

Robert J. Proch

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
AUGUST 7, 2012

2012 AUG -2 A 11: 53

TOWN CLERK
EAST HARTFORD

7:00 P.M. Public Hearing

=====
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. July 17, 2012 Executive Session/East Hartford Education Association
 - B. July 17, 2012 Executive Session/Glenn Vincent
 - C. July 17, 2012 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Resignation of Esther Clarke from the Library Commission
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Grant Application to the Economic Development Administration re: FY 2012 Disaster Relief Opportunity
 - B. Contingency Transfer: Republican and Democratic Primaries
 - C. Improve East Hartford Program:
 1. Review of Planning Zoning Commission Report
 2. Setting a Public Hearing Date
 - D. Board of Education Capital Reserve Fund re: Barnes & O'Connell Schools and East Hartford High and East Hartford Middle Schools
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: August 21, 2012)

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

Robert J. Paek

2012 AUG - 2 (860) 291-5308
FAX (860) 291-7389
TOWN CLERK
EAST HARTFORD

DATE: August 1, 2012
TO: Town Council
FROM: Rich Kehoe
Town Council Chair
RE: Tuesday, August 7, 2012

In accordance with Section 3.3(a) of the Town Charter, a Special Meeting of the Town Council will be held as follows:

Tuesday, August 7, 2012

7:00 p.m.

Town Council Chamber

The purpose of the meeting is to hear public comment on the following proposed bond resolutions:

RESOLUTION APPROPRIATING \$10,000,000 FOR THE PLANNING, DESIGN, CONSTRUCTION AND RECONSTRUCTION OF TOWN ROADS AND PARKING LOTS AND AUTHORIZING THE ISSUANCE OF \$10,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLUTION APPROPRIATING \$5,700,000 FOR WINDOW WALL REPLACEMENT AT EAST HARTFORD MIDDLE SCHOOL AND AUTHORIZING THE ISSUANCE OF \$1,600,000 BONDS OF THE TOWN TO MEET THE TOWN'S SHARE OF SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

cc: Mayor Leclerc
Michael Walsh, Finance Director
Dr. Jacqueline Jacoby, Interim Superintendent of Schools
Paul Mainuli, Business Manager, Board of Education
Al Costa, Facilities Manager, Board of Education

Robert J. Paek

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

2012 JUL 24 A 8:36
(860) 291-7308

TOWN CLERK 291-7389
EAST HARTFORD

July 19, 2012

Please publish the following legal ad in **Zone 4** of the Tuesday, July 24, 2012 edition of the Hartford Courant. Please provide an affidavit. Bill the East Hartford Town Council.

The Town Council of the Town of East Hartford will meet in the Council Chambers on **Tuesday, August 7, 2012 at 7:00 p.m.** for the purpose of holding a public hearing on the following resolutions:

RESOLUTION APPROPRIATING \$10,000,000 FOR THE PLANNING, DESIGN, CONSTRUCTION AND RECONSTRUCTION OF TOWN ROADS AND PARKING LOTS AND AUTHORIZING THE ISSUANCE OF \$10,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

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A copy of said resolutions is on file open to public inspection at the office of the Town Clerk.

Dated this 19th day of July 2012.

Angela Attenello
TOWN COUNCIL CLERK

21-738-60

The Town Council of the Town of East Hartford will meet in the Council Chambers on **Tuesday, August 7, 2012 at 7:00 p.m.** for the purpose of holding a public hearing on the following resolutions:

RESOLUTION APPROPRIATING \$10,000,000 FOR THE PLANNING, DESIGN, CONSTRUCTION AND RECONSTRUCTION OF TOWN ROADS AND PARKING LOTS AND AUTHORIZING THE ISSUANCE OF \$10,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLUTION APPROPRIATING \$5,700,000 FOR WINDOW WALL REPLACEMENT AT EAST HARTFORD MIDDLE SCHOOL AND AUTHORIZING THE ISSUANCE OF \$1,600,000 BONDS OF THE TOWN TO MEET THE TOWN'S SHARE OF SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

A copy of said resolutions is on file open to public inspection at the office of the Town Clerk.

Dated this 19th day of July 2012.

Angela Attenello
TOWN COUNCIL CLERK

Robert J. Pasak

2012 JUL 23 A 11: 28

CONNECTICUT INTERNATIONAL BACCALAUREATE ACADEMY

COLLEGE RESEARCH ROOM

TOWN CLERK
EAST HARTFORD

JULY 17, 2012

EXECUTIVE SESSION/EAST HARTFORD EDUCATION ASSOCIATION

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

ALSO Mayor Marcia A. Leclerc
PRESENT Michael Walsh, Finance Director
Dr. Jacqueline Jacoby, Interim Superintendent of Schools
Paul Mainuli, Business Manager, East Hartford Board of Education
Jeffrey Currey, Chair, East Hartford Board of Education

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:33 p.m.

MOTION By Eric Thompson
seconded by Bill Horan
to **go into** Executive Session to discuss the 2013-2016 Collective
Bargaining Agreement between the East Hartford Board of Education and
the East Hartford Education Association.
Motion carried 8/0.

MOTION By Eric Thompson
seconded by Bill Horan
to **go back to** Regular Session.
Motion carried 8/0.

ADJOURNMENT

MOTION By Eric Thompson
seconded by Bill Horan
to **adjourn** (7:15 p.m.)
Motion carried 8/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Robert J. Paek

2012 JUL 23 A 11: 28

CONNECTICUT INTERNATIONAL BACCALAUREATE ACADEMY TOWN CLERK
COLLEGE RESEARCH ROOM EAST HARTFORD

JULY 17, 2012

EXECUTIVE SESSION/Glenn Vincent

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

ALSO Mayor Marcia A. Leclerc
PRESENT Scott Chadwick, Corporation Counsel

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:19 p.m.

MOTION By Eric Thompson
seconded by Bill Horan
to go into Executive Session to discuss the property damage claim of
Glenn Vincent vs. Town of East Hartford.
Motion carried 8/0.

MOTION By Eric Thompson
seconded by Bill Horan
to go back to Regular Session.
Motion carried 8/0.

ADJOURNMENT

MOTION By Eric Thompson
seconded by Bill Horan
to adjourn (7:25 p.m.)
Motion carried 8/0.

Attest


Richard F. Kehoe
Town Council Chair

Robert J. Pasek

EAST HARTFORD TOWN COUNCIL 2012 JUL 23 A 11: 28

CONNECTICUT INTERNATIONAL BACCALAUREATE ACADEMY CLERK
EAST HARTFORD
857 FORBES STREET, LECTURE HALL

JULY 17, 2012

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

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:34 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

Appointment of Esther Clarke to the Town Council

MOTION By Eric Thompson
seconded by Barbara Rossi
to **appoint** Esther B. Clarke to the Town Council to fill the
unexpired term of Robert Damaschi, Sr. pursuant to Section 2.5
of the East Hartford Town Charter.
Motion carried 8/0.

After the vote, Robert Pasek, Town Clerk, administered the oath of office to Mrs. Clarke. The Councillors welcomed her as she took her seat. Councillor Clarke thanked everyone for their good wishes and stated that she hopes her work will benefit the town.

RECOGNITIONS AND AWARDS

Beautification Commission: June 2012 Awards

Pat Sirois, Chair of the Beautification Commission, presented the June 2012 residential award to the Bjorklund Family, 78 Temple Drive. She announced the June 2012 business award went to Associated Security Corporation, 16 Pitkin Street. The Council joined with Ms. Sirois in thanking the recipients for making East Hartford a prettier place to live.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Frank Kucza, 87 Greenlawn Street, inquired on how the estimated cost of the replacement of the window walls at the East Hartford Middle School was ascertained.

Mayor Leclerc (1) congratulated Esther Clarke on her appointment to the Council; (2) thanked Joan Ross and Valerie Scheer for volunteering on town commissions; (3) thanked Don Currey for temporarily serving as Human Resources Director; (4) gave the Council a brief overview of the progress that has been made for a permanent Human

Resources Director; (5) reported that the cost to the town for providing a police presence at the Coca-Cola strike was approximately \$148,000; (6) acknowledged the great job that Riverfront Recapture did hosting this year's Riverfest, even with a few minor snags; (7) announced that the Bike to Work program will start on Thursday, July 19th; (8) highlighted a few summer events, such as the Summer Youth Festival, the Hartford Pops at the Riverfront, and the Sounds of Summer Series; (9) stated that the alternative site for the Raymond Library during the 14 months of renovation will most likely be the East Hartford Cultural Community Center; and (10) reported that the first Capital Regional Development Authority (CRDA) meeting was held and that she will serve on the Search Committee for an Executive Director and also serve on the Housing Subcommittee.

APPROVAL OF MINUTES

June 19, 2012 Executive Session/McFini

MOTION By Barbara Rossi
seconded by Eric Thompson
to **approve** the minutes of the June 19, 2012 Executive Session/McFini.
Motion carried 7/0. **Abstain:** Horan, Clarke

June 19, 2012 Regular Meeting

MOTION By Barbara Rossi
seconded by Pat Harmon
to **approve** the minutes of the June 19 Regular Meeting.
Motion carried 8/0. **Abstain:** Clarke

June 28, 2012 Special Joint Meeting/East Hartford Housing Authority

MOTION By Barbara Rossi
seconded by Linda Russo
to **approve** the minutes of the June 28, 2012 Special Joint Meeting
with the East Hartford Housing Authority .
Motion carried 6/0. **Abstain:** Horan, Thompson, Clarke

COMMUNICATIONS AND PETITIONS

Revised Committee Assignments

Chair Kehoe announced the new subcommittee assignments based on the appointment of Esther Clarke to the Town Council. Her subcommittee assignments will be as follows: Board of Education (liaison), East Hartford Housing Authority (liaison), Budget Committee, Personnel & Pensions Subcommittee, Pension & Retiree Benefit Board, and Town-owned Property Other Than Real Estate Committee.

OLD BUSINESS

Rescission of Motion re: Town Capital Reserve Fund Balance Redesignation re: 40 Saunders Street (June 19, 2012 Town Council meeting)

MOTION By Linda Russo
seconded by Barbara Rossi

to **rescind** the motion made at the June 19, 2012 Town Council meeting as follows:

"that in accordance with Article 7 §10-35 of the Town of East Hartford Code of Ordinances, the Town Council **approve** the reallocation of \$53,353.69 within the town's Capital Reserve Fund for the purposes of completing the remediation and demolition of 40 Saunders Street.";

and to **substitute** the following motion:

that in accordance with Article 7 §10-35 of the Town of East Hartford Code of Ordinances, the Town Council **approve** the reallocation of \$53,353.69 within the town's Capital Reserve Fund for the purposes of completing the remediation and demolition of 40 Central Avenue.

Motion carried 9/0.

NEW BUSINESS

Councillor Clarke recused herself from discussion and vote on the following agenda item.

2013-2016 Collective Bargaining Agreement between the East Hartford Board of Education and the East Hartford Education Association

Prior to entertaining the following motion, Jeff Currey, Chair of the Board of Education, and Paul Mainuli, Business Manager for the East Hartford Public Schools, gave a brief overview of the proposed changes to the EHEA contract.

MOTION By Barbara Rossi
 seconded by Eric Thompson
 to **reject** the 2013-2016 Collective Bargaining Agreement between the East Hartford Board of Education and the East Hartford Education Association.
 Motion carried 8/0. (Clarke out of Chamber)

Historic Document Preservation Grant

MOTION By Linda Russo
 seconded by Barbara Rossi
 to **adopt** the following resolution:

RESOLVED: That Marcia A. Leclerc, Mayor, is empowered to execute and deliver in the name of and on behalf of this municipality, a contract with the Connecticut State Library for a Historic Documents Preservation Grant.

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

State of Connecticut Office of Policy and Management re: Intertown Capital Equipment (ICE) Purchase Incentive Grant Program

MOTION By Ram Aberasturia
 seconded by Linda Russo

to **adopt** the following resolution:

WHEREAS, The Town of East Hartford wishes to apply for a grant with the towns of Manchester and South Windsor; and

WHEREAS, The Town of East Hartford wishes to utilize the State of Connecticut Inter-town Capital Equipment Purchase Incentive Program; and

WHEREAS, The Town of East Hartford would jointly purchase and own an automated salt brine mixing tank and (3) truck mounted applicators; and

WHEREAS, East Hartford's cost share for the brine making and application equipment would be funded from the Public Works Road Maintenance Account; and

WHEREAS, East Hartford, Manchester, and South Windsor would share the cost of producing a salt brine solution for application in each town based upon the amount of brine used by each town.

NOW, THEREFORE, BE IT RESOLVED that the East Hartford Town Council hereby supports the grant application for the Inter-town Capital Equipment Purchase Incentive Program and authorizes Mayor Marcia Leclerc to enter into and amend any related agreements, including a memorandum of understanding with the towns of Manchester and South Windsor for the purchase of the salt brine producing and application equipment.

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

For the above agenda item, the Council requested a copy of the Memorandum of Understanding between East Hartford, Manchester and South Windsor when finalized.

Appointment to the Patriotic Commission

MOTION By Marc Weinberg
seconded by Eric Thompson
to **approve** the appointment of Joan Barbara Ross to the Patriotic Commission; term to expire December 2015.
Motion carried 9/0.

Appointment to the Fine Arts Commission

MOTION By Pat Harmon
seconded by Ram Aberasturia
to **approve** the appointment of Valerie Scheer to the Fine Arts Commission; term to expire December 2014.
Motion carried 9/0.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Eric Thompson
to **refund** taxes in the amount of \$6,176.00
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2011-03-0051150	ANDERSON DOROTHY M	1999//4S3BG6854X7619418	\$	\$ (81.69)
2010-03-0051262	ANOINTED TABERNACLE OF JESUS CHRIST	2002//HFPFB08132G061848	\$	\$ (12.05)
2010-01-0010426	CHEN ZENG JIN	81 FOOTPATH LN S/L #7	\$	\$(2,881.13)

2010-01-0003196	COUGHLIN BRIAN & ANNETTE	59 GREEN MANOR DR		\$ (500.00)
2010-03-0060902	EAN HOLDINGS LLC	2010//2CTFLEEW7A6258198	\$	\$ (400.76)
2010-03-0060903	EAN HOLDINGS LLC	2009//JM1BK32GX91240176	\$	\$ (260.22)
2010-03-0060930	EAN HOLDINGS LLC	2010//2HGFA1F58AH308306	\$	\$ (69.08)
2010-03-0060937	EAN HOLDINGS LLC	2010//2HGFA1F51AH556686	\$	\$ (69.08)
2010-03-0060967	EAN HOLDINGS LLC	2010//1C3CC5FB5AN162998	\$	\$ (33.02)
2010-03-0060969	EAN HOLDINGS LLC	2010//1GNUKJE32AR247934	\$	\$ (80.32)
2010-03-0060970	EAN HOLDINGS LLC	2010//JM1BL1SG4A1198271	\$	\$ (191.55)
2010-03-0060979	EAN HOLDINGS LLC	2010//1G1ZC5EB1AF250618	\$	\$ (378.77)
2010-03-0061009	EAN HOLDINGS LLC	2010//1J4BA3H1XAL150213	\$	\$ (54.38)
2010-03-0061017	EAN HOLDINGS LLC	2011//1FAHP3GN4BW127485	\$	\$ (37.74)
2010-03-0061034	EAN HOLDINGS LLC	2010//1FMCU9EG9AKD01427	\$	\$ (107.56)
2010-03-0061057	EAN HOLDINGS LLC	2010//2D4RN5D19AR211720	\$	\$ (457.61)
2006-02-0040626	EXXON MOBIL CORP	483 SILVER LN	\$	\$ (107.22)
2010-03-0065729	HARRIS TANISHA A	2002//1GNDT13S222280496		\$ (133.38)
2011-03-0071845	MAILLET AARON P	2000//JH2RD0606YK800022	\$	\$ (7.79)
2009-03-0090572	RODER RICHARD E	1997//WAUCB88D8VA281136	\$	\$ (114.31)
2010-03-0081238	RODER RICHARD E	1997//WAUCB88D8VA281136	\$ 13.01	\$ (86.74)
2011-03-0085809	THOMPSON MACKINNON	1996//1FTCR10AXTUD70497	\$	\$ (26.40)
2010-03-0087045	TRUNG NGUYEN OR DUNG DAHN	1999//JNRAR07Y9XW062543		\$ (42.50)
2011-03-0087367	VAZQUEZ LUIS M & NOEMI	1994//JS3TD03V1R4107672	\$	\$ (13.01)
2010-03-0088304	VONGKEOMANY NATTHAYA S	1993//JHMBB2258PC009088	\$	\$ (16.68)
		SUBTOTAL	\$ (13.01)	\$ (6,162.99)
		TOTAL		\$ (6,176.00)

Setting a Public Hearing Date of Tuesday, August 7, 2012 @ 7PM in Town Council Chambers

MOTION

By Bill Horan
seconded by Barbara Rossi
to set a public hearing date of Tuesday, August 7, 2012 at 7PM in Town Council Chambers to hear public comment on the following proposed bond issues:

- The Appropriation of \$10,000,000 for the Planning, Design, Construction and Reconstruction of Town Roads and Parking Lots, and Authorizing the Issuance of \$10,000,000 in Bonds of the Town to Meet Said Appropriation; and

- The Appropriation of \$5,700,000 for Window Wall Replacement at the East Hartford Middle School, and Authorizing the Issuance of \$1,600,000 in Bonds of the Town to Meet the Town's Share of Said Appropriation

Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Eric Thompson asked that the town's legislative delegation come before the Council to explain the provisions of Senate Bill 22.

Esther Clarke inquired on the following issues regarding the golf course: (1) who is responsible for the recent pavement of the parking lot – the town or MDM Golf, LLC, the lessee; (2) is the contract between the town and MDM Golf current; and (3) has MDM Golf made the improvements promised under the terms of the lease.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Property Damage Claim of Glenn Vincent vs. Town of East Hartford

MOTION By Barbara Rossi
seconded by Bill Horan
to **accept** Corporation Counsel's recommendation to settle the property damage claim of Town employee, Glenn Vincent, for a total of \$988.06.
Motion carried 8/0. **Abstain:** Clarke

OPPORTUNITY FOR RESIDENTS TO SPEAK

Councillor Marc Weinberg recognized several people celebrating July birthdays, including Susan Skowronek, Marylee Hickey, Angela Attenello, and Eileen Powers.

Majority Leader Barbara Rossi recognized the July birthday of Pete Bonzani.

ADJOURNMENT

MOTION By Eric Thompson
seconded by Bill Horan
to **adjourn** (9:16 p.m.).
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be on August 7, 2012.

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

Robert J. Pasek

2012 AUG -1 A 9:33

TOWN CLERK
EAST HARTFORD

Mr. Charles Casella, Chairman Library Commission

Mr. Pat Jones, Director of Library

Gentlemen,

Upon inquiry, I have been informed by Corporation Counsel that I may be in violation of our Town Charter, Section 3.8, should I remain on the Library Commission and meet directly with the Director of Library. Therefore, I have chosen to resign my appointment to the Library Commission.

I look forward to your continued success in the Library Project that is moving along and please inform me if I can be of future service to the Commission.

Yours very truly,


Esther B. Clarke

Cc: Mayor Marcia Leclerc

Richard Gentile, Esq.

Robert Pasek, East Hartford Town Clerk

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


DATE: July 27, 2012
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Resolution: Grant Application to Economic Development Administration for FY 2012 Disaster Relief Opportunity

Please place on the Town Council agenda for the August 7, 2012 meeting. Attached is the memo resolution authorizing to make the application to the EDA and also execute all other required documents pertain to the Disaster Relief Opportunity Grant. Public Works will prepare and submit an application in the amount of \$455,200 (80%). A 20% cash match is required and will be for the Town ((\$113,800).

Thank you.

C: M. Walsh, Director of Finance
T. Bockus, Director of Public Works
C. Fravel, Grants Administrator
A. Costa, Director of Facilities, EHPS
J. Oates, Fire Chief
D. Dube, Emergency Manager

TO: Marcia A. Leclerc, Mayor

FROM: Clare Fravel, Grants Administrator 
Timothy A. Bockus, Director of Public Works

CC: Michael P. Walsh, Director of Finance
Al Costa, East Hartford Public Schools Director of Facilities
John Oates, Fire Chief
Dan Dube, Emergency Manager

DATE: July 27, 2012

SUBJ: Referral to Council – Resolution regarding grant application to Economic Development Administration for FY 2012 Disaster Relief Opportunity

The Economic Development Administration has announced the availability of investment assistance to help communities and regions devise and implement long-term economic redevelopment strategies through a variety of construction and non-construction projects to address economic development challenges in regions impacted by a major federally declared disaster that was designated between October 1, 2010 and September 30, 2011.

The Town of East Hartford is eligible to apply for the EDA FY 2012 Disaster Relief Opportunity because three (3) weather events were declared federal disasters in Connecticut within the aforementioned time frame (March 3, 2011 snowstorm; August 27, 2011 Hurricane Irene; and September 2, 2011 Tropical Storm Irene).

Proposals for this funding must demonstrate a clear nexus between the project's scope of work and disaster recovery and resiliency efforts. Since these types of disasters often cause prolonged power outages in our community and require the utilization of shelters for our residents, the permanent installation of generators with automatic power transfer capability at East Hartford High School (EHHS; multi-jurisdictional shelter) and East Hartford Middle School (EHMS; alternate refuge for shelter overflow) has been recommended as a project for this funding.

VanZelm Engineers prepared the attached study "Standby Power Options" in response to system failures and/or insufficiencies at EHHS and EHMS. It contains a full report, recommendations and proposed budgets. Implementation of this proposal will improve operational capability and reduce the probability of system failure in the event of a prolonged power outage and ensure our residents are provided with safe and secure shelter.

The Public Works Department wishes to prepare and submit an application in the amount of \$455,200 (80%). A 20% cash match is required and will be from the Town (\$113,800).

We are respectfully requesting that the attached Resolution be placed on the Town Council agenda for the August 7, 2012 meeting. The Resolution will authorize you as Mayor to make application to EDA as well as execute all other required documents as they pertain to the Disaster Relief Opportunity grant. A grant application information form is also attached for Council reference. Thank you for your attention to this matter.

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a municipal corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true and correct copy of the Resolution, duly adopted and ratified by the Town Council of the Town of East Hartford on the 7th day of August, 2012.

RESOLUTION

WHEREAS, the Economic Development Administration (EDA) intends to award investments through the FY 2012 Disaster Relief Opportunity in regions experiencing severe economic distress as a result of natural disasters that were declared as major Federal disasters between October 1, 2010 and September 30, 2011, and

WHEREAS, three (3) major Federal disasters affecting East Hartford were declared in the State of Connecticut on March 3, 2011 (snowstorm), August 27, 2011 (Hurricane Irene) and September 2, 2011 (Tropical Storm Irene), and

WHEREAS, East Hartford High School is classified as a Multi-Jurisdictional Shelter by the Connecticut Chapter of the American Red Cross and is recognized as such by the Capitol Region Council of Governments as well as the Department of Emergency Services and Public Protection and was utilized as an emergency shelter by residents as a direct consequence of incidents such as the aforementioned disasters and East Hartford Middle School may be utilized as an alternate place of refuge providing increased capacity for shelter overflow, and

WHEREAS, a study conducted by Van Zelm Engineers entitled "Standby Power Options" dated May 22, 2012 recommends permanent installation of generators with automatic power transfer capability at East Hartford High School and East Hartford Middle School in order to improve operational reliability and reduce the probability of system failure in the event of prolonged power outages, and

WHEREAS, the Town of East Hartford wishes to make application to the FY 2012 Disaster Relief Opportunity in the amount of \$455,200 (80%) matched by \$113,800 (20%) from the Town in order to implement the recommendations of the "Standby Power Options" study which support disaster recovery and resiliency efforts.

NOW THEREFORE BE IT RESOLVED, that the Town Council of the Town of East Hartford recognizes the need for funding these items under the EDA FY 2012 Disaster Relief Opportunity.

AND FURTHER BE IT RESOLVED that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Economic Development Administration as they may pertain to this Disaster Relief Opportunity grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford this ____ day of August, 2012.

Angela M. Attenello, Town Council Clerk

seal

GRANT APPLICATION INFORMATION

DATE: July 27, 2012

TITLE: Economic Development Administration (EDA)
FY 2012 Disaster Relief Opportunity

AMOUNT: \$455,200 (80%)

PURPOSE: This investment assistance is intended to help communities devise and implement long-term economic redevelopment strategies through construction and non-construction projects to address economic development challenges in regions impacted by a major federally declared disaster that was designated between October 1, 2010 and September 30, 2011.

A snow storm, tropical storm and/or a hurricane (all federally declared disasters in CT between aforementioned dates) may cause prolonged power outages requiring residents to utilize designated public shelters.

Proposed project is the permanent installation of generators with automatic transfer capability at East Hartford High School (EHHS) and East Hartford Middle School (EHMS) in order to improve operational reliability and reduce the probability of system failure in the event of prolonged power outages.

BUDGET:	\$226,318.40	EHHS - Permanent installation of 350 kw generator with automatic transfer
	\$341,880.00	EHMS – Permanent installation of 250 kw generator with automatic transfer
	\$568,198.40	TOTAL => \$569,000

(Budget note: architectural/engineering design services are included)

SOURCE: Federal Economic Development Administration (EDA)

DEPARTMENT RESPONSIBLE: Public Works

MATCHING FUNDS: \$113,800 (20%)

IN-KIND OR CASH: Cash

SOURCE: Town

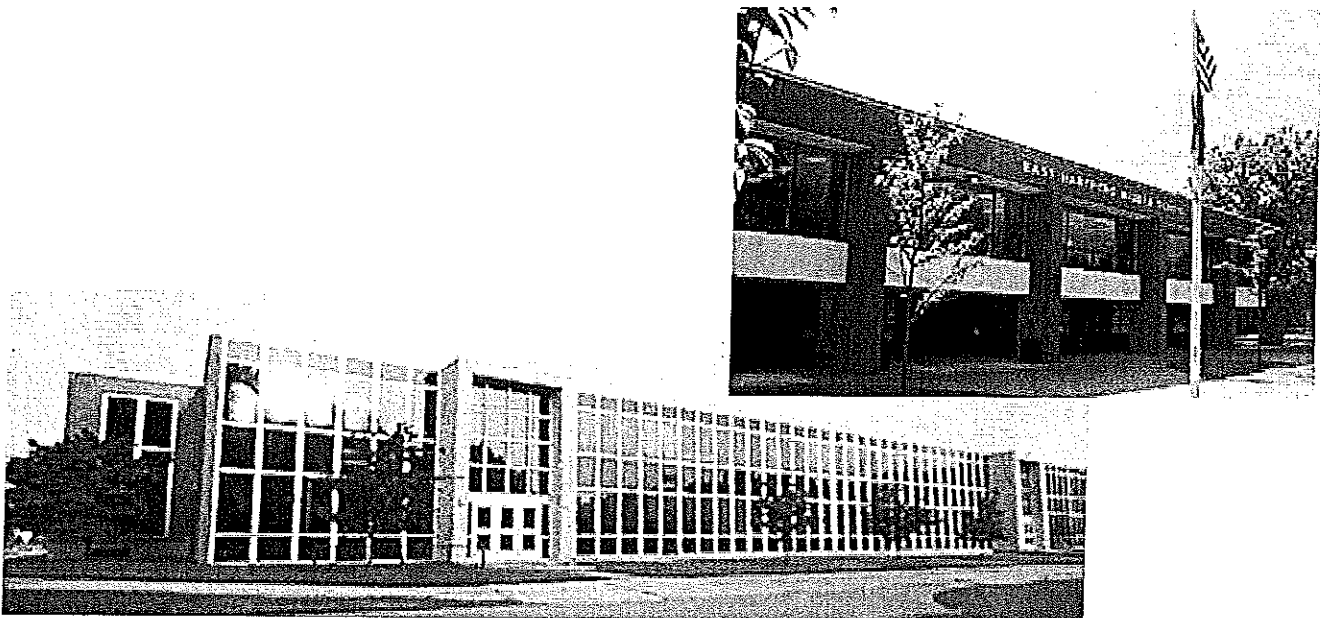
GRANT PERIOD: 17-24 months (from date of grant award)

APPLICATION DUE DATE: March 27, 2015 (Applications are accepted on a continuing basis and processed as received).

Town of East Hartford

East Hartford Middle School

East Hartford High School



Standby Power Options

Final Report
May 22, 2012

van Zelm #2012017.00

VANZELM
ENGINEERS
VANZELM HERGENROT & SHADLOCK, INC.

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APPENDICES:

- Appendix A: Representative Equipment Information
- Appendix B: Images
- Appendix C: Project Cost Summary

I. EAST HARTFORD MIDDLE SCHOOL

A. Overview

The Town of East Hartford is considering using the Middle School, located on Burnside Ave., as a alternate place of refuge. This alternate location would be used in the event that the High School, which is the Town's primary place of refuge, is unavailable. This is of particular concern when, after recent prolonged outages, the High School Standby Power Systems were not able to be maintained in operation.

Evaluation of the necessary capacity, type of standby power source, location, and method of interconnection are discussed in this report.

B. Existing Standby Systems

Currently the Middle School has a small generator located outside, that automatically supplies power to kitchen refrigeration equipment. It is believed that this system is fully operational.

The original building included a backup generator, located in a dedicated room adjacent to the main switchgear. This system is understood to not be operational, but this needs to be verified.

C. Standby Load

In the event that the Middle School will be used, the following operations will be required:

1. Space to house large group(s) of people for prolonged periods of time.
2. Space to accommodate sleeping arrangements.
3. Food Service & Cooking Operations.
4. Kitchen hood operation
5. Ventilation and heating for areas to be used
6. Lighting in and between areas being used.
7. Lighting on site for access and egress of building.

The chart below outlines the estimated demand load to provide electrical power to serve the above.

*East Hartford Middle School
 Summary of Loads for Generator*

Building Area	Estimated Load (KVA)
<i>Cafeteria</i>	42.5
<i>Kitchen</i>	212.5
<i>Boiler Plant / DHW</i>	130
<i>Main & Aux Gymnasium</i>	52.5
<i>Locker Rooms</i>	52.5
<i>Outside Lighting</i>	10
Total (KVA)	500
Total (KW)	400
With Diversity (75%)	300

D. Recommendations

Ideally, it is recommended that the following be installed at the Middle School:

1. A highly reliable standby power source – Sized for the full demand of the standby load.
2. On-site fuel supply
3. Automatic load transfer to designated Standby Loads.
4. System installation meeting best practices and following NFPA-110 criteria for a Level 1 installation

Funding and/or further considerations by the Town, will likely limit the actual installation arrangement selected moving forward. The following are options that are being reasonably considered:

1. Whole Building load transfer with manual load shedding to protect against generator overload.
2. Reduced generator size
3. Manual transfer of building/load over to generator source
4. Partial compliance with NFPA-110 Level 1 Criteria.

NFPA-110:

This is the recognized standard for installation of . Separate Criteria has been established for different Levels of system reliability. Level 1 is the most reliable configuration. Certain aspects of the existing building and electrical infrastructure make full compliance unrealistic without significant cost. It is most practical to adhere to the Level 1 criteria where possible.

Recommended Options:

The following pages outline the existing building arrangement, the configuration of the existing service and main distribution and 3 options for installation of a Standby Power System. Cost Estimates are included for each options.

Option #1:

- Installation of a permanent diesel fired generator with capacity to carry the full expected load of the middle school when being used as a place of refuge.
- Fuel capacity for the generator to operate for 5+ days provided in a sub-base tank under the generator.
- Existing loads would not be separated, but instead a transfer switch would be installed so that the entire building's electrical distribution could be fed from the generator.
- The generator would not have sufficient capacity to carry the entire building,, so a system of manual load shedding would be necessary in order to reliably provide power to the critical loads without overloading the generator.
- The advantage of this option is the ability to select any load to be powered from the generator. This flexibility may be desirable. However, this comes with the drawback of needing to manually shed loads by opening distribution circuit breakers before starting the generator and transferring the critical loads.

Option #2:

- Installation of a permanent diesel fired generator with capacity to carry the full expected load of the middle school when it would be used as a place of refuge.
- Fuel capacity for the generator to operate for 5+ days provided in a sub-base tank under the generator.
- Separation of those building loads that are essential to maintain operations and relocating them fed from a new Standby Power switchboard.
- Power to this new switchboard would automatically be fed from the generator in the event of a power outage.
- This option has the advantage of operating automatically without staff involvement. The drawback is that only the loads that were selected to be put on the new switchboard could be energized from generator power.

Option #3:

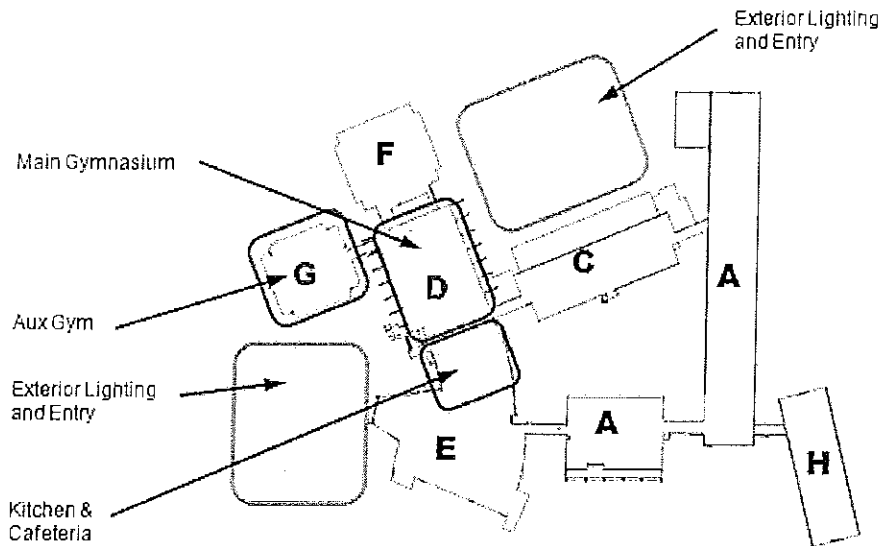
- The critical loads in the Middle School would be served from a portable generator which would be relocated to the School in the event that it is needed.
- Provisions similar to that described in Option #2 to isolate critical loads would be installed to minimize the work required to set-up and place the portable generator in operation. A new switchboard and transfer would be part of that system.
- Provisions for quickly connecting the generator output to the building distribution would be provided through specialized generator connection cabinet. Similarly provisions for interconnecting control wiring to remotely monitor the system would be available.
- The portable generator would have limited fuel storage capacity. A separate, above ground fuel tank would be installed next to the generator pad to provide 5+ days of capacity.
- It has been initially proposed that the High School and Middle School could share one generator, with it being stored at the High School, connected and set-up for automatic operation. See below.

Estimates of Probable Construction Cost:

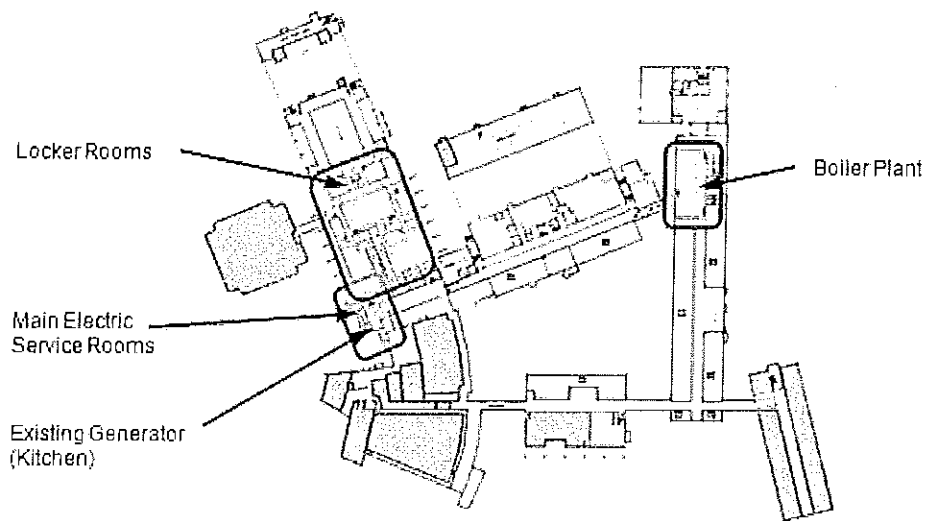
A table summarizing probable Construction and Project Cost for each of the recommended options is provided as the end of this report for both the Middle School and High School.

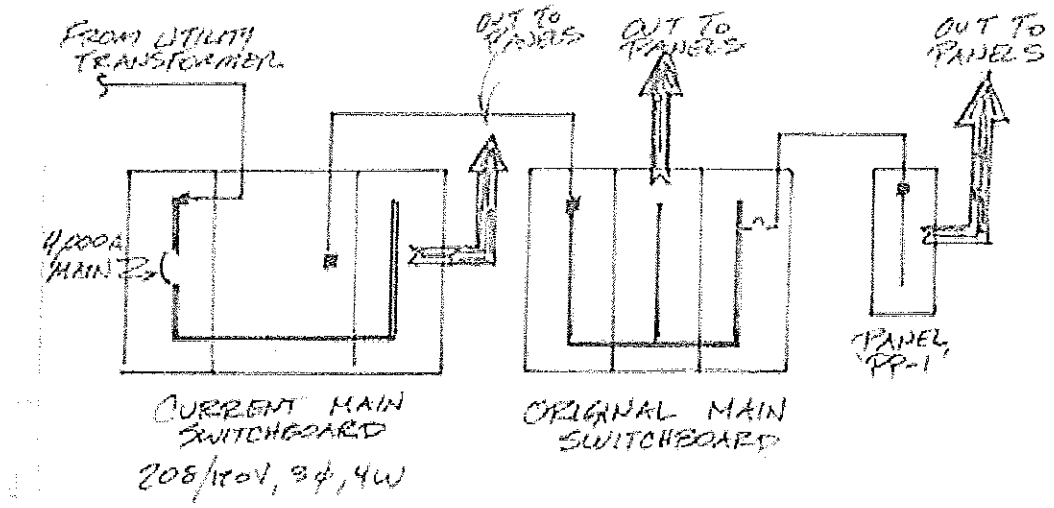
E. Diagrams and Layouts

Overall Building Key Plan

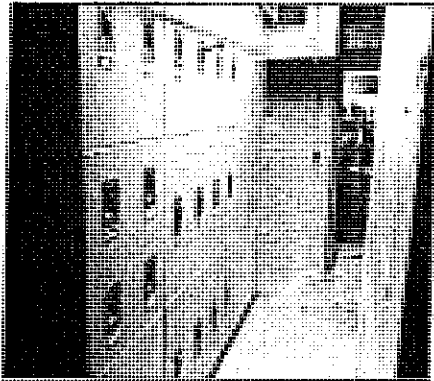


Basement Level Key Plan



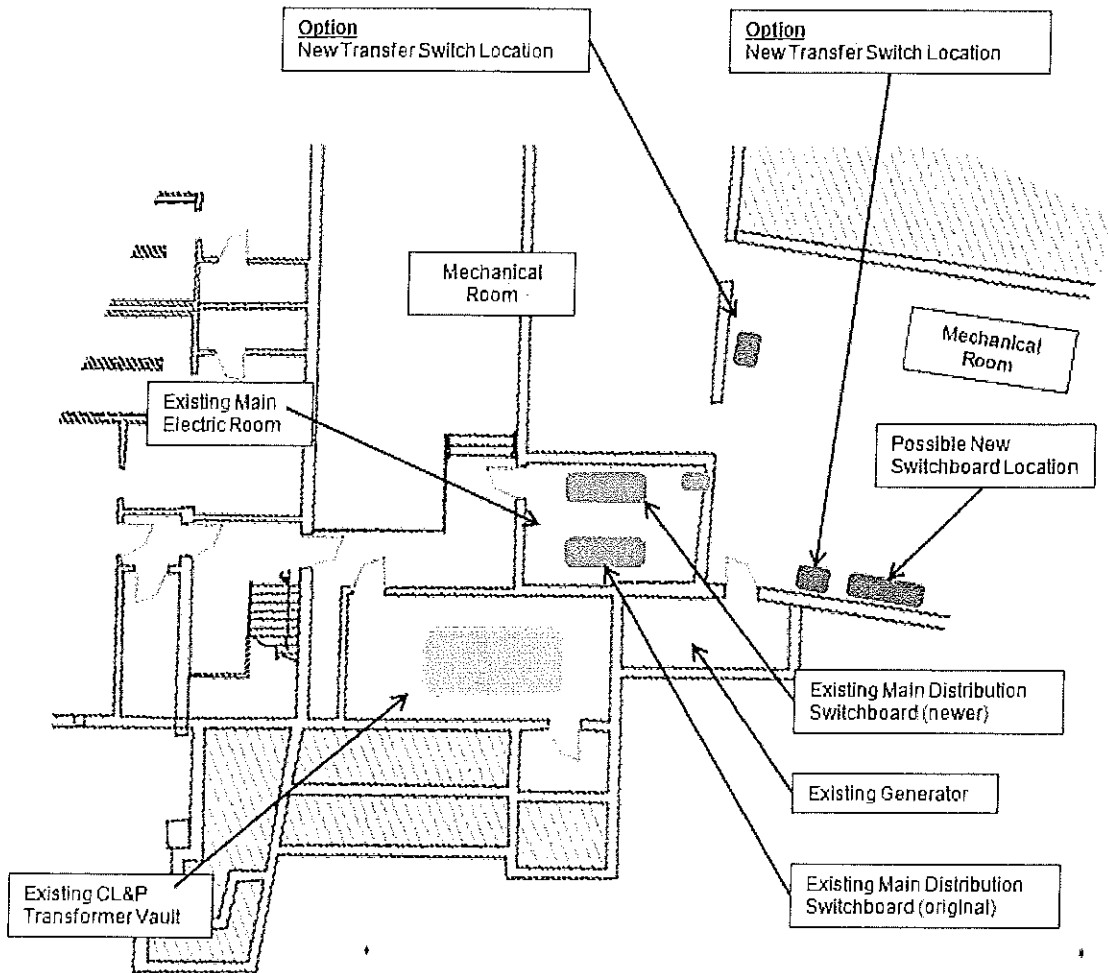


Existing Main Distribution Layout

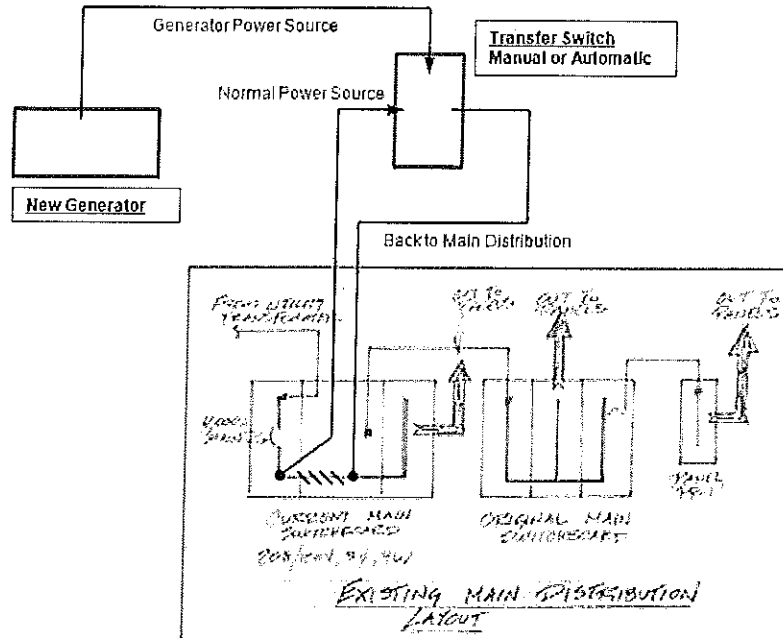


Images - Existing Main Electric Room

*Existing Main Electric Room
Basement Level*



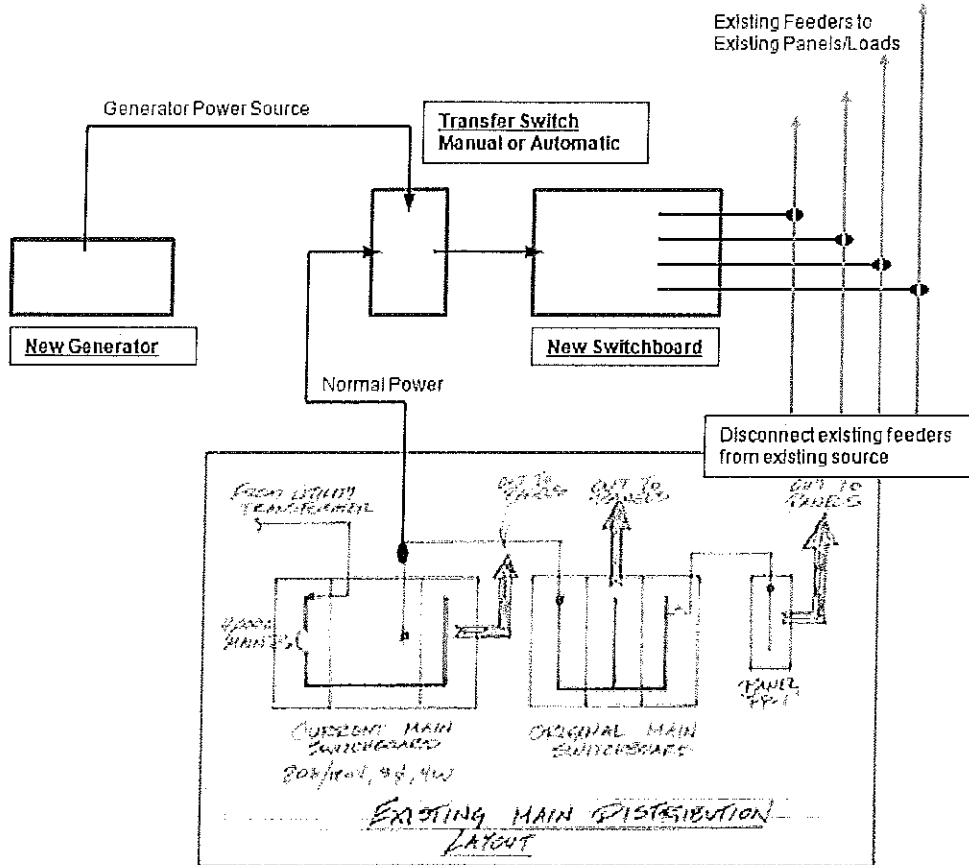
F. Option #1: Whole Building Transfer Switch



Notes:

- Entire Building Load flows through new Transfer Switch at ALL times
- Transfer Switch:
 - Size to match Service Main (4,000 Amps) – Not practical
 - Size for Build Demand +/- 2,000 amps - Recommended
- Main C/B trip settings adjusted down to 2,000 A maximum
- Tap main Switch and Switchboard Bus to place Transfer Switch In front of building distribution and after Utility Metering.
- Automatic vs. Manual Operation:
 - Automatic:
 - Automatic Load Shedding (Expensive)
 - Manual Load Shedding (May overload generator on transfer)
 - Manual:
 - Manually load shed before starting and transfer to Generator - Recommended

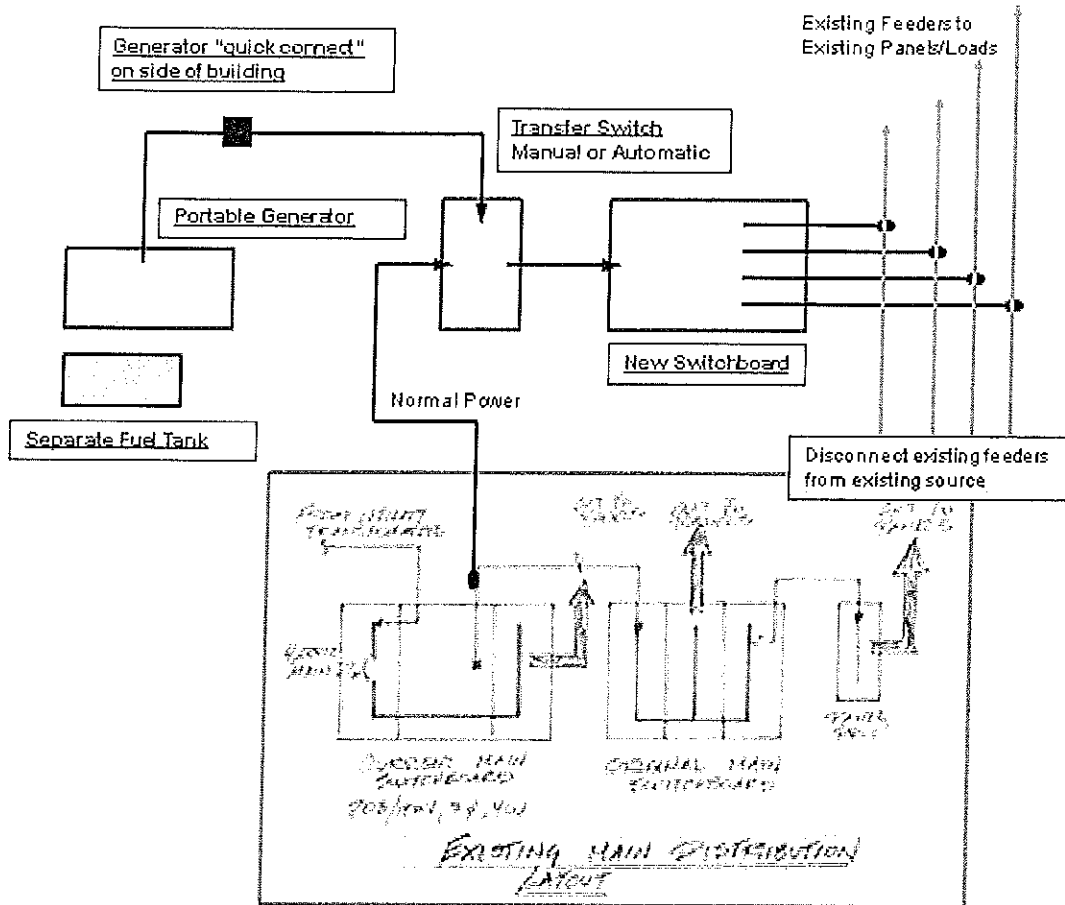
G. Option #2: Separate Distribution Switchboard



Notes:

- Only those loads that are on the new generator distribution switchboard go through transfer switch.
- Transfer Switch:
 - Sized only for load on New Switchboard
- Minimal impact on existing switchboards
- Automatic vs. Manual Operation:
 - Automatic:
 - Load shedding not required
 - Automatic Recommended
- Limited to serving only those loads selected to go on New Switchboard

H. Option #3: Roll-Up Portable Generator

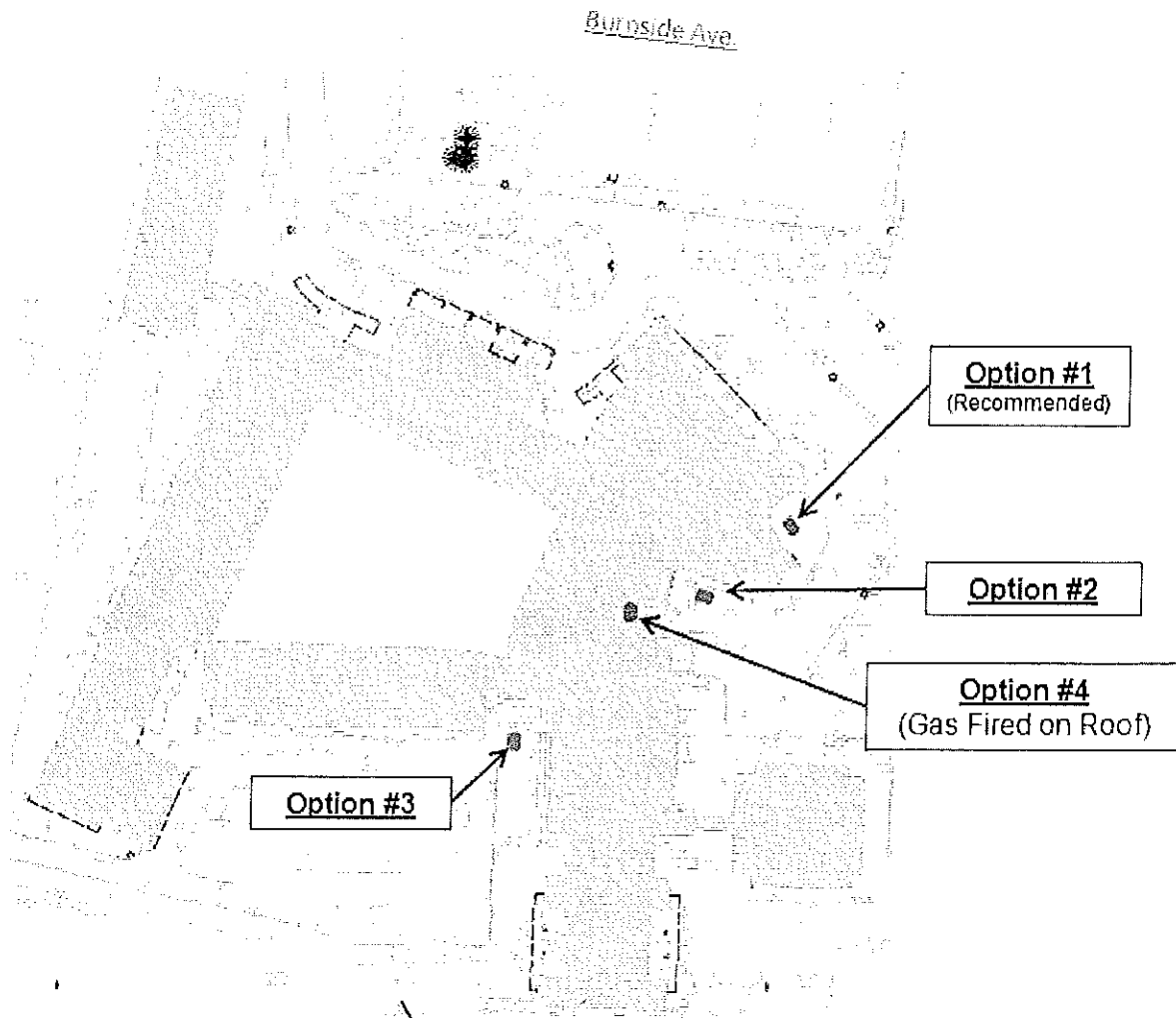


Notes:

- Similar to Option #2
- Provisions in place for portable generator to be "rolled-up" and connected for use.
- Separate fuel tank in place at Middle School to provide larger fuel supply.
- Portable generator sized to accommodate larger demand at High School, so feeders and equipment sizes upgraded slightly over Option #2.

I. Options for Locating New Generator

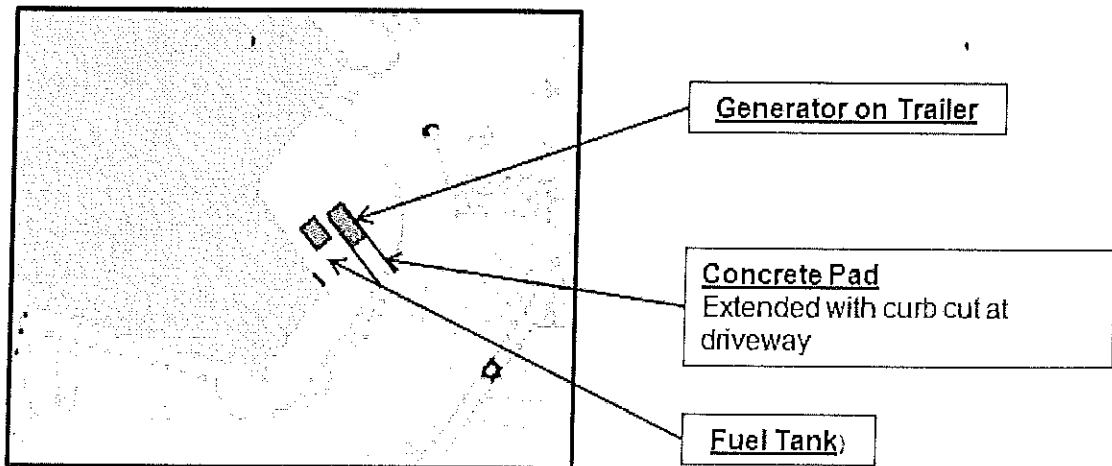
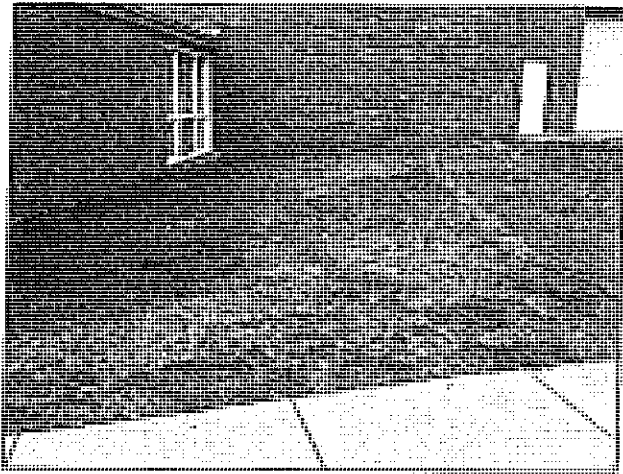
Site Plant



Notes:

- Options #2,3 and 4 explored but determined to not be practical due to significantly higher costs or impractical site conditions.
- Option #1 has adequate space for both a generator and, if the portable unit options is implemented, a fuel tank.
- See pictures on next page.

Pictures at Recommended Generator Location



II. EAST HARTFORD HIGH SCHOOL

A. Overview

East Hartford High School is currently the designated shelter location in the event of a crisis. The High School currently has a small generator which provides limited back-up power to kitchen refrigeration. A co-generation system was recently installed which provides electric and thermal output, fueled by natural gas.

The Co-Generation system was installed so that it can operate either in parallel with the electric utility or in an island mode when the electric service to the building is not available. Interlocks prevent this system from back-feeding power onto the utility grid and for transitioning between parallel and island mode operation.

The Co-Gen plant is reasonably reliable, but is ideally operated under a constant or stepped load condition. Significant controls and safeties are in place to enable the system to synchronize and operate in parallel with the utility supply.

Placing the system into island mode requires operation (opening) of the building service main circuit breaker, removing an interlock key, and using this key to enable the system to operate without the utility supply being available.

During one recent outage, the main service breaker failed to operate properly due to age and deterioration of internal parts. This left the school in a dangerous condition that required temporary measures to allow the school to operate after restoration of utility power. During a second recent outage, the co-gen output capacity was exceeded and the system shut-down per it's operating protocols. Intermittent control actions resulted in further shut-downs and manual intervention to bring power back on.

B. Observations & Recommendations

This study was charged with reviewing the operation of the existing standby systems at the high school and evaluating them in terms of Reliability, Capacity, and improved operation.

1. The Co-Gen system is relatively stable and provides the school with electric and thermal energy to offset utility purchase. It is capable to operate as a standby source of power, but inherently, it has complicated controls that are specifically designed for it's operation in parallel with the utility. The reliability of this system to support the High School for prolonged period of time is less than recommended.

A supplemental or alternate supply of standby power that is highly reliable, is recommended to be installed.

2. Currently the co-gen standby source does not automatically shift to the island mode, so staff intervention is required to enable this operation. It is not feasible to modify the co-gen system operation for automatic operation. Also, this would likely not be allowed by the utility.

An automatic transfer to standby power is recommended for reliability and reduced need for supervision/monitoring by staff.

3. Currently load shedding to manage loads and avoid exceeding the system capacity is done manually. Unexpected loads coming on line in the past has resulted in shut-down. Kitchen operations that are a significant load, are desired and this capacity is not available from the existing system.

Greater capacity is recommended for the High Schools' standby power system. Based on historical information, recent load tests, and estimations, a 350KW system seems appropriate. This is 100 KW greater than the existing capacity. Monitoring of actual usage will still be necessary, but after initially disconnecting some major loads, it is unlikely that further efforts would be significant.

C. Recommended Options

It is not practical to add a second source of standby power to operate in parallel with the Co-Gen system. This would likely be more complicated and result in more problems than the current system.

Two options are outlined below:

Option #1:

- Installation of a permanent diesel fired generator with increased capacity - 350 KW
- Fuel for the generator to operate for lengthy periods of time may be supplied from the existing buried fuel tanks serving the school's boiler plant. This arrangement is not permitted for generators that are classified for "Emergency – Life Safety" duty. This installation would be classified as a standby system and this restriction would not apply.
- Interface with the existing electrical distribution would be through a transfer switch, allowing either the generator or co-gen system to feed power to the building. Since the two systems would never be operating at the same time, this looks to be a fairly simple interface to install.
- This option allows for automatic availability of standby power to the school, independent of the operational status of the Co-Gen system. The current manual system of shedding loads would still be required, but is mitigated as mentioned above.

Option #2:

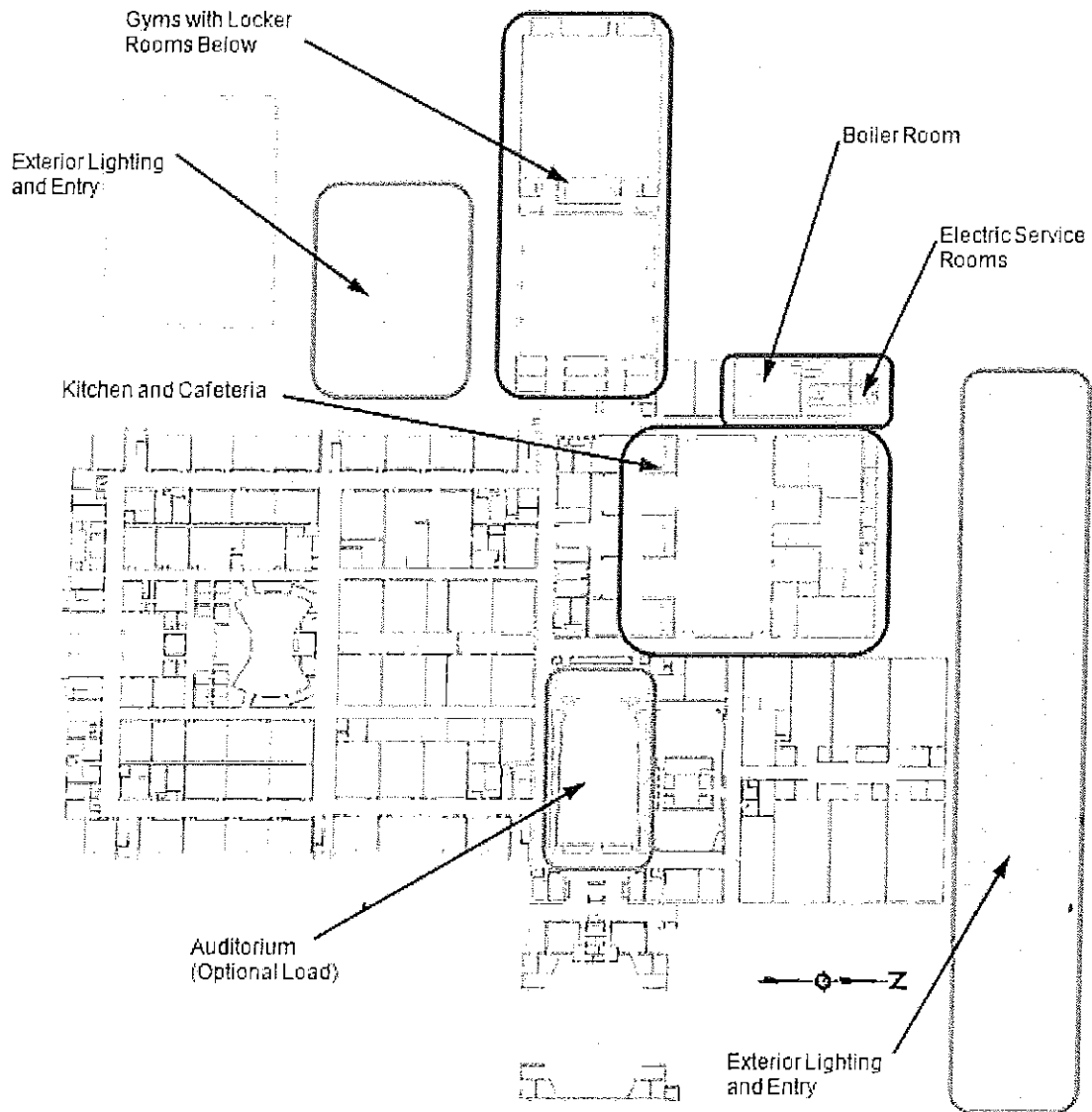
- Refer to Option #3 under the Middle School Section of this report for additional discussion.
- A portable generator would be used to serve either the high school or middle school.
- It is proposed that this trailer mounted unit be maintained at the High School and installed for automatic duty in the same manner as described under Option #1.
- A disconnection system for the power, control and fuel lines would permit the generator to be transported to another location without significant effort.
- Since the building power distribution at the High School is 480V and the Middle School 208V, the portable generator will need to be configured to be switchable and output at either of these voltages.

Estimates of Probable Construction Cost

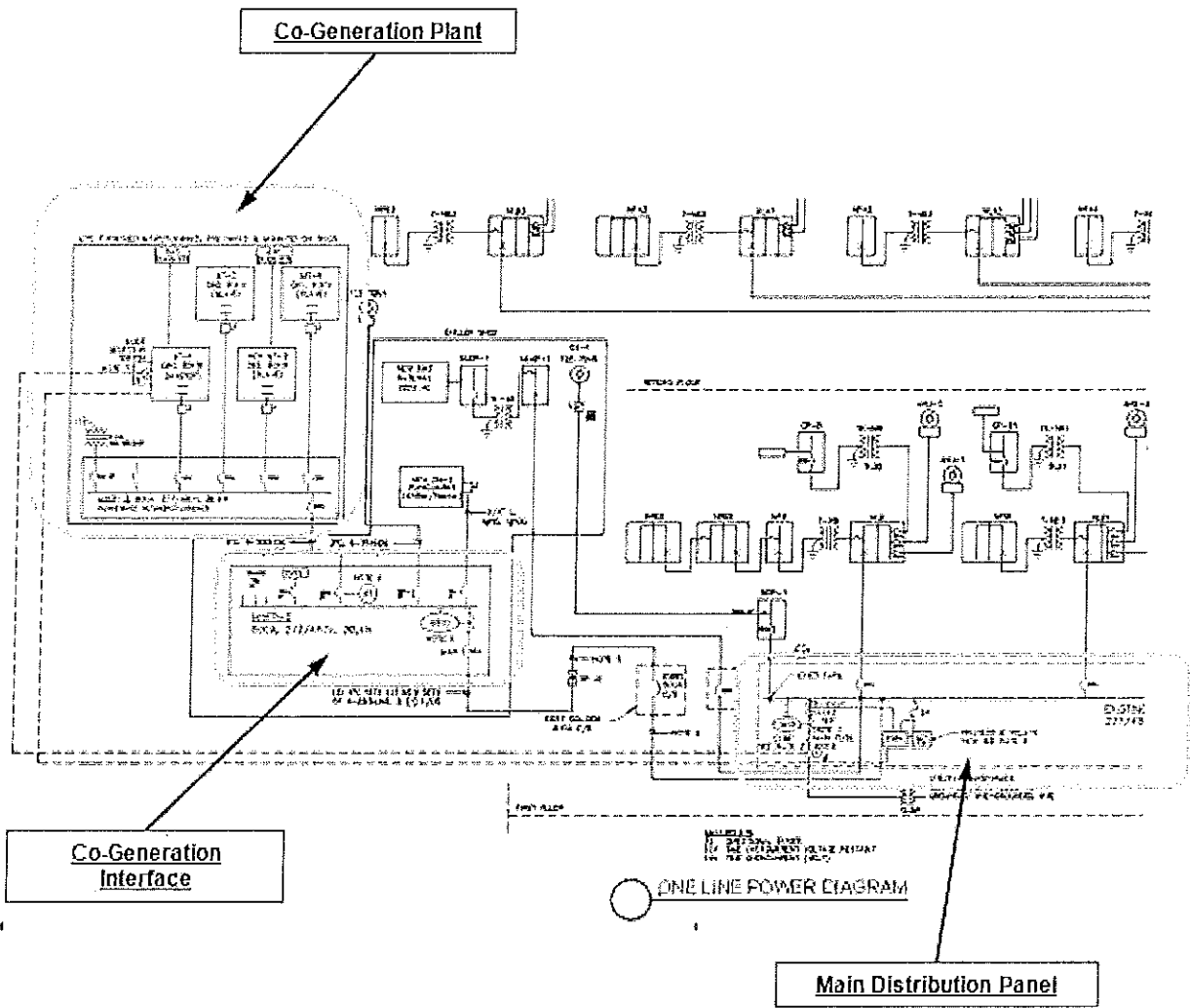
A table summarizing probable Construction and Project Cost for each of the recommended options is provided at the end of this report for both the Middle School and High School.

D. Key Plans/Layouts

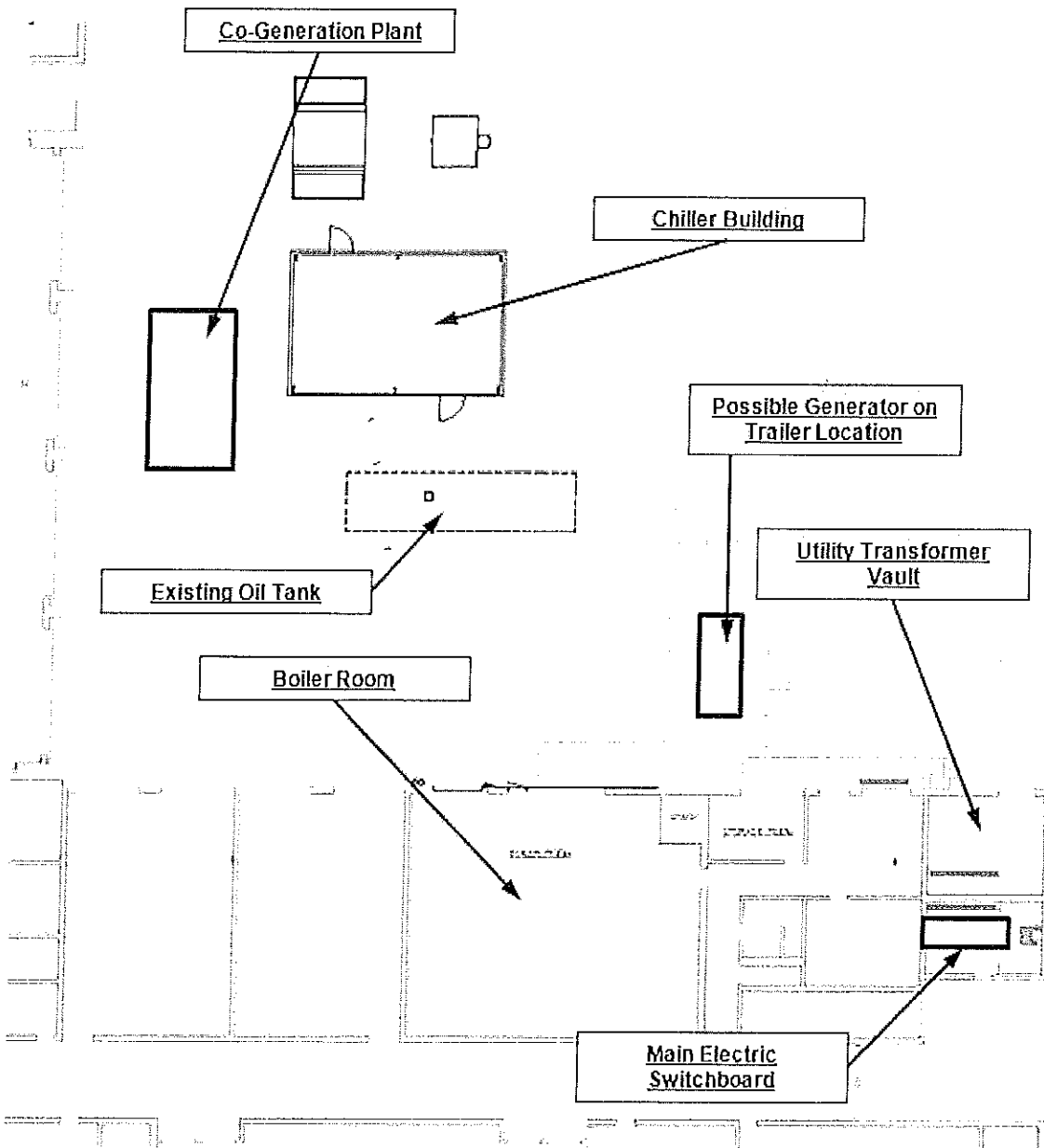
Overall Building Key Plan



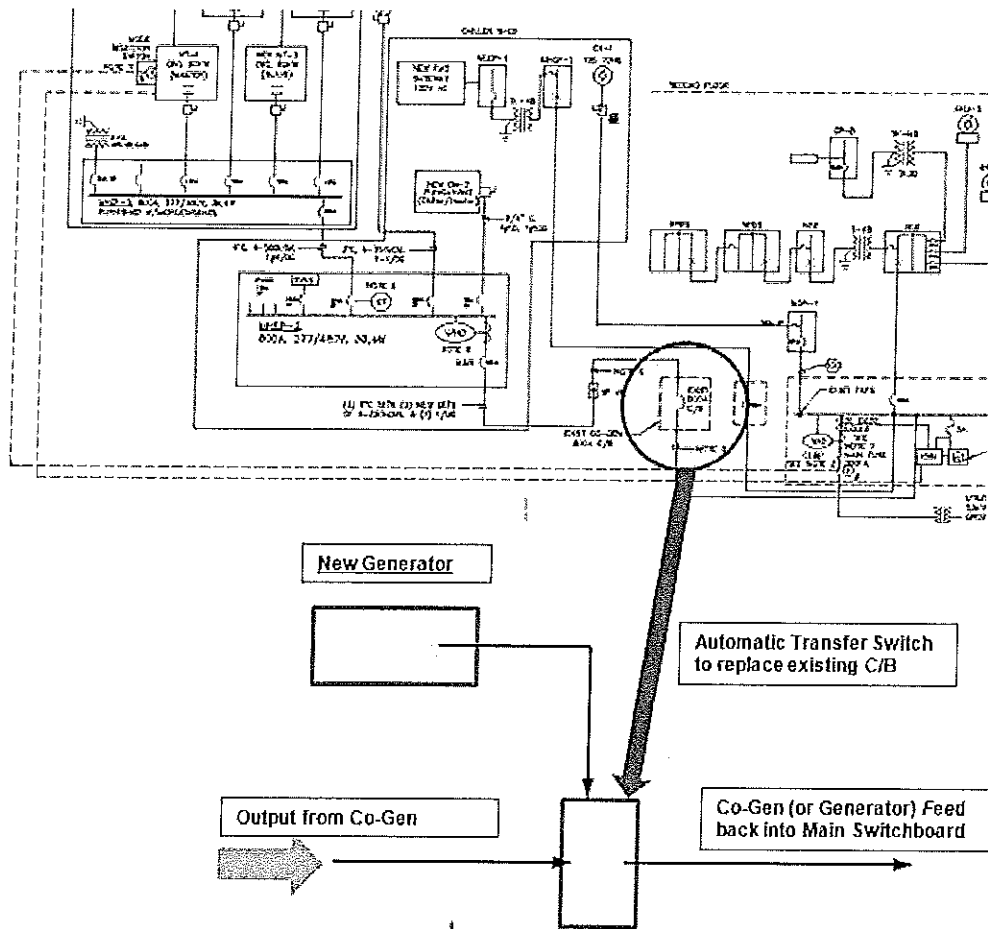
*Existing Service and Distribution One-Line
(Partial)*



*Part Plan & Site at
Co-Gen and Electrical Service*



Supplemental Standby Power System



- Transfer switch remains feeding Main Switchboard from Co-Gen under normal conditions
- The Co-Gen system may be enabled for “Island” operation as is presently the case.
- When the Co-Gen system is not enabled in “Island Mode”, the transfer switch will shift to supply the main switchboard from the generator.

III. SUMMARY OF COST ESTIMATES

Generator Options - Both Schools

East Hartford Middle School

	<i>Base Construction Cost</i>	<i>Total Project Cost</i>
Option #1 - Permanent Installation of 250 kW Generator with Automatic Transfer	\$ 305,250.00	\$ 341,880.00
Option #2 - Permanent Installation of 250 kW Gen. with Manual Transfer of entire building	\$ 326,700.00	\$ 365,904.00
Option #3 - Provisions for 350 KW roll-up generator, Transfer Switch & Separate S'Board	\$ 262,900.00	\$ 294,448.00

East Hartford High School

Option #1 Permanent installation of 350 KW generator with Automatic Transfer	\$ 202,070.00	\$ 226,318.40
Option #2 Permanent installation of 350 KW generator with Automatic Transfer	\$ 99,000.00	\$ 110,880.00

Trailer Mounted Generator to be shared between Schools

350 KW generator on trailer with dual voltage output (480V - High School, 208v - Middle School)	\$ 134,000.00
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Refer to Appendix for estimate detail.

APPENDIX A

Representative Equipment Information

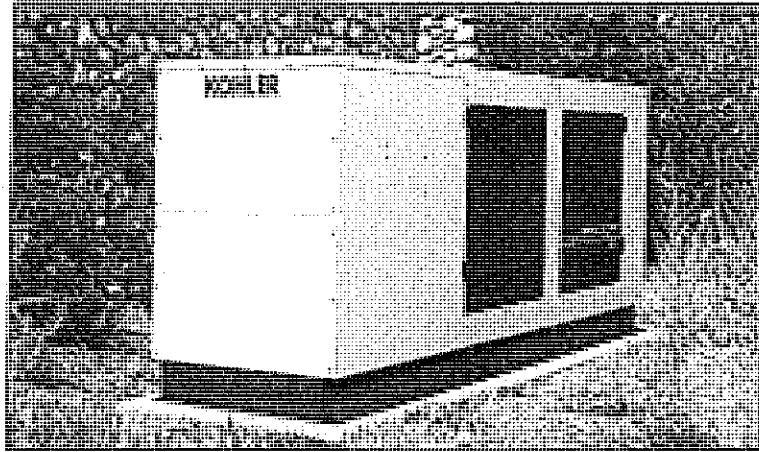
ATS - Cost and Dimensional Data				
Size (A)	Voltage	Kohler #	\$'s	Dimensions
1,000	208	KCS-D_TA-1000S	\$ 13,800.00	28"Wx91"Hx48"D
2,000	208	KCS-D_TA-2000S	\$ 22,000.00	38"Wx91"Hx48"D
3,000	208	KCS-D_TA-3000S	\$ 33,000.00	38"Wx91"Hx72"D
600	480	KCS-D_TA-0400B	\$ 9,000.00	37"Wx48"H14"D
800	480	KCS-D_TA-0600B	\$ 10,700.00	38"Wx91"Hx28"D

Generator Data - Base Unit			
Size (KW)	Kohler Model #	Cost (W/ 24 Hr fuel)	Unit Dimensions W x L x H
200	200REOZJE	\$ 50,600.00	170"x200"x92"
255	230REOZJE	\$ 59,400.00	170"x200"x92"
300	300REOZJ	\$ 68,650.00	170"x200"x92"
350	350REOZJ	\$ 94,700.00	170"x200"x92"

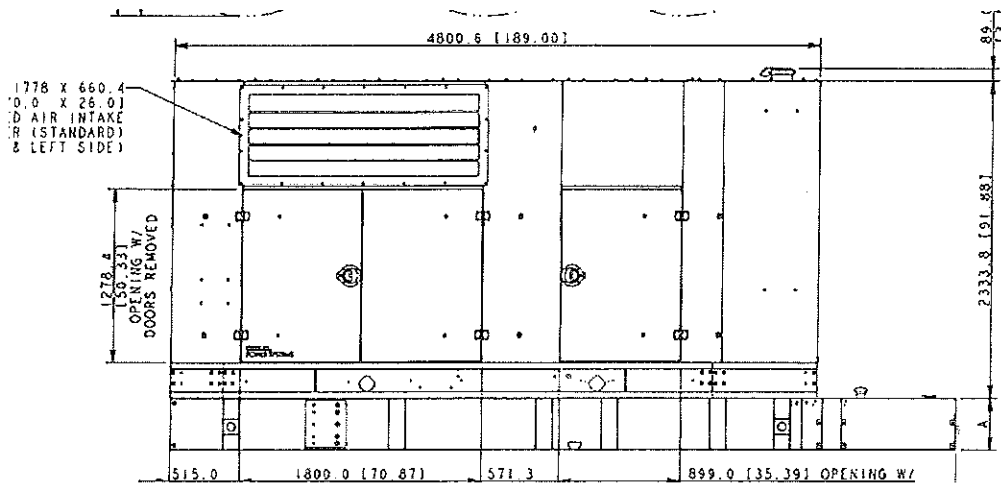
Generator - Larger Tank Options						
Size (KW)	ADD for 3 days supply			Add for 5 days supply		
	Tank Size	\$'s	Size (W x L x H)	Tank Size	\$'s	Size (W x L x H)
200	1,330	\$ 12,000.00	71"x200"x36"	1,730	\$ 24,000.00	79"x225"x36"
255	1,330	\$ 12,000.00	71"x200"x36"	1,730	\$ 24,000.00	79"x225"x36"
300	1,330	\$ 12,000.00	71"x200"x36"	1,730	\$ 24,000.00	79"x225"x36"
350	1,330	\$ 12,000.00	71"x200"x36"	1,730	\$ 24,000.00	79"x225"x36"

APPENDIX B

Typical Generator in Weather Enclosure



*Side View
Generator with Extended Sub-Base Fuel Tank*




APPENDIX C

Project Cost Summaries

Trailer Mounted Generator

	<i>Estimates</i>
350 KW Diesel Generator on Trailer On Board fuel tank for approximately 24 hrs	\$ 100,000.00
Option - Dual Voltage Output 480V or 208V Separate C/B's for each output	\$ 20,000.00
Pre-Manufactured Power cables for connection to building	
480V set (30 ft)	\$ 4,500.00
208V set (30 ft)	\$ 7,500.00
Provisions for control / monitoring interface at each school cables and connectors and switch over switches	\$ 2,000.00
Total	\$ 134,000.00

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

DATE: July 27, 2012
TO: Richard Kehoe, Chairman
FROM: Mayor Marcia A. Leclerc 
RE: CONTINGENCY TRANSFER: PRIMARY

A contingency transfer is necessary to cover costs associated with the Republican and Democratic Primary which will be held here in East Hartford on August 14, 2012. The transfer is in the amount of \$32,003.00 attached is the request form.

Please place on the Town Council agenda for August 7, 2012.

Thank you.

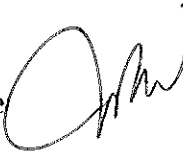
C: M. Walsh, Director of Finance



MEMORANDUM

DATE: July 25, 2012

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Contingency Transfer: Primary

As you are aware, a primary election will be held here in East Hartford on August 14, 2012.

This primary election will result in expenditures attributable to the Registrar of Voters budget in the amount \$32,003 as detailed in the attached memo.

Because the cost of this primary is traditionally not budgeted as part of the 2012-2013 budget process, we respectfully need to request a Contingency Transfer from the Town Council to cover the cost of this primary.

Accordingly, a transfer form is attached in the amount of \$32,003. Please forward this item on to the Town Council for action.

Should you have any questions or problems, please feel free to let me know. Thank you.

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

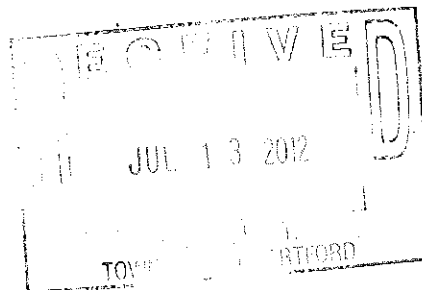
740 Main Street
East Hartford, Connecticut 06108

(860) 291-7280

FAX (860) 289-0831



REGISTRAR OF VOTERS



Date: July 11, 2012
To: Marcia A. Leclerc, Mayor
From: Mary J. Mourey, Republican Registrar of Voters
Re: Republican Primary – August 14, 2012

The following is my budget for the August 14, 2012 primary.

CODES	RATE	TOTAL
60135 1 Head Moderator		\$ 300.00
60135 1 Assistant Head Moderator		275.00
60135 *4 District Moderators	\$300.00	1,200.00
60135 7 Assistant Registrars	275.00	1,925.00
60135 7 Official Checkers	200.00	1,400.00
60135 14 Ballot Clerks	200.00	2,800.00
60135 7 Voting Tabulator Tenders	200.00	1,400.00
60135 1 Absentee Ballot Moderator		300.00
60135 1 Assistant Absentee Ballot Moderator		275.00
60135 2 Absentee Ballot Casters	200.00	400.00
60135 1 Set-up/Break down Staff		300.00
60135 1 Registrar of Voters		600.00
60135 1 Deputy Registrar of Voters		300.00
62360 St. Christopher's Church Hall- ½ cost		100.00
62360 1,600 ballots @ .33 cents each, English/Spanish, plus shipping cost (\$50.00)		578.00
62360 Programming of ballots – English/Spanish Size 8 ½ x 11, plus 32 memory cards – ½ cost		450.00
63227 Movers		750.00
65212 Telephones – 2 phone lines per district. Includes phone system for handicap voters – ½ cost		1,000.00
Total		\$14,353.00

*Republicans/Democrats can share district moderators a savings of \$2,100.

cc: Michael Walsh

60135	11,475	
62360	1,128	24,250
63227	750	4,253
65212	1,000	1,500
		2,000

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

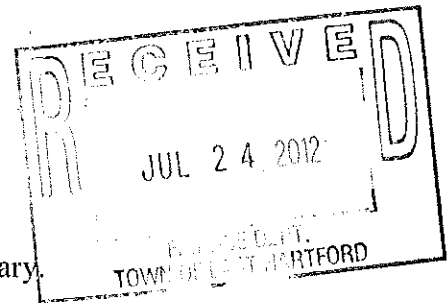
(860) 291-7280

FAX (860) 289-0831

REGISTRAR OF VOTERS

DATE July 24, 2012

TO: Marcia A. Leclerc, Mayor
cc: Michael Walsh
FROM: Judith A. Shanahan



The following is my proposed budget for the Democratic Primary.

Codes		Rate	Total
60135	1 Head Moderator	300.00	300.00
60135	1 Assistant Head Moderator	275.00	275.00
60135	3* District Moderators	300.00	900.00
60135	7 Assistant Registrars	275.00	1925.00
60135	14 Official Checkers	200.00	2800.00
60135	14 Ballot Clerks	200.00	2800.00
60135	7 Voting Tabulator Tenders	200.00	1400.00
60135	1 Absentee Ballot Moderator	300.00	300.00
60135	3 Absentee Ballot Casters	200.00	600.00
60135	1 Assistant Absentee Moderator	275.00	275.00
62360	St. Christopher's Church Hall -1/2 Cost	200.00	100.00
63227	Movers 1/2 Cost of 1500.00	750.00	750.00
65212	Telephone 2 phone lines for district includes phone system for handicap voters. 1/2 Cost of 2000.00	1000.00	1000.00
62360	7500 Ballots at 33 cents each plus 1/2 shipping cost of 100.00	2575.00	2575.00
62360	Programing of Ballots - English/Spanish- size 8 1/2 x 11, plus 32 Memory Cards-1/2 cost		450.00
60135	1 Set-up person	300.00	300.00
60135	1 Democratic Registrar of Voters	600.00	600.00
60135	1 Democratic Deputy Registrar of Voters	300.00	300.00
	Total		17650.00

*Using one Moderator per district at a saving of \$2,100.00.

60135 12,775
62360 3,125
63227 750
65212 1,000

IMPROVE EAST HARTFORD PROGRAM

WHEREAS, the Town of East Hartford has many solid, stable neighborhoods that are wonderful places to live, raise children, and enjoy the company of friends and neighbors; and

WHEREAS, even in great neighborhoods, there are properties that are in need of repair or improvement and such properties have a detrimental impact on the value of well-maintained properties in such neighborhoods; and

WHEREAS, the Town of East Hartford has a strong, comprehensive blight ordinance that serves as an enforcement stick for property owners to meet minimum standards; and

WHEREAS, the East Hartford Town Council supports strong enforcement of this blight ordinance; and

WHEREAS, the East Hartford Town Council also wishes to establish a program of tax incentives to provide positive encouragement for property owners to invest in their properties, repair blighted conditions and enhance the structures on these properties in the same manner as is provided in certain circumstances to commercial property owners exclusively; and

WHEREAS, such tax incentive program will be established for a limited period of time and in designated areas in order to determine that whether such tax incentives will achieve the goal of providing critical incentives to improve and enhance property in the town of East Hartford.

NOW THEREFORE BE IT RESOLVED that:

1. Length of tax incentive:

- a. The East Hartford Town Council, pursuant to Connecticut General Statutes Section 12-65e, enacts the Improve East Hartford Program as described below for a period of two years from the effective date of the resolution which shall be ten days after publication of the adoption of such program by the East Hartford Town Council in a newspaper of general circulation in the town of East Hartford.

2. Areas to which the tax incentive is applicable:

- a. The Improve East Hartford Program shall be established for properties that border the following streets: (a) Park Avenue, St. Regis Street, Michael Avenue, Deerfield Court, Deerfield Avenue, Columbus Street, Columbus Circle, Laurel Street, Melrose Avenue, Garden Street, Franklin Street, (b) Great Hill Road, Higbie Drive, Chandler Street, Easton Street, Woodlawn Circle, Indian Hill Street, Community Street, Harmony Street, Home Terrace, (c) Burnside Avenue, from Main Street to the intersection of Larrabee Street, Francis Street, William Street, Hanmer Street, Tolland Street from the intersection of Burnside Avenue to the intersection of Francis Street, Moore Avenue, Elmer Street, Zebulon Street, Bidwell Avenue, Ann Street, Signor Street, Latimer Avenue, Turtle Creek Drive, Kenyon Place, Ambrose Terrace, Bigelow Street, Clark Street, Rosenthal Street, Rector Street; (d) Sisson Avenue, Lilac Street, Brown Street, Smart

Street, Pratt Street, Whiting Road, Risley Street; (e) Silver Lane from the intersection of Forbes Street to the intersection of Main Street, Prestige Park Circle, Prestige Park Road; (f) Woodycrest Drive, Ferncrest Drive, Cross Drive, Pinecrest Street

3. The eligibility for the tax incentives shall be as follows:
 - a. The proposed Rehabilitation must increase the assessed value of the improvements upon residential or nonresidential, real property by at least the percentages outlined in the assessment deferral schedules set forth herein.
 - b. For residential real property, the existing structure that is the subject of the proposed Rehabilitation must be at least twenty-five years old. Improvements may be required to include exterior renovations. The construction of new multi-family rental housing or cooperative housing units will not be eligible for assessment deferral.
 - c. For non-residential real property, the existing structure that is the subject of the proposed Rehabilitation must be at least thirty years old. Improvements may be required to include exterior renovations.
 - d. All necessary permits including building, zoning, wetlands and special use, shall be acquired prior to application for the assessment deferral.
 - e. The Rehabilitation must be completed within one year of the approval of the application for the assessment deferral.
 - f. The property is not owned by a non-profit organization.
 - g. The improvement shall not be funded by a town grant or loan.
 - h. The Rehabilitation must be compatible with the East Hartford Plan of Conservation and Development and consistent with the Town's Subdivision, Zoning and Inland/Wetlands regulations.
 - i. All taxes due to the Town of East Hartford for the applicable real property (and the improvements thereon) shall be current.
4. The application process shall be as follows:
 - a. any owner of real property may prepare and present an application for deferral of increased assessment of real property resulting from rehabilitation of real property in the Rehabilitation Area to the Assessor, who shall determine the existing assessment for the existing improvements thereon, and the proposed adjusted assessment based on the completion of the Rehabilitation as submitted. The Assessor will provide such determination to the Development Director, who shall work with the Corporation Counsel to prepare a tax deferral agreement. Each application shall include a fifty dollar non-refundable application fee.
 - b. the Assessor shall approve the exemption upon the issuance of a certificate of occupancy, if required, and the final inspection and certification by the Director of Inspections and Permits that the Rehabilitation and the structures or facilities being Rehabilitated are in conformance with these criteria and all applicable provisions of the State Building Code, state Health Code and all local Housing Codes.
5. The tax deferral shall be as follows:

RESIDENTIAL

Tax Deferral Exemption Schedule of Increased Value
Required percent (10 %)

YEARS

1	100%
2	75%
3	50%
4	25%

NON-RESIDENTIAL

Tax Deferral Exemption Schedule of Increased Value
Required percent (25 %)

YEARS

1	100%
2	83%
3	67%
4	50%
5	37%
6	20%
7	7%

NON-RESIDENTIAL

Tax Deferral Exemption Schedule of Increased Value
Required percent (50% or greater)

YEARS

1	100%
2	90%
3	80%
4	70%
5	60%
6	50%
7	40%
8	30%
9	20%
10	10%

6. Any tax deferral issued pursuant to this program shall be terminated prior to the applicable expiration date contained in section 5 if:

- a. the property is no longer being used in the manner described in the application.
- b. the property is not in compliance with all town ordinances and codes, including but not limited to building, housing, health and safety codes.
- c. the property owner fails to pay any property taxes by the date on which interest shall be charged pursuant to state law
- d. the residential property is no longer owner-occupied.

7. Additional provisions:

- a. Residential properties where the Rehabilitation does not meet the ten per cent increased value percent, but does increase the assessed value by at least five percent, shall have their Town permit fees waived with respect to the Rehabilitation.
- b. Non-residential properties where the Rehabilitation does not meet or exceed a twenty-five percent increase in value, but does increase the assessed value by at least five percent, shall have their Town permit fees waived with respect to the Rehabilitation
- c. In the event of a general revaluation in any year after the year in which such Rehabilitation is completed resulting in any increase in the assessment on such real property, only that portion of the increase resulting from such Rehabilitation shall be deferred. Also, in the event of a general revaluation in any year after the year in which such Rehabilitation is completed, such deferred assessment shall be increased or decreased in proportion to the increase or decrease in the total assessment on such real property as a result of such general revaluation.

July 2, 2012

TO: Richard F. Kehoe; Town Council Chairman
FROM: Michael Dayton; Town Planner *MSJD*
RE: 8-24 Referral "Improve East Hartford Tax Incentive Program"

The Town Planning and Zoning Commission at its regular meeting of June 27, 2012 considered the Town Council's 8-24 referral "Improve East Hartford Tax Incentive Program". The Commission voted 7-0 to table the referral pending resolution of the following questions:

- *Question regarding Issue of Planning and Zoning Commission jurisdiction?* Review of the 8-24 State Statute does not indicate any provision that 12.65d State Statute would fall under it. Specifically, 8-24 State Statute deals with four areas which the Town itself plans to implement such as public roads, public land and buildings, quasi-public, redevelopment and public utilities. No where does it cover action where the Town Council adopts a policy that enables private citizens to qualify for special benefits under the 12.65d State Statute.

While 12-65d State Statute specifically states that a proposal developed under its provisions should be referred under 8-24 State Statute, there is no such jurisdiction within 8-24 State Statute to cover such a referral. Section 3(g) of the Council resolution specifically prohibits use of a town grant or loan further indicating that it does not fall under the purview of 8-24. Section 3(h) of the proposed program states that the "Rehabilitation must be compatible with the East Hartford Plan of Conservation and Development and consistent with the Town's sub-division, zoning and inland/wetland's regulations".

- *Question regarding designated streets as noted in submitted Town Council resolution?* Reviews of designated program streets on a block map basis indicate property and street discrepancies? It is recommended that designated areas be related to the adopted zoning map with the exclusion of Residential-1 (R-I) zone, Residential-2 (R-II) zone, Design Development District I (DDD-I) zone, and Design Development District II (DDD-II) zone.

Town Planning and Zoning Commission is required to report back to the Town Council under 8-24 State Statute within thirty-five days after the date of official submission of the proposal to it. I have attached a copy of the minutes of the meeting and copies of the block maps and overall street index map for Town Council consideration.

Please contact me if you have any questions.

cc. Mayor Marcia A. Leclerc
Anthony F. Kayser; Chairman Town Planning and Zoning Commission
John Choquette; Director of Development
Scott R. Chadwick; Corporation Counsel
Richard Gentile; Assistant Corporation Counsel
File

TOWN COUNCIL OFFICE

DATE: July 12, 2012
TO: Mike Dayton, Town Planner
FROM: Rich Kehoe, Chair
RE: Improve East Hartford Program

Thank you for your memo regarding the Improve East Hartford Tax Incentive Program. As you are aware, the Town Council referred the matter to the Planning and Zoning Commission for input as required by state law.

Your memo contained two questions. The first regards the jurisdiction of the Planning and Zoning Commission. I recognize that none of the Commission members or staff is an attorney and may not fully understand state law. However, I understand Assistant Corporation Counsel Rich Gentile already addressed the issue with you. I concur with Attorney Gentile's interpretation which is simply: Section 12-65d which is the operating authority for the tax incentive program states that "such proposal has been referred to such commission [planning and zoning] for a report in accordance with the provisions of section 8-24". You must therefore turn to Section 8-24 which requires the commission to issue a report [not necessarily vote favorably or unfavorably] to the Town Council.

Out of deference to the Planning and Zoning Commission, the Town Council will not take action on this matter until our first meeting in August, providing the Commission with an opportunity to submit a report. If no further action is taken by the Commission, the Town Council will consider your memo to be the Commission's report.

With regard to the second question, there doesn't seem to be a question. Rather, it is a statement that the Commission would suggest the areas be related to zoning boundaries rather than individual streets where there are blighted properties. If you have any further comments or clarifications on this matter, please let the Town Council know.

Thanks

C: Town Council
Mayor
Rich Gentile, Assistant Corporation Counsel
John Choquette, Development Director

8-24 REFERRAL**● Improve East Hartford Program**

After a review of Council Chairmen Kehoe's 7-12-12 letter and some discussion, and upon a motion by Tom Fitzgerald, seconded by John Ryan, the Commission **Voted (5-0)** to submit the following report to the Town Council:

The Planning and Zoning Commission has reviewed the Improve East Hartford Program resolution referred by the Town Council on June 19, 2012 and submits the following report.

The Commission finds that the Resolution meets the requirement that it be in compliance with the Plan of Conservation and Development, the Sub-division Regulations and the Zoning and Inland/Wetlands regulations as demonstrated by Section 3(h) of the resolution. As contained in our previous correspondence, the Commission recommends that the Town council use a Zone based criteria for establishing eligibility rather than the street based one that it has proposed. We feel this would be less cumbersome and easier to administer.

The Commission feels that it has no responsibility or authority for any other aspects of the program and therefore will not comment further.

Adopted July 19, 2012

MISCELLANEOUS

None

ADJOURNMENT

Upon a motion by Tom Fitzgerald, seconded by John Ryan, the Commission **Voted (5-0)** to **Adjourn** the meeting. The meeting was adjourned at 5:12 p.m.

Respectfully submitted,

Kathy Salemi, Secretary
Town Planning & Zoning Commission

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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

DATE: August 6, 2012
TO: Richard Kehoe, Chair
FROM: Mayor Marcia A. Leclerc
RE: NEW BUSINESS: Board of Education Capital Reserve Fund
Recommendation

I am attaching a memo from Mike Walsh, Director of Finance, requesting that a deposit of \$500,000 in the Board of Education Capital Reserve by the Board of Education as part of the fiscal 2011-2012 year-end close to address various building needs at various schools

Please place this information on the agenda for the August 7, 2012 meeting.

Thank you.


C: M. Walsh, Finance Director



MEMORANDUM

DATE: August 1, 2012

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Board of Education Capital Reserve Fund Recommendation

By way of this memo, consistent with the provisions of Town Ordinance article 7, section 10-38, I hereby request that the \$500,000 deposited by the Board of Education into the Board of Education Capital Reserve Fund as part of the fiscal 2011-2012 year-end close be approved for release back to the Board of Education by the East Hartford Town Council.

As you know, CREC's EHGEMS Maguet School is moving to its new site in Glastonbury for the new school year. For almost twenty years, CREC has used Barnes School as the site for its magnet school program. There are many upgrades and improvements that need to be made in this building after twenty years of hard use.

The primary reason for making the deposit into the Capital Reserve was to address various building needs at Barnes School with the return of the building to the district. In order to fund the \$500,000, the Board of Education recognized the need to begin setting aside funds so they placed a hold of 30% on many operating budget accounts and enforced a selective hiring freeze for many district positions.

The funding will be used to support infrastructure improvement projects at O'Connell and Barnes Schools, the high school and middle school as briefly detailed below:

1. Barnes School: Roof shingle replacement, asbestos tile removal and replacement, painting, voice & data wiring and communications, paving & landscaping, lighting, carpeting, replacement of ceiling tiles and other building clean-up improvements.
2. O'Connell School: Asbestos floor tile removal and replacement, voice and data technology and classroom wiring for computer lab, language lab, smart boards, and other building clean-up improvements.
3. High School: Gym lobby bathroom renovations and entrance to athletic fields improvements.
4. Middle School: Painting student lockers and other building clean-up improvements.

The other infrastructure projects are also important to the district and have been approved by the Board as part of a year-end spending plan for FY 2011-12 pending fund availability.

Should you have any questions or problems on the aforementioned, please feel free to contact me. I will be on hand at the Town Council Meeting to answer any questions.