



# City of Milford, Connecticut

- Founded in 1639 -

Karen Fortunati  
City Clerk

70 West River Street  
Milford, CT 06460-3364

**AGENDA**  
**BOARD OF ALDERMEN**  
**JULY 11, 2022 - 7:30 PM**

**City Hall Auditorium**  
**110 River Street**  
**Milford, CT 06460**

Pledge of Allegiance to the Flag.

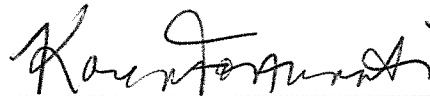
1. Roll Call.
2. Public Comment: Statements limited to the legislative function of the Board of Aldermen. The time limit granted to each speaker shall be three (3) minutes. Residents, taxpayers or electors may address the Board.
3. Consideration of Minutes of the Regular Meeting of the Board of Aldermen held on June 6, 2022.
4. Consideration of Minutes of the Special Organizational Meeting: None.
5. Chairman's Report and Recommendations: None
6. Mayor's Report
  - a. For informational purposes, I hereby make the Board of Aldermen aware of the following Mayor's appointments:  
  
1 Tudor Road Building Committee  
Alderman Scott Marlow, 353 West Main Street, 06460 (Chair)  
Director Megan Altomare or her designee 59 Devonshire Road, 06460  
Director Bill Garfield or his designee, 70 West River Street,
  - b. Milford's Police Chief Keith Mello will present a brief update regarding summer strategies for policing Milford beaches.
7. Unfinished Business: None

8. New Business:
  - a. Board of Aldermen approval is hereby requested for the appointment of (D) Kathryn L. Hurley, 46 Bedford Avenue, 06460 as a member of Milford's Golf Commission to fill the present vacancy (term expiring 12/31/23).
  - b. Board of Aldermen approval is requested for the attached Resolution Re: Milford Fire Department Training Opportunities.
  - c. Board of Aldermen approval is requested for the attached Resolution Re: Grant Application for Consolidated Housing and Community Development Plan.
9. New Business not on the Agenda which may be introduced by a two-thirds (2/3) vote of those present and voting.
10. Budget Memo Transfers: None.
11. Refunds List
  - a. Consideration of Refunds in the amount of \$7,560.68.
12. Report of Standing Committee:
  - a. Ordinance Committee
  - b. Public Safety and Welfare Committee
  - c. Public Works Committee
  - d. Claims Committee
  - e. Rules Committee
  - f. Personnel Committee
13. Report of Special Committees:
  - a. Liaison Sub-Committee – Board of Education
  - b. Liaison Sub-Committee – Flood & Erosion Board
  - c. Liaison Sub-Committee – Park, Beach & Recreation Commission
  - d. Liaison Sub-Committee – Planning & Zoning Board
  - e. Liaison Sub-Committee – Sewer Commission
  - f. Liaison Sub-Committee – Harbor Management Commission
  - g. Liaison Sub-Committee – Council on Aging
  - h. Liaison Sub-Committee – Library Board
  - i. Liaison Sub-Committee - Veterans Ceremony & Parade Commission
  - j. Liaison Sub-Committee - Fine Arts
  - k. Liaison Sub-Committee – Milford Redevelopment & Housing Partnership

- l. Golf Course Commission
  - m. Liaison Sub-Committee - Inland Wetlands Agency
  - n. Liaison Sub-Committee – Board of Health
  - o. Human Services Commission
  - p. Liaison Sub-Committee – Pension & Retirement Board
  - q. Liaison Sub-Committee - Milford Government Access Television (MGAT)
  - r. Liaison - Economic Development Commission
  - s. Liaison Sub-Committee - Milford Arts Council
  - t. Liaison Sub-Committee - Milford Progress Inc.
  - u. Liaison Sub-Committee Fire Commission
  - v. Liaison Sub-Committee - Police Commission
  - w. Permanent School Facility Building Committee
14. Relative to Item 14 of the Agenda, “Executive Session”, I respectfully submit the following for your consideration and action.

Executive Session. A two-thirds (2/3) vote of those present and voting is required for any item to be considered in executive session. A two-thirds (2/3) vote of those present and voting is required to go into executive session.

The Chairman shall announce, in public session, those items to be covered in executive session and call for a vote to enter executive session. If a two-thirds (2/3) vote, to enter executive session, is obtained, the hall shall be cleared and executive session declared.



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Karen Fortunati, City Clerk

Dated at Milford, CT this 6th day of July 2022

ANY INDIVIDUAL WITH A DISABILITY WHO NEEDS SPECIAL ASSISTANCE TO PARTICIPATE IN THE MEETING SHOULD CONTACT THE DIRECTOR OF COMMUNITY DEVELOPMENT AT 203-783-3230, FIVE DAYS PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.

CITY OF MILFORD, CONNECTICUT  
OFFICE OF THE MAYOR

July 6, 2022

Philip J. Vetro, Chairman  
Board of Aldermen  
Milford, CT 06460

Dear Mr. Vetro:

Relative to Item 6 of the Agenda, namely, Matters of Administration including the Mayor's Report, I submit the following:

- (6a) For informational purposes, I hereby make the Board of Aldermen aware of the following Mayor's appointments:

1 Tudor Road Building Committee

Alderman Scott Marlow, 353 West Main Street, 06460 (Chair)

Director Megan Altomare or her designee 59 Devonshire Road, 06460

Director Bill Garfield or his designee, 70 West River Street, 06460

- (6b) Milford's Police Chief Keith Mello will present a brief update regarding summer strategies for policing Milford beaches.

Relative to Item 8 of the Agenda, "New Business", I submit the following for your consideration and action:

- (8a) Board of Aldermen approval is hereby requested for the appointment of (D) Kathryn L. Hurley, 46 Bedford Avenue, 06460 as a member of Milford's Golf Commission to fill the present vacancy (term expiring 12/31/23).
- (8b) Board of Aldermen approval is requested for the attached Resolution Re: Grant Application for Consolidated Housing and Community Development Plan.
- (8c) Board of Aldermen approval is requested for the attached Resolution Re: Milford Fire Department Training Opportunities.

Sincerely,



Benjamin G. Blake  
Mayor

atts.

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**RESUME**

**FULL NAME:** Kathryn L. Hurley

**ADDRESS:** 46 Bedford Avenue, 06460

**PHONE NUMBER:** 203 877-6803

**POLITICAL AFFILIATION:** R \_\_\_\_\_ D \_\_\_\_\_ X \_\_\_\_\_ U \_\_\_\_\_

**PLACE OF EMPLOYMENT:** (With Job Title) Retired from ADP National  
Sales Accounts

**EDUCATION:** (List All Degrees) Providence College - BA

**CIVIC ACTIVITIES:** \_\_\_\_\_

**PROFESSIONAL ORGANIZATIONS:** Former Coach of Yale Women's Hockey  
Team

**GOVERNMENT ACTIVITY:** (List Elected or Appointed Positions and Dates)

**RESOLUTION RE: MILFORD FIRE DEPARTMENT  
TRAINING OPPORTUNITIES**

**WHEREAS**, the Milford Fire Department is committed to protecting life, property and the environment, promoting safety for the City's citizens, visitors and neighbors through constant training which includes, but is not limited to, fire prevention and suppression, emergency medical services, rescue techniques, hazard mitigation, disaster management, and public education; and

**WHEREAS**, from time to time property owners ("Owner") afford the Milford Fire Department with an opportunity to train on privately owned residential and/or commercial property; and

**WHEREAS**, such Owners require the City of Milford and/or the Milford Fire Department to enter into an agreement indemnifying and holding harmless the Owner, and Owner's members, agents, employees and contractors from any and all claims, lawsuits, demands, causes of action, liability, loss damage and/or injury arising out of the training activities of the Milford Fire Department:

**WHEREAS**, such training opportunities are essential to the Milford Fire Department's commitment to and safety of the City's citizens, visitors and neighbors.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Aldermen of the City of Milford that the Mayor, Fire Chief and City Attorney are hereby authorized to review, execute and deliver any and all documents, including indemnification and hold harmless agreements, necessary for the purpose of providing training opportunities for the Milford Fire Department.

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**Toni Weeks**

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**From:** Jonathan Berchem  
**Sent:** Thursday, June 16, 2022 1:52 PM  
**To:** Toni Weeks; Debra S. Kelly  
**Subject:** Fwd: Indemnification/Hold Harmless,  
**Attachments:** Hold Harmless.rtf; 8283 Tax Form - Kmart.pdf; Indemnification Agreement - Kmart.docx; Hold harmless 440 Wheelers Farms Rd.doc; Indemnity Agreement - Metro 121 LLC.doc

Can we put indemnification agreement for MFD training purposes on for approval on 7/11 BOA agenda? Blanket approval of a form such that captain of training need not come back for approval each time if he/she believes that training would be helpful to Dept?

Begin forwarded message:

**From:** Martin Halprin <MHalprin@milfordct.gov>  
**Date:** June 13, 2022 at 2:36:08 PM EDT  
**To:** Jonathan Berchem <JBerchem@milfordct.gov>  
**Subject:** Indemnification/Hold Harmless,

Good Afternoon Attorney Berchem,

My name is Martin Halprin, I am the Training and safety Captain for the Fire Department. Chief Edo and Debra Kelly suggested I reach out to you.

We have the opportunity to use 2 properties for training but of course they are time sensitive as both owners are looking to demo them as soon as possible so our window to use them is small.

One is at 41 Bridgeport Ave which is owned by Chris Saley and the other is the old Kmart building. The Kmart building sent me an indemnification agreement which is attached (and I know Debra looked it over and had minimal changes) and Chris Saley asked for a hold harmless. When Debra saw the Kmart document she said it needed to go in front of the BOA for approval, however between her and chief Edo they thought we might have had a blanket one that we can use without going to the BOA.

We found a couple of versions that were used in the past which I am also enclosing and I am hoping that one of them would be acceptable to you and with your permission we could move forward with the training.

Any assistance/guidance you can offer would be great,

Thank you,

Martin Halprin  
Training Captain  
Milford Fire Department  
203 996-2147

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# Milford Fire Rescue

## PIO/TRAINING/SAFETY/LOGISTICS

Bradford Signor  
1241 Spindle Hill  
Wolcott, CT 06716

04/03/2018

Dear Sir,

Thank you for allowing the Milford Fire Department to use your property at 1501 Boston Post Rd. in Milford, Connecticut for the purposes of Fire Department training. We value the opportunity to train in a realistic environment, one that we may encounter at any time during our workday.

This letter is to confirm that the property owner will not be held liable for any occurrence of injuries to any Fire Department personnel that would be operating at 1501 Boston Post Rd. This activity is covered by the Milford Fire Department as a training operation, which would have fire officers on location in charge of the exercise. This also covers any damage that may occur to any neighboring property should anything accidentally happen.

For the avoidance of doubt, the City of Milford and the Milford Fire Department will jointly and severally indemnify on an ongoing basis, and hold harmless, 1501 LLC as owner, against any and all liabilities arising from or relating to the Milford Fire Department's use and control of the property. The Milford Fire Department's use and control of the property will be limited to the timeframe of that set by the property owner or their representative.

The Fire Department will use the structure to practice evolutions to include search and rescue activities, forcible entry, hose line advancement and ventilation. There will be no live fire operations at any time. The structure will essentially be destroyed during our use.

Thanks again for the use of the property, and if you have any questions feel free to contact me at 203-996-2147.

Captain Greg Carman  
Training Division  
Milford Fire Department



### Noncash Charitable Contributions

▶ Attach one or more Forms 8283 to your tax return if you claimed a total deduction of over \$500 for all contributed property.

▶ Go to [www.irs.gov/Form8283](http://www.irs.gov/Form8283) for instructions and the latest information.

OMB No. 1545-0074

Attachment Sequence No. **155**

Name(s) shown on your income tax return

CDP MILFORD LLC

Identifying number

87-1540305

Note: Figure the amount of your contribution deduction before completing this form. See your tax return instructions.

#### Section A. Donated Property of \$5,000 or Less and Publicly Traded Securities—List in this section only an item (or a group of similar items) for which you claimed a deduction of \$5,000 or less. Also list publicly traded securities and certain other property even if the deduction is more than \$5,000. See instructions.

##### Part I Information on Donated Property—If you need more space, attach a statement.

1	(a) Name and address of the donee organization	(b) If donated property is a vehicle (see instructions), check the box. Also enter the vehicle identification number (unless Form 1098-C is attached).	(c) Description and condition of donated property (For a vehicle, enter the year, make, model, and mileage. For securities and other property, see instructions.)
A	MILFORD FIRE DEPARTMENT 72 NEW HAVEN AVE, MILFORD, CT 06460	<input type="checkbox"/>	PROPERTY LOCATED AT 589 BRIDGEPORT AVE, MILFORD, CT
B		<input type="checkbox"/>	
C		<input type="checkbox"/>	
D		<input type="checkbox"/>	
E		<input type="checkbox"/>	

Note: If the amount you claimed as a deduction for an item is \$500 or less, you do not have to complete columns (e), (f), and (g).

	(d) Date of the contribution	(e) Date acquired by donor (mo., yr.)	(f) How acquired by donor	(g) Donor's cost or adjusted basis	(h) Fair market value (see instructions)	(i) Method used to determine the fair market value
A	7/1/2022	4/1/2022	DEED			
B						
C						
D						
E						

#### Section B. Donated Property Over \$5,000 (Except Publicly Traded Securities, Vehicles, Intellectual Property or Inventory Reportable in Section A)—Complete this section for one item (or a group of similar items) for which you claimed a deduction of more than \$5,000 per item or group (except contributions reportable in Section A). Provide a separate form for each item donated unless it is part of a group of similar items. A qualified appraisal is generally required for items reportable in Section B. See instructions.

##### Part I Information on Donated Property

2 Check the box that describes the type of property donated.

- a  Art\* (contribution of \$20,000 or more)
- b  Qualified Conservation Contribution
- c  Equipment
- d  Art\* (contribution of less than \$20,000)
- e  Other Real Estate
- f  Securities
- g  Collectibles\*\*
- h  Intellectual Property
- i  Vehicles
- j  Clothing and household items
- k  Other

\* Art includes paintings, sculptures, watercolors, prints, drawings, ceramics, antiques, decorative arts, textiles, carpets, silver, rare manuscripts, historical memorabilia, and other similar objects.

\*\* Collectibles include coins, stamps, books, gems, jewelry, sports memorabilia, dolls, etc., but not art as defined above.

Note: In certain cases, you must attach a qualified appraisal of the property. See instructions.

3	(a) Description of donated property (if you need more space, attach a separate statement)	(b) If any tangible personal property or real property was donated, give a brief summary of the overall physical condition of the property at the time of the gift.	(c) Appraised fair market value
A	589 BRIDGEPORT AVE, MILFORD, CT		
B			
C			

	(d) Date acquired by donor (mo., yr.)	(e) How acquired by donor	(f) Donor's cost or adjusted basis	(g) For bargain sales, enter amount received	(h) Amount claimed as a deduction (see instructions)	(i) Date of contribution (see instructions)
A	4/1/2022	DEED				
B						
C						

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Name(s) shown on your income tax return <b>CDP MILFORD LLC</b>	Identifying number <b>87-1540305</b>
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**Part II Partial Interests and Restricted Use Property (Other Than Qualified Conservation Contributions)**— Complete lines 4a through 4e if you gave less than an entire interest in a property listed in Section B, Part I. Complete lines 5a through 5c if conditions were placed on a contribution listed in Section B, Part I; also attach the required statement. See instructions.

- 4a Enter the letter from Section B, Part I that identifies the property for which you gave less than an entire interest ▶ \_\_\_\_\_  
If Section B, Part II applies to more than one property, attach a separate statement.
- b Total amount claimed as a deduction for the property listed in Section B, Part I: (1) For this tax year . . . ▶ \_\_\_\_\_  
(2) For any prior tax years ▶ \_\_\_\_\_
- c Name and address of each organization to which any such contribution was made in a prior year (complete only if different from the donee organization in Section B, Part V, below):  
Name of charitable organization (donee)  
\_\_\_\_\_  
Address (number, street, and room or suite no.) \_\_\_\_\_ City or town, state, and ZIP code \_\_\_\_\_
- d For tangible property, enter the place where the property is located or kept ▶ \_\_\_\_\_
- e Name of any person, other than the donee organization, having actual possession of the property ▶ \_\_\_\_\_

	Yes	No
5a Is there a restriction, either temporary or permanent, on the donee's right to use or dispose of the donated property?		
b Did you give to anyone (other than the donee organization or another organization participating with the donee organization in cooperative fundraising) the right to the income from the donated property or to the possession of the property, including the right to vote donated securities, to acquire the property by purchase or otherwise, or to designate the person having such income, possession, or right to acquire? . . . . .		
c Is there a restriction limiting the donated property for a particular use? . . . . .		

**Part III Taxpayer (Donor) Statement**—List each item included in Section B, Part I above that the appraisal identifies as having a value of \$500 or less. See instructions.

I declare that the following item(s) included in Section B, Part I above has to the best of my knowledge and belief an appraised value of not more than \$500 (per item). Enter identifying letter from Section B, Part I and describe the specific item. See instructions.  
▶ \_\_\_\_\_

Signature of taxpayer (donor) ▶ \_\_\_\_\_ Date ▶ \_\_\_\_\_

**Part IV Declaration of Appraiser**

I declare that I am not the donor, the donee, a party to the transaction in which the donor acquired the property, employed by, or related to any of the foregoing persons, or married to any person who is related to any of the foregoing persons. And, if regularly used by the donor, donee, or party to the transaction, I performed the majority of my appraisals during my tax year for other persons.

Also, I declare that I perform appraisals on a regular basis; and that because of my qualifications as described in the appraisal, I am qualified to make appraisals of the type of property being valued. I certify that the appraisal fees were not based on a percentage of the appraised property value. Furthermore, I understand that a false or fraudulent overstatement of the property value as described in the qualified appraisal or this Form 8283 may subject me to the penalty under section 6701(a) (aiding and abetting the understatement of tax liability). I understand that my appraisal will be used in connection with a return or claim for refund. I also understand that, if there is a substantial or gross valuation misstatement of the value of the property claimed on the return or claim for refund that is based on my appraisal, I may be subject to a penalty under section 6695A of the Internal Revenue Code, as well as other applicable penalties. I affirm that I have not been at any time in the three-year period ending on the date of the appraisal barred from presenting evidence or testimony before the Department of the Treasury or the Internal Revenue Service pursuant to 31 U.S.C. 330(c).

Sign Here Appraiser signature ▶ \_\_\_\_\_ Date ▶ \_\_\_\_\_  
Appraiser name ▶ \_\_\_\_\_ Title ▶ \_\_\_\_\_

Business address (including room or suite no.) \_\_\_\_\_ Identifying number \_\_\_\_\_  
City or town, state, and ZIP code \_\_\_\_\_

**Part V Donee Acknowledgment**

This charitable organization acknowledges that it is a qualified organization under section 170(c) and that it received the donated property as described in Section B, Part I, above on the following date ▶ JULY 1, 2022

Furthermore, this organization affirms that in the event it sells, exchanges, or otherwise disposes of the property described in Section B, Part I (or any portion thereof) within 3 years after the date of receipt, it will file Form 8282, Donee Information Return, with the IRS and give the donor a copy of that form. This acknowledgment does not represent agreement with the claimed fair market value.

Does the organization intend to use the property for an unrelated use? . . . . . ▶  Yes  No

Name of charitable organization (donee) <b>MILFORD FIRE DEPARTMENT</b>	Employer identification number
Address (number, street, and room or suite no.) <b>72 NEW HAVEN AVE</b>	City or town, state, and ZIP code <b>MILFORD, CT 06460</b>
Authorized signature	Title _____ Date _____

INDEMNITY AGREEMENT

THIS INDEMNITY AGREEMENT (this "Agreement") is entered into this \_\_\_\_ day of June 2022 (the "Effective Date"), by and between CDP MILFORD LLC ("Owner") and MILFORD FIRE DEPARTMENT ("FD"). The aforementioned are sometimes referred to as "Party" and collectively referred to as the "Parties."

## WITNESSETH

WHEREAS, Owner owns property located at 589 Bridgeport Ave, Milford Connecticut (collectively, the "Property"); and

WHEREAS, Owner hereby agrees to donate a portion of the existing structures on the Property to FD to be used for training purposes commencing July 1, 2022 and expiring July 15, 2022.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Owner and FD agree as follows:

1. Recitals. The above is hereby incorporated herein by this reference.
2. Indemnification. FD shall fully defend, indemnify and hold harmless Owner, its members, agents, employees and contractors, from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, or any kind whatsoever (including, without limitation, all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of FD, its officers, owners, personnel, employees, agents, contractors, invitees, or volunteers during FD's use of the Property. This indemnification applies to an includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to Owner for all legal fees, expenses, and costs incurred by it.
3. Authority. Each Party warrants that the individuals who have signed this Agreement have the actual legal power, right and authority to make this Agreement and bind each respective Party.
4. Ratification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.
5. Counterparts. This Agreement may be executed in counterparts, all of which executed counterparts shall be considered the same agreement, and the signature of any Party to any counterpart shall be deemed an original signature to, and may be appended to, any other counterpart.
6. Electronic Signatures. In order to expedite the transaction contemplated herein, telecopied or emailed signatures may be used in place of original signatures on this Agreement. The Parties intend to be bound by the signatures on the telecopied document, are aware that the other Party will rely on the telecopied or emailed signatures and hereby waive any defenses to the enforcement of the terms of this Agreement based on the form of signature.

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7. Drafting Party. All of the Parties hereto have fully reviewed this document, agree to the terms and have been advised of their right to counsel. Nothing contained herein shall be construed against the Party that drafted this document.

8. Applicable Law. This Agreement will be governed by and construed in accordance with the laws of the state in which the Property are located.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal, as of the Effective Date.

OWNER:

CDP MILFORD LLC

BY: \_\_\_\_\_  
Domenic Carpionato, Member

TENANT:

MILFORD FIRE DEPARTMENT

BY: \_\_\_\_\_  
Name:  
Title:

INDEMNITY AGREEMENT

IN CONSIDERATION for permission to use property located at 440 Wheelers Farms Road in the City of Milford, County of New Haven and State of Connecticut, for the purpose of conducting Milford Fire Department training, the undersigned covenants and agrees as follows: The City of Milford shall hold SOVA Merritt LLC harmless from any and all claims for injury or damage to the person or property arising out of or related to the Milford Fire Department's use of said property as a training facility.

Or any rescheduled date, and to defend against same, including the expenditure of reasonable attorney's fees.

In the Presence of: Milford Fire Department

\_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_  
Assistant Chief Gary R. Baker

STATE OF: CONNECTICUT

ss: Milford

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

COUNTY OF: NEW HAVEN

Personally appeared \_\_\_\_\_, signer and sealer of the foregoing instrument, who acknowledged same to be his free act and deed, before me.

\_\_\_\_\_  
Commissioner of Superior Court  
Notary Public

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INDEMNITY AGREEMENT

IN CONSIDERATION for permission to use property located 121 West Main Street in the City of Milford, County of New Haven and State of Connecticut, for the purpose of conducting Milford Fire Department training, the undersigned covenants and agrees as follows: The City of Milford shall hold Metro 121 L.L.C. harmless from any and all claims for injury or damage to the person or property arising out of or related to the Milford Fire Department's use of said property as a training facility during the following dates: July 22, 2014 through Demolition of the structure.

Or any rescheduled date, and to defend against same, including the expenditure of reasonable attorney's fees.

In the Presence of: Milford Fire Department

\_\_\_\_\_  
Christine Bierwirth

By \_\_\_\_\_  
Douglas A. Edo, Chief

\_\_\_\_\_  
Kimberly Correia

STATE OF: CONNECTICUT

ss: Milford

July 23, 2014

COUNTY OF: NEW HAVEN

Personally appeared Douglas A. Edo, signer and sealer of the foregoing instrument, who acknowledged same to be his free act and deed, before me.

\_\_\_\_\_  
Gloria Gouse  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires: May 31, 2016

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## MEMORANDUM

**To:** Mayor Benjamin G. Blake  
**From:** Sheila Dravis, CDBG Administrator  
**Date:** June 17, 2022  
**Cc:** Atty. Jonathan Berchem, City Attorney  
Karen Fortunati, City Clerk  
**Subject:** Request for Aldermanic Agenda on July 11, 2022 - Resolution to Authorize Application for Community Development Block Grant (CDBG) FY22 Program Year 48, Annual Action Plan

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Please find a copy of the CDBG PY48 Annual Action Plan Executive Summary, the 30-Day notice of public comment and a public comment summary for review by the Mayor and Alderman.

*Please find the attached Resolution that authorizes the Mayor to:*  
Execute the Application for Federal Assistance SF424 in order to receive the Community Development Block Grant (CDBG) entitlement award of \$556,846 for the Program year beginning October 1, 2022 to September 30, 2023.

Inclusion of this Resolution on the July 11, 2022 Board of Alderman agenda is necessary to the timely submission of the PY48 Annual Action Plan with the Application for Federal Assistance SF424 and Certifications to HUD on or before its due date of August 16, 2022.

The Department of Economic and Community Development published a 30-day notice of public comment on the PY48 Annual Action Plan, budget and appendices in the Milford Mirror newspaper and on the ECD webpage of the City website between May 12, 2022 and June 13, 2022.

Thank you for your assistance.

Enclosures



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RESOLUTION

RE: GRANT APPLICATION FOR CONSOLIDATED HOUSING AND  
COMMUNITY DEVELOPMENT PLAN

RE: WHEREAS, the Housing and Community Development Act of 1974 and 1987 and The National Affordable Housing Act of 1990 and amendments thereto provides federal funds to create suitable living conditions and improve the health, safety, and public welfare for residents in the community through code enforcement, housing assistance programs, property acquisition and demolition of public use, the expansion and improvement of job skills & training, the quality and accessibility of public services and facilities, in particular to benefit household who live at low to moderate income levels, and in neighborhoods where improvements and accessibility to existing historic properties and recreational spaces will benefit the residents and assist the City to further achieve its goal of a safe, decent affordable community; and

WHEREAS, the City of Milford is entitled to receive Five Hundred Fifty-Six Thousand Eight Hundred Forty-Six Dollars (\$556,846) from said Act; and

WHEREAS, it is in the best interest of the City of Milford to make application for such funding,

NOW, THEREFORE BE IT AND IT IS HEREBY RESOLVED by the Board of Aldermen of the City of Milford that the Mayor, on behalf of the City of Milford, is hereby authorized to execute the application for funds for the Program Year beginning October 1, 2022 from the U.S. Department of Housing and Urban Development RE: the Housing and Community Development Act of 1974 and 1987 and the National Affordable Housing Act of 1990 and amendments thereto and upon approval of said application is authorized to execute any and all documents applicable to the grant program and to take such actions as may be necessary to carry out the Community Development Block Grant Program.

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Clerk of the Municipality

Dated at Milford, CT this \_\_\_\_\_ day of July, 2022

## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

The City of Milford, Connecticut is an entitlement jurisdiction under the U.S. Department of Housing & Urban Development's (HUD) Community Development Block Grant (CDBG) Program. In compliance with the HUD regulations the City herein submits a third Annual Action Plan of the 2020-2024 Five-Year Consolidated Plan for the program year beginning October 1, 2022 and ending September 30, 2023.

The consolidated plan is a strategic plan concerning housing, community and economic development goals set for a five (5) year period. The consolidated plan specifies both objectives and initiatives the City will undertake to address community needs; promote services; support safe, sanitary, suitable housing through rehabilitation to create a healthy living environment; prevent slum and blight conditions; promoting fair housing; expanding economic opportunities; and principally benefitting low- and moderate-income persons.

This Five-Year Consolidated Plan is a collaborative effort of the City of Milford, the community at large, social service agencies, housing providers, community development agencies, and economic development groups. The planning process was accomplished through a series of public meetings, stakeholder interviews, resident surveys, statistical data, and review of the City's other community plans.

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

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### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

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### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

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promoting fair housing; expanding economic opportunities; and principally benefitting low- and moderate-income persons.

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## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

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## **6. Summary of comments or views not accepted and the reasons for not accepting them**

Written and verbal comments accepted during the public participation and approval process are attached and contained in Appendix A.

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## 7. Summary

The City considers all public comments throughout the year, written or verbal, when considering how to allocated CDBG funds in the community. Specific goals strategies are prioritized and listed in the Five-Year Consolidated Plan but are based on the HUD's mission to improve the general living conditions of low- and moderate-income residents of the City of Milford, fund projects that sustain and protect the environment, and address the community development needs that serve to benefit all residents.

## 8. Activity Budget

The City of Milford received an announcement on May 13, 2022 that it will receive a federal HUD CDBG Entitlement Award of \$556,864. The FY 2022 Program Year 48 CDBG funds will be allocated as follows.

### FY2022 Annual Action Plan - Grant Activity Budget

Beth El Center, No-Freeze Emergency Shelter Staff	\$ 18,000
Beth El Center, Soup Kitchen Coordinator	\$ 15,000
Boys & Girls Club, After-school Staff	\$ 12,000
Milford Adult Education, Job Readiness Classes, Scholarship	\$ 2,000
Literacy Volunteers of S.C., Program Coordinator	\$ 3,500
Milford Transit District, Disable/Elderly Van Transport	\$ 14,000
Department of Human Services, Rent & Mortgage Assistance	\$ 15,500
Rape Crisis Center of Milford, Inc., Victim Services	\$ 3,500
Milford Public Library, New Elevator and Door	\$170,000
DPW, Public Improvements, ADA Curb & Sidewalk	\$ 72,650
Single-Family Residential Repair Program	\$ 89,327
Housing Program Administration	\$ 30,000
Grant Planning & Administration	<u>\$111,369</u>
<b>TOTAL</b>	<b>\$556,846</b>

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## Public Comment Statement

Appendix A contains all documents and information provided to the public and applicants during the public participation process at the public hearing and after the 30-day public comment period.

No written comments on the Program Year 48 FY2022 Annual Action Plan were received during the 30-day public comment period beginning on May 12, 2022 and ending June 13, 2022.

The final AAP will be posted on the ECD website after the Board of Alderman accepts it and will be submitted electronically on or before August 16, 2022 to Alanna Kabel, Director, U.S. Department of Housing and Urban Development, Office of Community Planning and Development (CPD), 20 Church Street, 10<sup>th</sup> Floor, Hartford, CT 06103-3220



**CITY OF MILFORD**  
30-Day Notice of Public Comment  
Community Development Block Grant (CDBG)

City of Milford seeks comment on its Program Year 48 Annual Actin Plan (AAP). The AAP is prepared according to the goals and objectives set by the 2020-2024 Five Year Strategic Consolidated Plan and with consultation from the Housing Partnership Committee and input from local officials, agency leaders and the public.

The grant activity budget is based on an estimated HUD Entitlement Award of \$533,354 similar to the FY2021 award amount. The U.S. Department of Housing and Urban Development (HUD) will announce the FY2022 Entitlement Award on or about May 13, 2022. The FY2022 grant activity award amounts will be adjusted according to the percentage difference between the estimated and actual Entitlement Award.

The PY48 Annual Action Plan (AAP) is available for review on the City’s Economic & Community Development (EDC) webpage at <https://www.ci.milford.ct.us/economic-and-community-development/pages/cdbg-annual-grant-applications-reports-public-information> and in the EDC Office in Parsons Government Complex, 70 W. River Street, 2<sup>nd</sup> floor, Milford, CT 06460. Written comments will be accepted between May 12, 2022 and June 13, 2022. All comments will be included in the AAP when presented to the Board of Alderman for acceptance. The AAP will be electronically submitted to HUD prior to its due date on August 16, 2022. Program Year 48 begins October 1, 2022 and ends September 30, 2023.

**FY2022 Annual Action Plan - Grant Activity Budget**

Beth El Center, No-Freeze Emergency Shelter Staff	\$ 17,800
Beth El Center, Soup Kitchen Coordinator	\$ 14,000
Boys & Girls Club, After-school Staff	\$ 11,500
Milford Adult Education, Job Readiness Classes, Scholarship	\$ 2,000
Literacy Volunteers of S.C., Program Coordinator	\$ 3,500
Milford Transit District, Disable/Elderly Van Transport	\$ 13,000
Department of Human Services, Rent & Mortgage Assistance	\$ 14,650
Rape Crisis Center of Milford, Inc., Victim Services	\$ 3,500
Milford Public Library, New Elevator and Door	\$170,000
DPW, Public Improvements, ADA Curb & Sidewalk	\$ 72,650
Single-Family Residential Repair Program	\$ 74,154
Housing Program Administration	\$ 30,000
Grant Planning & Administration	<u>\$106,600</u>
<b>TOTAL</b>	<b>\$533,354</b>

Comment on the subject noticed herein is encouraged. An individual with a disability or a non-English speaking person requesting assistance may contact ECD office at (203)783-3230 at least five days prior to the date referenced in this notice.



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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

May 13, 2022

The Honorable Benjamin Blake  
Mayor of Milford  
110 River Street  
Milford, CT 06460

Dear Mayor Blake:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2022 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low- and moderate-income persons and special needs populations. Public Law 117-269 includes FY 2022 funding for these programs. Your jurisdiction's FY 2022 available amounts are as follows:

Community Development Block Grant (CDBG)	\$556,846
Recovery Housing Program (RHP)	\$0
HOME Investment Partnerships (HOME)	\$0
Housing Trust Fund (HTF)	\$0
Housing Opportunities for Persons With AIDS (HOPWA)	\$0
Emergency Solutions Grant (ESG)	\$0

Individuals and families across the country are struggling to recover from four converging crises impacting housing stability: the COVID-19 pandemic, economic hardships, climate change, and racial inequity. Through these bedrock programs, CPD seeks to develop strong communities by promoting integrated approaches that provide decent housing and suitable living environments while expanding economic opportunities for low- and moderate-income and special needs populations, including people living with HIV/AIDS. We urge grantees to strategically plan the disbursement of grant funds to provide relief for those affected by these converging crises and help move our country toward a robust recovery.

Based on your jurisdiction's CDBG allocation for this year and outstanding Section 108 balances as of May 13, 2022, you also have \$2,784,230 in available Section 108 borrowing authority. Since Section 108 loans are federally guaranteed, this program can leverage your jurisdiction's existing CDBG funding to access low-interest, long-term financing to invest in your jurisdiction.

HUD continues to emphasize the importance of effective performance measurements in all its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensure grantees comply with program requirements and policies, provide demographic and income information about the persons that benefited from a community's activities, and participate in HUD-directed grantee monitoring. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource regarding the impact of these formula grant programs.

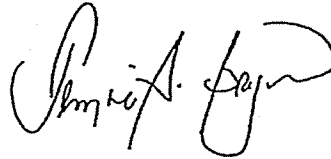


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The Office of Community Planning and Development is looking forward to working with you to promote steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD Office Director.

Sincerely,

A handwritten signature in black ink, appearing to read "Jemine A. Bryon". The signature is fluid and cursive, with a large initial "J" and "B".

Jemine A. Bryon  
Acting General Deputy Assistant Secretary  
for Community Planning and Development



# City of Milford, Connecticut

- Founded 1639 -  
70 West River Street - Milford, CT 06460-3317  
Tel 203-783-3217 FAX 203-783-3362

Office of  
Tax Collector

11 a.

To: Board of Aldermen

From: Cory Gumbrewicz  
Tax Collector

Date: July 11, 2022

Re: Refunds

See attached computer listing of refunds direct to taxpayers and/or banks.

The Total Refunds for the July 11, 2022 meeting is \$7560.68.

Explanation of the attached computer printout is as follows:

1. Transaction # located at top left of printout is for our internal Cash register (audit trail).
2. List # corresponds to the account overpaid.
3. Year corresponds with the Grand List Date.
4. Type corresponds with the following:

R	=	Real Estate
U	=	Sewer Service
M	=	Motor Vehicle
S	=	Supplemental Motor Vehicle
P	=	Personal Property
A	=	Sewer Main
L	=	Sewer Lateral
X	=	Prorate Bill

<u>Seq</u>	<u>List</u>	<u>Year</u>	<u>TY</u>	<u>Name</u>	<u>Principal</u> <u>Paid</u>	<u>Interest</u> <u>Paid</u>	<u>Lien</u> <u>Paid</u>	<u>Fee/Bond</u> <u>Paid</u>	<u>Total</u> <u>Paid Due</u>	<u>Balance</u> <u>Due</u>
1	901412	2020	S	CCAP AUTO LEASE LTD	-109.37	0.00	0.00	0.00	-109.37	0.00
				REFUND						
				Check:	-109.37					
				REF CCAP						
Total Bills:					-109.37	Total Recv'd:	-109.37	Change Due:	0.00	
2	901465	2020	S	CCAP AUTO LEASE LTD	-121.22	0.00	0.00	0.00	-121.22	0.00
				REFUND						
				Check:	-121.22					
				REF CCAP						
Total Bills:					-121.22	Total Recv'd:	-121.22	Change Due:	0.00	
3	901423	2020	S	CCAP AUTO LEASE LTD	-469.54	0.00	0.00	0.00	-469.54	0.00
				REFUND						
				Check:	-469.54					
				REF CCAP						
Total Bills:					-469.54	Total Recv'd:	-469.54	Change Due:	0.00	
4	416734	2020	M	CCAP AUTO LEASE LTD	-540.00	0.00	0.00	0.00	-540.00	0.00
				REFUND						
				Check:	-540.00					
				REF CCAP						
Total Bills:					-540.00	Total Recv'd:	-540.00	Change Due:	0.00	
5	432998	2020	M	KRAMER CLIFFORD R	-30.96	0.00	0.00	0.00	-30.96	0.00
				REFUND						
				Check:	-30.96					
				REF KRAMER CLIFFORD						
Total Bills:					-30.96	Total Recv'd:	-30.96	Change Due:	0.00	
6	902099	2020	S	CUPOLE KRISTAL R	-170.32	0.00	0.00	0.00	-170.32	0.00
				REFUND						
				Check:	-170.32					
				REF CUPOLE KRISTAL						
Total Bills:					-170.32	Total Recv'd:	-170.32	Change Due:	0.00	
7	902152	2020	S	DAIMLER TRUST	-178.61	0.00	0.00	0.00	-178.61	0.00
				REFUND						
				Check:	-178.61					
				REF MERCEDES						
Total Bills:					-178.61	Total Recv'd:	-178.61	Change Due:	0.00	
8	422082	2020	M	DUMAIS DIANE	-373.93	0.00	0.00	0.00	-373.93	0.00
				REFUND						
				Check:	-373.93					
				REF DUMAIS DIANE						
Total Bills:					-373.93	Total Recv'd:	-373.93	Change Due:	0.00	

City of Milford  
 Edit Daily Cash register report for Batch - 23733  
 Detail Report in Sequential Order  
 Interest Date 7/11/2022 Receipt Date 7/11/2022

Seq	List	Year	TY	Name	Principal	Interest	Lien Fee/Bond		Total	Balance
					Paid	Paid	Paid	Paid	Paid Due	Due
9	340997	2019	M	NISSAN INFINITI LT	-130.42	0.00	0.00	0.00	-130.42	0.00
				REFUND						
				Check: -130.42						
				REF NISSAN						
10	341400	2019	M	NISSAN INFINITI LT	-184.97	0.00	0.00	0.00	-184.97	0.00
				REFUND						
				Check: -184.97						
				REF NISSAN						
11	440461	2020	M	NISSAN INFINITI LT	-247.18	0.00	0.00	0.00	-247.18	0.00
				REFUND						
				Check: -247.18						
				REF NISSAN						
12	440508	2020	M	NISSAN INFINITI LT	-373.46	0.00	0.00	0.00	-373.46	0.00
				REFUND						
				Check: -373.46						
				REF NISSAN						
13	906552	2020	S	NISSAN INFINITI LT	-34.94	0.00	0.00	0.00	-34.94	0.00
				REFUND						
				Check: -34.94						
				REF NISSAN						
Total Bills: -970.97					Total Recv'd: -970.97		Change Due: 0.00			
14	2603	2018	R	PAVLICK VICTOR F &	-1,825.80	0.00	0.00	0.00	-1,825.80	0.00
				REFUND						
				Check: -1,825.80						
				REF PAVLICK VICTOR						
Total Bills: -1,825.80					Total Recv'd: -1,825.80		Change Due: 0.00			
15	7374	2017	R	COLLUCCI THOMAS	-1,500.00	0.00	0.00	0.00	-1,500.00	0.00
				REFUND						
				Check: -1,500.00						
				REF ROMICK PETER						
Total Bills: -1,500.00					Total Recv'd: -1,500.00		Change Due: 0.00			
16	453190	2020	M	VAULT TRUST	-332.88	0.00	0.00	0.00	-332.88	0.00
				REFUND						
				Check: -332.88						
				REF VAULT TRUST						
Total Bills: -332.88					Total Recv'd: -332.88		Change Due: 0.00			
17	438793	2020	M	MORALES SANTOS	-5.72	0.00	0.00	0.00	-5.72	0.00
				REFUND						
				Check: -5.72						
				REF MORALES MARIA						
Total Bills: -5.72					Total Recv'd: -5.72		Change Due: 0.00			
19	430172	2020	M	JABLON-WALSH MICHELE L	-83.75	-8.85 *	0.00	0.00	-92.60	0.00
				REFUND						
				Check: -92.60						
				REF MICHELE JABLON						

City of Milford  
 Edit Daily Cash register report for Batch - 23733  
 Detail Report in Sequential Order  
 Interest Date 7/11/2022 Receipt Date 7/11/2022

<u>Seq</u>	<u>List</u>	<u>Year</u>	<u>TY</u>	<u>Name</u>	<u>Principal Paid</u>	<u>Interest Paid</u>	<u>Lien Paid</u>	<u>Fee/Bond Paid</u>	<u>Total Paid Due</u>	<u>Balance Due</u>
Total Bills: -92.60					Total Recv'd: -92.60	Change Due:		0.00		
20	416811	2020	M	CCAP AUTO LEASE LTD	-261.98	0.00	0.00	0.00	-261.98	0.00
REFUND										
Check: -261.98										
REF CCAP										
Total Bills: -261.98					Total Recv'd: -261.98	Change Due:		0.00		
21	440254	2020	M	NISSAN INFINITI LT	-339.26	0.00	0.00	0.00	-339.26	0.00
REFUND										
Check: -339.26										
REF NISSAN										
Total Bills: -339.26					Total Recv'd: -339.26	Change Due:		0.00		
22	440698	2020	M	NISSAN INFINITI LT	-237.52	0.00	0.00	0.00	-237.52	0.00
REFUND										
Check: -237.52										
REF NISSAN										
Total Bills: -237.52					Total Recv'd: -237.52	Change Due:		0.00		

Starting Cash in Drawer	0.00
Total Cash Received	0.00
Total Cash in Drawer	0.00
Total Amount in Checks	-7,560.68
Total Amount in Credit	0.00
Total Amount in Drawer	-7,560.68
Total Adjustments	0.00
Total Refunds	-7,560.68
Total Suspense	0.00

\*= Interest Override

<u>Year</u>	<u>TYPE</u>	<u>DIST</u>	<u>Principal</u> <u>Paid</u>	<u>Interest</u> <u>Paid</u>	<u>Lien</u> <u>Paid</u>	<u>Fee/Bond</u> <u>Paid</u>	<u>Total</u> <u>Collected</u>
2017	R REAL ESTATE	1	-1,500.00	0.00	0.00	0.00	-1,500.00
2017 TOTAL			-1,500.00	0.00	0.00	0.00	-1,500.00
2018	R REAL ESTATE	1	-1,825.80	0.00	0.00	0.00	-1,825.80
2018 TOTAL			-1,825.80	0.00	0.00	0.00	-1,825.80
2019	M MOTOR VEHICLE	2	-315.39	0.00	0.00	0.00	-315.39
2019 TOTAL			-315.39	0.00	0.00	0.00	-315.39
2020	M MOTOR VEHICLE	11	-2,826.64	-8.85	0.00	0.00	-2,835.49
2020	S SUPPLEMENTAL MVD	6	-1,084.00	0.00	0.00	0.00	-1,084.00
2020 TOTAL			-3,910.64	-8.85	0.00	0.00	-3,919.49
			21	-7,551.83	-8.85	0.00	-7,560.68