

MEETING NOTICE/AGENDA
LEGISLATIVE COUNCIL
ADMINISTRATION COMMITTEE MEETING

May 10, 2021

7:05 PM

Electronic Meeting Pursuant to Paragraph 1 of Executive Order 7B¹
THIS MEETING WILL BE A 100% ELECTRONIC MEETING

LEGISLATIVE COUNCIL CHAMBERS AT MEMORIAL TOWN HALL WILL BE CLOSED
PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDERS 7B and 7D

Public Comments on these agenda items will be heard at the opening of this committee

You can speak to any committee agenda item by joining the meeting, or send your comment/s in to LCpublicinput@hamden.com by 3:00 PM of this agenda date

Please click the link below to join the webinar:

<https://zoom.us/j/96032210583>

Password: Dragons

Webinar ID: 960-3221-0583

If you experience any issue with the link above go to Zoom.com and click "join a meeting" and put in the following meeting ID and password - Meeting ID: 960-3221-0583 Password: Dragons

OR

Join by telephone. (For higher quality, dial a number based on your current location)

US: +1 646 558 8656 (New York): +1 312 626 6799 (Chicago): +1 301 715 8592 (Washington DC)
+1 669 900 9128 (San Jose): +1 253 215 8782 (Tacoma): +1 346 248 7799 (Houston)

International numbers available: <https://zoom.us/u/aH73IUF9D>

For additional sign-in support for any device or browser you can use the following link:

https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting?mobile_site=true

[*Scroll to the bottom of this agenda for alternate sign in instructions.](#)

AGENDA:

Public Input:

1. Appointment of Chief of Staff – Adam Sendroff
2. Order authorizing Interdepartmental transfer 2021-2022 FY Budget - \$25,000 (Town Attorney Prof./Tech.) FROM LC SETTLEMENT RESERVE

ZOOM sign in info:

1. Join using Zoom from your computer, tablet or smartphone by using the following link:

<https://zoom.us/j/96032210583> Password: Dragons

2. If you already have the Zoom App or go to the Zoom.com website, simply select “join a meeting” and complete the following: Webinar ID: 960-3221-0583 Password: Dragons

Or iPhone one-tap :

US: +13017158592,,96032210583# or +13126266799,96032210583#

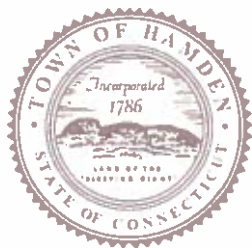
Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

International numbers available: <https://zoom.us/j/96032210583>

ⁱ Under Executive Order 7B Electronic Meetings are subject to the following: (a) The public shall have the ability to view or listen to each meeting or proceeding in real time, by telephone, video, or other technology; (b) Any such meeting or proceeding shall be recorded or transcribed, and such recording or transcript shall be posted on the Town's website within seven (7) days of the meeting or proceeding, and made available within a reasonable time in the Town Clerk's office; (c) The required notice and agenda for each meeting or proceeding is posted on the agency's website and shall include information about how the meeting will be conducted and how the public can access it; (d) Any materials relevant to matters on the agenda, including but not limited to materials related to specific applications, if applicable, shall be submitted to the agency a minimum of twenty four (24) hours prior and posted to the agency's website for public inspection prior to, during, and after the meeting, and any exhibits to be submitted by members of the public shall, to the extent feasible, also be submitted to the agency a minimum of twenty-four (24) hours prior to the meeting and posted to the agency's website for public inspection prior to, during, and after the meeting; and, (e) All speakers taking part in any such meeting or proceeding shall clearly state their name and title, if applicable, before speaking on each occasion that they speak.



TOWN OF HAMDEN

OFFICE OF THE MAYOR

Hamden Government Center
2750 Dixwell Avenue
Hamden, Connecticut 06518
Tel: (203) 287-7100
Fax: (203) 287-7101

Curt Balzano Leng
Mayor

April 29, 2021

Legislative Council
Hamden Government Center
Hamden, CT 06518

Re: Appointment of Chief of Staff – Adam Sendroff

Honorable Members:

Pursuant to the Hamden Town Charter, I am pleased to submit Adam Sendroff for appointment to the position of Chief of Staff. Mr. Sendroff grew up in Hamden, holds a Bachelor's in History from the University of Massachusetts, Amherst, where he is also currently a Master of Public Health student. He worked for over 20 years in the private sector, for a college-level academic publishing company, prior to becoming Hamden's Community Development Manager in 2017. Mr. Sendroff holds a wide range of experience, including effective management, communications, budget development, civic engagement, marketing and project coordination.

Mr. Sendroff served as a member of the Hamden Board of Education (BOE) from 2007 to 2017, serving in Board leadership for 7 of those years. On the BOE, Mr. Sendroff was instrumental in facilitating impactful projects and programs, including efforts to expand preschool opportunities, to add a School-Based Health Clinic, and partnership with the non-profit CfAL (Concepts for Adaptive Learning) to help address the digital divide. He currently serves as a member of the Hamden School Based Health Clinics Advisory Board, as Chair of the New Haven County Emergency Food and Shelter Program and has served in multiple community roles, including the Hamden PTA Council and the Connecticut Advisory Council for Teacher Professional Standards.

Attached you will find Mr. Sendroff's resume for your review. If you have any questions about her background or role with the Town, please do not hesitate to contact me or to call DCOS Donnelly in my Office.

Your approval of this appointment is respectfully requested.

Sincerely,

Curt Balzano Leng, Mayor

CBL/pd

Enclosure

cc: Personnel Director Ken Kelley, ACOS Adam Sendroff, DCOS Patrick Donnelly, DOLA Walter Morton, Town Attorney Sue Gruen, Mayor's Office File

ADAM SENDROFF

45 Augur Street Hamden, CT 06517 (203) 494-7864 adam.sendroff@gmail.com

EDUCATION

University of Massachusetts, Amherst

BA, History, *cum laude*, 1994

University of Massachusetts, Amherst - School of Public Health and Health Sciences

Master of Public Health, expected 2024

PROFESSIONAL EXPERIENCE

Town of Hamden, CT

Community Development Manager

2017 - Present

- Direct the Keefe Community Center, a municipal facility providing an array of services to Hamden residents, including food security programs, family services, heating and rental assistance, health screenings, prevention programming, and financial empowerment workshops.
- Manage the three town departments at the Keefe Community Center: Community Services, Youth Services, and Community Development, as well as oversee the relationship with community center partner agencies.
- Plan and administer the Community Development Block Grant that Hamden receives from the U.S. Department of Housing and Urban Development, including emergency residential rehabilitation and first-time homeowner down payment assistance programs, as well as organizing pass-through grants to public service agency subrecipients.
- Spearheaded new initiatives in Hamden, such as the first overnight winter warming center for those experiencing homelessness, gun buyback and safety event, job fair, and health fair.
- During the COVID-19 pandemic was a member of Hamden's emergency response team, coordinated a variety of food security initiatives including mobile pantries, organized COVID-19 community testing, and was appointed Recovery Co-Coordinator.

Taylor & Francis Books, Garland Science, Taylor & Francis Group (Informa plc)

Director of Textbook Marketing

2016 - 2017

- Responsible for the global marketing of textbooks for Taylor & Francis, including the imprints Routledge, CRC Press, and Garland Science.
- Created a department of Higher Education Marketing Representatives who pursue course adoption opportunities in the U.S. for Taylor & Francis textbooks.
- Collaborated in building a new channel-based, customer-centric marketing department for the Taylor & Francis books business.

Marketing and Sales Director

2008 - 2015

- Responsible for the global marketing and U.S. sales for Garland Science, an imprint of Taylor & Francis specializing in high-quality life science textbooks and multimedia for colleges, universities, and medical schools.
- Managed and directed international marketing and sales teams, as well as translation rights agreements.
- Developed annual global revenue budgets and responsible for achieving them; as well as creating global marketing plans, carrying them out, and staying within budget.

Senior Marketing Manager

2003 - 2008

Marketing Manager

1998 - 2003

Textbook Coordinator 1996 - 1998
Sales Representative 1994 - 1996

CIVIC/ELECTED EXPERIENCE

New Haven County Emergency Food and Shelter Program (EFSP) Board
Board Member 2018 - Present
Chairperson, Phase 38 2020 - Present

Church Street Elementary School Health Clinic Advisory Board
Board Member 2013 - Present

Hamden, CT Public Schools
Board of Education Member 2007 - 2017
Chairperson of the Board of Education 2015-2017, Secretary of the Board of Education 2011-2015

State of Connecticut
CT Advisory Council for Teacher Professional Standards 2011 - 2013

Town of Hamden, CT
Community Development Citizens Advisory Commission 2005 - 2007

SELECTED PRESS/MEDIA

"Hamden Virtual Town Hall on Homelessness" Moderator
CT Coalition to End Homelessness, October 2020

"Hamden Community Center's Garden Feeds Food Pantry"
NBC Connecticut, September 4, 2020

"Drive-Thru Donors Replenish Food Pantry"
New Haven Independent, April 22, 2020

"Operation Food Bank Feeds 390 Families"
New Haven Independent, April 9, 2020

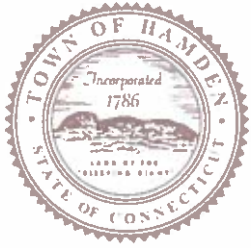
"First Hamden Gun Buyback Event Breaks Record"
Hamden Patch, February 25, 2020

"Facts and Faces: Food Hardship in Hamden" Contributor
United Way of Greater New Haven, April 2019

"Hamden Prepares To 'Warm' Homeless"
New Haven Independent, January 7, 2019

"Hamden Board of Education Chairman To Resign For Town Job"
Hamden Patch, June 5, 2017

"Hamden Board of Education votes in new leader"
New Haven Register, December 14, 2015



TOWN OF HAMDEN

OFFICE OF THE MAYOR

Hamden Government Center
2750 Dixwell Avenue
Hamden, Connecticut 06518
Tel: (203) 287-7100
Fax: (203) 287-7101

Curt Balzano Leng
Mayor

April 29, 2021

Legislative Council
Hamden Memorial Town Hall
Hamden, CT 06518

Re: Order Authorizing Interdepartmental Transfers 2020-2021 Fiscal Year Budget (Legislative Council Settlement Reserve – Town Attorney Professional and Technical Service) \$25,000

From: 10143-0933 Legislative Council Settlement Reserve \$25,000

To: 10918-0590 Town Attorney Professional and Technical Service \$25,000

Honorable Members:

Enclosed please find an interdepartmental transfer order for the Town Attorney's Office in the amount of \$25,000. This transfer is to cover anticipated expenses for the remainder of Fiscal Year 2020-2021.

For more information, please see attached correspondence from Town Attorney Sue Gruen.

By copy of this letter, Town Attorney Sue Gruen is hereby requested to attend your meeting to respond to any questions you may have.

Your approval of this transfer order is respectfully requested.

Sincerely,

Curt Balzano Leng, Mayor

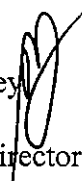
CBL/rr
Enclosure

Cc: Town Attorney Sue Gruen, Acting Finance Director Scott Jackson, Deputy Finance Director Rick Galarza, ACOS Adam Sendroff, DCOS Patrick Donnelly, DOLA Walter Morton, Mayor's Office File

Memo

REVISED

TO : Mayor Curt Leng

FROM : Sue Gruen, Town Attorney 

CC : Scott Jackson, Finance Director
Rick Galarza, Deputy Finance Director
Adam Sendroff, COS
Patrick Donnelly, DCOS

DATE : April 28, 2021

RE : Transfer Request

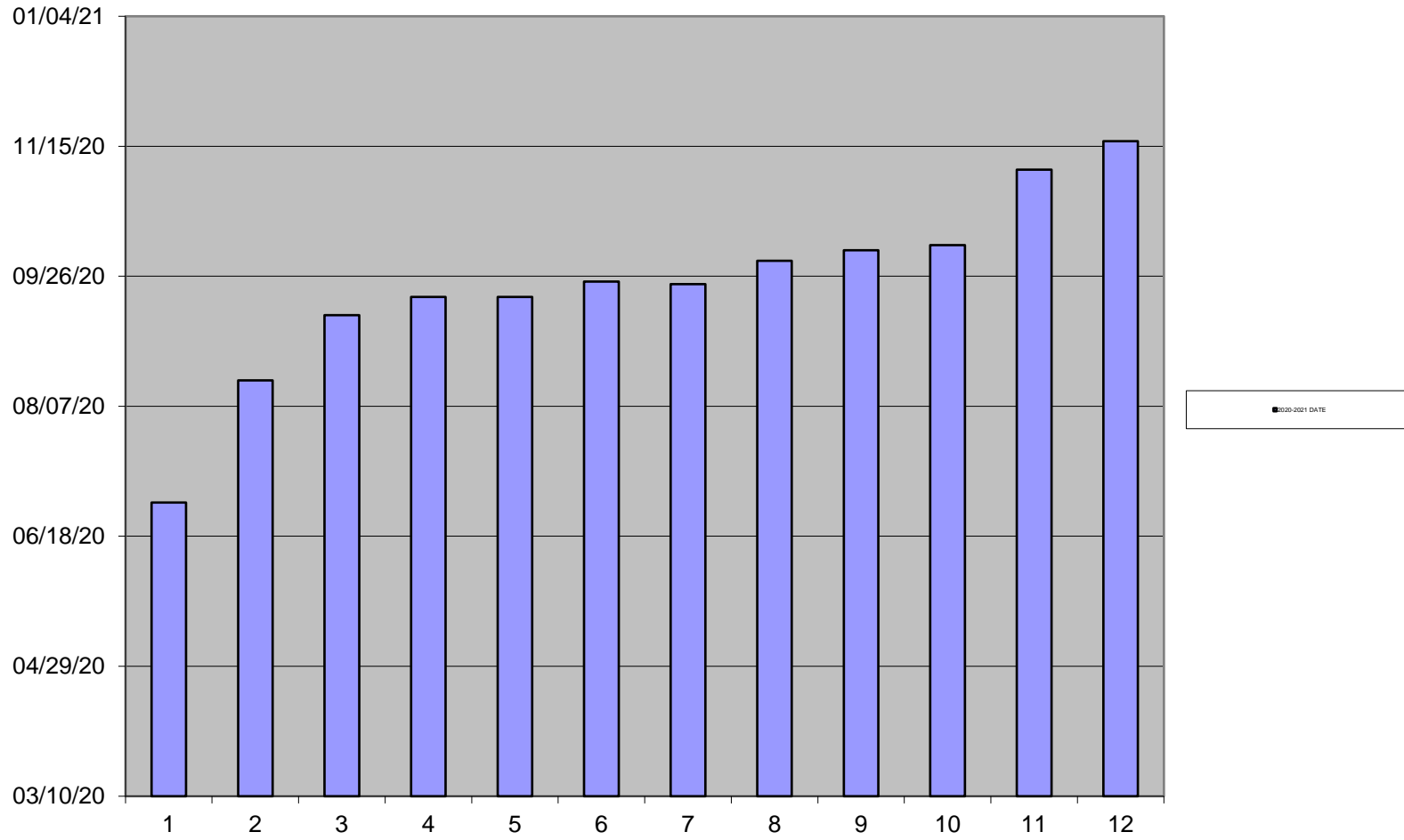
This is to respectfully request a transfer to the following:

Professional Technical (10918-0590) from Settlement Reserve (10143-0933). Funded at \$350,000 for fiscal year 2020-2021. There is \$136,831.26 remaining in the account which represents billing through February and some of March. With four (4) months left in the fiscal year, based on ongoing matters, this is a request to move \$25,000 from the Settlement Reserve Account to the Professional Technical Account to cover expenses for the remainder of the fiscal year. A spreadsheet of expenditures to date will be provided, once reconciled.

Additionally, we anticipate a \$10,000 reimbursement from CIRMA against our Professional Technical Account to offset for legal fees.

Should you have any questions or require anything

2007-2008 DATE



2020-2021	<u>PROFESSIONAL/TECHNICAL</u>	10918 0590			BALANCE
<u>DATE</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>		<u>CREDIT</u>	<u>ON HAND</u>
07/01/20	Council approved budget amount		X		\$350,000.00
08/17/20	Zangari Cohn, #210507 (labor)	\$1,955.00			\$348,045.00
09/11/20	Zangari, Cohn, #210668 (labor)	\$7,765.50			\$340,279.50
09/18/20	Littler, #210700 (labor)	\$260.00			\$340,019.50
09/18/20	Littler, #210701 (labor)	\$2,502.50			\$337,517.00
09/24/20	Wofsey, Rosen, #210758	\$9,134.13			\$328,382.87
09/23/20	Robinson & Cole, #210754	\$11,904.28			\$316,478.59
10/02/20	Amodio & Associates, #210820 (various appraisals for tax appeals)	\$900.00			\$315,578.59
10/06/20	Wofsey, Rosen, #210853	\$6,403.81			\$309,174.78
10/08/20	Zangari, Cohn, #210876 (labor)	\$4,836.75			\$304,338.03
11/06/20	Wofsey, Rosen, #211062	\$17,556.22			\$286,781.81
11/17/20	Zangari, Cohn, #211137	\$7,215.75			\$279,566.06
11/19/20	Lynch, Traub, #211153 (Police Commission)	\$618.75			\$278,947.31
11/24/20	Robinson & Cole, #211176	\$10,337.03			\$268,610.28
12/10/20	Zangari, Cohn, #211256	\$10,265.50			\$258,344.78
12/10/20	Wofsey, Rosen, #211257	\$17,951.49			\$240,393.29
12/21/20	Littler, #211334	\$127.50			\$240,265.79
12/22/20	Lynch, Traub, #211341 (Police Commission)	\$787.50			\$239,478.29
01/26/21	Zangari, Cohn, #211528	\$11,390.50			\$228,087.79
01/26/21	Wofsey, Rosen, #211529	\$2,553.75			\$225,534.04
02/02/21	Ciulla & Donofrio, #211564 (On call contracts)	\$1,755.00			\$223,779.04
02/10/21	Lynch, Traub, #211604 (Police Commission)	\$450.00			\$223,329.04
02/10/21	Robinson & Cole, #211613	\$3,340.50			\$219,988.54
02/11/21	Zangari, Cohen, #211617	\$11,855.40			\$208,133.14
02/15/21	Zangari, Cohen, #211838	\$9,971.90			\$198,161.24
03/24/21	Robinson & Cole, #211911	\$28,341.50			\$169,819.74
04/13/21	Zangari, Cohen, #21212	\$7,950.24			\$161,869.50
04/15/21	Ciulla & Donofrio, #212038 (tax incentive agreements)	\$33.15			\$161,836.35
04/20/21	Parrett, Porto, #212074 (foreclosure of 922 Winchester Avenue)	\$4,774.60			\$157,061.75
04/22/21	Wofsey, Rosen, #212104	\$20,230.49			\$136,831.26

APPROPRIATION TRANSFER REQUEST
Fiscal Year 2020-2021

Department Town Attorney's Office

Date: April 28, 2021

TO: LEGISLATIVE COUNCIL TRANSFER COMMITTEE

It is respectfully requested that approval be granted for the following transfer of appropriation:

	Account Number	Account Title	Amount
FROM:	<u>10143 0933</u>	<u>Legislative Council Settlement</u>	<u>\$25,000.00</u>
TO:	<u>10918 0590</u>	<u>Professional/Technical</u>	<u>\$25,000.00</u>

1. Reason Appropriation Change is Required: See attached memo

2. Additional Information for Transfer Request:

To maintain charter compliance.

Requested By: _____

Department Head

Date: April 28, 2021

Reviewed By: _____

Finance Director

Date: 4/29/2021

Approved By: _____

Mayer

Date: 4/29/21

Legislative Council

Date: _____

**TOWN OF HAMDEN
LEGISLATIVE COUNCIL**

**ORDER AUTHORIZING INTERDEPARTMENTAL TRANSFER
2020-2021 FISCAL YEAR BUDGET**

Presented by: _____

WHEREAS, pursuant to Section 10-7.D (2) (b) of the Charter, the Council may by Order, upon approval of the Mayor, transfer any unencumbered appropriations balance or portions thereof from one Department, Board of Commission to another.

WHEREAS, subject to the provisions outlined above, and pursuant to Sections 10-7. (D)(2)(b), the Mayor hereby requests transfers as set forth below.

NOW THEREFORE, BE IT ORDERED that pursuant to Section 10-7.D (2) (b) of the Charter, the Legislative Council hereby approves and authorizes the transfers as set forth above.

Adopted by the Legislative Council at its meeting held on _____ 2020.

APPROVED AS TO FORM:

Susan Gruen
Town Attorney

Michael McGarry, President
Legislative Council

APPROVED:

Kim Renta, Clerk
Legislative Council

Curt Balzano Leng
Mayor

Date: _____

From:	10143-0933	Legislative Council Settlement	\$25,000
To:	10918-0590	Professional / Technical	\$25,000