

TOWN COUNCIL AGENDA

Regular Meeting – Monday, October 19, 2020

7:00 PM

VIRTUAL MEETING

IN ACCORDANCE WITH GOVERNOR'S EXECUTIVE ORDER

Pledge of Allegiance

Recording of Attendance by Town Clerk

Proclamation – Arbor Day

A. PUBLIC COMMENT

1. Hearings:

a. None

2. General Comments:

- a. Public
- b. Council Reports
- c. Council Comments
- d. Town Manager's Report
- e. Town Clerk Communications

B. COUNCIL ACTION

The Chairperson may indicate those matters of unfinished business to be considered

1. Ordinances, Resolutions, Appointments and Resignations for Action:

- a. Acceptance of Resignations from Boards and Commissions
- b. Appointments to Boards and Commissions
- c. Approval of Ordinances and Resolutions

2. Unfinished Business:

a. None

3. Other Business:

- a. Energy Procurement
- b. Disposition of Discontinued Fire Vehicles (E-31 and E-33)
- c. Emergency Management Performance Grant
 - 1. Supporting Application
- d. 2021 Council Meeting Schedule
 - 1. 2021 Recommended Schedule

4. Bids:

a. None

5. Ordinances, Resolutions and Appointments for Introduction:

a. None

6. Minutes:

a. Minutes of October 5, 2020 Regular Meeting

7. **Public Comment:**
8. **Executive Session:**
9. **Adjourn:**

The meeting may be viewed on:

- COX channel 16 or Frontier channel 6101
- Town of Wethersfield's Facebook page
- Youtube® Channel, "Wethersfield Government Access TV" shortly before the meeting begins at: <https://www.youtube.com/channel/UCfuf-C0gYVVxmD5ilFTnsQ>

There are two, five minute public comment sessions at Council meetings. If you are interested in speaking at the meeting, please call the following number → 929-205-6099. When prompted, enter the meeting ID 948 5745 5525, followed by "#".

When you have joined the meeting, you will be placed in the *Waiting Room* on mute until the host accepts your request. Once accepted, you will be able to hear the meeting, but not be heard until it is your turn to speak during public comment. You will be selected based on a first-come, first-served order. Please remember to state your name, address and phone number.

Written comments will be accepted at councilcomments@wethersfieldct.gov. The deadline to submit emails on the day of the meeting is 3:00 p.m. Please note, written comments are summarized during the meeting, but are entered in full as part of the minutes and official record.

Citizens are able to review minutes for Town Boards and Commissions at:
<http://wethersfieldct.gov> - use the Agendas and Minutes tab on the right side

**B.1.b.
FOR ACTION**

APPOINTMENTS TO BOARDS AND COMMISSIONS

GREATER HARTFORD TRANSIT DISTRICT

John Console R 38 Ivy Lane 10-19-20 to 6-30-24

Proposed by – Deputy Mayor Mazzarella

Date of Action – October 19, 2020

TOWN COUNCIL AGENDA ITEM – Energy Procurement

DATE: October 19, 2020

DEPARTMENT: Physical Services

REQUESTED BY: Gary A. Evans, Town Manager

ITEM: Electric and Natural Gas Agreement (as Applicable)

TOWN BID/RFP #:

BID/RFP DATE: N/A **TERM:** Variable

RENEWALS: N/A **TERMS OF RENEWAL:** N/A

COST:

BUDGET SOURCE/AMOUNT: 152-Physical Services: 52254 & 52255

JUSTIFICATION: Per Council request at the October 5, 2020 Council Meeting, town staff researched other energy purchasing opportunities. Based on deadline requirements, market-rate volatility, and the complexity of energy purchasing, the town will utilize the resources of Connecticut Conference of Municipalities (CCM), in consultation with their retained energy consultant, to purchase energy at a discounted rate.

CCM has selected TITAN ENERGY as the consultant. The consultant will analyze the aggregated accounts specific to the town and generate a list of suppliers with discounted rates that can meet our energy demand. The consultant will advise on the best time, method and terms to procure energy. If applicable, TITAN shall provide the same effort related to natural gas.

IMPACT IF NOT APPROVED: We will be on our own to negotiate costs for electricity.

DEPARTMENT HEAD COMMENTS: N/A

TOWN MANAGER COMMENTS: I recommend using the resources of CCM to provide an energy procurement opportunity. Using CCM is no different than hiring a consultant to generate a bid for goods or services, and to review and recommend the most responsible contract. The decision to go with the recommended contract must be made within a limited timeframe, making it impossible to secure the rate and go back to Council for a vote. Due to that reason, the action required tonight authorizes the town manager to make the final decision on behalf of the town.

ACTION REQUIRED: *Motion to authorize the town manager to execute any and all documents related to the CCM Energy Purchasing Program and retail supply agreement(s) in an amount not to exceed the Eversource rate minus the consultant fee.*

TOWN COUNCIL AGENDA ITEM – Fire Truck Disposition

DATE: October 19, 2020

DEPARTMENT: Physical Services

REQUESTED BY: Sally Katz, Director of Physical Services

ITEM: Authorization to send 2 aged (1975 & 1989) not-in-service fire apparatus to auction

TOWN BID/RFP #: N/A

BID/RFP DATE: Auction is weekly at Central Auto Auction **TERM:** N/A

RENEWALS: No **TERMS OF RENEWAL** N/A

COST: \$255 per truck fee to participate in the auction. The Town receives 100% of the sale price.

BUDGET SOURCE/AMOUNT: N/A

JUSTIFICATION: The Town purchased two new fire apparatus to replace pumper E-33: 43 years old, built in 1975 and refurbished in 1992; and pumper E-31: 29 years old and was built in 1989.

IMPACT IF NOT APPROVED: The two vehicles will remain in our possession but retired from service.

DEPARTMENT HEAD COMMENTS: Authorize the two vehicles to be sent to auction.

TOWN MANAGER COMMENTS: Since these vehicles are out of service and have been replaced, it is my recommendation to auction these vehicles in accordance with Town Code of Ordinances, Sections 37-1 and 37-3.

ACTION REQUIRED: *Motion to authorize the Town Manager to dispose of retired fire apparatus pumper E-33, and E-31, which were recently replaced, through auction.*

TOWN COUNCIL AGENDA ITEM

DATE: October 19, 2020

DEPARTMENT: Town Manager

REQUESTED BY: Gary Evans, Town Manager

ITEM: Authorization to submit a grant request for the annual Emergency Management Performance Grant.

COST: No cost.

BUDGET SOURCE/AMOUNT: Not applicable.

JUSTIFICATION: the State of Connecticut provides funds to Towns for certain Emergency Management operational costs such as salaries and equipment.

IMPACT IF NOT APPROVED: If not approved the Town will not receive the grant funds.

DEPARTMENT HEAD COMMENTS:

TOWN MANAGER COMMENTS: This is an annual grant for approximately \$13,097.50 to cover the Emergency Management Director's/Emergency Management Deputy Director's salaries and related equipment and/or supplies.

ATTACHMENTS:

- a. Emergency Management Performance Grant Application

ACTION REQUIRED: *Motion to approve the grant request for an Emergency Management Performance Grant.*



E.MERGENCY M.ANAGEMENT P.PERFORMANCE G.RANT

**FFY 2020 APPLICATION
Due: September 30,
2020**



State of Connecticut

**Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security**

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COMPLETION CHECKLIST FOR SUB-GRANTEE

The following forms are necessary for the timely completion of this document. Please use this aid to ensure all documents are included in your submission. More detailed information is available in the EMPG Manual.

- Section B: Application Information and Data Sheet
- Section C: Municipal Resolution
- Section D: EMPG Financial Tool Budget Tab
- Section E: Master Staffing Pattern and Training History
- Section F: NEMA Survey attached (Optional)
- Job Descriptions have been attached if applicable (Available on website)

DEMHS REGIONAL CONTACT INFO

For assistance filling out this application please contact your DEMHS Regional Coordinator.

Region 1	Robert Kenny Regional Coordinator	149 Prospect Street, Bridgeport, CT 06604 Phone: 203.696.2640 Email: Robert.Kenny@ct.gov	Fax: 203.334.1560
Region 2	Jacob Manke Regional Coordinator	1111 Country Club Road, Middletown, CT 06457 Phone: 860.685.8105 Email: Jacob.Manke@ct.gov	Fax: 860.685.8366
Region 3	William Turley Regional Coordinator	DEMHS - 360 Broad Street Hartford CT 06105 Phone: 860.529.6893 Email: William.Turley@ct.gov Mailing address: P.O. Box 1236 Glastonbury, CT 06033	Fax: 860.257.4621
Region 4	Michael Caplet Regional Coordinator	15-B Old Hartford Road Colchester, CT 06415 Phone: 860.465.5460 Email: Mike.Caplet@ct.gov	Fax: 860.465.5464
Region 5	John Field Regional Coordinator	55 West Main Street, Suite 300 Box 4 Waterbury, CT 06702 Phone: 203.591.3509 Email: John.Field@ct.gov	Fax: 203.591.3529

SECTION B. EMPG APPLICATION INFORMATION AND DATA SHEET

All Forms Must Be Original - Copies Will Not Be Accepted

Mail Completed Applications To:
DEMHS Regional Coordinator (See Page 2 of this application for contact information)

SPCP Unit Use Only

1. Name of Municipality or Agency Applying for Subgrant:
Town of Wethersfield

2. Period of Award for this Subgrant: 10/1/20 – 9/30/21

3. Emergency Management Director Name & Address
Name: Anthony Dignoti Title: EMD
Organization: Town of Wethersfield
Address Line 1: 505 Silas Deane Highway
Address Line 2:
City/State/Zip: Wethersfield, CT 06109
Phone: 860-721-2806 Fax: 860-721-2843
E-mail: Anthony.dignoti@wethersfieldct.gov

4. Official Authorized to Sign for the Applicant:
Name: Gary Evans Title: Town Manager
Organization: Town of Wethersfield
Address Line 1: 505 Silas Deane Highway
Address Line 2:
City/State/Zip: Wethersfield, Ct 06109
Phone: 860-721-2801 Fax: 860-721-2994
E-mail: Gary.evans@wethersfieldct.gov

5. Municipal/Agency Financial Officer
Name: Michael O'Neil Title: Director of Finance
Organization: Town of Wethersfield
Address Line 1: 505 Silas Deane Highway
Address Line 2:
City/State/Zip: Wethersfield, CT 06109
Phone: 860-721-2861 Fax: 860-721-2997
E-mail: Michael.oneil@wethersfieldct.gov

6. Fiscal Point of Contact: (If Different than Financial Officer)
Name: Title:
Organization:
Address Line 1:
Address Line 2:
City/State/Zip:
Phone: Fax:
E-mail:

7. Applicant FEIN: 06-6002130

8. Applicant DUNS #: 617268891

9. Applicant Fiscal Year End: June 30

10. Date of Last Audit: October 2020

11. Dates Covered by Last Audit: 7/1/2019 to 6/30/2020

12. Date of Next Audit: October 2021

13. Dates to be Covered by Next Audit: 7/1/2020 to 6/30/2021

Please note that the information required for boxes 9 through 13 refers to the sub-grantee's audit cycle.

FEDERAL AUDIT AND DEBARMENT REQUIREMENT CERTIFICATION

14. ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regard to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Initial to indicate that this requirement has been read and understood:

INITIAL

15. ACKNOWLEDGEMENT OF DEBARMENT REQUIREMENTS:

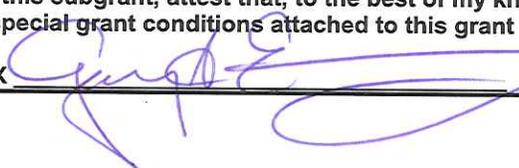
- The sub-grantee will confirm the eligibility status (via Sam.gov) of all vendors/contractors that the sub-grantee pays with EMPG SLA funds. The subgrantee will confirm that the vendors/contractors do not appear on the SAM's Exclusion List of federally debarred or suspended vendors.

Initial to indicate that this requirement has been read and understood:

INITIAL

16. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

SIGN & DATE

Authorized Signatory:  **Date:**

SECTION D. EMPG SLA FINANCIAL TOOL-BUDGET

Please Note: Applications will not be reviewed without the submittal of the EMPG Financial Tool “Application Budget” tabs.

Fill out the Application Budget portion of the tool by filling out the teal boxes for the following:

1. Award Amounts:

Per Capita Award: This amount is based on your town’s population as listed in the State Register and Manual and is entered by the applicant from a table contained in the tool.

Sub grant Allocation: This totals as you fill in the categories below.

2. Enter Categories:

- **Personnel-** Enter the total estimated cost for salaries or stipends for full or part-time EMDs, Deputy EMDs and support staff.
- **Organization-** Enter the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.
- **Equipment-** Enter the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.
- **In kind-** Enter the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match.
- **All other-** Enter the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.
- **Unallocated –** This is the remaining balance of funding that you have not yet allocated to a particular category.

EMPG Subgrant Budget (Fill In Green Cells Only)	
PER CAPITA AWARD	
Total:	\$147,216.00
Federal Per Capita Share ² :	\$73,608.00
Local Match ² :	\$73,608.00
SUBGRANT ALLOCATION	
Total:	\$0.00
Federal Per Capita Share ² :	\$0.00
Local Match (Includes In-Kind) ² :	\$0.00
Personnel:	\$0.00
<i>Allocate (Enter) the total estimated cost for salaries or stipends for full or part-time EMD's, Deputy EMD's and support staff. If claiming fringe, please provide a fringe benefits letter from the Municipal Finance Director.</i>	
Organization:	\$0.00
<i>Allocate (Enter) the total estimated cost for your phone bills, fax, internet bills, cable TV, WIFI etc. Please note that all services must be concluded and paid before seeking reimbursement.</i>	
Equipment:	\$0.00
<i>Allocate (Enter) the total estimated cost for your anticipated equipment needs including printers, computers, radios, phone systems, EOC furniture etc.</i>	
In-Kind:	\$0.00
<i>Allocate (Enter) the total estimated cost for any in-kind costs including Volunteer EMDs, Deputy EMDs or Support Staff time and any donated new equipment. Note: In-Kind Allocations require 2X the match. For a volunteer time form please visit the DEMHS website at http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692</i>	
All Other:	\$0.00
<i>Allocate (Enter) the total estimated cost for all other items. Must receive pre-approval from DEMHS Regional Coordinator.</i>	
Unallocated:	\$73,608.00

SECTION C. AUTHORIZING RESOLUTION

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

AUTHORIZING RESOLUTION OF THE

(Insert name of governing body--for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,

(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by _____ at its duly called and held meeting on _____, 20__,

(name of governing body)

(Month, Day)

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the _____ may enter into with and deliver

(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that _____, as _____ of

(name and title of officer)

_____,
(Name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that _____

(name of officer)

now holds the office of _____ and that he/she has held that office since

_____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of

_____ 20_____

(Name and title of record keeper)



The Chief Executive Officer has not changed since the previous resolution was authorized on _____

(Date)

Section E. EMPG Master Staffing Pattern and Training History

The purpose of this form is to collect information regarding employees who will be funded under the Emergency Management Performance Grant (EMPG). Shown on the form are the current training records (completed courses are marked with their dates of completion) by your EMPG funded staff according to our records. These courses are required for all staff funded partially or fully under the EMPG.

Instructions: If you have completed additional courses please fill in the dates of completion for any courses. Please provide a copy of the course certificate(s). The deadline for new staff to complete all of the required courses is September 30, 2020.

Name	Position	Required Training Courses (Completed Courses Shown with date of completion)											
		IS-100.c	IS- 120.c	IS 200.c	IS-230.d	IS-235.c	IS-240.b	IS-241.b	IS-242.b	IS-244.b	IS-700.b	IS-800.c	
Anthony Dignoti	EMD	2/14/06		2/14/06						9/25/20	9/25/20	02/14/06	8/10/06
Karen Tomczyk	Deputy EMD	11/10/05	09/28/20	11/16/05	01/18/06	04/06/06	05/08/17	8/25/16	7/12/16	9/15/20	11/16/05	6/4/06	

If an employee funded by EMPG has yet to complete the Required FEMA IS courses at <https://training.fema.gov/is/searchis.aspx?search=PDS> (Professional Development Series) please complete the missing courses and submit your training certificate to your Division of Emergency Management and Homeland Security (DEMHS) Regional Office. If you need to request training certificates from FEMA, please request your transcript using the Transcript Request Form – EMI. You can find this form on our website at <https://training.fema.gov/emiweb/downloads/tranrqst1.pdf>

Anthony Dignoti- Certifications

- **FEMA ICS 100** Intro to the Incident Command System (02/14/2006)
- **FEMA ICS 200** ICS for Single Resources & Initial Action Incidents (02/14/2006)
- **FEMA ICS 300** Intermediate ICS (11/11/2007)
- **FEMA IS 700** (NIMS) (2/14/2006)
- **FEMA IS 800** National Response Plan (NRP) (08/10/2006)
- **FEMA IS 242** Effective Communications (09/25/2020)
- **FEMA IS 244.b** Developing & Managing Volunteers (09/25/2020)
- **FEMA IS 00804** Emergency Support Function (ESF) #4 Firefighting (05/02/2008)

Karen M. Tomczyk-Certifications:

- **FEMA ICS 100** Intro to the Incident Command System (11/10/2005)
- **FEMA ICS 200** ICS for Single Resources & Initial Action Incidents (11/16/2005)
- **FEMA ICS 300** Intermediate ICS (12/5/2007)
- **FEMA ICS 400** Advanced ICS for Command & General Staff (11/14/2007)
- **FEMA IS 700** (NIMS) (11/16/2005)
- **FEMA IS 800** National Response Plan (NRP) (06/04/2006)
- **FEMA IS 00042** Social Media in Emergency Management (7/12/2016)
- **FEMA IS 00120.c** Introduction to Exercises (9/28/2020)
- **FEMA IS 201** Forms Used for the Development of the Incident Action Plan (06/12/2017)
- **FEMA IS 230** Principle of Emergency Management (01/18/2006)
- **FEMA IS 235** Emergency Planning (04/06/2006)
- **FEMA IS 240.b** Leadership & Influence (05/08/2017)
- **FEMA IS 241** Decision Making & Problem Solving (08/25/2016)
- **FEMA IS 242** Effective Communications (07/12/2016)
- **FEMA IS 244.b** Developing & Managing Volunteers (9/16/2020)
- **FEMA IS 248** IPAWS for the American Public (07/26/2017)
- **FEMA CT Fire Academy ICS 300** Intermediate ICS (12/5/2007)
- **FEMA National Fire Academy ICS 400** Advanced ICS for Command & General Staff (11/14/2017)
- **WMD (Weapons of Mass Destruction) Incident Command Course (COBRA-24 hours) Anniston, AL.** (7/16-20/2006)
- **State of CT –Public Safety Telecommunicator –** Recertification
- **Incident Leadership (DHS CA-010-PREV/ NWCG L-381)** (02/04-08/2013)
- **Disasters & the Dispatcher –cert by Powerphone** (02/26/2013)
- **FEMA National Fire Academy 0 USFA Type 3 Incident Mgmt Team Training**
- **NIMS Certified All-Hazards Type III COM-L (Communication Leader)** (10/30/2008)
- **ICS/EOC -191 Interface Workshop** (11/4/2010)
- **FEMA National Fire Academy USFA TYPE 3 Incident Management Team Training** (6/29/2012)
- **NIMS Certified All-Hazards Communication Technician (COMT)** (03/22/2013)
- **FEMA Social Media for Natural Disaster Response & Recovery** (03/30/2015)
- **WEB EOC training**

Instructor Certificates

- **American Red Cross Instructor** (CPR for the Professional / First Aid)
- **Airborne /Broodborne Instructor (fit tester)** (1998)
- **State of CT. C.O.L.L.E.C.T.** Instructor for MDT inquiries for officers (2004)
- **Communication Training Officer (CTO)**-Certified by National Communication Institute (1999)
- **ISDN 9-1-1 System Administrator**
- **POSTC-** certified for CPR and AED

SECTION F. NEMA QUESTIONNAIRE

Each year the Division of Emergency Management and Homeland Security (DEMHS) fills out a survey from the National Emergency Management Association (NEMA). The purpose of the survey is to justify the funding we receive under the Emergency Management Performance Grant (EMPG).

To help us in filling out the survey for FY 2020, DEMHS is asking our EMPG participating towns to answer a few brief questions. Your answers will assist NEMA in justifying continued funding of the EMPG program to Congress.

1. What is your total emergency management budget: \$ 40,786.79
Please provide your total budget even if these costs exceed your EMPG allocation.

2. Is your Emergency Management Director?:
(Check One)

- Full-Time
- Part-Time
- Volunteer

3. Which official (if any) has the authority to issue a mandatory evacuation order?:
(Check One)

- Mayor
- First Selectman
- Town Manager
- Other

TOWN COUNCIL AGENDA ITEM

DATE: October 19, 2020

DEPARTMENT: Town Clerk

REQUESTED BY: Sue Schroeder, Wethersfield Interim Town Clerk

ITEM: Meeting dates 2021 Wethersfield Town Council

COST: N/A

JUSTIFICATION: The Wethersfield Town Council meets twice a month by Charter. All departments are required to submit their schedule of meetings to the Town Clerk as well as to the Office of the Town Manager.

IMPACT IF NOT APPROVED: If not approved it would be in violation of the Charter. Traditionally the night before an election is cancelled, as the Town Clerk is required to fulfill other duties and the Council Chambers are set up by the Registrar of Voters for Election Day Registration.

TOWN MANAGER COMMENTS: N/A

ATTACHMENTS:

- a. suggested meeting dates, 2021 Wethersfield Town Council

ACTION REQUIRED: *Motion to approve the Meeting Dates of the Wethersfield Town Council for the year 2021.*

2021 TOWN COUNCIL MEETING DATES

7:00 p.m.

Town Hall - Council Chambers

1/4/21

1/19/21 - Tues. due to MLK DAY

2/1/21

2/16/21 - Tues. due to PRESIDENT'S DAY

3/1/21

3/15/21 - BD OF ED TO PRESENT THEIR BUDGET, DUE TO CLERK'S OFFICE ON MARCH 15.

4/5/21

4/19/21 - PUBLIC HEARING TOWN BUDGET, 7 P.M. TOWN COUNCIL CHAMBERS/ ADDITIONAL DATES FOR BUDGET WORKSHOPS AS NEEDED TO SET BUDGET BY **MAY 15.**

5/3/21

5/17/21

6/7/21

6/21/21

7/5/21

7/19/21

8/2/21

8/16/21

9/13/21 - Due to LABOR DAY and Rosh Hashanah Conflicts

9/20/21

10/4/21

10/18/21

11/1/21 – CANCEL due to night before ELECTION

11/15/21

12/6/21

12/20/21