

*Robert J. Beck*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
OCTOBER 18, 2011

2011 OCT 14 A 9:48

TOWN CLERK  
EAST HARTFORD

=====  
Announcement of Exit Locations (C.G.S. § 29-381)

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. October 4, 2011 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. Update: Goodwin College Campus
  - B. Presentation: Central Connecticut Solid Waste Authority
7. OLD BUSINESS
8. NEW BUSINESS
  - A. School Readiness /Quality Enhancement Grant Program
  - B. Refund of Taxes
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: November 1, 2011)

*Rowe J. Beck*

2011 OCT 11 A 8:49

TOWN CLERK  
EAST HARTFORD

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS

OCTOBER 4, 2011

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader  
Barbara-Ann Rossi, Minority Leader Eric A. Thompson, Councilors Marc I.  
Weinberg, Linda A. Russo, Ram Aberasturia, Susan P. Skowronek and  
Patricia Harmon

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:35 p.m. He 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 AGENDA

MOTION By Barbara Rossi  
seconded by Eric Thompson  
to **amend** the agenda as follows:  
  
add, under New Business, Item. 8. E. entitled  
Referral to Fees Committee re: Leased Space at the  
East Hartford Community Cultural Center.  
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc (1) thanked Ed Chavez and Stacey Krechko for once again spearheading the United Way campaign; (2) recognized Robert Pasek for his time of service on the Historic District Commission; and (3) urged the Council to support the Public Health Preparedness Grant and stated that the grant monies include both the salary and benefits associated with the individual who administers this program.

APPROVAL OF MINUTES

September 20, 2011 Regular Meeting

MOTION By Barbara Rossi  
seconded by Eric Thompson  
to **approve** the minutes of the September 20, 2011 Regular Meeting.  
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

United Way Campaign Kick-off

Ed Chavez, a 911 dispatcher for the Town of East Hartford, and Stacy Krechko, Youth Services Secretary, co-Chairs of this year's United Way campaign, stated that this year's

campaign started October 1<sup>st</sup> and will run through October 31<sup>st</sup>. "Penny Wars" are back and this contest has contributed to making East Hartford one of the top tier towns in Connecticut recognized by United Way. Another fundraising idea, which was implemented by Ms. Krechko and supported by Mayor Leclerc, was "Blue Jeans for a Buck", which helped raise \$184 for the United Way. Also, this year the United Way is offering a free 2011-2012 NFL schedule to all participants. Ms. Krechko presented the Council Clerk with a specially marked red bucket for collecting pennies for the "Penny Wars".

Resignation of Robert J. Pasek from the Historic District Commission and Resignation of David Hughes from the Zoning Board of Appeals

Chair Kehoe thanked Mr. Pasek for his service on the Historic District Commission and thanked Mr. Hughes for his service on the Zoning Board of Appeals.

NEW BUSINESS

Reprogramming CDBG Funds for Main Street Streetscape

MOTION       By Barbara Rossi  
                  seconded by Susan Skowronek  
                  to adopt the following resolution:

**WHEREAS**, the Town of East Hartford has \$56,227 in Community Development Block Grant funds available for reprogramming from the Thirty-fifth Program Year (2009-2010) Streetscape Improvements account, used only for sidewalk improvements; and

**WHEREAS**, the Town desires to use those funds to establish a Main Street Streetscape account to be used for physical improvements in the central business district, including, but not limited to, tree planting, trash receptacles, public signage, and benches, in addition to sidewalk improvements; and

**WHEREAS**, in accordance with the Grants Administration Office's Citizen Participation Plan, a 30 calendar day citizen comment period was provided through the publication of a legal notice on August 23, 2011.

**NOW, THEREFORE, BE IT RESOLVED** that the East Hartford Town Council does authorize the reprogramming of the aforementioned 35th Year funds for Main Street Streetscape account.

**AND FURTHER, BE IT RESOLVED** that the East Hartford Town Council does authorize its Mayor, Marcia A. Leclerc, to act as a representative of the Town and to submit such documents as may be necessary to enact this reprogramming to the US Department of Housing and Urban Development.

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

Public Health Preparedness Grant Contract

MOTION       By Linda Russo  
                  seconded by Eric Thompson  
                  to adopt the following resolution:

**RESOLVED** that Mayor Marcia A. Leclerc has been empowered to make, execute and approve on behalf of this corporation any and all contracts or amendments thereof with the State of Connecticut Department of Public Health to fund a \$163,956 "Public Health Preparedness" grant for the period August 10<sup>th</sup> 2011 through August 9<sup>th</sup> 2014.

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

Outdoor Amusement Permit Application: Holiday Fest 2011

MOTION By Ram Aberasturia  
seconded by Pat Harmon  
to **approve** the outdoor amusement permit application entitled  
Holiday Fest 2011, as submitted by Patricia Sirois, Chair of the East  
Hartford Beautification Commission, to conduct the Annual Holiday Fest  
from December 2<sup>nd</sup> through December 5<sup>th</sup> with activities as follows:

- Tree-lighting ceremony with music and singing to be held on the lawn of the Town Green on Friday, December 2<sup>nd</sup>, between the hours of 6:30PM and 7:30PM
- Miscellaneous activities including an outdoor petting zoo, horse drawn wagon and a snowman building contest to be held on the Town Green on Sunday, December 4<sup>th</sup>, between the hours of 12:00PM and 3:00PM
- Tree of Lights ceremony with music to be held on the lawn of the Raymond Library on Monday, December 5<sup>th</sup>, between the hours of 6:00PM and 6:30PM

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.

Refund of Taxes

MOTION By Marc Weinberg  
seconded by Barbara Rossi  
to **refund** taxes in the amount of \$18,669.03  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2010-03-0050162	ACEVEDO ESMERALDA	4M2ZU86P4YUJ37097	-20.41
2010-03-0053519	BLAKE ANDREA M	3N1CB51D02L629692	-9.74
2010-03-0056541	CHASE AUTO FINANCE CORP	JF1SG63687H740940	-343.11
2009-03-0060996	EAN HOLDINGS LLC	3D4GH57V89T547901	-345.15
2009-03-0060997	EAN HOLDINGS LLC	2C3KA53V39H621708	-346.93
2009-03-0060998	EAN HOLDINGS LLC	1N4AL21E89C115903	-231.67
2009-03-0061002	EAN HOLDINGS LLC	1J4GA39169L771285	-262.88
2009-03-0061006	EAN HOLDINGS LLC	1J4GA39199L771295	-157.6
2009-03-0061014	EAN HOLDINGS LLC	1GNFK26379R234976	-632.74
2009-03-0061024	EAN HOLDINGS LLC	JM1BL1SG1A1113516	-178.06
2009-03-0061025	EAN HOLDINGS LLC	1GNFK23039R238596	-80.42
2009-03-0061030	EAN HOLDINGS LLC	1GNFK23079R238682	-404.04

2009-03-0061035	EAN HOLDINGS LLC	1GNFK23009R238717	-404.04
2009-03-0061044	EAN HOLDINGS LLC	5GZEV13D19J135098	-217.38
2009-03-0061047	EAN HOLDINGS LLC	5NPET4AC0AH600826	-138.54
2009-03-0061048	EAN HOLDINGS LLC	1G4HD57179U121046	-261.9
2009-03-0061056	EAN HOLDINGS LLC	5NPET4AC3AH576179	-173.48
2009-03-0061062	EAN HOLDINGS LLC	2B3KA43R78H324871	-355.11
2009-03-0061067	EAN HOLDINGS LLC	2B3KA43R18H324865	-258.28
2009-03-0061072	EAN HOLDINGS LLC	5NPET4AC5AH576183	-173.48
2009-03-0061073	EAN HOLDINGS LLC	1N4AL21E38C247966	-303.11
2009-03-0061077	EAN HOLDINGS LLC	1G1AS58H197168412	-59.37
2009-03-0061078	EAN HOLDINGS LLC	1N4AL21E49C141477	-231.67
2009-03-0061079	EAN HOLDINGS LLC	2D8HN54149R662558	-93.82
2009-03-0061090	EAN HOLDINGS LLC	2CNFLNEW6A6217682	-197.98
2009-03-0061091	EAN HOLDINGS LLC	2CNFLNEW9A6217692	-297.28
2009-03-0061094	EAN HOLDINGS LLC	1G2ZA5EB5A4103747	-293.59
2009-03-0061095	EAN HOLDINGS LLC	1G2ZA5EB8A4105234	-209.99
2009-03-0061100	EAN HOLDINGS LLC	3D4GH57V09T528758	-258.74
2009-03-0061102	EAN HOLDINGS LLC	1G2ZA5EB2A4102698	-251.79
2009-03-0061104	EAN HOLDINGS LLC	1G1ZC5EB0A4103458	-224.22
2009-03-0061105	EAN HOLDINGS LLC	1G1ZC5EB5A4104962	-179.08
2009-03-0061109	EAN HOLDINGS LLC	2C3KA53V49H528552	-173.22
2009-03-0061115	EAN HOLDINGS LLC	1G2ZH57N694114304	-103.14
2009-03-0061116	EAN HOLDINGS LLC	1G2ZH57N494152212	-68.88
2009-03-0061120	EAN HOLDINGS LLC	JTMBD33V485190115	-319.44
2009-03-0061123	EAN HOLDINGS LLC	1D8HN44E09B504875	-247.41
2009-03-0061124	EAN HOLDINGS LLC	1D8HN54P38B174283	-470.44
2009-03-0061125	EAN HOLDINGS LLC	2B3KA43R28H327063	-193.62
2009-03-0061126	EAN HOLDINGS LLC	3N1AB61E78L709229	-158.62
2009-03-0061127	EAN HOLDINGS LLC	2A8HR44E89R514759	-530.3
2009-03-0061132	EAN HOLDINGS LLC	JNKC6V61F79M353828	-423.26
2009-03-0061133	EAN HOLDINGS LLC	1GNDDT33S992107905	-560.40
2009-03-0061135	EAN HOLDINGS LLC	2FMDK4JC4ABA11509	-250.46
2009-03-0061136	EAN HOLDINGS LLC	JTDBT923284030374	-123.11
2009-03-0061138	EAN HOLDINGS LLC	JTDBT923881268585	-147.63
2009-03-0061140	EAN HOLDINGS LLC	JTDBT923984030419	-245.94
2009-03-0061141	EAN HOLDINGS LLC	2T1BU40E69C054213	-292.22
2009-03-0061145	EAN HOLDINGS LLC	3A8FY48B38T203682	-121.42
2009-03-0061147	EAN HOLDINGS LLC	3A8FY48B78T203698	-161.97
2009-03-0061148	EAN HOLDINGS LLC	3A8FY48B58T203697	-101.26
2009-03-0061149	EAN HOLDINGS LLC	3A8FY48B18T203681	-101.26
2009-03-0061155	EAN HOLDINGS LLC	2G1WT55K781293669	-348.68
2009-03-0061160	EAN HOLDINGS LLC	KNAFG526287175144	-292.54
2009-03-0061162	EAN HOLDINGS LLC	3VWJZ71K28M160969	-349.7
2009-03-0061171	EAN HOLDINGS LLC	1FAHP25W19G124456	-177.16
2009-03-0061172	EAN HOLDINGS LLC	JTEES41AX82040984	-569.88
2009-03-0061174	EAN HOLDINGS LLC	3A8FY48929T525020	-101.7
2009-03-0061175	EAN HOLDINGS LLC	1J8FF28W58D647343	-403.14
2009-03-0061178	EAN HOLDINGS LLC	2G1WT55K481317152	-348.68
2009-03-0061179	EAN HOLDINGS LLC	3FAHP08178R259677	-388.26
2009-03-0061187	EAN HOLDINGS LLC	1N4AL21E39C110673	-231.67
2009-03-0061190	EAN HOLDINGS LLC	1GTDT13E798154662	-177.4
2009-03-0061191	EAN HOLDINGS LLC	1D3HV18P79S797237	-774.14

2009-03-0061192	EAN HOLDINGS LLC	1FTRW14839FB08506	-670.21
2009-03-0061203	EAN HOLDINGS LLC	1N6AD07W59C415794	-343.88
2009-04-0082186	EAN HOLDINGS LLC	2G1WB5EN4A1178000	-148.3
2009-04-0082251	EAN HOLDINGS LLC	KMH DU4AD0AU833950	-200.04
2010-03-0060917	EAN HOLDINGS LLC	1D8HN44E09B504875	-222.36
2010-03-0060957	EAN HOLDINGS LLC	2G1WB5EN4A1178000	-225.97
2010-03-0065117	GROSS DIANA M	1B3EJ46X6YN143971	-36.9
2010-03-0068166	JOHNSON SHAWN OR	3N1AB61E97L686437	-268.82
<b>TOTAL</b>			<b>\$18,669.03</b>

Referral to Fees Committee re: Leased Space at the East Hartford Community Cultural Center

MOTION By Marc Weinberg  
seconded by Pat Harmon  
to refer to the Fees Committee the issue of leasing Room 103 at the East Hartford Community Cultural Center, with instructions to review the proposed one-year lease and its terms and to report back to the Town Council with its recommendations, if any.  
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon (1) asked if the Mayor was able to obtain newer and larger signs to post at entrances to Prospect Street which state that truck traffic is limited to deliveries only; (2) suggested that the answers to questions posed by the Councillors at Town Council meetings be communicated at the following Council meeting so that citizens may hear responses to those issues; (3) stated that the tree belts along Forbes Street from Brewer to Maple are in very poor condition and need to be repaired, either now or in the spring; and (4) would like the town to check on residents of Housing Authority senior complexes during severe storms – like the recent hurricane – to make sure that they are safe.

Eric Thompson asked (1) if the Housing Authority buildings are on town-owned property; and (2) if the town receives PILOT-type funding for the Housing Authority properties.

Susan Skowronek reported that this past spring, a storm brought down a telephone pole on College Drive. While CL&P erected a new pole, the old one is still there. Ms. Skowronek asked that the town look into this.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

Susan Kniep, 50 Olde Roberts Street, (1) asked that the East Hartford Housing Authority minutes be posted to the town's website; (2) stated that some people, including Councillor

Thompson, were not aware of a Council liaison to the East Hartford Housing Authority; (3) believes that the Town Council should be meeting jointly, perhaps on a monthly basis, with the East Hartford Housing Authority; (3) asked that an update on the status of the town's assessment revaluation should be on the next Town Council agenda; (4) has forwarded to the Town Council a proposed resolution to revise the state's collective bargaining laws and asked that it be on the next Town Council agenda; and (5) asked that the actual wages of town employees, including base salary, overtime and benefits, be posted to the town's website or a hard copy be filed in the Town Clerk's office.

Minority Leader Eric Thompson asked for a point of personal privilege to address the previous speaker's comments. Councillor Thompson stated that he *is* aware of Council-appointed liaisons to various agencies, including the liaison to the East Hartford Housing Authority. What was unclear to him was the specific duties of a liaison as it relates to communication with the Council.

Mayor Leclerc (1) thanked David Hughes for his service on the Zoning Board of Appeals; (2) commented on the success of the Citizen's Academy; (3) stated that the January 2011 submission to FEMA for 75% reimbursement has been approved and the town will be receiving \$197,510 to help defray the cost of this past winter's storms; (4) said that Youth Services 40<sup>th</sup> anniversary will be held on October 12<sup>th</sup> at 5PM at the East Hartford Community Cultural Center; (5) reported that 3 Saunders Street will be demolished soon; (6) announced that flu shots will be available at the South End Senior Center on November 4<sup>th</sup> and November 18<sup>th</sup>; and (7) plans on presenting the Council with an update on the Central Connecticut Solid Waste Authority ordinance enacted by the Council in August 2010.

Barbara Rossi (1) congratulated Youth Services for their 40<sup>th</sup> Anniversary; and (2) announced that Mykquan Williams, who had recently been recognized by the Council for the Ringside World Tournament Boxing title, is participating in the National PAL Boxing Championship in Toledo Ohio and wished him well.

Susan Skowronek encourage all residents to attend East Hartford High School football games to support the team and the marching band.

#### ADJOURNMENT

MOTION        By Eric Thompson  
                      seconded by Bill Horan  
                      to adjourn (8:39 p.m.).  
                      Motion carried 9/0.

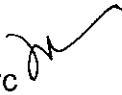
The Chair announced that the next meeting of the Town Council would be on October 18, 2011.

Attest Angela M. Attenello  
Angela M. Attenello  
TOWN COUNCIL CLERK

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T O W N O F E A S T H A R T F O R D  
O F F I C E O F T H E M A Y O R

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**DATE:** October 11, 2011  
**TO:** Richard Kehoe, Chair  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** Presentation: CCSWA

I would like time on the agenda of the October 18, 2011 Town Council meeting to present information on Central Connecticut Solid Waste Authority (CCSWA). Tim Bockus, Acting Director of Public Works will be joining me to bring you up to date on information received from meetings attended.

Please allow time for this presentation. Thank you.

C: T. Bockus, Acting Director, Public Works



## **Sec. 16-24. MEMBER OF THE CENTRAL CONNECTICUT SOLID WASTE AUTHORITY**

### Section One: Statement of Purpose

Pursuant to Section 7-273aa of the Connecticut General Statutes Annotated, which provides that any two or more Connecticut municipalities may, by concurrent ordinances of their legislative bodies, create a regional solid waste authority under the provisions of Sections 7-273aa to 7-273oo, inclusive ("Chapter 103b"), to jointly manage solid waste and recycling services on behalf of its members, the purpose of this Ordinance is to create such a regional authority to be known as the Central Connecticut Solid Waste Authority ("CCSWA"). Upon adoption of this Ordinance by two or more municipalities, CCSWA shall be created.

### Section Two: Creation of the Regional Solid Waste Authority

CCSWA is hereby created as a regional authority under the provisions of Chapter 103b and shall have all the rights, powers, duties and obligations of a regional authority pursuant to Chapter 103b and Chapters 446d and 446e of the Connecticut General Statutes Annotated.

### Section Three: Designation of Regional Solid Waste Authority

The Town of East Hartford (the "Municipality") hereby designates CCSWA as its regional solid waste authority, including its regional resource recovery authority, and adopts the provisions of Chapter 103b in connection with this election to become a member of CCSWA; provided, however, that this designation and membership election shall not constitute a commitment of the Municipality's solid waste or recycling streams, and provided further that the Municipality agrees that it shall take no action, now or in the future, contrary to its currently existing legal obligations and commitments, including, without limitation, making any pledge of its municipal solid waste or recycling streams to a disposal or recycling option chosen through CCSWA which has an effective date commencing prior to the expiration date of any currently existing waste stream commitment to another disposal or recycling arrangement. By adopting this Ordinance, the Municipality shall not be obligated now or in the future to make any such commitment of its solid waste or recycling streams, or to commit any funding toward CCSWA, without further express authorization by its legislative body.

### Section Four: Purpose of the Authority

The purpose of CCSWA shall be to solicit and jointly manage solid waste and recycling services on behalf of its members.

### Section Five: Principal Address of the Authority

The principal address of CCSWA shall be 241 Main Street, Hartford, Connecticut 06106, c/o the Capitol Region Council of Governments.

#### Section Six: Members of the Authority

The members of CCSWA shall be the municipalities, including the Municipality, which adopt this Ordinance. Each member municipality shall be assigned to one of four sub-regions of CCSWA: (1) the Northwest Sub-Region, (2) the Naugatuck Valley Sub-Region, (3) the Greater Capitol Sub-Region or (4) the Shoreline Sub-Region.

#### Section Seven: Voting System for Meetings of the Authority's Full Membership

The number of votes to be cast by each municipal member of CCSWA at any meeting of the authority's full membership shall be determined in accordance with the following five-tiered voting system based on the individual population of each municipal member compared to the total population of all CCSWA municipal members (all such population figures to be derived from the most recent annual data published by the Connecticut Department of Public Health):

(a) each municipal member whose individual population is less than one percent of the total population of all CCSWA municipal members shall have one vote;

(b) each municipal member whose individual population is equal to or greater than one percent, but less than two percent, of the total population of all CCSWA municipal members shall have two votes;

(c) each municipal member whose individual population is equal to or greater than two percent, but less than five percent, of the total population of all CCSWA municipal members shall have three votes;

(d) each municipal member whose individual population is equal to or greater than five percent, but less than ten percent, of the total population of all CCSWA municipal members shall have four votes; and

(e) each municipal member whose individual population is equal to or greater than ten percent of the total population of all CCSWA municipal members shall have five votes.

#### Section Eight: Appointment, Removal and Term of Office of a Municipal Member Representative

Each municipal member shall appoint one representative to CCSWA, which shall be the current chief elected official of the municipality or that official's designee, and that representative shall exercise the voting powers established for that municipal member as set forth in this Ordinance. As long as the method of appointment and removal and the term of office of each municipal member representative shall be consistent with the first sentence of this section, the details of such appointment, removal and term of office shall be as determined by the appointing municipality; provided however, that not more than half of the terms of all such municipal representatives shall expire within any one fiscal year.

#### Section Nine: Annual Meeting and By-Laws of the Authority

There shall be at least one annual meeting of all municipal members of CCSWA, to elect

the members of the Executive Committee and enact such other business as shall be deemed advisable at such meeting, all as provided in the by-laws of CCSWA to be adopted after its formation. It shall require the affirmative vote of a majority of all CCSWA municipal members to enact the authority by-laws or adopt any amendments thereto, such vote to take place at a duly-called meeting of the full membership of CCSWA, with proxy voting to be permitted at such meeting.

Section Ten: Prohibition Against Member Monetary Compensation Other Than Host Community Compensation

The members and member representatives of CCSWA shall receive no monetary compensation solely for their service as members and member representatives of CCSWA; provided, however, that the ability of CCSWA, if it chooses to do so in its sole discretion, to pay host community compensation to municipal members which agree to host facilities owned or used by CCSWA within their municipal borders shall not be affected by this prohibition.

Section Eleven: Executive Committee of the Authority

The full membership of CCSWA shall elect an Executive Committee to manage the operations of CCSWA, provided, however, that the specific division of responsibilities for such management between the Executive Committee, the full membership of CCSWA and any other body or officer of CCSWA shall be consistent with the by-laws of CCSWA to be adopted after its formation. No member of CCSWA shall have more than one representative on the Executive Committee, and each member of the Executive Committee shall have one vote, without regard to the voting system established by Section 7 of this Ordinance for meetings of the authority's full membership. The members of such Executive Committee shall constitute an odd number, shall include at least one representative of each of the five voting tiers established pursuant to Section 7 of this Ordinance for meetings of the authority's full membership, and shall also be determined by considerations of geographical representation based on the four sub-regions established under Section 6 of this Ordinance, all such matters and the terms of office and appointment of such Executive Committee members and other matters pertaining thereto to be specifically determined in a manner consistent with the by-laws of CCSWA to be adopted after its formation.

Section Twelve: Adoption

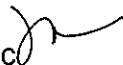
This Ordinance is hereby adopted pursuant to and in compliance with all laws governing the Municipality's adoption of ordinances. Dated: \_\_\_\_\_, 2010

Voted: 08-17-10  
Published: 08-24-10  
Effective: 09-14-10

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T O W N O F E A S T H A R T F O R D  
O F F I C E O F T H E M A Y O R

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**DATE:** October 11, 2011  
**TO:** Richard Kehoe, Chair  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** RESOLUTION: School Readiness/Quality Enhancement Grant Program

East Hartford has been notified by the School Readiness Director that the Connecticut State Department of Education, Bureau of Teaching and Learning has offered a grant opportunity in the amount of \$28,340.00 to our town. The application is due to the State by October 28, 2011.

I ask that the Council adopt the attached resolution authorizing my signature on documents associated with this grant at their October 18, 2011 meeting.

C: M. D'Andrea, School Readiness Director  
M. Zito, Superintendent of Schools  
C. Fravel, Grants Administrator  
M. Walsh, Director of Finance

## RESOLUTION

WHEREAS, the Connecticut State Department of Education, Bureau of Teaching and Learning, is authorized to extend financial assistance, through the Quality Enhancement Grant Program, to Municipal School Districts for programs to expand comprehensive programs through the School Readiness Program; and

WHEREAS, the Town of East Hartford and East Hartford Public Schools desire to make application and execute an application for funding in the amount of \$28,340.00 with the State of Connecticut to support programs for East Hartford children.

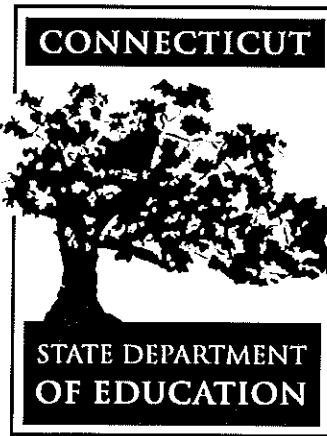
NOW, THEREFORE, BE IT RESOLVED BY THE Town Council that Mayor Marcia A. Leclerc is hereby authorized to execute such application and other documents as may be required by the State of Connecticut for the School Readiness Program.

I, Angela M. Attenello, 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 eighteenth day of October, 2011.

Signed: \_\_\_\_\_  
Angela M. Attenello, Council Clerk

Date: \_\_\_\_\_

**CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF TEACHING AND LEARNING**



**Quality Enhancement Grant Program  
School Readiness Municipalities  
July 1, 2011 to June 30, 2012**

The purpose of the Quality Enhancement Grant Program (QEGP) is to provide funding for programs that focus on education and early care that address quality standards and/or expand comprehensive services for children and families.

Legislative Authority  
C.G.S. Section 17b-749c, as amended by Public Act 11-44 (101)

Application Due Date  
On or before October 28, 2011

**GEORGE A. COLEMAN  
ACTING COMMISSIONER OF EDUCATION**

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State of Connecticut Department of Education  
25 Industrial Park Road  
Middletown, CT 06457  
860-807-2071

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**

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## Part I. Overview

### Purpose:

The Commissioner of Education shall establish a program, within available appropriations, to provide on a competitive basis supplemental quality enhancement grants to providers of child day care services or providers of school readiness programs pursuant to CGS10-16p and Section 10-16u to enhance the quality of early childhood education programs. Child day care providers and school readiness programs in priority school districts and competitive school readiness municipalities may apply for a quality enhancement grant. These applicants must use their local School Readiness Council to review and recommend projects for funding.

The purpose of the QEGP is to provide funding for early care and education programs to address quality standards and/or expand comprehensive services for children and families. Connecticut General Statute 17b-749c identifies the following as appropriate use of grant funds:

1. Help providers who are not accredited by the National Association for the Education of Young Children to obtain such accreditation;
2. Help directors and administrators to obtain training;
3. Provide comprehensive services, such as enhanced access to health care, a health consultant, a mental health consultant, nutrition, family support services, parent education, literacy and parental involvement, and community and home outreach programs; and provide information concerning access when needed to a speech and language therapist;
4. Purchase educational equipment;
5. Provide scholarships for training to obtain a credential in early childhood education or child development;
6. Provide training for persons who are mentor teachers, as defined in federal regulations for the Head Start program, and provide a family service coordinator or a family service worker as such positions are defined in such federal regulations;
7. Repair fire, health and safety problems in existing facilities and conduct minor remodeling to comply with the Americans with Disabilities Act; train child care providers on injury and illness prevention; and achieve compliance with national safety standards;
8. Create a supportive network with family day care homes and other providers of care for children;
9. Provide for educational consultation and staff development;
10. Provide for program quality assurance personnel;
11. Provide technical assistance services to enable providers to develop child care facilities pursuant to C.G.S. Sections 17b-749g, 17b-749h and 17b-749i (as amended by PA 11-44 sections 98 through 101);
12. Establish a single point of entry system; and
13. Provide services that enhance the quality of programs to maximize the health, safety and learning of children from birth to three years of age, inclusive, including, but not limited to, those children served by informal child care arrangements. Such grants may be used for the improvement of staff to child ratios and interaction, initiatives to promote staff retention, pre-literacy development, parent involvement, curriculum content and lesson plans.

**Eligible Applicants:**

Eligible applicants are municipalities, pursuant to CGS 10-16p, that currently receive funding from either the Priority School Readiness Grant Program or the Competitive School Readiness Grant Program.

**Priorities for Funding:**

This grant should not duplicate program accreditation or training activities that are generally available at the local or regional level. Additionally, funds cannot be used for increasing staff salaries or for administrative or planning functions. This is a one year grant based on the availability of funds.

**Priorities for Funding (Priority School Readiness Grant Recipients):**

The purpose of the Quality Enhancement Grant Program is to provide funding for early care and education programs to address quality standards and/or expand comprehensive services for children and families. Proposals must address:

- Activities that focus on supporting the School Readiness quality components outlined in C.G.S. 10-16q and in the Connecticut School Readiness Preschool Program Evaluation (CSRPPES). Particular attention should be given to: including all early care and education providers within the municipality in the proposed activities and a regional approach across municipalities leveraging resources to extend activities beyond town borders.
- The measures used to evaluate the activities described in the application.

**Priorities for Funding (Competitive School Readiness Grant Recipients):**

The purpose of the Quality Enhancement Grant Program is to provide funding for early care and education programs to address quality standards and/or expand comprehensive services for children and families. Applicants must use funding in the following ways:

- Specifically, funds from this grant should be used to contract with consultants having expertise with coaching teachers on the use of the *Connecticut Preschool Curriculum and Assessment Frameworks* for monitoring classroom practices and overall program quality.
- Funds from this grant should be used to provide financial incentive to advance undergraduate degrees aligned with current School Readiness legislation (Public Act 11-54)<sup>1</sup>.

If the Competitive School Readiness Grant applicant believes they have satisfied the requirements described above and wish to fund other activities, then the application may address how the proposed projects focus on supporting the School Readiness quality components outlined in C.G.S. 10-16q and in the Connecticut School Readiness Preschool Program Evaluation (CSRPPES). Particular attention should be given to: including all early care and education providers within the municipality in the proposed activities and a regional approach across municipalities leveraging resources to extend projects beyond town borders.

In addition, each proposal must address the measures used to evaluate the activities described in the application.

<sup>1</sup> <http://www.cga.ct.gov/2011/ACT/Pa/pdf/2011PA-00054-R00SB-00927-PA.pdf> (Public Act 11-54)

**Funds Available:**

The total amount of \$1,100,678 is anticipated to be available between July 1, 2011 and June 30, 2012. All grants shall be funded within the limits of available appropriations. Tables 1 and 2 are proposed grant allocations for the Priority School Readiness and Competitive School Readiness grant recipients respectively.

Table 1: Priority School Readiness Grant Recipients  
Proposed Quality Enhancement Grant Allocations

Ansonia	\$6,447
Bloomfield	\$8,035
Bridgeport	\$134,851
Bristol	\$25,024
Danbury	\$33,206
East Hartford	\$28,340
Hartford	\$150,125
Meriden	\$37,807
Middletown	\$25,380
New Britain	\$53,271
New Haven	\$108,583
New London	\$17,226
Norwalk	\$50,282
Norwich	\$20,120
Putnam	\$6,447
Stamford	\$65,335
Waterbury	\$100,918
West Haven	\$33,318
Windham	\$13,963
Total	\$918,678.00

Table 2: Competitive School Readiness Grant Recipients  
Proposed Quality Enhancement Grant Allocations

Andover	\$4,000	Milford	\$4,000
Ashford	\$4,000	Naugatuck	\$4,000
Beacon Falls	\$4,000	North Canaan	\$4,000
Brooklyn	\$4,000	Plainfield	\$4,000
Canterbury	\$4,000	Plainville	\$4,000
Chaplin	\$4,000	Plymouth	\$4,000
Colchester	\$4,000	Plymouth	\$4,000
Coventry	\$4,000	Scotland	\$4,000
Derby	\$4,000	Seymour	\$4,000
East Haven	\$4,000	Shelton	\$4,000
Eastford	\$4,000	Sprague	\$4,000
Ellington	\$3,000	Stafford	\$4,000
Enfield	\$4,000	Sterling	\$4,000
Greenwich	\$4,000	Stratford	\$4,000
Griswold	\$4,000	Thomaston	\$4,000
Groton	\$4,000	Thompson	\$4,000
Hamden	\$4,000	Torrington	\$4,000
Hampton	\$4,000	Vernon	\$4,000
Killingly	\$4,000	Voluntown	\$3,000
Lebanon	\$4,000	West Hartford	\$4,000
Ledyard	\$4,000	Winchester	\$4,000
Lisbon	\$4,000	Windsor	\$4,000
Manchester	\$4,000	Wolcott	\$4,000
Mansfield	\$4,000	Total	\$182,000

## **Part II: Application Requirements**

### **Cover Sheet**

The format for the cover sheet appears on page 8 of this document. The cover sheet must be signed by the Town Chief Elected Official and the Superintendent of Schools. The cover sheet must be signed by the fiscal agent currently administering the School Readiness Grant.

### **Statement of Need, Goals and Indicators**

Describe the need for the proposed activities, the intended goals and the indicators of achievement that will be used to measure the success of the activity. Please provide a narrative description for each activity in the format provided on page 9 and complete the summary chart on page 10.

### **Evaluation**

Using the chart on page 11, describe the methods and procedures that will be used to determine if, and to what extent, the objectives of the grant proposal have been achieved. A narrative page may be added if the applicant needs to provide greater detail than the chart allows. The CSDE may use data collected from your evaluations in a report to the Commissioner describing the use of the Quality Enhancement funds and the impact of the activities toward the intended goals of the grant. The CSDE requires an evaluation at the end of the fiscal year for the activities funded through this grant. A reporting form will be provided electronically after January 1, 2012. Funding for subsequent years is contingent upon successful completion and submission of the final report.

### **Budget Forms and Access to Funds**

Using the appropriate form(s) on pages 12 through 16, indicate how the grant funds will be expended through June 30, 2012. There are no administrative, indirect costs, or carry-over funds allowed. The fiscal agent may request funds through the on-line prepayment grant system. Depending on the availability of funds, from July 1, 2011 through September, 2011, 25 percent of your allocation will be available for request. From October 2011 through December 2011, 50 percent of your allocation will be available for request. From January 2012 through May 2012, 100 percent of your allocation will be available for request.

### **Budget Justification**

Provide detailed explanation of each line item expenditure in your proposed budget. Separately, if applicable, describe any funds used from local sources to support the implementation of the Quality Enhancement Grant activities.

### **Competitive Application Requirement**

A local request for proposals will be available for use when soliciting applications for activity implementation. The local proposal framework will be sent to the applicant electronically and the School Readiness Council may conservatively add further requirements. The general public, including contractors, must be notified of the opportunity to bid on the implementation of the proposed activities. Include a copy of the public notice with this application. The School Readiness Council will collect, review and score the applications. Approved applications will be forwarded to the CSDE.

### **Date of Board Acceptance**

**IF** the submission of the application for the Local RFP for the Quality Enhancement Grant Program requires the official approval and/or endorsement of any Board or like body (e.g., Board of Education, town council, etc.), the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain Board or like approval prior to submission of the grant application, then the official Board approval or like document should be sent under separate cover, no later than November 30, 2011.

**Statement of Assurances**

The Statement of Assurances must be signed by the community authorities and each sub-contractor in their individual application for funds.

**Affirmative Action Packet**

In accordance with the regulation established by the Commission on Human Rights and Opportunities, each applicant is required to have a completed Affirmative Action Packet on file with the CSDE. This grant application contains the "Affirmative Action Certification Form" certifying that an Affirmative Action Plan is on file with the CSDE. The individual authorized to sign on behalf of the applicant must sign and return the Affirmative Action Certification Form and submit such form with the grant application.

## Part III: Application Process

### Obligations of Grantees and Sub-Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes Section 4a-60, 4a-60a and Sections 4a-68j-I et seq. of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

### Freedom of Information Act

All of the information contained in a proposal submitted in response to this Request for Proposal (RFP) is subject to the Freedom of Information Act Sections 1-200 et seq. (FOIA). The FOIA declares that, except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect and receive a copy of such records.

### Management Control of the Program and Grant Consultation

The Grantee must have complete management control of this grant. While the CSDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

### State Monitoring

The State may conduct site visits to grantees and sub-grantees funded under this grant program to monitor a community's progress and compliance with the intent of the legislative act.

### Due Date

Grant applications (the original plus one copy), **IRRESPECTIVE OF POSTMARK DATE**, must be received by **4:00 p.m. on or before Friday October 28, 2011**. The original grant application must bear an original signature of the authorized representative of the applicant. Faxed copies of the application will not be accepted.

### Mailing and Delivery Information

Mailing Address:	Delivery Address:
Deb Adams, Priority School Readiness Manager or Gerri Rowell, Competitive School Readiness Manager CT State Department of Education PO Box 2219 Hartford, CT 06145-2219	Deb Adams, Priority School Readiness Manager or Gerri Rowell, Competitive School Readiness Manager CT State Department of Education 165 Capitol Avenue, Room 215 Hartford, CT 06106

### Review of Proposals and Grant Awards

The CSDE reserves the right to make grant awards under this program without discussion with the applicants. Therefore, applicants should submit proposals that present the activities in the most favorable light from both technical and cost standpoints.

Deb Adams and Gerri Rowell, School Readiness Grant Managers, will be available to answer questions concerning this RFP. The CSDE will review proposals according to the application requirements. The Commissioner of Education reserves the right to not fund an applicant if it is determined that the School Readiness Council is not able to manage the grant or that an award to a particular grantee is not in the best interest of the State or most consistent with the priorities set out in this RFP.

### Other Program Requirements

Within sixty (60) days after the close of the fiscal year, each grantee must file a financial statement of expenditures with the CSDE on such forms as the CSDE may require.

**Part IV: Application**

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

**QUALITY ENHANCEMENT GRANT PROGRAM**

School Readiness Municipalities

Grant Period: July 1, 2011 to June 30, 2012

**Grant Cover Sheet  
To Be Completed and Submitted with the Grant Application**

<u>APPLICANT AGENCY:</u> (Name, Address, Telephone, Fax) <b>Town of East Hartford</b> 740 Main Street East Hartford, CT 06108 P – 860-291-7200 F- 860-282-2978	<u>LOCAL PROGRAM TITLE:</u> <b>East Hartford School Readiness</b>  <u>PROGRAM FUNDING DATES:</u> <b>From July 1, 2011, To June 30, 2012</b>
<u>AGENCY CONTACT PERSON:</u> (Name, Address, Telephone, Fax) <b>Mindy D’Andrea</b> East Hartford School Readiness Administrator 734 Tolland Street, East Hartford CT 06108 P - 860-622-5975 F – 860-289-0492	<u>ESTIMATED FUNDING:</u> <b>\$28,340.00</b>

We, The Town of East Hartford, the undersigned authorized chief administrative officials submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

**Signature (Chief Elected Official):**

Name (typed): Marcia Leclerc, Mayor  
Agency: Town of East Hartford Date: \_\_\_\_\_

**Signature (Superintendent):**

Name (typed): Mark F. Zito, Ed.D., Superintendent  
Agency: East Hartford Public Schools Date: \_\_\_\_\_

**TO BE SIGNED BY THE FISCAL AGENT CURRENTLY ADMINISTERING THE SCHOOL READINESS GRANT PROGRAM**

**Signature (Fiscal Agent):**

Name (typed): Mark F. Zito, Ed.D. Superintendent  
Agency: East Hartford Public Schools Date: \_\_\_\_\_



## Application for Activity Implementation

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

<p><b><u>Applicant Name:</u></b></p>
<p><b><u>Name of Activity:</u></b> East Hartford School Readiness Consultation Initiative</p>
<p><b><u>Expected Cost:</u></b> \$8,470.00</p>
<p><b><u>Possible Resources:</u></b> CT Charts a Course consultants, CT Association for the Education of Young Children consultants</p>
<p><b><u>Proposed Population (number of children, staff, and programs served by this activity):</u></b>  6 program sites</p>
<p><b><u>Statement of Need:</u></b>  The need for supportive consulting assistance for the East Hartford School Readiness early childhood programs in order to achieve and maintain NAEYC Accreditation and support programs in meeting their early childhood education goals.</p>
<p><b><u>Goals:</u></b> The proposed project consists of 3 main goals – communication to target programs, identification of program needs, and consultant work to be offered to programs.</p>
<p><b><u>Indicators of Progress:</u></b> Collection of both quantitative and qualitative information in order to evaluate the activity's success will be done. Specific measures will be in place to meet NAEYC's criteria for an on-site assessor visit, successfully achieve and maintain NAEYC accreditation, and monitoring the utilization of consultant services to ensure equitable distribution of resources across all EHSR sites.</p>
<p><b><u>Plan for Activity Evaluation:</u></b>  AFP staff will report to the EHSR administrator regarding the project. The Director of the Accreditation Facilitation Project (AFP), the AFP consultant liaison, and the EHSR administrator will meet or be in contact on a monthly or when necessary basis to review activity progress and if changes are needed. The EHSR Administrator will report progress to EHSR Council Members and the EHSR Providers each month or on an as needed basis.</p>

## Application for Activity Implementation

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

**Applicant Name: Integrated Health Services, Inc. School Based Health Center Program**

Name of Activity: Behavioral Health Consultation to Staff/Parent as well as Parent/Provider counseling and Education; Vision, Hearing, and Dental Screenings

Expected Cost: \$14,727.00

Possible Resources: Nurse Practitioner and Dental Hygienist commits 6 days each to provide hearing, vision, and dental screenings, with 3 additional days each to complete paperwork, charts, and ensure follow-up and referrals are made for parents in need; Licensed Clinical Social Worker (LCSW) commits to meet monthly with Providers and attend SR Meetings; provide on-site assessments and consultations with staff and parents as needed; and provide referrals and resources as needed to parents and staff throughout the academic school year.

Proposed Population (number of children, staff, and programs served by this activity): Vision and hearing screenings, dental screenings, and behavioral health services will be offered to all 282 School Readiness children located within the 6 East Hartford SR sites of YMCA, YWCA, Silva's Youth of Today, South Congregational Church, Willowbrook, and Hockanum schools. This includes all staff members/providers who will have access to the behavioral health services and consultation offered by the SBHC Licensed Clinical Social Worker (LCSW).

Statement of Need:

East Hartford has long known and acknowledged the lack of health services that exists for children, especially regarding behavioral health. Based upon the results of a needs assessment done in 1993, the local Child Plan organization created a SBHC Committee, which submitted, and was funded, for its first SBHC in 1994. The SBHC initially provided medical and behavioral health services at all sites. Funding for additional sites has been awarded over time, and the SBHC currently offers services in 7 schools, and in 2002 the SBHC staff providing services to Silver Lane Elementary School students entered into an agreement with the SR Program to provide medical and behavioral health services to the SR sites. Based upon funding cuts, the SR staff focused more on behavioral health care services, as specialists with this age group is sparse, and services were difficult to access.

Based upon the current state requirements, SR programs require annual vision and hearing testing as well as a relationship with a community behavioral health consultant. The SBHC Program has been providing medical, behavioral, and dental services to children and their families since 1994, as the staff is pediatric oriented, and understands the needs and has proven their ability to intervene early and effectively in the elementary and preschool age group. The SBHC Licensed Clinical Social Worker (LCSW) has extensive experience and education in play therapy as well as traditional methods of Cognitive Behavioral and Dialectical Behavioral Therapy, and has outstanding knowledge and application of the communication skills best suited to approach children in this age group.

Goals:

The Nurse practitioner would offer vision and hearing screenings to all SR children located within 6 East Hartford SR sites.

The SBHC Licensed Social Worker (LCSW) will provide on-site assessments and/or telephone consultations to staff (providers) and families as requested; will attend monthly SR meetings to ensure the needs of staff (providers) are met; and act as a care coordinator and resource for the behavioral health needs of the child/family/site on an academic year.

The Dental Hygienist will perform screenings for all SR students within the 6 SR East Hartford sites.

Indicators of Progress:

Completion of vision and hearing screenings and recommendations/referrals for any identified child will be offered to 100% of the SR children involved.

Behavioral health recommendations and consultations will result in improved child behavior and family participation and support. Providers will document on child's daily record plan of action and results of recommendations. Behavioral plan will be reviewed as requested by provider based upon need.

Completion of dental screenings and recommendations/referrals for any identified child will be offered to 100% of the SR children involved

Plan for Activity Evaluation:

The Nurse Practitioner (APRN) and Dental Hygienist (RDH) will develop tracking system for each site so that administrator has information regarding students identified in need of referrals and to ensure that the APRN/RDH provided information and resources for the family/child to access specialty care. APRN/RDH will send home results of testing to parents with recommendations and referral resources upon completion of screening, and will provide contact information if family requires more support in accessing care. APRN/RDH will follow up on identified students in the spring to ensure child has been seen by specialist.

SR staff will be responsible for documenting intervention suggestions, plan, outcome, and follow up with LCSW, and continue collaborating until behavior issues have been fully addressed to the satisfaction of provider/staff, family, or LCSW. Lists of area and community resources for referrals will be developed and made available to staff/providers and families at the beginning of the school year.

## Statement of Need, Goals and Indicators of Progress

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

<b><u>Town:</u></b>
<i>Name of Activity:</i> Early Care and Education (Discovery) Committee
<i>Expected Cost:</i> \$3,643.00
<i>Possible Resources:</i> EHSR QE funding
<i>Population (number of children, staff, and programs served by this activity):</i> 150 children, 50 staff, 7 early childhood programs, 10 elementary schools
<i>Statement of Need:</i> There needs to be more activities that will help encourage a smoother transition between early childhood programs and kindergarten programs throughout the East Hartford community for children, their families and caregivers, and teaching staff.
<i>Goals:</i> <ul style="list-style-type: none"><li>• Collaboration between preschool and kindergarten teaching staff and administrators</li><li>• Encourage more families to register children for kindergarten earlier than the fall</li><li>• Help preschool children to feel more comfortable in transitioning from their early childhood education settings to their prospective kindergarten settings throughout the community</li></ul>
<i>Indicators of Progress:</i> <ul style="list-style-type: none"><li>• Plan and follow thru with actual joint activities involving more kindergarten and preschool teachers throughout the East Hartford school district</li><li>• Register at minimum 25 preschool children for kindergarten at a spring family event</li><li>• Preschool children attending kindergarten visits during “typical” school day at their prospective schools for the coming year</li></ul>
<i>Plan for Activity Evaluation:</i> <ul style="list-style-type: none"><li>• Survey given to attendees at annual gathering and actual collaboration events</li><li>• Attendance at family event and registration numbers</li><li>• Survey to kindergarten teachers with incoming preschool children from kindergarten visits</li></ul>

## Application for Activity Implementation

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

**Applicant Name:** East Hartford YMCA – YMCA Child Care Center & YMCA First Church

**Name of Activity:** Staff Professional Development – training on the *Teaching Strategies GOLD* Curriculum, Observation and Assessment tools.

**Expected Cost:** \$1,500.00

**Possible Resources:** Utilizing trainers from HACCC (<http://haccc.info/matriarch/default.asp>) and possibly from *Teaching Strategies GOLD*.

**Proposed Population (number of children, staff, and programs served by this activity):** Staff for professional development: 11 @ YMCA Child Care Center; 6 @ YMCA First Church. Total = 17

**Statement of Need:** *The Creative Curriculum Teaching Strategies GOLD* was purchased for the School Readiness classrooms at the East Hartford YMCA Child Care Center and YMCA First Church center for the 2011/2012 program year. Our staff has been using *The Creative Curriculum* successfully for years, but the changes made from the traditional *Creative Curriculum* to the new *Teaching Strategies GOLD* exceed the knowledge of our staff. Our staff needs to be fully trained from the ground up with *Teaching Strategies GOLD* to implement the curriculum successfully and to learn to observe and assess children in order to individualize instruction and meet all of the children's needs.

**Goals:** To offer a high quality, detailed training of *Teaching Strategies GOLD* so our staff is better able to implement, observe, assess, and individualize for all children, to provide the highest quality education possible for young children birth – kindergarten.

**Indicators of Progress:** If the teachers are able to develop learning plans, observe, assess and individualize for all children after the *Teaching Strategies GOLD* training, we will be able to visually see the progress in our staff's knowledge as well as the children.

**Plan for Activity Evaluation:** Center Director's responsibility to document influential changes in learning plans from before to after the *Teaching Strategies GOLD* with a larger focus on individualization to meet the needs of all children.

### Summary of Need, Goals, and Indicators

Please summarize each activity description clearly and concisely. This chart may be used as a grant summary for the CSDE and externally for program evaluation purposes.

**TOWN: East Hartford**

Activity Cost Resources	Statement of Need	Goals	Indicators of Progress
<p>Activity Name: <b>HAEYC Consultation Services</b>            Cost: <b>\$8,470.00 +</b>            Resources: <b>EHSR QE Funds/CAEYC</b>            Population: <b>Early Childhood Program staff and families</b>            Contractor: <b>CT Assoc. for the Education of Young Children</b></p>	<p>To assist EHSR programs in maintaining high quality early childhood services, NAEYC Accreditation, and assist program staff in meeting teacher qualifications</p>	<ul style="list-style-type: none"> <li>• Maintain NAEYC Accreditation</li> <li>• Ensure EHSR programs meet CSDE qualifications and requirements</li> </ul>	<ul style="list-style-type: none"> <li>• NAEYC consultant reports on progress</li> <li>• NAEYC accreditation</li> <li>• CSDE requirements</li> </ul>
<p>Activity Name: <b>EH SBHC services</b>            Cost: <b>\$14,727.00 +</b>            Resources: <b>EHSR Funds/IHS</b>            Population: <b>EHSR Families</b>            Contractor: <b>Integrated Health Services, Inc. (IHS)</b></p>	<p>The SBHC Program has been providing medical, behavioral, and dental services to EHSR children and their families since 1994 and program needs reflect the desire to maintain this collaboration</p>	<ul style="list-style-type: none"> <li>• Provide vision/dental screenings to EHSR children</li> <li>• Provide social work assessments and consultation to EHSR families and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Number of children receiving vision/dental screenings</li> <li>• Number of behavior issues decreasing in programs</li> </ul>
<p>Activity Name: <b>Early Childhood Discover Committee (ECDC)</b>            Cost: <b>\$3,643.00</b>            Resources: <b>EHSR Funds</b>            Population: <b>EH Preschool Children</b>            Contractor: <b>EH ChildPlan, Inc.</b></p>	<p>Activities to meet the EHSR requirements to provide kindergarten transition</p>	<ul style="list-style-type: none"> <li>• Provide food services for the annual Kindergarten/Preschool teacher gathering</li> <li>• Provide transportation services for preschool children to visit kindergarten classrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Number of participants</li> <li>• Number of children visiting kindergarten classrooms and feedback from program staff and families</li> </ul>
<p>Activity Name: <b>Teaching Strategies Gold Training</b>            Cost: <b>\$1,500.00 + (TBD)</b>            Resources: <b>EHSR QE and YMCA</b>            Population: <b>Early Childhood Staff</b>            Contractor: <b>YMCA/HACCC</b></p>	<p>Training of staff in an early childhood curriculum that aligns with the <i>CT Preschool Program Curriculum and Assessment</i>; new staff require training as well as current staff needing refresher</p>	<ul style="list-style-type: none"> <li>• Provide training to EHSR and preschool staff</li> </ul>	<ul style="list-style-type: none"> <li>• Number of participants</li> <li>• Classroom observations of implementation</li> </ul>

## Evaluation

Please document the grant objectives outlined on pages 1 and 2 of this RFP that align with each proposed activity and the evaluation methods you will use to measure the extent each activity will meet the objectives. A year-end report will be sent to the applicant electronically where results of the evaluation will be reported to the CSDE.

### TOWN: East Hartford

Grant Objectives Addressed	Activity	Evaluation
(2) Directors and administrators to receive training	<ul style="list-style-type: none"> <li>• HAEYC Consultation Services</li> <li>• Teaching Strategies Gold Training</li> </ul>	<p>YMCA's Center Director's to document influential changes in learning plans from before to after the <i>Teaching Strategies GOLD</i>; The Director of the Accreditation Facilitation Project (AFP), the AFP consultant liaison, and the EHSR administrator will meet or be in contact on a monthly basis to review activity progress and if changes are needed.</p>
(3) Enhanced Comprehensive Health Services	<ul style="list-style-type: none"> <li>• School Based Health Services through IHS</li> </ul>	<p>The Nurse Practitioner (APRN) and Dental Hygienist (RDH) will develop tracking system for each site to ensure that the APRN/RDH provided information and resources for the family/child to access specialty care. SR staff will be responsible for documenting intervention suggestions, plan, outcome, and follow up with LCSW, and continue collaborating until behavior issues have been fully addressed to the satisfaction of provider/staff, family, or LCSW.</p>
(9) Provide for education consultation and staff development	<ul style="list-style-type: none"> <li>• HAEYC Consultation Services</li> <li>• ECDC</li> <li>• Teaching Strategies Gold Training</li> </ul>	<p>YMCA's Center Director's to document influential changes in learning plans from before to after the <i>Teaching Strategies GOLD</i>; The Director of the Accreditation Facilitation Project (AFP), the AFP consultant liaison, and the EHSR administrator will meet or be in contact on a monthly basis to review activity progress and if changes are needed.</p>
(13) Provide services to enhance quality of programs	<ul style="list-style-type: none"> <li>• HAEYC Consultation Services</li> <li>• School Based Health Services through IHS</li> <li>• ECDC</li> <li>• Teaching Strategies Gold Training</li> </ul>	<p style="text-align: center;">See All of the Above Evaluations</p>

## Budget

ED 114 BUDGET FORM: FISCAL YEAR 2012

GRANTEE NAME:	East Hartford	TOWN CODE:	043
GRANT TITLE:	Quality Enhancement Grant Program		
PROJECT TITLE:	Quality Enhancement Grant Program		
ACCOUNTING CLASSIFICATION:	FUND: 11000	SPID: 17097	YEAR: 2012
	PROG:82079	CF1: 170018	CF2:
GRANT PERIOD: 07/01/11 -06/30/12	AUTHORIZED AMOUNT: \$28,340.00		
AUTHORIZED AMOUNT BY SOURCE:	CURRENT DUE:		
LOCAL BALANCE:	CARRY-OVER DUE:		
<b>CODES</b>	<b>DESCRIPTIONS</b>	<b>BUDGET AMOUNT</b>	
119	Other		
322	In-service (Professional Development)	\$ 9,970.00	
323	Pupil Services		
324	Field Trips		
325	Parent Activities		
330	Other Professional Technical Services	\$14,727.00	
331	Audit		
400	Purchased Property Services		
510	Pupil Transportation		
530	Communications		
580	Travel		
590	Other Purchased Services	\$ 3,643.00	
611	Instructional Supplies		
612	Administrative Supplies		
690	Other Supplies		
700	Property		
	<b>TOTAL</b>	<b>\$28,340.00</b>	

\_\_\_\_\_ Original Request Date

\_\_\_\_\_ Revised Request Date

\_\_\_\_\_  
*State Department of Education*  
*Program Manager Authorization*

\_\_\_\_\_  
 Date of Approval



**Budget Justification**

1. Use this page to justify the use of proposed line item expenditures to implement the Local RFP for the Quality Enhancement Grant Program.

**For Example:**

**322                      Workshop on Developmentally Appropriate Materials                      \$1000.00**  
**10 hours at \$100.00 per hour**

<b>322</b>	<b>Inservice (Professional Development) –</b> Professional Development \$1,500 HAEYC Coaching Services \$8,470.00	<b>\$9,970.00</b>
<b>330</b>	<b>Other Professional Technical Services –</b> Social Work Services, Dental Screenings, Vision Screenings	<b>\$14,727.00</b>
<b>590</b>	<b>Other Purchased Services</b> Kindergarten Transition Food Services off-site for program staff; transportation and coordination of preschool children to kindergarten programs in East Hartford; entertainment and supplies for family event	<b>\$3,643.00</b>

## **APPENDIX A: Budget Object Codes**

### **Budget Object Codes**

#### **SALARIES (100)**

- 111B Teachers:** Salaries for employees providing direct instruction/therapy to pupils/clients. This category is used for both pupil personnel staff and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or those hired on a temporary basis to perform work in positions of either a temporary or permanent nature are reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.
- 112A Education Aides:** Salaries for employees who assist staff in providing classroom instruction. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 112B Clerical:** Salaries for employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees.
- 119 Other:** Salaries for any other employee not fitting into objects 111A, 111B, 112A or 112B. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators, salaries, and food service personnel.

#### **PURCHASED SERVICES (300)**

- 322 In Service (Instructional Program Improvement Services):** Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.
- 323 Pupil Service (Non-Payroll Services):** Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, etc.
- 324 Field Trips:** Cost incurred for conducting educational activities off site, including admission costs.

- 325 **Parent Activities:** Expenditures related to services for parents including workshop presenters, baby-sitting services, and overall seminar/workshop costs.
- 330 **Other Professional/Technical Services:** Payments for professional or technical services that are not directly related to instructional activities. Included are payments for data processing, management consultants, legal services, etc.
- 331 **Audit:** Direct cost for the audit of the grant program by an independent auditor. This category is separated from object code 330, as many grants do not include the cost as an eligible grant expenditure.

#### **PURCHASED PROPERTY SERVICES (400)**

- 400 **Purchased Property Services:** Expenditures for services to operate, repair, maintain and rent property owned or used by the grantee. These are payments for services performed by persons other than employees of the grantee.

#### **OTHER PURCHASED SERVICES (500)**

- 510 **Pupil Transportation:** Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting children with disabilities.
- 530 **Communications:** Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone, FAX services, postage, and postage machine rental.
- 580 **Travel:** Expenditures for transportation, meals, hotel and other expenses associated with staff travel, including conference or workshop fees. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are included.
- 590 **Other Purchased Services:** All other payments for services rendered by organizations or personnel not on the grantee payroll not detailed in 510, 530, 560, 580 or 590. These include printing and advertising costs.

#### **SUPPLIES (600)**

- 611 **Instructional Supplies:** Expenditures for consumable items purchased for instructional use.

612 **Administrative Supplies:** Expenditures for consumable items directly related to program administrative (non-instructional) activities.

690 **Other Supplies:** Allowable expenditures for any other supply which is not instructional or administrative in nature including assessment instruments.

### **PROPERTY (700)**

700 **Property:** Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment. For most grants only equipment such as computers, duplicating machines, furniture, and fixtures is allowable and the line item description on the budget will read Property/Equipment only.

Other items, which could be included in this category, if allowable under grant legislation, are expenditures for the acquisition, but not rental, of buildings and land. Although cost of materials which resulted in a new or vastly improved structure would also be included here, the expenditures for the contracted construction of buildings, for permanent structural alterations and for the initial or additional installation of heating and ventilating systems, fire protection systems, and other service systems in existing buildings are recorded under Object 400: Purchased Property Services.

In accordance with the Connecticut State Comptroller's definition of equipment, included in this category are all items of equipment (machinery, tools, furniture, vehicles, apparatus, etc.) with a value over \$1,000.00 and the useful life of more than one year.



## APPENDIX C: Statement of Assurances and Signature Page

PROJECT TITLE: Quality Enhancement Grant Program

THE APPLICANT East Hartford HEREBY ASSURES THAT  
(Insert applicant name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant agency;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with the regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records, and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state and/or federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including fees and legal fees and costs, if any, arising out of any breach of the duties, in whole or in part, described in the application for this grant;
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by audit;
- L. REQUIRED LANGUAGE (NON-DISCRIMINATION)
  - 1) References in this section to "contract" shall mean this grant agreement and references to "contractor" shall mean the Grantee.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

2) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to sections 46a-56, 46a-68e and 46a-68f; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

5) The contractor shall include the provisions of section (2) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions

shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

6) The contractor agrees to comply with the regulations referred to in this section as the term of this contract and any amendments thereto as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

7) (a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the state of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to section 46a-56; (d) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

8) The contractor shall include the provisions of section (7) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the state of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

M. **OTHER ASSURANCES**

The grant award is subject to approval of the State Departments of Education and Social Services and the availability of state and/or federal funds;

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated thereunder are hereby incorporated by reference;



- O. Grant funds should not be committed until an official grant award letter is received;
- P. The grantee agrees to other attestations and special assurances, particular to the requirements of Connecticut General Statutes section 17b-749c for grantees or state agencies that require grantee or subgrantee participation or compliance.
- Q. The signature of the chief elected officials on the Statement of Assurances Signature Page indicates the intent to comply with the provisions referenced in each section. Assurances not agreed to by the chief elected official of the town must be identified on a separate sheet with a rationale for the disagreement.
- R. The State Department of Education and Social Services reserve the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with these assurances.
- S. The Grantee/applicant acknowledges that funds supporting this contract may be provided by various Federal agencies, including but not limited to the US Department of Health and Human Services through a number of grants, block grants, and grants-in aid, including, but not limited to the Social Services Block Grant ("SSBG"), Child Care and Development Block Grant (CCDBG) and/or the Temporary Assistance for Needy Families Block Grant (TANF). Each federal block grant has a federal Catalog of Federal Domestic Assistance (CFDA) number, which provides relevant information about federal requirements specific to each block grant. The CFDA numbers are as follows: SSBG - 93.667, CCDBG - 93575 and TANF - 93.558. The Grantee (or Applicant) agrees that it shall communicate the above language to all sub-contractors that perform services as delineated in a subcontract agreement. The Grantee (or Applicant) agrees that it shall also maintain and require all sub-contractors to maintain any necessary data and documentation required for auditing of any of the grant funds.

## Statement of Assurances Signature Page

I, the undersigned authorized official, do hereby certify that these assurances shall be fully implemented.

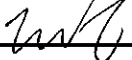
**Signature of Authorized Official:** \_\_\_\_\_

Name (please type) Marcia Leclerc

Title (please type) Town of East Hartford Mayor

Date: \_\_\_\_\_

### Signature of the Fiscal Agent

**Signature of Fiscal Agent:** \_\_\_\_\_ 

Name (please type) Mark Zito


Title (please type) Superintendent of East Hartford Public Schools

Date: \_\_\_\_\_

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T O W N O F E A S T H A R T F O R D  
O F F I C E O F T H E M A Y O R

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**DATE:** October 11, 2011  
**TO:** Richard Kehoe, Chair  
**FROM:** Mayor Marcia A. Leclerc   
**RE:** REFUND OF TAXES

I recommend that the Town Council approve a total refund of taxes in the amount of \$9,313.45 as detailed in the attached listing from our Collector of Revenue.

Please place this item on the Town Council agenda for October 18, 2011 .

C: M. Walsh, Director of Finance  
I. Laurenza, Tax Collector

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**INTEROFFICE MEMORANDUM**

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**TO:**           MARCIA A LECLERC, MAYOR  
                  MICHAEL WALSH, DIRECTOR OF FINANCE

**FROM:**       IRIS LAURENZA, COLLECTOR OF REVENUE  
                  ANNIE KOHLER, ASSISTANT TAX COLLECTOR

**SUBJECT:**   REFUND OF TAXES

**DATE:**       10/7/2011

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Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$9,313.45 See attached list.

Bill	Name	Address	Prop Loc/Vehicle Info.	Over Paid
2010-03-0050179	ACHARYA ANIL K OR STALIN SHEEBA S	95 NUTMEG LN A 107 E HARTFORD CT 06118 1238	2001/468XEL/2HGES165X1H522593	\$ (24.12)
2009-03-0051858	AUTOMOTIVE RENTALS INC	4001 LEADENHALL RD MT LAUREL NJ 08054	2003/6CW351/1FTNE24L63HB59991	\$ (15.52)
2010-03-0051883	AUTOMOTIVE RENTALS INC	4001 LEADENHALL RD MT LAUREL NJ 08054	2003/6CW351/1FTNE24L63HB59991	\$ (184.84)
2010-03-0053432	BKM ENTERPRISE INC	300 E RIVER DR 4828 E HARTFORD CT 06108 4205	1990/V55940/1GAA9625LB151803	\$ (5.30)
2010-03-0053440	BKM ENTERPRISES INC	300 E RIVER DR E HARTFORD CT 06108 4205	1989/V56488/1GAA9621KB134219	\$ (4.89)
2010-03-0053441	BKM ENTERPRISES INC	300 E RIVER DR E HARTFORD CT 06108 4205	1989/V61491/1NNVA4820KM131071	\$ (9.50)
2010-03-0053452	BKM ENTERPRISES INC	300 E RIVER DR DP4820 E HARTFORD CT 06108 4205	1991/V49420/1GAA9020MB025701	\$ (6.03)
2010-03-0053462	BKM ENTERPRISES INC	300 EAST RIVER DR E HARTFORD CT 06108 4205	2001/85CW07/1FBNE31L71HA27169	\$ (25.74)
2010-03-0056544	CHASE AUTO FINANCE CORP	900 STEWART AVE GARDEN CITY NY 11530 4855	2009/482XDL/JFZSH64649H748172	\$ (342.36)
2010-01-0011219	CORELOGIC - ATTN: REFUND	DFW 1-3 ONE CORLOGIC DR WESTLAKE TX 76262	59 PORTER ST	\$ (3,509.29)
2010-03-0060567	DUELL ROBERT T OR DUELL KAREN	105 GRANDE RD E HARTFORD CT 06118 2420	1997/936SUY/3VWXB81H9VM123017	\$ (17.89)
2010-03-0061456	ENTERPRISE FM TRUST	600 CORPORATE PARK RD ST LOUIS MO 48336	2005/245TGC/1NXBR32E05Z383376	\$ (103.26)
2010-03-0061460	ENTERPRISE FM TRUST	600 CORPORATE PARK RD ST LOUIS MO 63105	2006/678UCG/2T1BR32E76C601820	\$ (116.34)
2010-03-0061461	ENTERPRISE FM TRUST	600 CORPORATE PARK RD ST LOUIS MO 63105	2006/992UFL/2T1BR32E16C614840	\$ (116.34)
2010-02-0040677	FLEETWOOD FINANCIAL LEASING LLC	630 N CENTRAL EXP STE A PLANO TX 75074	VARIOUS	\$ (491.76)
2010-03-0062985	FRENETTE RONALD A	2 TOWER RD E HARTFORD CT 06108 3037	1999/736XZB/1FAFP10P5XW107602	\$ (54.90)
2010-03-0088236	GUZMAN ZENAIDA	98 TERRACE AVE E HARTFORD CT 06108 1529	1998/740WSY/WDBJF82F4WX009253	\$ (32.42)
2010-03-0063808	GENERIS INC	1100 BURNSIDE AVE E HARTFORD CT 06108 1509	1996/362CLG/1GDHC34J3TE510697	\$ (10.95)
2010-02-0042301	HARVEY LEWIS CO OF HARTFORD CT	45 ASYLUM ST HARTFORD CT 06103	22 EMELY ST	\$ (59.63)
2010-03-0066849	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2008/283WYE/1HGFA16888L097745	\$ (94.14)
2010-03-0066883	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2010/436VAV/1HGCP2F36AA101580	\$ (160.92)
2010-03-0066892	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2009/524XCW/1HGCP26499A003812	\$ (110.04)
2010-03-0066945	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2008/884WVU/5FNFY18358B046393	\$ (304.46)
2010-03-0066946	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2008/887WSR/2HGFA16588H521041	\$ (140.68)
2010-03-0066952	HONDA LEASE TRUST	600 KELLY WAY HOLYOKE MA 01040 9681	2010/978YED/2HGFA1F8XAH541307	\$ (152.88)
2010-03-0067087	HOWARD LEE SCHIFF PC	510 TOLLAND ST E HARTFORD CT 06108 2501	2005/TRIAL/1J4GL48K95W679641	\$ (67.87)
2010-03-0068461	JZ INC DBA DUNKIN INC	1084 MAIN ST E HARTFORD CT 06108 2240	2010/929YCX/5GALVCE9AJ174223	\$ (231.02)

2010-03-0070472	LE BINH PHU	94 HERBERT DR E HARTFORD CT 06118 3531	1998/625YBZ/2T1BR12E7WC079940	\$	(50.49)
2010-03-0070486	LE HIEN P	94 HERBERT DR E HARTFORD CT 06118 3531	2005/980UAM/JTEHD20V156039940	\$	(84.33)
2010-03-0075021	NISSAN INFINITI L.T-TAX OPERATIONS	PO BOX 650214 DALLAS TX 75265 0214	2008/383XBL/1N4BL21E28C154876	\$	(347.48)
2010-03-0077087	OUELLETTE GERALD L	50 WOODBRIDGE AVE E HARTFORD CT 06108 4004	1988/135UZE/F25YEC42706	\$	(25.06)
2010-03-0077608	PASQUARELLI MARIA A	24 FLORDALE DR E HARTFORD CT 06108 1603	1993/882JBT/JT2EL45U2P0136942	\$	(5.05)
2010-03-0078509	PETERSON D L TRUST	940 RIDGEBROOK RD CP SPARKS MD	2009/6891CB/1FTSW20549EA81650	\$	(289.38)
2010-03-0078929	PILON GREGORY V	36 APPLETON ST APT 3 BOSTON MA 02116 6245	1995/367UKB/WBABJ6324SJD38570	\$	(12.32)
2010-03-0079563	QUATTROCCHI SUSAN G	65 SUNNYREACH DR E HARTFORD CT 06118 3147	2001/281TZA/1LNHM97V11Y687632	\$	(22.41)
2010-03-0079564	QUATTROCCHI SUSAN G	65 SUNNYREACH DR E HARTFORD CT 06118 3147	1998/93CM5/13B7HF12Y5MM231377	\$	(24.44)
2010-03-0080269	RESTAURANT EQUIPMENT C/O KENNETH SWERDLICK	465 PARK AV E HARTFORD CT 06108 1826	1991/K33311/JW6ADF1F2ML001380	\$	(61.61)
2010-03-0081336	RODRIGUEZ DOUGLAS	P O BOX 280511 E HARTFORD CT 06128 0511	1995/445XXV/2HGJE2126SH545375	\$	(12.77)
2010-03-0082644	SAMUDA RODERICK B	108 GORDON LN E HARTFORD CT 06118 2224	2000/412WXL/JT3HN86R2Y0319991	\$	(36.11)
2010-03-0084167	SIROIS ELLEN L	50C PASCAL LN MANCHESTER CT 06040	1998/457UTX/3FAKP1138WR190860	\$	(59.72)
2009-03-0087097	TOYOTA MOTOR CREDIT CORP	19001 S WESTERN AVE #WF-21 TORRANCE CA 90501	2007/31CA84/5TEUU42N57Z396359	\$	(209.29)
2010-03-0086760	TOYOTA MOTOR CREDIT CORP	19001 S WESTERN AVE #WF-21 TORRANCE CA 90501	2008/JOY67JTHGL46F685022526	\$	(1,027.62)
2010-03-0086761	TOYOTA MOTOR CREDIT CORP	19001 S WESTERN AVE #WF-21 TORRANCE CA 90501	2008/KASDN5/JTEES43A882036610	\$	(487.91)
2010-03-0086777	TOYOTA MOTOR CREDIT CORP	19001 S WESTERN AVE #WF-21 TORRANCE CA 90501	2009/555WXH/4T1BE46K09UJ304585	\$	(164.37)
TOTAL				\$	(9,313.45)