Sergeant Todd Mona, East Hartford Police Department
Brian Zelman, Principal, Jasko Zelman 1 LLC

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:36 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
- Hartford Healthcare Mobile Mammography Van will be at Raymond Library on September 14th from 8:00 am to 2:00 pm performing screenings. Appointments are required.
- Saturday September 9th is the 5th Annual Dad's Hero Community Day event held on the East Hartford Town Green from 11:00 am to 3:00 pm.

- Wickham Library will host its Grand Re-Opening Celebration on Saturday September 9th from 11:30 am to 1:00 pm.
- East Hartford Senior Center's 2nd Anniversary & Carnival will be held on Wednesday, September 20 from Noon to 2:00 pm. All residents 55 and over are invited to attend. In person registration is required.
- East Hartford Senior Center will host a Pancake Breakfast & Bingo on Saturday, September 23rd at 9:00 am for residents 55 and over and their guests. Cost is \$5.00 for members and \$8.00 for non-members.
- East Hartford's Fall Festival is scheduled for Saturday, October 7th from 11 am to 3 pm on the Town Green (1021 Main Street).
- Free COVID-19 test kits are available through the Health Department at the Community Cultural Center (50 Chapman Place).
- East Hartford Latin Festival has been rescheduled for September 23rd from Noon to 6 pm on the Town Green.

APPROVAL OF MINUTES

August 15, 2023 Executive Session

MOTION By Sebrina Wilson
seconded by Don Bell

to **approve** the minutes of the August 15, 2023 Executive Session.

Motion carried 9/0

August 15, 2023 Public Hearing

MOTION By Sebrina Wilson
seconded by John Morrison

to **approve** the minutes of the August 15, 2023 Public Hearing.

Motion carried 9/0

August 15, 2023 Regular Meeting

MOTION By Sebrina Wilson
seconded by Don Bell

to **approve** the minutes of the August 15, 2023 Regular Meeting.

Motion carried 9/0

August 24, 2023 Special Meeting

MOTION By Sebrina Wilson
seconded by Don Bell

to **approve** the minutes of the August 24, 2023 Special Meeting.

Motion carried 9/0

COMMUNICATIONS AND PETITIONS

OLD BUSINESS

NEW BUSINESS

To accommodate those present, the following motion was made:

MOTION By Don Bell
 seconded by John Morrison

to take Item 8Q3 “Amusement Permit Application: Believe 208 – Run for the Brave and Finest” out of order.

Motion carried 9/0

Believe 208 – Run for the Brave and Finest

MOTION By Harry Amadasun
 seconded by Tom Rup

to **approve** the outdoor amusement permit application and **waive** the associated permit fee for the event entitled “Believe 208- Run for the Brave and Finest” as submitted by Scott Sansom, Chief of Police, scheduled for Sunday, September 24, 2023 from 7:00 am to 11:00 am beginning at the Knights of Columbus located at 1831 Main Street with local road closures from 8:00 am to 9:30 am, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 9/0

Trish Buchanan, widow of former East Hartford Police Officer Paul Buchanan thanked the Council for their support of this annual event. With the support of the East Hartford Police Department and various other sponsors, over \$100,000 has been raised in support of Law Enforcement support initiatives. This will be the 10th anniversary of the road race and all funds raised will support the Connecticut Alliance to Benefit Law Enforcement (CABLE), a non-profit that provides resources, training and information on all aspects of first responder well-being. All residents are encouraged to attend.

The meeting then returned to its regular order.

Town Building Renovations Bond Referendum

MOTION By Don Bell
 seconded by John Morrison

to hereby rescind the Motions made by Town Council on August 15, 2023 regarding Item 8A Town Building Renovations Bond Referendum:

- (1) Town Building Renovations Bond Referendum;
- (2) Explanatory Text Publication and Payment Thereof for Bond Referenda; and
- (3) Placement on the Ballot.

Motion carried 9/0

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

MOTION By Don Bell
seconded by John Morrison

to waive the reading of Sections 2 through 7.

Motion carried 9/0

MOTION By Don Bell
seconded by John Morrison

to **adopt** the following resolution:

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 any time after the date of passage of this resolution in the maximum amount of the Project with the proceeds of bonds, notes, or other obligations ("Tax Exempt Obligations") authorized to be issued by the Town. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The Town hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay Project expenses in accordance herewith pending the issuance of the Tax-Exempt Obligations.

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

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

funds in accordance with the terms hereof, and in connection therewith to contract in the name of the Town with engineers, contractors and others.

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

Explanatory Text Publication and Payment Thereof for Bond Referenda

MOTION By Don Bell
seconded by John Morrison

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

Motion carried 9/0

Placement on the Ballot

MOTION By Don Bell
seconded by John Morrison

to approve the following:

RESOLVED: That the resolution entitled "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", adopted by the Town Council on September 5, 2023, be submitted to the Town electors for approval or disapproval at a referendum in conjunction with the general election to be held on Tuesday, November 7, 2023 between the hours of 6:00 a.m. and 8:00 p.m. (E.T.), and that the warning of said referendum shall state the question to be voted upon as follows:

"Shall the resolution entitled 'RESOLUTION AUTHORIZING THE ISSUANCE OF \$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', adopted by the Town Council on September 5, 2023, be approved?"

The ballot label for said question shall read as follows:

"Shall the \$6,200,000 bond authorization for the planning, design, construction and reconstruction, and equipping of improvements to Town Buildings be approved?"

YES _____ NO _____

The warning shall also state that the full text of the aforesaid resolutions is on file, open to public inspection, in the office of the Town Clerk, that the vote on the aforesaid bond resolutions is taken under the authority of Chapter 6, Section 10 of the Charter of the Town of East Hartford, and Chapter 152 of the Connecticut General Statutes, as amended, and that absentee ballots will be available in accordance with law in the office of the Town Clerk.

Motion carried 9/0

Allocation of 2016 Town Bond Funds re: Infrastructure Projects at Concourse Park

MOTION By Angie Parkinson
seconded by Don Bell

to **adopt** the following resolution

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

WHEREAS, Jasko Zelman 1, LLC (“Jasko”) has been selected as the developer of the Property, which development will include not fewer than 300 multifamily market-rate apartment units (the “Project”); and

WHEREAS, pursuant to Town Council approval, the Town and Jasko are parties to an Agreement for Private Development for the Property with an effective date of February 28, 2022, which agreement was amended by a First Amendment to The Agreement for Private Development for the Property with an effective date of March 24, 2023 (the “Development Agreement”) with respect the development and construction of the Project on the Property; and

WHEREAS, paragraph 4.1 of the Development Agreement references a Development Grant to Jasko of \$10,000,000; and

WHEREAS, in 2016 the Town Council voted for the Town to appropriate the sum of \$3,000,000, subject to Town Council approval of such appropriations, for land acquisition and infrastructure improvements for redevelopment of the Silver Lane corridor (bounded on the east by Forbes Street, on the north by Interstate 84, on the south by a line drawn parallel to Silver Lane from the southerly extension of any parcel with access to Silver Lane and to the west by Mercer Avenue and the high occupancy vehicle exit from Interstate 84 to Silver Lane, provided that such corridor shall not include the property known as Rentschler Field), including, but not limited to, environmental testing and remediation, acquisition, demolition and improvement of land and existing buildings for resale to developers or retained for open space, and installation of roads, sidewalks, sewers, drainage, lighting, landscaping, and other public improvements, and for administrative, legal and financing costs related thereto, and to issue \$3,000,000 in bonds to meet such appropriation; and

WHEREAS, the Town’s electors approved such Town Council action in November 2016 (Silver Lane Corridor Authorization”); and

WHEREAS, \$3,000,000 of the \$10,000,000 Development Grant will be funded by the Silver Lane Corridor Authorization; and

WHEREAS, Jasko has asked the Town Council to approve the appropriation of \$3,000,000 from the Silver Lane Corridor Authorization, subject to the express terms and conditions of the Development Agreement, for infrastructure improvements;

NOW, THEREFORE, BE IT HEREBY RESOLVED:

That the East Hartford Town Council approve the appropriation of \$3,000,000 from the Silver Lane Corridor Authorization, to provide financial assistance for all or a portion of the cost of infrastructure improvements, provided that such financial assistance be made available to Jasko in accordance with the terms and conditions of the Development Agreement, including Schedule 4.1 thereto.

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

Establishment of East Hartford K-9 Academy and Setting of Associated Fees

MOTION By Don Bell
 seconded by Tom Rup

to **adopt** the following resolution:

WHEREAS, the Police Department of the Town of East Hartford is responsible for the preservation of the public peace, prevention of crime, apprehension of criminals, regulation of traffic, protection of rights of persons and property and enforcement of the laws of the state, and the ordinances of the town and all rules and regulations made in accordance therewith.

WHEREAS, the use of trained police K-9 assists the Police Department with officer safety, crime scene skills, and search and rescue skills.

WHEREAS, the Police Department of the Town of East Hartford began incorporating police K9 teams in 1990.

WHEREAS, the East Hartford Police Department trains its own officer and K-9 teams for certification by Connecticut Police Work Dog Association.

WHEREAS, the East Hartford Police Department desires to assist neighboring municipalities in certifying their officer and K-9 teams because doing so will benefit the Town of East Hartford help to ensure that East Hartford Police K-9 teams remain the top in the State.

WHEREAS, the East Hartford Police Department desires to conduct a training academy for Connecticut police officer and K-9 teams.

WHEREAS, the goal of the East Hartford K-9 Academy will be to prepare canines and their handlers to receive the North American Police Work Dog Association and the Connecticut Police Work Dog Association certifications.

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

1. The Town of East Hartford, is authorized and approved to enter into contracts with participating municipalities in the amount of a one-time, \$2,500.00-dollar fee for each participating dog handler and dog team; and

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

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

Bid Waiver Request re: Paramedic Training with New Britain EMS Academy

MOTION By Awet Tsegai
seconded by Don Bell

that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures required by Section 10-7(b) and **allow** the Fire Department to purchase an initial paramedic training class from New Britain Emergency Medical Services Academy at a purchase price of \$11,800 as detailed in a memo from Stephen Alsup, Assistant Fire Chief to Mayor Michael P. Walsh dated August 25, 2023.

Motion carried 9/0

Revised Bid Waiver Request from Fire Department re: Vehicle Rescue class from Spec. Rescue International, Inc.

MOTION By Harry Amadasun
seconded by Don Bell

to rescind the March 21, 2023 motion regarding Item 3B1 "Fire Department Training- Vehicle Rescue" and approve the following motion in lieu thereof:

that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council waive the bidding procedures required by Section 10-7(b) and allow the Fire Department to purchase an NFPA 1006 Compliant Vehicle Rescue class from Spec. Rescue International, Inc. at a purchase price of \$84,360.00 as detailed in a memo from Mayor Michael P. Walsh to Town Council Chair Richard Kehoe dated August 23, 2023.

Motion carried 9/0

Bid Waiver Request from Fire Department re: Arrow EZ IO Intraosseous Vascular Access System supplies through Teleflex, LLC

MOTION By Harry Amadasun
seconded by Tom Rup

that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures required by Section 10-7(b) and allow the Fire Department to purchase Arrow EZ-IO Intraosseous Vascular Access System supplies from Teleflex, LLC with an anticipated spend of \$13,000 in FY 2024 as this item can only be purchased directly from Teleflex as detailed in a memo from Stephen Alsup, Assistant Fire Chief to Mayor Michael P. Walsh dated August 24, 2023.

Motion carried 9/0

Bid Waiver re: 5310 Program Purchase of ADA-Accessible Van via Greater New Haven Transit District Consortium

MOTION By Awet Tsegai
seconded by Travis Simpson

that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **allow** the Town to use the purchasing consortium led by the Greater New Haven Transit District (GNHTD) for purpose of purchasing a wheelchair-accessible van as funded by the state of Connecticut's Section 5310 Grant Program.

Motion carried 9/0

Memorandum of Understanding with Operation Fuel, Inc. re: Emergency Energy and Utility Assistance Grants

MOTION By Angie Parkinson
seconded by Don Bell

to **adopt** the following resolution:

WHEREAS; Operation Fuel provides emergency energy and utility assistance to households in Connecticut that are facing financial crisis; and

WHEREAS; this assistance is critical to many East Hartford residents who are struggling financially and facing difficulties in paying their utility bills; and,

WHEREAS; Operation Fuel, Inc. has requested the Town's assistance in administering their energy/utility assistance programs;

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 for this program.

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

Application to CT Department of Public Health re: Public Health Workforce Development and Infrastructure Grant

MOTION By Harry Amadasun
seconded by John Morrison

to **adopt** the following resolution:

WHEREAS; the Connecticut Department of Public Health (DPH) has awarded the Town \$207,008.00 in Public Health Workforce Development and Infrastructure Funds, and;

WHEREAS; the intended uses of these funds include significant new investments in workforce engagement, well-being, and other related programs and services, and to assist with retention and help improve emotional, mental, and physical health outcomes of the workforce.

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 DPH as they pertain to this Public Health Workforce Development and Infrastructure grant.

On call of the vote, the motion carried 8/0 (Bell out of Chamber)

Application to CT Department of Public Health re: Reimbursement of Funds for Childhood Blood Lead Level Investigations

MOTION By Harry Amadasun
seconded by Don Bell

to **adopt** the following resolution:

WHEREAS; the Connecticut Department of Public Health (DPH) has received American Rescue Plan Act (ARPA) funding allocated through CT Public Act 22-49 to support the State's response to lead poisoning of children; and,

WHEREAS; recent changes implemented by the Connecticut State Legislature revised childhood lead poisoning reporting and investigation requirements, which will likely increase testing and investigation costs for municipalities,

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 DPH as they pertain to this ARPA epidemiological investigations grant.

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

State Bond Commission Grant Application re: Replacement of Elementary School
Playscapes

MOTION By Angie Parkinson
seconded by Awet Tsegai

to **adopt** the following resolution:

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

WHEREAS; it is desirable and in the public interest that the Town of East Hartford make an application to the State for \$750,000 in order to undertake the East Hartford Elementary Schools Playscape Replacement Project, and to execute an Assistance Agreement

NOW THEREFORE LET IT BE RESOLVED; that the Town Council is cognizant of the conditions and prerequisites for the state financial assistance imposed by PA 79-607, As Amended Sec. 21, and that the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed \$750,000 is hereby approved and

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

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

Grant Application to State Department of Energy and Environmental Protection (DEEP)
re: Appropriation for Town Youth Athletic and Recreational Facilities Study

MOTION By Don Bell
seconded by Tom Rup

to **adopt** the following resolution:

WHEREAS; Connecticut Public Act 23-204, Sec. 41(41) allocates grant funding in the amount of \$150,000 for improvements to East Hartford's youth athletic and recreational facilities; and

WHEREAS; these funds can be used to conduct a comprehensive community assessment and needs analysis of athletic and recreational facilities that serve the youth of East Hartford; and

WHEREAS; these funds are to be administered by the state Department of Energy and Environmental Protection,

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 Energy and Environmental Protection as they pertain to this Personal Services Agreement.

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

Recommendations from Ordinance Committee

Process for Naming Town Buildings

MOTION By Sebrina Wilson
 seconded by John Morrison

to amend the town of East Hartford Code of Ordinances by adding a new section 1-17 to Town Ordinances “Naming of Town Facilities” with language that is consistent with the draft dated August 6, 2023 which was approved at the August 9, 2023 Ordinance Committee meeting.

Motion carried 9/0

Establishment of Tree Board

MOTION By Sebrina Wilson
 seconded by John Morrison

to amend the town of East Hartford Code of Ordinances by repealing Section 2-106 of the East Hartford Town Ordinances “Duties” and substituting in lieu thereof language that is consistent with the draft dated August 9, 2023 which was approved at the August 9, 2023 Ordinance Committee meeting.

Motion carried 9/0

Referral to Ordinance Committee re: Establishment of Tobacco and Cannabis Free Areas at Town-owned and operated recreation areas

MOTION By Sebrina Wilson
 seconded by John Morrison

to refer to the Town Ordinance Committee a review of the use of alcohol, marijuana and tobacco on town parks and property.

Motion carried 9/0

Recommendations from Personnel and Pensions Subcommittee

Proposed Revision of Job Description for Network Systems Administrator

MOTION By Awet Tsegai
seconded by Tom Rup

to **approve** the proposed revised Job Description for the position of Network Systems Administrator in the Information Technologies department, dated August 1, 2023, as presented at the September 5, 2023 Personnel and Pensions Subcommittee Meeting.

Motion carried 9/0

Proposed Revision of Job Description, Change in Pay Grade and Title for Accounts Clerk III (Tax)

MOTION By Awet Tsegai
seconded by Tom Rup

to **approve** the proposed revised Job Description, Change in Pay Grade and Title for the position previously titled "Accounts Clerk III" to "Senior Account Clerk- Tax" in the Tax - Finance department, dated September 1, 2023, as presented at the September 5, 2023 Personnel and Pensions Subcommittee Meeting.

Motion carried 9/0

Referral to Personnel and Pensions Subcommittee re: Proposed Revision of Job Description and Title for Counseling Coordinator and Creation of Job Description for New Position of Program Supervisor, Crisis Intervention Division

MOTION By Awet Tsegai
seconded by Tom Rup

to **refer** to the Personnel & Pensions Subcommittee proposed revisions to the job description and title for Counseling Coordinator in the Youth Services Department and the creation of a job description for a new position of Program Supervisor, Crisis Intervention Division in the Department of Health and Social Services as provided in a memo from Mayor Michael P. Walsh to Rich Kehoe, Town Council Chair dated August 23rd, 2023 with instructions to review the positions and report back to the full Council with its recommendations, if any.

Motion carried 9/0

Amusement Permit Applications

Wickham Library Grand Re-Opening Celebration

MOTION By Harry Amadasun
seconded by Don Bell

to **approve** the outdoor amusement permit application entitled “Wickham Library Grand Re-Opening Celebration” as submitted by Scott Sansom, Chief of Police, scheduled for Saturday September 9, 2023 from 11:30 am to 1:00 pm at Wickham Library, 656 Burnside Avenue, 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

East Hartford Latin Festival

MOTION By Harry Amadasun
seconded by Don Bell

to **approve** the outdoor amusement permit application entitled “East Hartford Latin Festival” as submitted by Scott Sansom, Chief of Police, scheduled for Saturday, September 23, 2023 from Noon to 6:00 pm at Alumni Park, 1021 Main Street, 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

Believe 208 – Run for the Brave and Finest

This item was moved to earlier in the agenda.

East Hartford Fall Festival

MOTION By Harry Amadasun
seconded by Awet Tsegai

to **approve** the outdoor amusement permit application entitled “East Hartford Fall Festival” as submitted by Scott Sansom, Chief of Police, scheduled for Saturday October 7, 2023 from 11:00 am to 3:00 pm at Alumni Park, 1021 Main Street with set up to begin at 8:00 am and a rain date of Sunday October 8, 2023 with the same hours, 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

Thunderbird American Indian Dance Troupe

MOTION By Harry Amadasun
seconded by Don Bell

to **approve** the outdoor amusement permit application entitled “Thunderbird American Indian Dance Troupe” as submitted by Scott Sansom, Chief of Police, scheduled for Saturday October 21, 2023 from 1:00 pm to 2:00 pm on the front lawn of Raymond Library, 840 Main Street, 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

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

The pending Workers’ Compensation claims of former Town employee, Mark Losty.

MOTION By Don Bell
seconded by Tom Rup

to accept the recommendation of Corporation Counsel to fully and finally settle the pending workers’ compensation claims of former Town employee, Mark Losty, for a total sum of \$125,000.00.

Motion carried 9/0

The pending Superior Court action known as Albertina Arbisi v. Town of East Hartford, Docket No. HHD-CV-19-6119113-S.

MOTION By Don Bell
seconded by Awet Tsegai

to accept the recommendation of Corporation Counsel to fully and finally settle the pending Superior Court action known as Albertina Arbisi v. Town of East Hartford, Docket No. HHD-CV-19-6119113-S, for a total sum of \$24,500.00.

Motion carried 9/0

The pending tax assessment tax appeal known as GOODWIN COLLEGE 417 MAIN, LLC v. TOWN OF EAST HARTFORD Et Al, Docket No: HHB-CV20-6061740-S, regarding the real property located at 417 Main Street, East Hartford, CT for Grand List Years 2019, 2020, 2021, and 2022.

MOTION By Don Bell
seconded by Tom Rup

to **adopt** the following resolution:

WHEREAS, the Town of East Hartford is presently a party to a taxation assessment appeal known as GOODWIN COLLEGE 417 MAIN, LLC v. TOWN OF EAST HARTFORD Et Al and bearing the docket number: HHB-CV20-6061740-S.

WHEREAS, this taxation assessment appeal relates to the real property known as 417 Main Street, East Hartford, Connecticut.

WHEREAS, the parties to this litigation desire to resolve and mutually settle their dispute.

WHEREAS, this Council desires to accept the recommendation of Corporation Counsel to fully and finally settle the pending.

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

1. Accept the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as GOODWIN COLLEGE 417 MAIN, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV20-6061740-S to authorize:
 - a. the refund of \$51,604.78 in real property taxes for the Grand List Year 2019; and
 - b. the refund of \$51,015.28 in real property taxes for the Grand List Year of 2020; and
 - c. the refund of \$73,867.24 in real property taxes, for the Grand List Year of 2021.
2. To further accept the recommendation of Corporation Counsel to authorize the refund of \$38,320.89 in real property taxes and approve a tax credit in the amount of \$38,320.89 for Grand List Year 2022.

On call of the vote, the motion carried 8/1 (Nay: Simpson)

The pending tax assessment tax appeal known as GOODWIN UNIVERSITY, INC. v. TOWN OF EAST HARTFORD Et Al, Docket No: HHB-CV20-6061739-S, regarding real property located at 120 Colt Street, East Hartford, CT for the Grand List Years, of 2019 and 2020.

MOTION By Don Bell
 seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS, the Town of East Hartford is presently a party to a taxation assessment appeal known as GOODWIN UNIVERSITY, INC. v. TOWN OF EAST HARTFORD Et Al, and bearing the docket number: HHB-CV20-6061739-S.

WHEREAS, this taxation assessment appeal relates to the real property known as 120 Colt Street, East Hartford, Connecticut.

WHEREAS, the parties to this litigation desire to resolve and mutually settle their dispute.

WHEREAS, this Council desires to accept the recommendation of Corporation Counsel to fully and finally settle the pending.

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

1. Accept the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as GOODWIN UNIVERSITY, INC. v. TOWN OF EAST HARTFORD Et Al, Docket Number: HHB-CV20-6061739-S to authorize:
 - a. the refund of \$12,600.32 in real property taxes for the Grand List Year 2019; and
 - b. the refund of \$12,456.44 in real property taxes for the Grand List Year 2020.

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

The pending tax assessment tax appeal known as RIVER CAMPUS, INC. v. TOWN OF EAST HARTFORD Et Al, Docket No: HHB-CV19-6053341-S, regarding the real property located at 247 Riverside Drive, East Hartford, CT for Grand List Years 2018, 2019, 2020, 2021, and 2022.

MOTION By Don Bell
 seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS, the Town of East Hartford is presently a party to a taxation assessment appeal known as RIVER CAMPUS, INC. v. TOWN OF EAST HARTFORD Et Al, and bearing the docket number: HHB-CV19-6053341-S, regarding the real property located at 247 Riverside Drive, East Hartford, CT for Grand List Years 2018, 2019, 2020, 2021, and 2022.

WHEREAS, this taxation assessment appeal relates to the real property known as 247 Riverside Drive, East Hartford, Connecticut.

WHEREAS, the parties to this litigation desire to resolve and mutually settle their dispute

WHEREAS, this Council desires to accept the recommendation of Corporation Counsel to fully and finally settle the pending.

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

1. Accept the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as RIVER CAMPUS, INC. v. TOWN OF EAST HARTFORD Et Al, Docket No: HHB-CV19-6053341-S to authorize:
 - a. the refund of \$28,802.04 in real property taxes for the Grand List Year 2018;
 - b. the refund of \$29,277.08 in real property taxes for the Grand List Year 2019;
 - c. the refund of \$28,942.80 in real property taxes for the Grand List Year 2020; and
 - d. the refund of \$26,586.04 in real property taxes for the Grand List Year 2021.

2. To further accept the recommendation of Corporation Counsel to authorize the refund of \$15,171.55 in real property taxes and approve a tax credit in the amount of \$15,171.55 for Grand List Year 2022.

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

The pending notice to quit against and claim for relocation costs by Raisa Protas d/b/a Raisa Hair Salon regarding 848 Silver Lane, East Hartford, CT.

MOTION By Don Bell
 seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS, after approval by the Town of East Hartford Redevelopment Agency and this Council an action for eminent domain was filed in the superior court known as, TOWN OF EAST HARTFORD REDEVELOPMENT AGENCY Et Al v. EAST HARTFORD VENTURE, LLC;

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

WHEREAS, On March 1, 2023, the executed amended certificates of taking were recorded on the land records for the Town of East Hartford transferring the real property located at 794 – 810 Silver Lane, East Hartford and 818 – 850 Silver Lane, East Hartford (hereinafter collectively “Silver Lane Plaza”) to the Town;

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

WHEREAS, the Town has maintained efforts to engage with the business entities to offer relocation assistance as reasonably appropriate.

WHEREAS, this Council desires to accept the recommendation of Corporation Counsel to fully and finally settle the pending notice to quit against and claim for relocation costs by Raisa Protas d/b/a Raisa Hair Salon regarding 848 Silver Lane, East Hartford, CT.

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

1. This Council waives the requirements of Town Ordinance 10-19, acting as a committee of the whole for the Fees Committee to permit the Town to enter into an agreement with Raisa Protas d/b/a Raisa Hair Salon for Relocation Benefits, Release of Claims for Such Benefits, and Occupancy regarding a portion of the Silver Lane Plaza;
2. Such agreement shall be in a form reviewed and approved by the Office of Corporation Counsel;
3. This Council waives the requirement of rent for Raisa Protas d/b/a Raisa Hair Salon for the Months of September 2023, October 2023, November 2023, and December 2023, in consideration for the condition that Raisa Protas d/b/a Raisa Hair

Salon will totally vacate the Premises located at 848 Silver Lane, East Hartford, CT by or before December 31, 2023.

4. The Town, in consideration of the release by Raisa Protas d/b/a Raisa Hair Salon of all past, present and future claims for Relocation Benefits regarding the Silver Lane Plaza and in full and final settlement for such claim, will pay Raisa Protas d/b/a Raisa Hair Salon the Fixed Payment in Lieu of Actual Expenses in the amount of twelve thousand four hundred one dollars and zero cents (\$12,401.00) as Relocation Benefits, to be paid directly to Raisa Protas.

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

On call of the vote, the motion carried 8/0 (Recused: Rup)

The pending notice to quit against and claim for relocation costs by Splinting Solution, LLC regarding 800 Silver Lane, Ste. 210, East Hartford, CT.

MOTION By Don Bell
 seconded by Awet Tsegai

to **adopt** the following resolution:

WHEREAS, after approval by the Town of East Hartford Redevelopment Agency and this Council an action for eminent domain was filed in the superior court known as, TOWN OF EAST HARTFORD REDEVELOPMENT AGENCY Et Al v. EAST HARTFORD VENTURE, LLC;

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

WHEREAS, On March 1, 2023, the executed amended certificates of taking were recorded on the land records for the Town of East Hartford transferring the real property located at 794 – 810 Silver Lane, East Hartford and 818 – 850 Silver Lane, East Hartford (hereinafter collectively “Silver Lane Plaza”) to the Town;

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

WHEREAS, the Town has maintained efforts to engage with the business entities to offer relocation assistance as reasonably appropriate.

WHEREAS, this Council desires to accept the recommendation of Corporation Counsel to fully and finally settle the pending notice to quit against and claim for relocation costs by Splinting Solution, LLC regarding 800 Silver Lane, Ste. 210, East Hartford, CT.

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 8, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION: Application to the Hartford Foundation for Public Giving for Basic Human Needs Fund Grant

The Town of East Hartford is looking to apply to the Hartford Foundation for Public Giving (HFPG) for a Basic Human Needs Fund Grant. The grant is in the amount of \$16,000 and no local match is required. These funds will support food, personal care items and pantry supplies needed at local food bank sites.

Please place this item on the Town Council agenda for the September 19, 2023 meeting.

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

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Michael P. Walsh

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – Application to the Hartford Foundation for Public Giving for Basic Human Needs Fund Grant

DATE: September 7, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Hartford Foundation for Public Giving (HFPG) for a Basic Human Needs Fund Grant.

Rising costs for housing, food, energy, medical needs and transportation exacerbate the ability of many low-income East Hartford residents to cover their basic human needs. Too often these individuals and families with small children have to make hard decisions – they're forced into choosing between rent and other necessities, buying food that is less healthy, or forgoing health care or childcare.

The Town's application requests \$16,000 to support food, personal care items, and pantry supplies needed by food bank sites. The Social Services program administers a centralized referral service for East Hartford Combined Churches' Emergency Food Banks and site coordination for two of the four mobile Foodshare locations in East Hartford.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 19, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Basic Human Needs Fund

Funder: Hartford Foundation for Public Giving

Grant Amount: \$15,000.00

Frequency: One time Annual Biennial Other _____

First year received:	<u>2019</u>		
Last 3 years received:	<u>2022</u>	<u>2021</u>	<u>2020</u>
Funding level by year:	<u>\$15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: The Hartford Foundation’s Basic Human Needs Program focuses on providing a safety net and improving the lives of residents in Greater Hartford. The program supports nonprofits as they do vital on-the-ground work and prevent residents from losing their jobs, falling into homelessness or facing another day without food.

Results achieved: Food and Supply Assistance for the East Hartford Combined Churches Food Bank Program

Duration of grant: One year

Status of application: Under development

Meeting attendee: Laurence Burnsed, x7321

Comments: None



WHO WE ARE
NONPROFITS

WHAT WE DO
DONATE

DONORS

BASIC HUMAN NEEDS



Outcome Area:

Basic Human Needs

As part of our efforts to dismantle structural racism and advance equity in social and economic mobility in Greater Hartford’s Black and Latinx communities, the Hartford Foundation supports **basic human needs** in our region, applying an equity lens to the systems and programs that address food and housing, physical and mental health and the digital divide.

OUR DESIRED OUTCOMES

- Increase food security

Our Strategic
Commitment

Our Outcome Areas

Higher Opportunity

Neighborhoods

Employment

Opportunities

Basic Human Needs

Arts and Culture

Civic and Resident

Engagement

Capacity Building

Strategic Learning and
Evaluation

Community Leadership

Grantmaking and
Investment

Public Policy

- Increase homeless diversion
- Increase accessible and stable vital human services (food, shelter, physical and mental health, and internet)

HFPG Impact! Greater
Hartford

New & Noteworthy

WHY THIS IS A PRIORITY

Addressing the basic human needs of our region is critical to achieving success in all other outcome areas. We want all our residents to thrive, and that can't happen when people are experiencing hunger, homelessness, domestic violence, mental health challenges and lack of access to other necessities.

Rising costs for housing, food, energy, medical needs and transportation exacerbate the ability of many low-income residents to cover their basic human needs. Each year, too many of our residents fall further behind. Individuals and families with small children have to make hard decisions – they're forced into choosing between rent and other necessities, buying food that is less healthy, or forgoing health care or childcare.

The Hartford Foundation's Basic Human Needs Program focuses on providing a safety net and improving the lives of residents in Greater Hartford. We support nonprofits as they do vital on-the-ground work and prevent residents from losing their jobs, falling into homelessness or facing another day without food. Our support for basic human needs provides a necessary foundation for all of our other work to be successful.



Our Outcome Areas

Data Sources:

DataHaven 2020 Well-Being Survey;
DataHaven COVID-19 in CT Data
Analysis; DataHaven Towards Health
Equity in Connecticut; CT Data
Collaborative; Cleveland and Atlanta
Federal Reserve Banks; Census Data;
Guiding A Giving Response to Anti-
Black Injustice – a collaboration of the
Association of Black Foundation
Executives and The Bridgespan Group;
Americans for the Arts COVID-19
Survey; 2019 KIDS Count Data Book

**FOR MORE
INFORMATION
ABOUT OUR BASIC**

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 19th day of September, 2023

R E S O L U T I O N

WHEREAS; the Hartford Foundation for Public Giving has made funding available under its Basic Human Needs Program, and;

WHEREAS; this program focuses on providing a safety net to improve the lives of low-income residents of Greater Hartford by helping residents facing the challenges of hunger, homelessness, domestic violence, mental health challenges and lack of access to other necessities,

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 Hartford Foundation for Public Giving as they pertain to this Basic Human Needs grant.

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

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

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 8, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: RESOLUTION: 2023-24 Local Prevention Council Grant

The Town of East Hartford is eligible to apply to the State Department of Mental Health and Addiction Services' (DMHAS) for the Local Prevention Council Grant for 2023-2024.

This grant of \$7,141.55 will provide funding to various programs in the community that target risk and protective factors to reduce vaping use rates and increase public awareness of substance abuse prevention.

Please place this information on the agenda for the September 19, 2023 Town Council meeting.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
L. Burnsed, Health and Social Services Director

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Michael P. Walsh
FROM: Paul O’Sullivan, Grants Manager
SUBJECT: Council Resolution – 2023-24 Local Prevention Council Grant
DATE: September 8, 2023

Attached is a draft resolution authorizing you as Mayor to apply to the State Department of Mental Health and Addiction Services’ (DMHAS) for the Local Prevention Council Grant for 2023-2024.

East Hartford’s Local Prevention Council (LPC), through the East Hartford Youth Services, is once again applying for funding from our Local Regional Action Council, Amplify, Inc. The “Grant Program to Support the Services of Local Substance Use Disorder Prevention” is an initiative to support the activities of local, municipal-based alcohol, tobacco, and other drug (ATOD) abuse prevention.

This grant of \$7,141.55 will provide funding to various programs in the community that target risk and protective factors to reduce vaping use rates and increase public awareness of substance abuse prevention.

My records indicate that the Town has received this grant annually since at least 2003.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 19, 2023. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director
Laurence Burnsed, Health and Social Services Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2023-2024 Local Youth Prevention Council Grant

Funder: Connecticut Department of Mental Health and Addiction Services

Grant Amount: \$7,141.55

Frequency: One time Annual Biennial Other _____

First year received:	<u>2003*</u>		
Last 3 years received:	<u>2022</u>	<u>2021</u>	<u>2020</u>
Funding level by year:	<u>\$12,191.55</u>	<u>\$7,142</u>	<u>\$7,142</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: Grant facilitates the development of local, municipal-based alcohol, tobacco, and other drug (ATOD) abuse prevention initiatives aimed at youth at the local level with the support of chief elected officials and the community.

Results achieved: Grant provides funding to various programs in the community that focus on the prevention of substance use by children & youth. The various programs that are nominated will help to reach over 2,500 East Hartford youth and their families.

Duration of grant: One year

Status of application: Under development

Meeting attendee: Health and Social Services Director Laurence Burnsed, x7321

Comments: *Grants Office records show applications for this grant go back to 2003. The Town may have applied for/received the grant earlier.

Some Facts about Mental Health Issues

Prevalent Health Problem

Mental health issues are the most prevalent health problem in America. They are more common than cancer, lung, and heart disease combined.

Hope for Recovery

If you or someone you know is experiencing difficulty, there is hope for recovery with proper treatment and supports. New developments have led to successes not experienced in the past.

Early Intervention

As with many medical disorders, early identification and treatment increases the prospects for recovery and reduces the harm and suffering of a longer course of illness.

Treatable Medical Disorders

Anxiety Disorders, Chronic Depression, Bipolar Disorder, and Schizophrenia are treatable medical disorders. They are not reflective of a person's character, intelligence, or "will power".

Search for Recovery

Many treatments are available. If one treatment does not work for you, don't lose hope. Try another therapy or therapist. Peer-supports and recovery-oriented initiatives have also helped many individuals. Other supports are available from private and state service providers.

When to Seek Help

The American Psychiatric Association identifies when to seek help:

- Marked personality change
- Excessive anxieties
- Extreme highs & lows
- Prolonged depression and apathy
- Marked changes in eating or sleeping
- Inability to cope with problems & daily activity
- Abuse of alcohol or drugs
- Strange or grandiose ideas
- Excessive anger, hostility, or violent behavior
- Seek immediate help if thinking or talking about suicide or homicide.

STATE-FUNDED MENTAL HEALTH & ADDICTION SERVICES FOR ADULTS

The CT Department of Mental Health and Addiction Services (DMHAS) funds mental health & substance use services. DMHAS funded services are provided locally by:



INTERCOMMUNITY, INC.
281 MAIN STREET, EAST HARTFORD, CT 06118
CALL 860-569-5900 TO ACCESS SERVICES
WWW.INTERCOMMUNITYCT.ORG INFO@ICMHG.ORG

Services Provided at INTERCOMMUNITY:

- Outpatient Counseling
- Community Support Services
- Mobile Crisis Services
- Intensive Outpatient Program
- Homeless Outreach
- Medication Management
- Social and Rehabilitation Supports
- Vocational/Employment Supports
- Housing Programs and Supports
- Family and Parenting Support Groups

InterCommunity provides services for children and adults who have private insurance and no insurance.

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

DMHAS information at: www.ct.gov/dmhas
Service information at: www.ct.networkofcare.org

Also see town websites for local services.

THE CITIZEN'S VOICE IN MENTAL HEALTH SERVICES
Amplify, Inc. is a grassroots citizen's advisory board to DMHAS. Members evaluate state services and promote development of needed services. For information call 860-667-6388. Website at www.amplifyct.org

**EAST HARTFORD,
GLASTONBURY,
MARLBOROUGH,
NEWINGTON, ROCKY HILL
AND WETHERSFIELD**



**CATCHMENT
AREA
COUNCIL
16**

**Emergency &
Non-Emergency
Telephone Directory
for Mental Health,
Substance Abuse,
and Other Services**

This card does not include all the services available, but we hope that this brief list will help you begin your search for support.

Information provided by
Amplify, Inc.
151 New Park Ave., Suite 14A
Hartford, CT 06106

For more cards or information call
860-667-6388
Access cards on line at
www.amplifyct.org

NON-EMERGENCY COMMUNITY SUPPORT SERVICES

GENERAL INFORMATION AND REFERRAL

Connecticut Clearinghouse (Educational Materials) 800-232-4424
 INFOLINE (Can Provide Additional Service Listings) 211
 HELPLINE (Wheeler Clinic Support Phone Services) 524-1182

ENTITLEMENTS / BENEFITS

CT Dept. of Social Services 800-842-1508
 Medicare 800-633-4427
 Social Security Administration 877-619-2851

FAMILY ORGANIZATIONS

AFCAMP - African Caribbean American Parents of Children with Disabilities 548-9959
 Asian Family Services/Community Renewal Team 761-7900
 FAVOR - Family Advocacy for Children's Mental & Behavioral Health 563-3232
 NAMI Connecticut 800-215-3021
 Central Connecticut Health District Support Group
 (Friends and Family of those with opioid use disorder) www.ccthd.org

FOOD ASSISTANCE / PANTRIES / SOUP KITCHEN

East Hartford Combined Churches Food Bank 291-7226
 Glastonbury Human Services 652-7638
 Newington Human Services 665-8590
 New Testament Baptist Church, E. Hartford 290-6696
 Rocky Hill Food Pantry 258-2799
 Wethersfield Social & Youth Services 721-2977
 Meals on Wheels—CW Resources 229-7700
 Senior Community Café, 70 Canterbury St., E. Hartford 568-4281

HARM REDUCTION (Greater Hartford Harm Reduction Coalition) 250-4146

HUMAN & SOCIAL SERVICES

East Hartford 291-7295
 Glastonbury Social Services 652-7638
 Newington Human Services 665-8590
 Rocky Hill Human Services 258-2799
 Wethersfield Social & Youth Services 721-2977

HIV/AIDS TESTING

Community Health Services (CHR) 249-9625
 Hartford Gay/Lesbian Collective 1841 Broad St, Hartford 278-4163
 National AIDS HOTLINE/CDC Info 800-232-4636

HOUSING / SHELTER ASSISTANCE PROGRAMS

For All Access call 211
 Then press 3, then 1 to speak with a housing specialist.

LEGAL ASSISTANCE

Connecticut Legal Rights Project 877-402-2299
 Office of Disability Right for Persons w/Disabilities 297-4300
 Statewide Legal Services of Connecticut 800-453-3320

Needle Exchange and Referrals

AIDS Project, Hartford 247-2437
 Community Health Services, 500 Albany Ave, Hartford 249-9625

TRANSPORTATION

Way To Go CT Mobility Manager 667-6207
 CT Transit (Handicapped or Discount Travel Passes) 525-9181
 ADA Paratransit— 724-4350
 Veyo (Non-Emergency Transportation for Medical Appointments) 855-478-7350

HELPLINES

CCAR Telephone Recovery Support 866-205-9770
 Turning Point CT <http://TurningPointCT.org>
 Wheeler Clinic Helpline (Statewide) 524-1182
 Young Adult Warmline (Statewide) 1-855-646-7669

NON-EMERGENCY MENTAL HEALTH AND ADDICTION RECOVERY SERVICES

East Hartford, Glastonbury, Marlborough, Newington,
 Rocky Hill and Wethersfield

ALL NUMBERS ARE IN THE 860 AREA CODE UNLESS NOTED

INFORMATION AND REFERRAL

DMHAS (Department of Mental Health and Addiction Services) 418-7000
 DMHAS Substance Use Disorder Walk In: www.ct.gov/dmhas/walkins
 DMHAS Mental Health Bed Availability: www.mentalhealthservices.com
 Healthy Lives CT HealthyLivesCT.org
 AMPLIFY (North Central Regional Mental Health Board) 667-6388
 SATEP (Substance Use Disorder Treatment Enhancement Project) 1-800-563-4086
 Turning Point CT (Resource Map) TurningPointCT.org

MENTAL HEALTH SERVICES (Adult)

DMHAS Mental Health Bed Availability: www.mentalhealthservices.com
 Hartford Hospital—Outpatient Psychiatric Clinic 545-7330
 InterCommunity 569-5900
 Institute of Living (Assessment Center) 545-7200
 John Dempsey Hospital-Outpatient Counseling 679-6700
 Saint Francis Hospital-Behavioral Health Department 714-2747

MENTAL HEALTH SERVICES (Children/Adolescents)

Or call your town Human/Social Services Department
 Department of Children & Families (Central Office) 550-6300
 Institute for the Hispanic Family-Child Guidance 524-8974
 InterCommunity, Inc 569-5900
 Klingberg Family Centers 224-9113
 The Village for Families 236-4511
 Wheeler Clinic Access Center (Hartford Site) 241-0317

PEER-LED RECOVERY

AU (Advocacy Unlimited) 505-7581
 CCAR (CT Community for Addiction Recovery) 244-2227
 Toivo (Center for Holistic Health) 296-2338
 HVN (Hearing Voices Network): <http://www.cthvn.org>
 AA <http://www.ct-aa.org/find-a-meeting>
 NA <http://ctna.org/find-a-meeting.php>
 GA (Gamblers Anonymous) http://www.ctwмага.org/Meeting_Directory.html

ADDICTION RECOVERY SERVICES

Greater Hartford Harm Reduction 250-4146

In Patient Detoxification

Access Line—Bed and Transportation (DMHAS) 800-563-4086
 CT Valley Hospital/Blue Hills (Acute & Deaf) 293-6400
 InterCommunity 714-3700
 Blue Hills 251-6474
 St Francis/Mt. Sinai 714-2470

Out Patient (includes partial inpatient, intensive & medication assisted)

First Choice Health Center (Counseling and Family Therapy) 528-1359
 ROOT Center (formerly Hartford Disp.-Access Line) 800-862-2181
 InterCommunity 569-5900
 Rushford/Glastonbury (Suboxone) 657-8910
 St Francis/Glastonbury (Methadone) 714-4000
 Wheeler Clinic/Hartford (Vivitrol) 793-3500

Residential Treatment

American Addiction Center (Glastonbury) 496-1610
 InterCommunity 569-5900
 Rushford 657-8910

Recovery Housing

InterCommunity 569-5900

EMERGENCY SERVICES

EAST HARTFORD, GLASTONBURY, MARLBOROUGH, NEWINGTON,
 ROCKY HILL AND WETHERSFIELD

ALL NUMBERS ARE IN THE 860 AREA CODE UNLESS NOTED

IF IMMEDIATE CRISIS (Medical, Fire, Police or if person is of harm to self or others.) 911

MENTAL HEALTH OR SUBSTANCE USE DISORDER

InterCommunity (Crisis Line-Ext.1) 569-5900
 For emergency psychiatric or substance use crisis
 Substance Use Disorder Treatment & Enhancement Project - Access Line (SATEP) 800-563-4086

ACTION LINE-ADULT CRISIS 800-HOPE-135 or 211

CHILD/ADOLESCENT CRISIS - EMERGENCY MOBILE SERVICES

Call INFOLINE for direct statewide transfer for any crisis involving children/youth ages birth to 17 211

CHILD ABUSE/NEGLECT - TO REPORT CALL 800-842-2288

DOMESTIC VIOLENCE

Interval House Hotline 527-0550
 Interval House Spanish Line 844-831-9200
 Prudence Crandall Center, Inc 774-2900
 24 hour hotline: 225-6357

EMERGENCY ROOMS (Calling ahead is not required)

CT Children's Medical Center @ Hartford Hospital 545-9000
 Hartford Hospital ED, 80 Seymour St., Hartford 545-5000
 John Dempsey Hospital (UConn, Farmington) 679-2588
 Manchester Memorial Hospital, 71 Haynes St 647-4777
 Middlesex Hospital, Middletown 358-8000
 Rockville General Hospital, 31 Union St., Vernon 872-5291
 St. Francis Hospital, 114 Woodland St., Hartford 714-4001
 The Hospital of Central Connecticut, New Britain 224-5671

POISON CONTROL CENTER 800-222-1222

PROTECTIVE SERVICES FOR ELDERLY (60+) 888-385-4225
 (Open 5 days/week from 8:00 a.m. - 4:00 p.m.)

SEXUAL ASSAULT CRISIS SERVICES (SACS)

Connecticut Sexual Assault Crisis Services (English) 888-999-5545
 (Spanish) 888-568-8332

SUBSTANCE USE DISORDER DETOX/TREATMENT

Connecticut Valley Hospital/Blue Hills 293-6400
 InterCommunity 714-3700
 St Francis/Mt Sinai 714-2470
 Substance Use Disorder Treatment & Enhancement Project
 (Access Line) for Referrals & Detoxification Center 800-563-4086

SUICIDE

National Suicide Prevention Lifeline 800-273-8255
 Suicide INFOLINE 211
 Wheeler Clinic Lifeline 747-3434

Amplify, Inc.
 151 New Park Avenue
 Suite 14A
 Hartford CT 06106
 www.amplifyct.org



For more cards or information call 860-667-6388

RESOLUTION OF MUNICIPAL LEGISLATIVE BODY

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a municipal corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true and correct copy of the Resolutions, duly adopted and ratified by the Town Council of the Town of East Hartford on the 19th of September, 2023.

RESOLVED, that Michael P. Walsh, Mayor of the Town of East Hartford, is hereby authorized to execute on behalf of this municipality a grant application in an amount not to exceed \$7,141.55 with the State of Connecticut Department of Mental Health and Addiction Services to support the activities of a local alcohol, tobacco, and other drug abuse Prevention Council, and to execute and file any contracts, amendments or reports as may be required to successfully complete the terms of the grant contract.

BE IT FURTHER RESOLVED that Mayor Michael P. Walsh's term of office began on November 8, 2021 and will continue until November 13, 2023. As Mayor, Michael P. Walsh serves as the Chief Executive Officer for the Town of East Hartford, and is duly authorized to enter into agreements and contracts on behalf of the Town of East Hartford.

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

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

Jason Marshall, Town Council Clerk

Seal

MICHAEL P. WALSH
MAYOR

OFFICE OF
CORPORATION
COUNSEL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7215

WWW.EASTHARTFORDCT.GOV

DATE: September 13, 2023

TO: Michael P. Walsh, Mayor

FROM: Robert P. Fitzgerald, Assistant Corporation Council

RE: **Request by resident for direct purchase of municipal tax lien(s) regarding 61 Chipper Drive, East Hartford, CT 06108.**

The Town of East Hartford has received a request by a resident, Reginald Thibault, owner of residential property located 42 Chester Street, East Hartford, to purchase the Town of East Hartford's municipal tax lien on the property located at 61 Chipper Drive, East Hartford, CT 06108. Mr. Thibault's property abuts 61 Chipper Drive. Pursuant to the Assessor's Property Card, 61 Chipper Drive is a .38-acre vacant lot in the residential R-3 Zone. The Assessor Card further indicates the property is owned by "Rene Estates". Please note that a title search was not conducted by this office.

State law permits the Town Council's sale of tax liens. Specifically, Connecticut General Statute § 12-195h states in pertinent part:

Any municipality, by resolution of its legislative body, as defined in section 1-1, may assign, for consideration, any and all liens filed by the tax collector to secure unpaid taxes on real property as provided under the provisions of this chapter. The consideration received by the municipality shall be negotiated between the municipality and the assignee.

C.G.S. § 12-195h(a) (2023).

The Town Council has discretionary authority to authorize a direct tax lien sale or a competitive lien sale. The memorandum dated August 29, 2023, authored by Iris Laurenza, Collector of Revenue provides further background information on this matter and the standard procedure followed by the Tax Office for collection. The aforementioned memorandum indicates that the present value of outstanding taxes on 61 Chipper Drive stands at \$2,309.65.

In the event the Tax Policy Committee determines that the sale of the tax lien on 61 Chipper Drive is advisable the Committee should make a recommendation for the sale to the full Council to then act on by way of resolution. In the event a sale is approved by

the Council (either a direct sale or competitive sale) the purchaser of the lien must enter into a written contract with the Town pursuant C.G.S. § 12-195h(c) and complete all other forms required by law and required by the Town to consummate the sale.

Inquiry Report

TOWN OF EAST HARTFORD

Interest Date : 09/01/2023

Page :1

Bill#	Name	Prop Loc/Veh.Info./Plan-Sew	TOT Inst	Tax Due	Balance
Unique_id	Address	MBL/LINK #	TOT Adj	Int Due	Due Now
Dist	City/State/Zip	Flags	TOT Paid	L/F/Bint Due	Discount
2015-01-0016599-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Bad-Addr/Lien/ Flag: T	136.20 0.00 0.00	136.20 177.74 74.69	388.63 388.63 0.00
2016-01-0016599-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Bad-Addr/Lien/ Flag: T	139.74 0.00 0.00	139.74 157.21 72.14	369.09 369.09 0.00
2017-01-0016599-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Bad-Addr/Lien/ Flag: T	141.55 0.00 0.00	141.55 133.76 68.90	344.21 344.21 0.00
2018-01-0016599-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Bad-Addr/Lien/ Flag: T	145.86 0.00 0.00	145.86 111.58 66.22	323.66 323.66 0.00
2019-01-0016599-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Bad-Addr/Lien/ Flag:	148.26 0.00 0.00	148.26 86.73 24.00	258.99 258.99 0.00
2020-01-0011863-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Bad-Addr/Lien	146.57 0.00 0.00	146.57 59.36 24.00	229.93 229.93 0.00
2021-01-0011845-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Lien	160.72 0.00 0.00	160.72 36.16 24.00	220.88 220.88 0.00
2022-01-0011854-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes	166.76 0.00 0.00	166.76 7.50 0.00	174.26 174.26 0.00

Of Acct (s) : 8

1,185.66	1,185.66	2,309.65
0.00	770.04	2,309.65
0.00	353.95	0.00



MEMORANDUM

DATE: August 29, 2023
TO: Michael P Walsh, Mayor
FROM: Iris Laurenza - Collector of Revenue
RE: Revised-Referral to Tax Policy Committee
Property Recommended for Tax Lien Sale

Attached please find a property for consideration of a Direct Tax Lien Sale, Competitive Lien Sale or Tax Sale. Each year the Tax Collector's Office identifies properties that meet specific policy criteria for tax lien sale purposes.

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

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

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

A number of properties could be missed due to the manual nature of the analysis and reporting from the tax system. 61 Chipper Drive is one the properties that was overlooked and represents over six years of delinquencies totaling \$2,309.65.

The abutting property owner at 42 Chester Street, Mr. Reginald Thibault sent correspondence addressed to Mayor Michael P. Walsh, expressing interest in bidding or directly purchasing the tax liens on this parcel. Where all other town efforts have failed to secure payment, putting this out for lien sale or tax sale lends itself to the potential to clear it off the tax rolls and begin fresh.

The Town's comprehensive / group tax lien sale process for 2023 has concluded. Based on the aforementioned, this request is being submitted the Tax Policy Committee for consideration of Mr. Thibault's request and committee determination on the preference how this tax lien is to handled.

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

Thank you.

To: Mayor Walsh
Temporary Town Hall
50 Chapman Place
East Hartford, Ct. 06108

From:
Reginald Thibault 4-17-2023
42 Chester St.
East Hartford, Ct. 06108
860 289 3536
photolover_1@yahoo.com

Hello Mayor Mike!

I am writing about 61 Chipper Drive, East Hartford, CT. 06108. Recently I tried to contact the owner of record of the above property.

My property , 42 Chester Street, abuts 61 Chipper Drive. I have learned that the property on Chipper Drive is probably abandoned as well as vacant. For several years the tax bills sent to the owner of record, Renee Estates, have been returned as undeliverable. I went to the address of record 281 Hartford Turnpike, Vernon, Ct. That address is an office building. I was unable to speak with anyone who was familiar with Renee Estates. My guess is that the company probably no longer exists.

From the Assessors GIS listing the property appears to have less than 75 feet of frontage which I believe to be non conforming. On the East of the property is a large drainage easement to the State of Connecticut. To the west of that easement, more or less in the middle of the property is a buried Sanitary Sewer. These things together with the property being all or in part in a flood plane would make the property hopelessly unsuitable for building. The above reasoning leads me to presume abandonment of that property.

If I am correct the Town has Tax Liens against that property but since it cannot be developed the Town has not posted it for sale or disposal.

I would like to pay the delinquent taxes and purchase 61 Chipper Drive. How can this be done?

Reginald Thibault

42 Chester St.
East Hartford, Ct. 06108

MICHAEL P. WALSH
MAYOR

OFFICE OF
CORPORATION
COUNSEL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7215

WWW.EASTHARTFORDCT.GOV

DATE: September 13, 2023

TO: Michael P. Walsh, Mayor

FROM: Robert P. Fitzgerald, Assistant Corporation Council

RE: **Request by resident for direct purchase of municipal tax lien(s) regarding 61 Chipper Drive, East Hartford, CT 06108.**

The Town of East Hartford has received a request by a resident, Reginald Thibault, owner of residential property located 42 Chester Street, East Hartford, to purchase the Town of East Hartford's municipal tax lien on the property located at 61 Chipper Drive, East Hartford, CT 06108. Mr. Thibault's property abuts 61 Chipper Drive. Pursuant to the Assessor's Property Card, 61 Chipper Drive is a .38-acre vacant lot in the residential R-3 Zone. The Assessor Card further indicates the property is owned by "Rene Estates". Please note that a title search was not conducted by this office.

State law permits the Town Council's sale of tax liens. Specifically, Connecticut General Statute § 12-195h states in pertinent part:

Any municipality, by resolution of its legislative body, as defined in section 1-1, may assign, for consideration, any and all liens filed by the tax collector to secure unpaid taxes on real property as provided under the provisions of this chapter. The consideration received by the municipality shall be negotiated between the municipality and the assignee.

C.G.S. § 12-195h(a) (2023).

The Town Council has discretionary authority to authorize a direct tax lien sale or a competitive lien sale. The memorandum dated August 29, 2023, authored by Iris Laurenza, Collector of Revenue provides further background information on this matter and the standard procedure followed by the Tax Office for collection. The aforementioned memorandum indicates that the present value of outstanding taxes on 61 Chipper Drive stands at \$2,309.65.

In the event the Tax Policy Committee determines that the sale of the tax lien on 61 Chipper Drive is advisable the Committee should make a recommendation for the sale to the full Council to then act on by way of resolution. In the event a sale is approved by

the Council (either a direct sale or competitive sale) the purchaser of the lien must enter into a written contract with the Town pursuant C.G.S. § 12-195h(c) and complete all other forms required by law and required by the Town to consummate the sale.

Inquiry Report

TOWN OF EAST HARTFORD

Interest Date : 09/01/2023

Page :1

Bill#	Name	Prop Loc/Veh.Info./Plan-Sew	TOT Inst	Tax Due	Balance
Unique_id	Address	MBL/LINK #	TOT Adj	Int Due	Due Now
Dist	City/State/Zip	Flags	TOT Paid	L/F/Bint Due	Discount
2015-01-0016599-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Bad-Addr/Lien/ Flag: T	136.20 0.00 0.00	136.20 177.74 74.69	388.63 388.63 0.00
2016-01-0016599-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Bad-Addr/Lien/ Flag: T	139.74 0.00 0.00	139.74 157.21 72.14	369.09 369.09 0.00
2017-01-0016599-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Bad-Addr/Lien/ Flag: T	141.55 0.00 0.00	141.55 133.76 68.90	344.21 344.21 0.00
2018-01-0016599-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Bad-Addr/Lien/ Flag: T	145.86 0.00 0.00	145.86 111.58 66.22	323.66 323.66 0.00
2019-01-0016599-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Bad-Addr/Lien/ Flag:	148.26 0.00 0.00	148.26 86.73 24.00	258.99 258.99 0.00
2020-01-0011863-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Bad-Addr/Lien	146.57 0.00 0.00	146.57 59.36 24.00	229.93 229.93 0.00
2021-01-0011845-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes/Lien	160.72 0.00 0.00	160.72 36.16 24.00	220.88 220.88 0.00
2022-01-0011854-00 00017199	RENE ESTATES 281 HARTFORD TPKE VERNON CT 06066	61 CHIPPER DR 47 156-B Back Taxes	166.76 0.00 0.00	166.76 7.50 0.00	174.26 174.26 0.00

Of Acct (s) : 8

1,185.66	1,185.66	2,309.65
0.00	770.04	2,309.65
0.00	353.95	0.00



MEMORANDUM

DATE: August 29, 2023
TO: Michael P Walsh, Mayor
FROM: Iris Laurenza - Collector of Revenue
RE: Revised-Referral to Tax Policy Committee
Property Recommended for Tax Lien Sale

Attached please find a property for consideration of a Direct Tax Lien Sale, Competitive Lien Sale or Tax Sale. Each year the Tax Collector's Office identifies properties that meet specific policy criteria for tax lien sale purposes.

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

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

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

A number of properties could be missed due to the manual nature of the analysis and reporting from the tax system. 61 Chipper Drive is one the properties that was overlooked and represents over six years of delinquencies totaling \$2,309.65.

The abutting property owner at 42 Chester Street, Mr. Reginald Thibault sent correspondence addressed to Mayor Michael P. Walsh, expressing interest in bidding or directly purchasing the tax liens on this parcel. Where all other town efforts have failed to secure payment, putting this out for lien sale or tax sale lends itself to the potential to clear it off the tax rolls and begin fresh.

The Town's comprehensive / group tax lien sale process for 2023 has concluded. Based on the aforementioned, this request is being submitted the Tax Policy Committee for consideration of Mr. Thibault's request and committee determination on the preference how this tax lien is to handled.

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

Thank you.

To: Mayor Walsh
Temporary Town Hall
50 Chapman Place
East Hartford, Ct. 06108

From:
Reginald Thibault 4-17-2023
42 Chester St.
East Hartford, Ct. 06108
860 289 3536
photolover_1@yahoo.com

Hello Mayor Mike!

I am writing about 61 Chipper Drive, East Hartford, CT. 06108. Recently I tried to contact the owner of record of the above property.

My property , 42 Chester Street, abuts 61 Chipper Drive. I have learned that the property on Chipper Drive is probably abandoned as well as vacant. For several years the tax bills sent to the owner of record, Renee Estates, have been returned as undeliverable. I went to the address of record 281 Hartford Turnpike, Vernon, Ct. That address is an office building. I was unable to speak with anyone who was familiar with Renee Estates. My guess is that the company probably no longer exists.

From the Assessors GIS listing the property appears to have less than 75 feet of frontage which I believe to be non conforming. On the East of the property is a large drainage easement to the State of Connecticut. To the west of that easement, more or less in the middle of the property is a buried Sanitary Sewer. These things together with the property being all or in part in a flood plane would make the property hopelessly unsuitable for building. The above reasoning leads me to presume abandonment of that property.

If I am correct the Town has Tax Liens against that property but since it cannot be developed the Town has not posted it for sale or disposal.

I would like to pay the delinquent taxes and purchase 61 Chipper Drive. How can this be done?

Reginald Thibault

42 Chester St.
East Hartford, Ct. 06108



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: May 2, 2023
TO: Richard F. Kehoe, Chair 
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Tax Policy Subcommittee – Properties Recommended for Tax Lien Sales

Attached please find a property that was inadvertently excluded from the list of properties recommended for the Town's annual tax lien sale in March of 2023.

Please place this item on the Town Council agenda for the May 16, 2023 meeting for referral to the Tax Policy Subcommittee.

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

To: Mayor Walsh
Temporary Town Hall
50 Chapman Place
East Hartford, Ct. 06108

From:
Reginald Thibault
42 Chester St.
East Hartford, Ct. 06108
860 289 3536
photolover_1@yahoo.com

4-17-2023

Hello Mayor Mike!

I am writing about 61 Chipper Drive, East Hartford, CT. 06108. Recently I tried to contact the owner of record of the above property.

My property , 42 Chester Street, abuts 61 Chipper Drive. I have learned that the property on Chipper Drive is probably abandoned as well as vacant. For several years the tax bills sent to the owner of record, Renee Estates, have been returned as undeliverable. I went to the address of record 281 Hartford Turnpike, Vernon, Ct. That address is an office building. I was unable to speak with anyone who was familiar with Renee Estates. My guess is that the company probably no longer exists.

From the Assessors GIS listing the property appears to have less than 75 feet of frontage which I believe to be non conforming. On the East of the property is a large drainage easement to the State of Connecticut. To the west of that easement, more or less in the middle of the property is a buried Sanitary Sewer. These things together with the property being all or in part in a flood plane would make the property hopelessly unsuitable for building. The above reasoning leads me to presume abandonment of that property.

If I am correct the Town has Tax Liens against that property but since it cannot be developed the Town has not posted it for sale or disposal.

I would like to pay the delinquent taxes and purchase 61 Chipper Drive. How can this be done?

Reginald Thibault



42 Chester St.
East Hartford, Ct. 06108



MEMORANDUM

DATE: March 7, 2023 – Concluded on March 10, 2023
TO: Michael P Walsh, Mayor
FROM: Iris Laurenza - Collector of Revenue
RE: Referral to Tax Policy Committee
Property Recommended for Tax Lien Sale

Attached please find a property which was inadvertently excluded from the list of properties recommended for the town's annual tax lien sale. The list contains 1 property that should move forward in a tax lien sale totaling \$ 2,118.86. This amount represents over six years of delinquencies.

Please note the abutting property owner has expressed both written and verbal interest to several departments in town, in bidding on this parcel. Where all other town efforts have failed to secure payment, putting this out for lien sale lends itself to the potential to clear it off the tax rolls and begin fresh.

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

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

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

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

On some properties, the owner came forward and entered into an agreement with the town to deposit an initial payment of approximately 25% of the taxes due while

agreeing to retire remaining balance of eighteen months while keeping new taxes current.

As in the past lien sales, the town advertises these properties and requests sealed bids. The bids received by the town will be opened and analyzed by the Administration, who then will return to the Town Council with recommendations for the sale. The Finance Department, including the Tax Office, will work closely with Corporation Counsel to facilitate this sale by September 30, 2023 for tax receipt recording purposes.

In closing, while it is unfortunate that the town has to initiate this action, despite our best efforts, we have been unable to secure collection with this particular property. Accordingly, this process is encouraged to maintain a fair and equitable tax collections system and support town services upon which our town residents rely.

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

Thank you.

Town of East Hartford - 2023 Lien Sale - Interest through 8/31/23

BILL#	UNIQUE ID	NAME	PROPERTY LOCALITY	TAX	INTEREST	LIEN	FEE	TOTAL
2015-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	136.2	175.7	24	50.39	386.29
2016-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	139.74	155.11	24	47.83	366.68
2017-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	141.55	131.64	24	44.58	341.77
2018-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	145.86	109.4	24	41.89	321.15
2019-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	148.26	84.51	24	0	256.77
2020-01-0011863	17199	RENE ESTATES	61 CHIPPER DR	146.57	57.16	24	0	227.73
2021-01-0011845	17199	RENE ESTATES	61 CHIPPER DR	160.72	33.75	24	0	218.47
TOTAL	7	17199	61 CHIPPER DR	1,018.90	747.27	168	184.69	2,118.86
GRAND TOTAL	7			1,018.90	747.27	168	184.69	2,118.86

Town of East Hartford - 2023 Lien Sale - Interest through 8/31/23

BILL#	UNIQUE ID	NAME	PROPERTY LOCALITY	TAX	INTEREST	LIEN	FEE	TOTAL
2015-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	136.2	175.7	24	50.39	386.29
2016-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	139.74	155.11	24	47.83	366.68
2017-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	141.55	131.64	24	44.58	341.77
2018-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	145.86	109.4	24	41.89	321.15
2019-01-0016599	17199	RENE ESTATES	61 CHIPPER DR	148.26	84.51	24	0	256.77
2020-01-0011863	17199	RENE ESTATES	61 CHIPPER DR	146.57	57.16	24	0	227.73
2021-01-0011845	17199	RENE ESTATES	61 CHIPPER DR	160.72	33.75	24	0	218.47
TOTAL	7		17199 61 CHIPPER DR	1,018.90	747.27	168	184.69	2,118.86
GRAND TOTAL	7			1,018.90	747.27	168	184.69	2,118.86



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 23, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached request for changes to the job description of Youth Services Program coordinator. These changes more appropriately define the job responsibilities for this position.

Additionally, please find attached a job description for a new position – Program Supervisor in the Crisis Intervention Division.

Please place this item on the Town Council agenda for the September 5, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director
M. McCaw, Finance Director
L. Burnsed, Human Services Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

August 21st 2023

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

Re: Youth Services Program Coordinator

Dear Mr. Walsh:

Please see the revised Youth Services Program Coordinator. Most revisions are better at defining the role of a Youth Services Program Coordinator.

Attached is the Youth Services Program Coordinator position description with proposed revisions.

Some of the key additions are

General Duties

- Participates as an EH Juvenile Review Board member to provide recommendations for referred juvenile offenders.
- Acts as an advocate of youth as the situation may warrant.
- Prepares and oversees maintenance of confidential case records and related files.
- Prepares and supervises the maintenance of reports, case files, and records of youths counseled or referred to other agencies.
- Prepares statistical and narrative reports of some complexity for the Director and Program Manager.
- Confers with Program Manager, Director, and/or therapeutic staff concerning caseload.
- Plans work according to administrative schedule, routine with flexibility, and availability for after-hours as needed.
- Establishes priorities and adjusts schedules to meet emergencies.
- Receives oral or written directions from Program Manager and/or Director.
- In conjunction with the Program Manager, will interview, train, supervise, and assign cases to college student interns that will serve as Youth Services counselors.

License or Certificate:

- Current licensure in the State of Connecticut as a licensed clinical social worker (LCSW), psychologist, licensed marital and family therapist (LMFT), or licensed professional counselor (LPC).

Additional Requirements:

- Bilingual/Bicultural, Spanish/English skills helpful, but not required
- Experience assisting traditionally underserved populations with a developed understanding of diversity issues essential.

Therefore, I recommend that this position is referred to Town Council for consideration.

Tyron V. Harris
Human Resources Director

Customer Service. Collaboration. Communication.

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

September 14, 2023

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

ALSO Tyron Harris, Human Resources Director
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:33 pm

APPROVAL OF MINUTES

September 5, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the September 5, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Proposed Revision of Job Description and Title for Counseling Coordinator

Director Harris stated that the job description has not been updated since 1987, thus requiring a number of changes to required qualifications and general duties and skills including:

- Current licensure in the State of Connecticut as a licensed clinical social worker (LCSW), licensed marital and family therapist (LMFT), or licensed professional counselor (LPC).
- Serving as an EH Juvenile Review Board member to provide recommendations for referred juvenile offenders.
- Preparation and oversight of confidential case records and related files.

- Preparation of statistical and narrative reports of some complexity for the Director and Program Manager.

The director clarified that the job description is for that of Counseling Coordinator, and that contrary to the initial memo, no change in title is recommended.

MOTION By Tom Rup
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision of Job Description for Counseling Coordinator in the department of Health and Human Services, dated August 15, 2023 as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Creation of Job Description for New Position of Program Supervisor, Crisis Intervention Division

The director stated that this position had initially been funded through ARPA and other grants. In collaboration with the Police and Fire Departments, the person in this position works directly with residents to link individuals in crisis to appropriate mental health, clinical, and assistance services. Based on the results and consulting with the Health and Human Services Director, the Director recommends restructuring the department so that the position remains permanent. As the recently vacated position of Youth Services Director will not be filled, funding is available within the department's budget to make the change.

Primary responsibilities for the Program Supervisor will include:

- administering programs that evaluate the needs of residents, and provide referrals and resources so that individuals can access appropriate behavioral health and support services.
- oversight of staff that conduct assessments of residents seeking assistance, and providing case management of clients and/or family members in collaboration with other departments, healthcare and behavioral health providers, and community partners.
- oversight of Juvenile Review Board (JRB) operations and other programs implemented to reduce youth violence, delinquency and truancy.

MOTION By Harry Amadasun
Seconded by Tom Rup

to **recommend** the Town Council accept the Job Description for New "Position of Program Supervisor, Crisis Intervention Division" in the Health and Human Services department as provided by the Department of Human Resources in a memo to Mayor Michael P. Walsh dated August 21, 2023 per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **adjourn** (5:47 pm)

Motion carried

C: Town Council
 Mayor Walsh
 Tyron Harris, Human Resources Director
 Laurence Burnsed, Health and Human Services Director

- Participates as a board member of the EH Juvenile Review Board to provide recommendations for referred juvenile offenders.
- Acts as advocate of youth as ~~the~~ situation may warrant.
- Prepares and oversees maintenance of confidential case records and related files.
- Prepares and supervises maintenance of reports, case files and records of youths counseled or referred to other agencies.
- Prepares statistical and narrative reports of some complexity for Director and Program Manager.
- Confers with Program Manager, Director and/or therapeutic staff concerning caseload.
- Plans work according to administrative schedule, regular routine with flexibility and availability for after-hours as needed ~~it~~.
- Establishes priorities and adjusts schedules to meet emergencies.
- Receives oral or written directions from Program Manager and/or Director.
- In conjunction with the Program Manager, will interview, train, supervise and assign cases to college student interns that will serve as Youth Services counselors ~~at the YSB.~~

Formatted: Font: (Default) Calibri

- ~~• Receives oral or written directions from Director.~~
- ~~• Plans work according to administrative schedule and regular routine.~~
- ~~• Establishes priorities and adjusts schedules to meet emergencies.~~
- ~~• Confers with Director and therapeutic staff concerning caseload.~~
- ~~• Assigns cases to counseling staff and service contract ors.~~
- ~~• Interview young people referred to unit by school, police, court, or private organizations. Assesses needs of person.~~
- ~~• Determines program to assist person, which may include counseling, shelter, crisis intervention, or referral to state or private agency for mental, physical and social rehabilitation.~~
- ~~• Provides oversees counseling to youths and to their families as needed.~~
- ~~• Works closely with schools, police, courts, and community groups to develop programs to meet the needs of young people.~~
- ~~• Visits schools to confer with youths and school personnel.~~
- ~~• Participates in juvenile review board program which prepares recommendations for referred juvenile offenders.~~
- ~~• Coordinates emergency placements of runaway or abused youths.~~
- ~~• Prepares and supervises maintenance of reports, case files and records of youths counseled or referred to other agencies.~~
- ~~• Prepares statistical and narrative reports of some complexity for Director.~~
- ~~• Reports work accomplished to Director.~~

ADDITIONAL DUTIES:

- ~~• Prepares and oversees maintenance of confidential case records and related files.~~
- ~~• Acts as advocate of youth as situation may warrant.~~
- ~~• Assigns, trains and supervises student interns.~~

~~SUPERVISED BY~~Supervised By:

Receives general supervision from the ~~Director of~~Youth Services Program Manager.

Formatted: Indent: Left: 0.25", No bullets or numbering

Formatted: Justified

Formatted: Font: (Default) Calibri

~~SKILLS & QUALIFICATIONS PROFILE~~Skills & Qualification Profile:

- ~~The skills and knowledge required would generally be acquired with a Master's degree in Social Work~~Master's degree in social work, Counseling, Psychology or ~~some~~ else related field.
- Three years experience in youth counseling ~~or community work~~.
- Thorough knowledge of ~~city~~ municipal, state, and private resources available to youths and families.
- Knowledge of individual and family counseling techniques and practices.
- Knowledge of group work principles and practices.
- Knowledge of State of CT state-criminal justice system -as it pertains to juvenile offenders.
- Ability to interview and establish rapport with youths and their families.
- Ability to address concerns and goals, while maintaining appropriate communication with youth and families.
- Ability to maintain confidential case records and code of ethics.
- Ability to establish and maintain an effective working relationship individually and within a team with representatives of the schools, ~~police~~police, and juvenile court systems.
- ~~Experience supervising college interns.~~
- Excellent interpersonal communication skills that help make connections with individuals with various personalities and cultural backgrounds.

Formatted: Font: (Default) Calibri

Formatted: Justified, Indent: Left: 0.25", No bullets or numbering

Formatted: Justified

Formatted: Font: (Default) Calibri, 12 pt

Formatted: Font: (Default) Calibri

Formatted: Font: (Default) Calibri, 12 pt

Formatted: Font: (Default) Calibri

Formatted: Font: (Default) Calibri, 12 pt

Formatted: Font: (Default) Calibri

Formatted: Font: (Default) Calibri, 12 pt

Formatted: Font: (Default) Calibri

Formatted: Justified, Indent: Left: 0.25", Tab stops: Not at 0.5"

Formatted: Font: (Default) Calibri

Formatted: Justified

Formatted: Justified, Indent: Left: 0", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5", Tab stops: 0.25", Left + Not at 0.5"

Formatted: List Paragraph, Indent: Left: 0", Tab stops: 0.25", Left

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: 12 pt

Formatted: Indent: Left: 0.25", No bullets or numbering, Tab stops: 0.25", Left

Formatted: No bullets or numbering, Tab stops: 0", Left

Formatted: Font color: Auto, English (United States)

Formatted: Font: Calibri

~~LICENSE OR CERTIFICATE~~License or Certificate:

- Connecticut Motor Vehicle Operator's License.
- Current licensure in the State of Connecticut as a licensed clinical social worker (LCSW), psychologist, licensed marital and family therapist (LMFT), or licensed professional counselor (LPC). ~~in the State of Connecticut, or progressing toward clinical licensure.~~
- Bilingual/Bicultural, Spanish/English skills helpful, but not required.

Additional Requirements:

- Bilingual/Bicultural, Spanish/English skills helpful, but not required.
- An acceptable general background check to include a local and state criminal history and sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

- Experience assisting traditionally underserved populations with a developed understanding of issues of diversity essential.

Formatted: Indent: Left: 0.25", No bullets or numbering

Formatted: No bullets or numbering, Tab stops: 0.25", Left

Physical and mental demands:

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

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

Work environment:

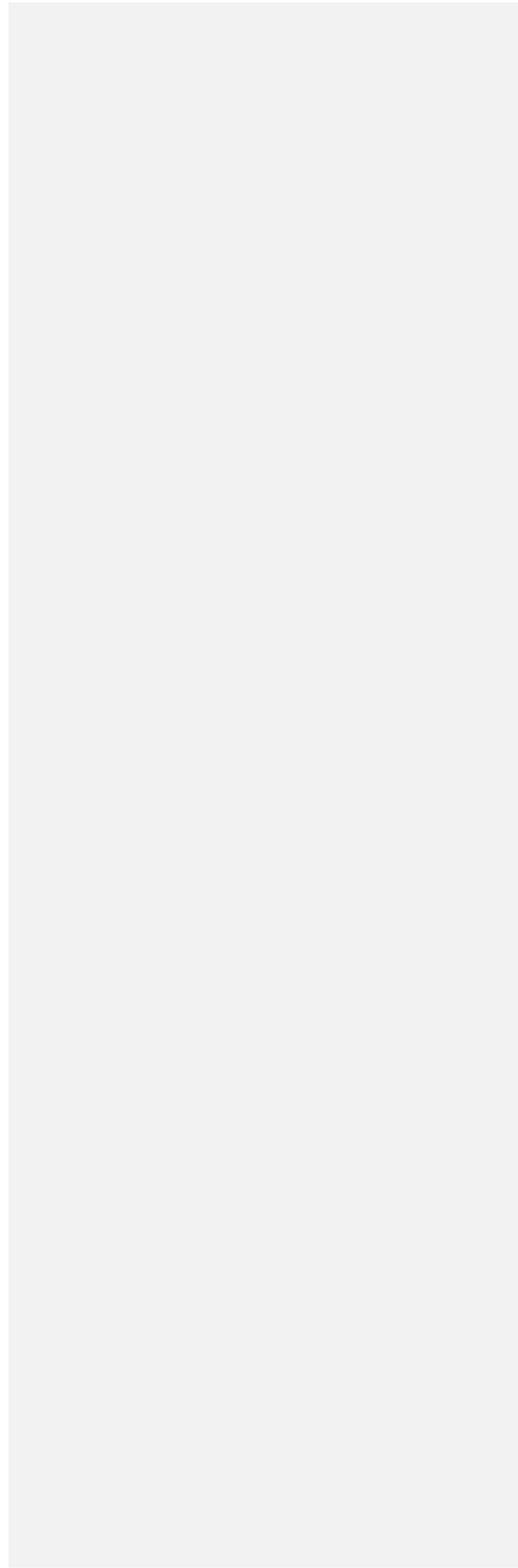
- Work is primarily performed in an office setting, subject to continuous interruptions and background noise.
- While performing the duties of the job, the employee occasionally works in outside weather conditions while conducting home visits or resident outreach.
- Occasional after-hours work may be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

General guidelines:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

• **EEO/AA Statement**

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



MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

August 21st 2023

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

Re: New Position -Program Supervisor, Crisis Intervention Division

Dear Mr. Walsh:

Please see the Program Supervisor, Crisis Intervention Division. The East Hartford Department of Health & Human Services strives to promote the well-being, self-sufficiency, and quality of life among East Hartford residents. The supervisor administers programs that evaluate the needs of residents and provide referrals and resources so that individuals can access appropriate behavioral health and support services. The person in this position will work directly with East Hartford Police Department, Fire Department, and other municipal staff to link individuals in crisis to appropriate mental health, clinical, and assistance services.

The supervisor will oversee staff that conduct assessments of residents seeking assistance and provide case management of clients and/or family members in collaboration with other departments, healthcare and behavioral health providers, and community partners. The supervisor will also oversee Juvenile Review Board (JRB) operations and other programs implemented to reduce youth violence, delinquency, and truancy in the East Hartford community.

The program supervisor utilizes a trauma-informed intergenerational approach to client-centered assistance, case management, and crisis intervention services designed to promote positive outcomes and enhanced quality of life conditions for residents. The person in this position performs confidential work involving comprehensive biopsychosocial assessments, goal setting, and case management, focusing on triage, assessment, and connection to appropriate programs and services in town and the community. The program supervisor works under the general direction of the department director.

Therefore, I recommend that this position is referred to Town Council for consideration.

Tyron V. Harris
Human Resources Director

Customer Service. Collaboration. Communication.

Town of East Hartford

Title: Program Supervisor, Crisis Intervention Division

Department: Health & Social Services

Reports to: Director, Health & Human Services

Grade: 111 (818 Supervisors Union)

Description:

The East Hartford Department of Health & Human Services strives to promote the well-being, self-sufficiency and quality of life among East Hartford residents. The supervisor administers programs that evaluate the needs of residents, and provide referrals and resources so that individuals can access appropriate behavioral health and support services. The person in this position will work directly with East Hartford Police Department, Fire Department and other municipal staff to link individuals in crisis to appropriate mental health, clinical and assistance services. The supervisor will oversee staff that conduct assessments of residents seeking assistance, and provide case management of clients and/or family members in collaboration with other departments, healthcare and behavioral health providers, and community partners. The supervisor will also oversee Juvenile Review Board (JRB) operations and other programs implemented to reduce youth violence, delinquency and truancy in the East Hartford community.

The program supervisor utilizes a trauma-informed intergenerational approach to client-centered assistance, case management and crisis intervention services designed to promote positive outcomes and enhanced quality of life conditions for residents. The person in this position performs confidential work involving comprehensive biopsychosocial assessments, goal setting, and case management with a focus on triage, assessment and connection to appropriate programs and services in town and in community. The program supervisor works under the general direction of the department director.

Supervision Exercised:

Supervises staff conducting community response assignments, including social workers, part-time contracted workers and student interns.

Essential Job Functions:

- Recruits, trains, supervises and evaluates professional staff, caseworkers, clerical staff, volunteers and interns; plans and implements professional development and in-service training programs. Administers and supervises others administering all crisis intervention services and juvenile justice programs benefiting Town residents.
- Coordinates community response social work programs in collaboration with other community staff, behavioral health, and other organizational partners.
- Conducts comprehensive screenings and assessments; assists with client-led goal setting; provides resources and referrals, and short-term non-clinical counseling, and case management as indicated.

- Conducts evaluations in the office or the community and takes appropriate actions to keep clients and others safe. Conduct assessments and case management via phone, in-person, or virtual platforms to clients referred for social services.
- Provides social services support to other Town departments, such as police and emergency medical services, and works collaboratively with the schools and community providers in various sectors.
- Collaborates with Police and Fire Department staff to provide training and consultation to law enforcement and other municipal department personnel about mental illness, substance use, de-escalation techniques, and related topics.
- Participate and/or facilitate critical incident stress debriefings as needed with law enforcement, families and/or members of the community.
- Maintain documentation in compliance with agency and program standards.
- Coordinate with municipal programs and community programs to assist individuals in remaining safely in the community and in engaging in treatment.
- Develop and maintain recovery-oriented therapeutic relationships with individuals in crisis through ongoing assessment and stabilization efforts.
- Provides input on barriers to quality of life conditions for children, youth, and families and information on evidence-based strategies to improve those conditions.
- Provides direction and oversight to staff operations of the JRB, including screenings, investigations, board membership, case management of JRB recommendations, and documentation.
- Collaborates with other departments and community organizations to identify programs that provide positive youth development, risk prevention and intervention, and leadership development for East Hartford youth.
- Prepares annual budget and oversee expenditures in assigned areas to assure sound fiscal controls and effective use of budgeted funds.
- Researches, develops and prepares funding proposals to private and public sources to develop programs and projects aimed at furthering the goals and objectives of the **Crisis Intervention Division**.
- Represents the Town during community engagement and meetings with partner organizations.
- Participate in staff meetings, supervision, training, and other meetings as assigned.
- Develop policies, procedures, and workflows for program activities.
- Oversee the use of trauma screens and other tools of evaluation and facilitate the use of this data for triage and referral purposes.
- Develop and monitor contracts and implement midcourse corrections when needed.
- Prepare and oversee the preparation of state reports, research analyses reports, curriculum development, and manuals for evidence-based best practices
- Collaborate with Town leadership to develop and implement strategic goals and objectives and direct staff.
- Address barriers to access at the individual and group level through direct communication and problem-solving with providers, Family Advocates, Caseworkers, parents/caregivers, and other involved parties. Communicate concerns in a timely fashion to Police Department and Human Services leadership.

Knowledge, Skills and Abilities:

- Must have a working knowledge of Trauma-Informed work, Adverse Childhood Experiences (ACES), and Motivational Interviewing (MI) with an expertise in Case Management Standards.
- A working knowledge of treatment and prevention of substance misuse, suicide prevention, chronic absenteeism, parenting support, crisis response and juvenile diversion is preferred.
- Knowledge of developmental issues for the full range of adult clients in diagnosing and determining treatment programs that result in positive client progress.
- Knowledge of the juvenile justice system, including juvenile court processes, law enforcement and juvenile review board restorative justice practices.
- Excellent time management skills, flexibility regarding scheduling, and the ability to multi-task in the completion of job responsibilities.
- Effective interpersonal and communication skills with individuals with mental health and co-occurring disorders, as well as with their families/caregivers and natural support systems.
- Motivated and able to work as a team player collaborating with peers and staff on formulating appropriate diagnoses and treatment programs.
- Ability to understand and incorporate recovery based treatment, language, and interventions into documentation and daily operations.
- Awareness/sensitivity to all types of issues related to client and staff diversity.
- Ability to ensure the security and confidentiality of client information and records.
- East Hartford is a diverse community with 70% of the population comprised of persons of color. The person in this position will need to have a good understanding of cultural competency and cultural humility.

Education

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

Experience:

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

Licenses/Certificates/Other Qualifications:

- Licensure as a clinical social worker in the State of Connecticut.
- Must have a valid Connecticut driver's license.

Additional Requirements:

- Bilingual/Bicultural, Spanish/English skills helpful, but not required.

- An acceptable general background check to include a local and state criminal history and sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.
- Experience assisting traditionally underserved populations with a developed understanding of issues of diversity essential.
- Experience with project coordination and program implementation.
- Demonstrated skills in providing consultation, training, and quality assurance to make improvements in services.

Physical and Mental Demands:

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

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

Work Environment:

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

General Guidelines:

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

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

Hours: This is a full-time position with work hours scheduled Monday through Friday, 8:30 a.m. to 4:30 p.m. Occasional after-hours work may be required for crisis response, outreach and education events.

EEO/AA Statement

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 8, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Michael P. Walsh
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached request for changes to the job descriptions of Administrative Clerk III-Quartermaster and Administrative Clerk III. These changes more appropriately define the job responsibilities for these positions.

Please place this item on the Town Council agenda for the September 19, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director
M.McCaw, Finance Director

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

August 30th 2023

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

Re: Administrative Clerk III

Dear Mr. Walsh:

Please see the revised Administrative Clerk III. Most revisions are better at defining the role of an Administrative Clerk III.

Attached is the Administrative Clerk III position description with proposed revisions.

Some of the key additions are

General Duties

- Works with applicants and Department Directors to get Outdoor Amusement Permit applications and materials reviewed and ready for submission and placement on the Town Council agenda for approval. Upon approval, processes permit.
- Assists in drafting, finalizing, and distributing the Operation Plans with instructions from the Assistant Chief and Deputy Chief of Operations and/or their designee.
- Coordinates police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to ensure fingerprint data and classification information are properly recorded.
- Enters and retrieves information into and from the State Police "Collect System" by computer terminal.
- In the absence of the Accounts Payable Clerk, assist when immediate assistance is required to enter requisitions, research POs or payment history, process a payment or employee reimbursements, run reports in Munis, contact a vendor for their W9, etc.
- When requested, check voicemails, chief's mail, create a posting and process acknowledgement of an FOI request in Absence of Chief of Police Administrative Assistant.

Therefore, I recommend that this position be referred to the Town Council for consideration and a grade change.

Tyron V. Harris
Human Resources Director

Customer Service. Collaboration. Communication.

- Assists Professional Standards Bureau with entering “Use of Force” reports into the IA Pro system.
- Creates the following years Bidding Schedule and creates new worksheets for the new bid year, as well as, assisting Lt. of Support Services with posting of Bids.
- Copies and distributes the Daily Worksheets to Management, Communications, Records Supervisor and Records Department.
- Check mail daily and distributes to appropriate personnel.
- Assists staff, as needed, with projects such as assisting Community Officers with putting together the binders and printing Certificate of Completion for the Citizen’s Academy, etc.
- Updates and distributes the Special Events Calendar.
- Take minutes for meetings as necessary (i.e. Uniform Committee).
- Assist in editing word documents and creating spreadsheets when needed.
- Respond and assist public/staff when phone calls are received.
- Develops and maintains filing systems as needed.
- Observes strict confidentiality in maintaining files, records and any office conversations.
- Reports work accomplished to Supervisor.
- Receives oral and written instructions from supervisor(s).
- Plans work according to established office or standard procedures.
- Establishes priorities within work assignments.
- ~~Receives, classifies and processes criminal activity information to Career Criminal unit.~~
- ~~Coordinates police activity statistics for reports to Mayor’s Office, State Police, State Attorney and the Federal Bureau of Investigation.~~
- ~~Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to assure fingerprint data and classification information is properly recorded.~~
- ~~Enters and retrieves information into and from State Police “Collect System” by computer terminal.~~
- ~~Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.~~
- ~~Receives, processes and transmits by teletype, information on missing persons, stolen cars and stolen car plates.~~
- ~~Maintains schedule and appointment information for detective employees.~~
- ~~Prepares and types statistical information and reports.~~
- ~~Organizes, types and collates major case summaries in book form.~~
- ~~Types correspondence, narrative reports and documents from rough draft.~~

ADDITIONAL DUTIES:

- Operates office equipment such as calculators, photocopying machines, scanners and other equipment as necessary.
- In the absence of the Accounts Payable Clerk, may assist when immediate assistance is required to enter requisitions, research POs or payment history, process a payment or employee reimbursements, run reports in Munis, contact a vendor for their W9, etc.

- [When requested check voicemails, chief's mail, create a posting and process acknowledgement of an FOI request in Absence of Chief of Police Administrative Assistant.](#)
- Performs related tasks as required.

SUPERVISED BY:

Receives general supervision from an assigned Supervisor.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with a high school education, and three years experience in general office work.
- Ability to acquire a working knowledge of department programs, policies and procedures.
- Ability to apply common sense understanding to carry out instructions furnished in oral, written or schedule form.
- Ability to add, subtract, multiply and divide all units to measure.
- Ability to perform routine bookkeeping in monitoring an operating budget.
- Ability to type accurately.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to deal cooperatively and effectively with others.

LICENSE OR CERTIFICATE:

Not applicable.

EEO/AA Statement

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

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

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

September 5, 2023
The Hon. Mayor Mike Walsh
740 Main Street
East Hartford, CT 06108

Re: Administrative Clerk III Quartermaster

Dear Mr. Walsh:

Please see the revised Administrative Clerk III- Quartermaster. Most revisions are better at defining the role of an Administrative Clerk III- Quartermaster.

Attached is the Administrative Clerk III Quartermaster position description with proposed revisions.

Some of the key additions are

General Duties

- Coordinates police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.
- Receives, processes, and transmits by teletype information on missing persons, stolen cars, and stolen car plates.
- Maintain alarm registrations in NEXGEN daily by updating and deleting any new alarm information.
- Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to ensure fingerprint data and classification information are properly recorded.
- Receives, classifies, and processes criminal activity information to the Career Criminal unit.

LICENSE OR CERTIFICATE:

- Collect and NCIC certified

Therefore, I recommend that this position be referred to the Town Council for consideration and a grade change.

Tyron V. Harris
Human Resources Director

Customer Service. Collaboration. Communication.

TOWN OF EAST HARTFORD

TITLE: Administrative Clerk III **GRADE:** 4 5
Quartermaster
DEPARTMENT: Police **DATE:** 8/31/2023 07/01/87

Formatted: Font color: Red

Formatted: Highlight

Formatted: Font color: Red

Formatted: Highlight

Formatted: Highlight

POSITION DEFINITION:

Performs office administrative and general clerical work of some complexity and variety; and specialized clerical administrative work in the detective unit. Provides information to town departments, public, and staff members, requiring a knowledge of department programs and procedures.

Formatted: Font color: Red

GENERAL DUTIES:

- Receives oral and written instructions from supervisor.
- Plans work according to established office or standard procedures.
- Establishes priorities within work assignments.
- Receives, classifies, and processes criminal activity information to the Career Criminal unit.
- Coordinates police activity statistics for reports to the Mayor's Office, State Police, State Attorney, and the Federal Bureau of Investigation.
- Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to assure-ensure fingerprint data and classification information is properly recorded.
- Enters and retrieves information into and from the State Police "Collect System" by computer terminal.
- Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.
- Receives, processes, and transmits by teletype, information-information on missing persons, stolen cars, and stolen car plates.
- Develops and maintains filing systems as needed.
- As assigned, maintains unit attendance and leave records.
- ~~Provides information and referral services to the public regarding unit programs and procedures.~~
- ~~Maintains schedule and appointment information for detective employees.~~
- Prepares and types statistical information and reports.
- Organizes, types, and collates major case summaries in book form.
- Types correspondence, narrative reports, and documents from a rough draft.
- Observes strict confidentiality in maintaining restricted files and records.
- Prepares file information for review by a supervisor or an approved administrator.
- Reports work accomplished to the Supervisor.
- Process orders through appropriate vendors for uniforms, equipment and office supplies on an as-needed-as-needed or requested basis

Formatted: Font color: Red

Formatted: Highlight

- Receive and process ~~officers~~officers' request for uniforms/equipment order forms
- Maintain and log information from each order into ~~excel~~Excel date spreadsheets in the appropriate officer file, keeping an accurate accounting tally of their uniform allowance balance
- Email order forms to appropriate vendors (Horwitz, Fairfield Uniforms, ~~ete~~etc.)
- Process and distribute orders when they arrive in ~~the~~ department by sending email to officer for pickup, ~~obtain~~obtaining their signature on invoice, ~~copy~~copying, file, ~~send and sending an~~ original invoice to ~~the~~ Accounting Department.
- Coordinate with Fire Department in regards to receiving/returning UPS or FEDEX packages on a daily basis. Distribute packages to appropriate ~~personal~~personnel or departments. Daily packages are left with Fire, Front Desk or Records
- Distribute all State and Federal publications, including Red/Blue books, ~~and~~ State of Connecticut Infractions Schedule booklets, to all units in a timely manner
- Meet vendors in a polite and professional manner
- Order and replenish all State, Federal, DMV, DCF, and Judicial Department forms at all times for the officers located in the Report Writing Room, Booking, and the Watch Commanders Office
- Order and replenish all Infractions, Complaint Tickets, Misdemeanor Summons Tickets, Parking Tickets and Juvenile Summons Tickets. Keep in a locked cabinet and in the Watch Commanders Office.
- Keep ~~an accurate written records~~accurate written records of ALL tickets according to the State Accreditations Regulations
- Responsible for ordering all office supplies, copy paper, gloves, batteries and distribute as needed in the appropriate cabinets
- Check and replenish all supplies and forms in Booking on a weekly basis
- Keep constant supplies of ink/toner/waster cartridges for all department printers and copy machines. Receive MIS weekly print out and order/replace toners as needed
- Trouble shooting or placing service calls on all copiers, fax machines, printers that need repair
- Maintain alarm registrations in NEXGEN on a daily basis by updating, deleting any new alarm information. Take phone calls or ~~in-person~~in-person questions in a professional manner
- Generate and process monthly alarm notices(warnings, late notices and billings). Send letters in a timely manner
- Generate and process in May the mass annual alarm registration renewal letters in a timely manner
- Accurately enter and process in NEXGEN all alarm billings or renewal payments by check or cash in a timely manner. Send the weekly report to Accounting in a timely manner
- Responsible for storing and distributing NARCAN supplies
- Responsible for storing and ordering all COVID supplies
- Keep a clean and organized area of used uniforms and equipment for officers in as needed basis

Formatted: Indent: Left: 0"

Formatted: Highlight

ADDITIONAL DUTIES:

- Enters and retrieves information in an electronic filing machine by computer terminal.
- Operates office equipment such as calculators, photocopying machines, collators, and mailing equipment.
- **Temporarily relieves other office staff as need requires.**
- Performs related tasks as required.
- **Report work accomplished to the Supervisor**

Formatted: Font color: Red

Formatted: Highlight

Formatted: Highlight

SUPERVISED BY:

Receives general supervision from an assigned Supervisor.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with a high school education; and three **years** years' experience in general office work.
- Ability to acquire a working knowledge of department programs, policies and procedures.
- Ability to apply common sense understanding to carry out instructions furnished in oral, written or **schedule** scheduled form.
- Ability to add, subtract, multiply, and divide all units to measure.
- Ability to perform routine bookkeeping in monitoring an operating budget.
- Ability to type accurately.
- Ability to acquire skill to operate data and word processing equipment.
- Ability to deal cooperatively and effectively with others.

LICENSE OR CERTIFICATE:

Not applicable.

Collect and NCIC-certified

Formatted: Font color: Red

Formatted: Highlight

Formatted: Font color: Red

EEO/AA Statement

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

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 8, 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 \$13,852.30 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the September 19, 2023 Town Council meeting.

Thank you.

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

INTEROFFICE MEMORANDUM

TO: MICHAEL P WALSH, MAYOR
MCCAW MELISSA, DIRECTOR OF FINANCE

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 9/13/2023

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 \$13,852.30 Please see attached listing. Please place this item on the Town Council agenda for September 19, 2023

Bill	Name/ Check Payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2021-03-0050144	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101	2018/1GCVKREC7JZ206548		-867.02
2022-03-0050151	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101	2018/1GCVKREC7JZ206548		-772.56
2022-03-0050377	ADDY JACOB L	1220 BURNSIDE AVE APT A	EAST HARTFORD, CT 06108-1593	2010/5TDKK4CC2AS332200		-9.77
2021-03-0052950	BECKMAN TONEKA N	96 ALLENDALE RD	HARTFORD, CT 06106-3501	2015/5J8TB4H38FLO29798		-426.52
2022-03-0053131	BELCHAK MICHAEL E CLARKE JUDITH	164 CAMBRIDGE DR	EAST HARTFORD, CT 06118-2605	2015/4N11C2529F0143556		-18.80
2022-02-0040227	BENEDICTA ANNAN	929 BURNISDE AVE	EAST HARTFORD, CT 06108	929 BURNISDE AVE		-79.98
2022-03-0054166	BOYKINS-SCRUGGS VALERIE	240 ELLINGTON RD	EAST HARTFORD, CT 06108-1106	2017/JA4AR4AW8HZ024746		-19.54
2022-03-0055031	BUSH TRUCK LEASING INC	80 PARK DR	WILMINGTON, OH 45177	2020/4UZAC3EAXLCLU2424		-67.59
2022-03-0055912	CASEY NICOLE S	9 BEAUMONT ST	EAST HARTFORD, CT 06108-2306	2005/3FAFP37N15R101764		-12.14
2021-03-0057025	COMEAX SHANDA N	11 MIDDLEFIELD ST	MANCHESTER, CT 06040	2014/5GAKVCKD7EJ327753		-495.00
2019-01-0001595	CORELOGIC REFUNDS DEPT	3001 HACKBERRY RD	IRVING, TX 75063	9 CHESSLEE RD		-74.88
2020-01-0001603	CORELOGIC REFUNDS DEPT	3001 HACKBERRY RD	IRVING, TX 75063	9 CHESSLEE RD		-74.02
2021-03-0058846	DEANGULO LUCY A	298 SCHOOL ST	EAST HARTFORD, CT 06108-1848	2006/2HGFG126X6H538627		-113.61
2022-03-0059436	DELGADO CHRISTOPHER L	237 HIGHLAND VIEW DR	SOUTH WINDHAM, CT 06266-1114	2013/JA32W8FV6DU005287		-246.54
2022-03-0059746	DIAZ ALBERTO L	49 KING ST	EAST HARTFORD, CT 06108	2017/ZACCJBBB5HPF46416		-109.62
2022-03-0059942	DIAZ-ROBLERO VIRGILIO N	22 MURRAY ST	EAST HARTFORD, CT 06108-1637	2008/1HGCP25818A125065		-148.99
2022-03-0060615	DUFF CLIFFORD E	27 RACEBROOK DR A	EAST HARTFORD, CT 06108	1998/1C3EJ56H8WN184181		-78.38
2022-01-004886	FISHER KATHLEEN K AND WEISBAUM I	6 NORTH DR	NIANTIC, CT 06357	257 KING ST		-3,196.05
2021-03-0063935	GONZALES-EASON MADONNA	49 SCOTT ST	EAST HARTFORD, CT 06118-2650	2011/1J4RR4GG7BC713495		-113.58
2022-03-0065788	HARC INC	900 ASYLUM AVE	HARTFORD, CT 06105	2011/2CNALBEC6B6425738		-493.07
2022-03-0065790	HARC INC.	900 ASYLUM AVE	HARTFORD, CT 06105	2017/1FDEE3FS2HDC22296		-602.14
2021-03-0066712	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE #1900	IRVINE, CA 92612	2019/5NPE24AF7KH744064		-297.50
2022-03-0067452	HYUNDAI LEASE TITLING TRUST	3161 MICHELSON DR STE #1900	IRVINE, CA 92612	2021/5NPEK4JC3MH109576		-755.02
2022-03-0067771	ISLAM SHARA M	140 CHIPPER DR	EAST HARTFORD, CT 06108-2779	2016/55SWF4KB0GU102844		-160.84
2022-03-0068713	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2020/JF2SKAUC7LH487380		-432.25
2022-03-0071034	LOMBARDO MARILYN	339 FORBES ST	EAST HARTFORD, CT 06118-1309	2009/4S3BL616597231700		-11.13
2022-03-0071396	LUCERO LINARES CRISTIAN A	117 TOLLAND ST	EAST HARTFORD, CT 06108-3438	2013/1HGCR2E54DA169944		-50.74
2021-02-0041030	MALTA HOUSE OF CARE INC	136 FARMINGTON AVE	HARTFORD, CT 06105	19 WOODLAND ST SUITE 21		-211.36
2022-03-0071998	MANZANARES-LOPEZ JOSE A	99 BURNSIDE AVE APT 11	EAST HARTFORD, CT 06108-3417	2005/4F2CZ96145KM51788		-15.45
2022-03-0072237	MARTIN JOY A	97 LEVERICH DR	EAST HARTFORD, CT 06108-1432	2016/1FTEW1EG3GFB29597		-57.46
2021-03-0071643	MARTINEZ-RECINOS ARTURO	112 OLMSTED ST APT #1W	EAST HARTFORD, CT 06108	2005/KM8SC73D25U004697		-13.32
2022-03-0072526	MASON LEONARDO R	19 LINDEN ST	EAST HARTFORD, CT 06108-4028	2004/1GNFK16Z84J154964		-45.47
2021-04-0084905	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265-9523	2022/1N4BL4CV7NN349543		-100.79
2022-03-0075614	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265-9523	2020/JN1BJ1CW5LW643900		-96.76
2022-03-0075650	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265-9523	2022/5N1DR3AC6NC231486		-204.88
2022-03-0075673	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265-9523	2020/JN1BJ1CW9LW364014		-96.76
2022-03-0075723	NISSAN INFINITI LT LLC	PO BOX 650214	DALLAS, TX 75265-9523	2020/KNMAT2MVXLP539332		-237.55
2022-03-0077069	PANDHARE VIBHOR	849 WEST ORANGE AVE APT 4022	SOUTH SAN FRANCISCO, CA 94080	2008/1HGCP36878A049565		-78.65
2021-03-0078219	RAMOS-HENRIQUEZ MARCOS A	BLISS ST 61	EAST HARTFORD, CT 06108	2008/1J8HG58268C204614		-78.91
2022-03-0080800	RODRIGUEZ JAMES P	178 MAIN ST	EAST HARTFORD, CT 06118-3234	2018/1C6RR7FG0JS218060		-30.00
2022-03-0081106	ROHNER KRISTINE L	39 ELEANOR RD	EAST HARTFORD, CT 06118-2021	2014/4T1BK1EBXEU083399		-29.93
2022-03-0082000	SALMON CARMELLA E	16 FOLEY CIR	EAST HARTFORD, CT 06108-1524	2015/19XFB2F58FE262805		-159.71
2021-03-0082645	SMITH EDNA Y	140 SILVER LN APT B7	EAST HARTFORD, CT 06118-1020	2008/JTHBJ46GX82272541		-16.79
2021-03-0083493	SULCA LUIS A	88 GREEN MANOR AVE	WINDSOR, CT 06095-3503	2010/2T3BF4DV2AW062128		-127.18
2019-03-0085634	TEFFT LOUIS W	320 DIANE DR	SOUTH WINDSOR, CT 06074	2005/1FAHP60A35Y106810	-41.09	-342.45
2019-03-0085635	TEFFT LOUIS W	320 DIANE DR	SOUTH WINDSOR, CT 06074	2005/2D4FV48V15H570453	-12.85	-107.10
2020-03-0083856	TEFFT LOUIS W	320 DIANE DR	SOUTH WINDSOR, CT 06074	2005/1FAHP60A35Y106810	-108.36	-314.10
2021-03-0084691	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2020/JM3KFBDM5L0845051		-521.81
2022-03-0086096	TRIEU PHUONG T	17 STILL LN	WEST HARTFORD, CT 06117-1214	2001/4N2ZN17T31D824760		-16.23

2021-03-0085433	VALENTINE SAMUEL E	46 STANLEY ST 3FL	EAST HARTFORD, CT 06108-1661	2010/4S3BMBC64A3238152	-161.98
2021-03-0085795	VCFS AUTO LEASING CO	PO BOX 91300	MOBILE, AL 36691	2019/LYV102RK5KB215030	-463.04
2022-03-0087430	VIERA JOSEFINA	116 WOODLAWN CIR	EAST HARTFORD, CT 06108-2868	1996/1J4FJ68S3TL247154	-6.50
2022-03-0087503	VILLANUEVA REINALDO	15648 SW 49TH AVENUE RD	OCALA, FL 34473-8003	2012/1N4BL2EP9CC154782	-15.97
2022-03-0087735	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2020/3VV2B7AX2LM043958	-155.82
2022-03-0088078	WATTS AVER LIGHTING PRODUCTS INC	22 THOMAS ST	EAST HARTFORD, CT 06108-2012	2017/JTMRJREV1HD080037	-94.86
2022-03-0089272	ZAMAN AKHTAR	1327 BURNSIDE AVE APT B2	EAST HARTFORD, CT 06108	2016/5TDZK3DC2GS741099	-147.02
2022-03-0089447	ZUNIGA VIVEROS DANILO A	72 CHAPEL ST FL3	EAST HARTFORD, CT 06108	2000/1J4FF48S0YL167565	-14.87
SUBTOTAL					(162.30) (13,690.00)

TOTAL \$ (13,852.30)