Maureen J. Black

2016 JAN 29 A 9:22

TOWN CLERK
EAST HARTFORD

TOWN COUNCIL AGENDA

TOWN COUNCIL CHAMBERS

740 MAIN STREET

EAST HARTFORD, CONNECTICUT

FEBRUARY 2, 2016

==========

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. January 19, 2016 Regular Meeting

6. COMMUNICATIONS AND PETITIONS

7. OLD BUSINESS

8. NEW BUSINESS
   A. Recommendation from Personnel & Pensions Subcommittee:
      1. Revised Job Description – Fire Marshal
      2. New Job Description – Fire Captain/Emergency Management
   B. Appointments to Boards/Commissions:
      1. Commission on Services for Persons with Disabilities
         a. Michael Brinius – rescind appointment
         b. Tanya Rosario – rescind appointment
         c. Henry Pawlowski – term to expire December 2017
      2. Planning & Zoning Commission
         a. John Ryan – term to expire December 2018
   C. Bid Waiver: Brewer St Reconstruction – Design Services

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: February 16th)

2016 JAN 25 A 11: 08

TOWN CLERK
EAST HARTFORD

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS

JANUARY 19, 2016

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader Linda A. Russo, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Ram Aberasturia, Joseph R. Carlson, Patricia Harmon and Michael G. Kurker

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:35 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.

The Chair called for a moment of silence to honor the life of Thomas Fitzgerald, who recently passed away. Mr. Fitzgerald was a lifelong resident and longtime member of the Planning and Zoning Commission. He will be missed.

AMENDMENTS TO THE AGENDA

MOTION By Linda Russo
seconded by Bill Horan
to **amend** the agenda as follows:

Under Communications add –
A. Registrars of Voters Annual Report; and
B. Youth Services Prevention Grant Amendment

Under New Business add –
D. Refund of Taxes
Motion carried 9/0.

RECOGNITIONS AND AWARDS

JAG National Leadership Academy: John Drew, EHHS Senior

Liz Dupont-Diehl, Director of Jobs for America's Graduates (JAG) introduced John Drew, a senior at East Hartford High School, who placed second in a national employability contest recently held at the JAG National Student Leadership Academy in Washington DC. John shared with the Council his personal journey before and after the JAG experience. He applauded the efforts of those individuals involved in the JAG program.

The Councillors congratulated John for his achievements and wished him the best of luck in the future.

Alexander Skowronek: Eagle Scout

MOTION By Linda Russo
seconded by Esther Clarke
to **adopt** the following resolution:

Whereas, *Alexander M. Skowronek has dedicated 8 years of his life to scouting, following the leadership example of his grandfather, Henry Skowronek, who recently retired after 40 years as a scoutmaster; and*

Whereas, *Alexander has thoroughly enjoyed the adventures and friendships of scouting, forming lifelong relationships, camping, skiing and other character building and learning activities; and*

Whereas, *in April, 2015, Alexander completed his Eagle Scout project of painting the all-purpose room at the East Hartford YMCA to create a more cheerful, bright atmosphere for the children attending the YMCA; and*

Whereas, *as part of the project, Alexander was able to obtain donations and discounts from the Hospital of Central Connecticut and Sherwin-Williams Paint on Park Avenue and engage 12 volunteers; and*

Whereas, *because of this project, Alexander has learned leadership and community participation skills and the YMCA has a newly refurbished room; and*

Whereas, *on February 6, 2016, the Eagle Scout Court of Honor Ceremony will be held to recognize Alexander's attainment of Eagle Scout.*

Now therefore be it resolved *that the East Hartford Town Council, along with Mayor Marcia A. Leclerc, extends its heartfelt congratulations to Alexander Skowronek on his Eagle Scout achievement and thanks Alexander for his contributions to improving the community of East Hartford.*

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

The Councillors, and Mayor Leclerc, recognized Alex's accomplishment and applauded his dedication to the Scouts and to the town. Susan Skowronek, Alex's mother and former Councillor, invited all to attend Alex's Court of Honor ceremony to be held on Saturday February 6th.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc (1) the town is receiving a $200,000 Brownfield grant to aid in the redevelopment of the Silver Lane area; (2) the Dollar Tree store has opened in the former Rite Aid location on Burnside Avenue and School Street; (3) tax bills are due February 1st; (4) announced that East Hartford, during the months of July 2015 through September 2015, was the only dispatch center in Connecticut that answered 100% of 911 calls in less than 10 seconds; (5) Christmas tree curbside pick-up has ended –residents can dispose of their trees at the town's transfer station free of charge; and (5) Youth Services initiated a "Strong Start" program for children from kindergarten through 2nd grade which was a huge success – another session is planned; and (6) the ramp for the Founders Bridge off Route 2 westbound will be closed until November 2016.

APPROVAL OF MINUTES

January 5, 2016 Regular Meeting

MOTION By Linda Russo
seconded by Ram Aberasturia

to **approve** the minutes of the January 5, 2016 Regular Meeting. Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

Registrars of Voters Annual Report

The Chair gave an overview for the public from the Registrars of Voters' Annual Report. See below.

REGISTRARS OF VOTERS ANNUAL REPORT
TO EAST HARTFORD TOWN COUNCIL 2016

The major event in calendar 2015 was the biennial town election. The election was carried out with no problems. Voter turnout, however, was a disappointing 22 per cent. We were also chosen by the Secretary of the State for an audit. Two voting places were involved – Norris and Goodwin Schools. The audit showed, once again, that elections in East Hartford are clean and without error. We have been selected for this task in all but one election in the years it has been in effect.

Election Day Registration was in effect. The procedures needed to carry out this mandate cannot be conducted in the Registrars' office. The only location with size and access in town hall is the Council Chambers. Because access to the statewide registration system is required , computer operation was necessary. We worked closely with the IT Department to set this up. The arrangement worked smoothly. The operation required added personnel which were included in our election day budget.

In addition, we reached out to Youth Services to bring young people in to assist. Several worked the day as volunteers. They were charged with greeting voters and helping them fill out the necessary forms before voting. The young people performed well and we plan to use them in the future. We regarded this to be a dry run for the Presidential election in 2016 which obviously will be a significantly larger turnout and therefore a heavier demand on all staff.

During the year the Registrars and the Deputies attended two statewide conferences of ROVAC (Registrars of voters Association of Connecticut). These conferences are semi-annual programs to keep Registrars up to date on developments within the profession. They also have educational sessions for Registrars and Deputies on various aspects of election operations and recordkeeping.

In terms of reaching out we continued a long practice of working with the High School History Department to provide students with an opportunity to work on election day. The students are selected by the head of the History Department. They receive academic credit for successful completion and are paid like all other poll workers.

We continued our regular attendance at local events such as the Senior Picnic, the October Fall Fest, and registration programs for eligible students at East Hartford High School and the Connecticut International Baccalaureate Academy (CIBA).

Looking forward the Registrars will attend certification sessions required by new legislation. There are eight such sessions to be completed within two years.

BY: Registrars

Mary J. Mourey Judith A. Shanahan

Youth Services Prevention Grant Amendment

In September 2015 the town of East Hartford and the Connecticut Judicial Branch entered into an agreement in which the Judicial Branch would provide funding in the amount of $85,200 through a non-matching grant for fiscal years 2016 and 2017. These funds were earmarked for prevention and intervention programs. Due to budget rescissions a decrease in funding for FY2016 to the amount of $74,506.25 is required.

A copy of the signed amendment follows these minutes.

NEW BUSINESS

Referral to Tax Policy Committee re: Tax Lien Sales

MOTION By Bill Horan
seconded by Marc Weinberg
to **refer** to the Tax Policy Committee the list of properties recommended for the town's annual tax lien sale, totaling $902,463 in delinquent taxes, as attached to a memorandum dated January 4, 2016 from Finance Director Michael Walsh to Mayor Marcia Leclerc, with instructions to review the proposed list of properties and the criteria used by the town to implement a tax lien sale and to report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

Recommendation from Fees Committee re: Massage Therapists

MOTION By Marc Weinberg
seconded by Ram Aberasturia
that the Town Council set the Masseur Permit Filing Fee, payable pursuant to Section 8-73 of the Town of East Hartford Code of Ordinances, at $200.00.
Motion carried 9/0.

Appointments to Various Boards and Commissions:

MOTION By Esther Clarke
seconded by Pat Harmon
to **approve** the following appointments:

COMM. SVCS FOR PERSONS WITH DISABILITIES (2 Year Term)

R	Peter Gero	132 Sandra Drive 06118	12/17
R	Florence Schroeter	55 Olmsted Street 06118	12/17
R	Bernie Corona	27 Winding Road 06108	12/17

EMERGENCY MEDICAL SERVICES (2 Year Term)

R	Mary Mourey	785 Burnham Street 06108	12/17

HISTORIC DISTRICT (5 Year Term)

R	David Holmes	1008 Forbes Street 06118	12/20

VERTERANS AFFAIRS COMMISSION (2 Year Term)

R	Bernie Corona	27 Winding Road 06108	12/17
R	Timothy Siggia	145 Arbutus Street 06108	12/17

EMERGENCY MEDICAL SERVICES (2 Year Term)

R	Amy Sawyer	601 Burnham Street 06108	12/17

ZONING BOARD OF APPEALS (5 Year Term)

Alternate

R	Caroline Torres	1853 Main Street 06108	12/19

Motion carried 9/0.

MOTION By Ram Aberasturia
seconded by Linda Russo
to **approve** the following appointments:

COMM. SVCS FOR PERSONS WITH DISABILITIES (2 Year Term)

D	Marie Beaulier	41 Applegate Lane, #315 06118	12/17
D	Virginia Lynch	77 Chapel Streets 06108	12/17
D	Tanya M. Rosario	88 Green Manor Drive 06118	12/17
D	Michael Brinius	60 Rentschler Street 06118	12/17
D	Nanette Fabian	73 Salem Road 06108	12/17
D	Iris M. Martin	21 Silver Lane, B-1 06118	12/17

EMERGENCY MEDICAL SERVICES (2 Year Term)

D	Ana Gould	446 Main Street, Apt 112 06118	12/17
D	Catherine Condio	19 Blinn Street 06118	12/17
D	Dorese Roberts	1454 Silver Lane 06118	12/17

VERTERANS AFFAIRS COMMISSION (2 Year Term)

D	Vincent Parys	1480 Silver Lane 06118	12/17
D	David Whalen	86 Shawnee Road 06108	12/17
D	Gregory K. Simms, Jr.	245 Hollister Drive 06108	12/17

INLAND WETLANDS/ENVIORNMENT COMMISSION (4 Year Term)

D	Judith Shanahan	29 Whitney Street 06108	12/19
D	Daniel O'Dea	137 Madison Street 06108	12/19
D	Stephen Watkins	11 Phillips Farm Road 06118	12/19

Alternate

D	Mary Manns	74 Lawrence Street 06108	12/19

PLANNING AND ZONING COMMISSION (5 Year Term)

D	Peter Bonzani, Chair	50 Bedford Avenue 06108	12/20
D	Mary Whaples	572 Forest Street 06118	12/20

Alternate

D	Crystal Hernandez	128 Goodwin Street 06108	12/20

Motion carried 9/0.

Refund of Taxes

MOTION By Joe Carlson
seconded by Ram Aberasturia
to **refund** taxes in the amount of $14,160.08
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2013-03-0086806	ALLY BANK LOUISVILLE PPC	2011/1GNKVJED2BJ210017	0	-506.03
2014-03-0086824	ALLY BANK LOUISVILLE PPC	2012/3C3CFFAR1CT340118	0	-84.02
2014-03-0086832	ALLY BANK LOUISVILLE PPC	2012/1C3BCBEG6CN116266	0	-185.5
2014-03-0086842	ALLY BANK LOUISVILLE PPC	2012/1C4RJFAG3CC349000	0	-467.86
2014-03-0086852	ALLY BANK LOUISVILLE PPC	2011/1GYS4BEF2BR361955	0	-881.58
2014-03-0086855	ALLY BANK LOUISVILLE PPC	2012/1G4PR5SK9C4215031	0	-252.46
2014-03-0086870	ALLY BANK LOUISVILLE PPC	2012/1G6DA5E52C0106733	0	-169.32
2014-03-0086876	ALLY BANK LOUISVILLE PPC	2013/1G4GC5ERXDF215636	0	-461.59
2014-03-0051387	APARICIO MICHAEL	2008/5N1AR18B78C602034	0	-16.44
2013-03-0051579	ARI FLEET LT	2013/1GCSGAFX5D1192448	0	-452.09
2014-03-0051579	ARI FLEET LT	2013/1GTV2WE23DZ199897	0	-548.96
2014-03-0051588	ARI FLEET LT	2013/1GCSGAFX5D1192448	0	-626.92
2014-03-0052296	BAKER M B OR BAKER CHRISTINE	2012/1G4GD5E3XCF296063	0	-39
2013-03-0055976	CASTRILLON DARLING X	2003/5GZCZ43D13S890735	0	-65.61
2014-03-0062674	FORAN NICHOLAS A	1999/JF1SF6557XH721013	0	-84.11
2013-03-0066145	HEWITT BLENDA	1999/JT8BD68S9X0067453	-7.37	-21.63
2014-03-0067185	HYUNDAI LEASE TITLING TR	2013/KMHDH4AE9DU540761	0	-430.64
2014-03-0077433	PENSKE TRUCK LEASING CO	2010/1FUJGLCK5ALAV1875	0	-1,054.22
2014-03-0077435	PENSKE TRUCK LEASING CO	2010/1FUJGLCK9ALAV1877	0	-1,054.22
2013-03-0078832	QUINTANA CHRISTIAN O	1999/1MEFM53S8XG665690	0	-62.97
2014-03-0085767	TOYOTA MOTOR CREDIT CORP.	2013/JTJBC1BA0D2058256	0	-720
2014-03-0085844	TOYOTA MOTOR CREDIT CORP.	2013/JTDBU4EE3DJ122067	0	-377.8
2014-03-0085855	TOYOTA MOTOR CREDIT CORP.	2012/4T1BF1FK1CU148835	0	-127.58
2014-03-0085907	TOYOTA MOTOR CREDIT CORP.	2012/4T1BF1FK4CU087951	0	-127.58
2014-02-0042588	LINEAL INDUSTRIES	212 PARK AVE	0	-4,590.36
2014-03-0087291	VIGUE MARTIN J	2002/1GCCS145028102938	0	-25.73
2013-03-0087456	VOLKSWAGEN CREDIT	2011/WVGBV7AX3BW550769	0	-334.16
2013-03-0087458	VOLKSWAGEN CREDIT	2012/3VWDP7AJXCM300706	0	-211.12

2013-03-0087459	VOLKSWAGEN CREDIT	2012/WVWMP7AN7CE505444	0	-56.38
2013-03-0087487	VOLKSWAGEN CREDIT	2012/3VWDP7AJ5CM424740	0	-84.54
2014-03-0089357	ZUPPA ROBERT JAMES	2013/1VWCM7A36DC032889	0	-23.37
2014-03-0089358	ZUPPA ROBERT JAMES	2001/WVWBH63B51P026345	0	-8.92
			-7.37	-14,152.71
		TOTAL		-14,160.08

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke inquired about what appears to be a billboard on the town's website showing a picture of Mayor Leclerc expressing support of Governor Malloy's transportation lockbox. *Mayor Leclerc stated that this was "photo-shopped" and is not an actual billboard.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION By Esther Clarke
seconded by Bill Horan
to **adjourn** (8:35 p.m.).
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be February 2nd.

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

Amendment to the Memorandum of Understanding between the State of Connecticut Judicial Branch and Town of East Hartford for FY 2016 and 2017

Whereas, pursuant to Public Act 15-5 SB 1502, the Connecticut Judicial Branch (hereinafter, Judicial) and **Town of East Hartford** (hereinafter, Contractor) entered into an Agreement on September 17, 2015; and

Whereas, said Agreement provided funding in the amount of $85,150.00 in each year of the biennial budget (FY 16 and 17); and

Whereas, said Agreement further provided that the funds budgeted for this agreement were subject to reduction as a result of any future rescission or reduction in the appropriated or allocated funds to the Judicial Branch; and

Whereas, pursuant to the budget rescissions made in the Connecticut December Special Session, a decrease in available funding for FY 16 to $74,506.25 is required;

Now, therefore, the payment schedule of the September 17, 2015 Agreement between Judicial and the Contractor is hereby amended as follows:

FY 2016:

On or about signing	$21,287.50
On or about October 1, 2015	$21,287.50
On or about January 1, 2016	$15,965.63
On or about April 1, 2016	$15,965.62

Payments for FY17 remain unchanged at this time.

<u>The following special term is hereby added</u>:

Due to the modification in funding for FY16, the Contractor shall submit a revised budget and, if the narrative and scope of services are impacted by this change, a revised budget narrative and scope of services. Payments are contingent upon the receipt of the revised document.

All other terms and conditions of the original agreement as it may have been previously amended shall remain in full force and affect.

Agreed:

Town of East Hartford

By: Marcia A Leclerc
Duly Authorized

Date: 1/18/16

State of Connecticut Judicial Branch

By: _____
Duly Authorized

Date: _____

APPROVED AS TO FORM:

RICHARD P. GENTILE, ASST. CORP. COUNSEL

TOWN OF EAST HARTFORD

TITLE: Fire Marshal **Grade:** 71

DEPARTMENT: Fire **Date:** 08/15

POSITION DEFINITION:

Under general supervision of the Fire Chief or Assistant Fire Chief, performs administrative, supervisory, and field work in directing the activities of the Fire Prevention Bureau.

ESSENTIAL JOB FUNCTIONS:

- Supervises and conducts fire safety inspections of new and existing structures of all types of occupancies for compliance with provisions of the state fire safety code and local ordinances and codes.
- Enforces federal, state, and local codes and standards for storage, handling, and use of flammable and combustible liquids, explosives, and other hazardous substances.
- Testifies at legal proceedings so that all information is presented clearly and accurately.
- Directs investigations of complaints of fire hazards and endeavors to correct irregularities and violations of the state fire safety code and local codes and ordinances.
- Investigates complaints of fire hazards and endeavors to correct irregularities and violations of the state fire safety code and local codes and ordinances.
- Investigates fires to determine the cause and origin, conducts and coordinates scene examination and documentation, evidence collection/preservation and interviews so that all are appropriate to the investigation and acceptable to the courts.
- Performs firefighting duties in case of multiple alarms if needed.

ADDITIONAL JOB FUNCTIONS:

- Promotes and delivers public free education and fire prevention activities.
- Schedules inspections and other related activities so that available time is used efficiently.
- Maintains files on inspections, complaint investigations, and related documents, so that information can be easily retrieved and is filed in compliance with the record keeping policies of the department.
- Prepares comprehensive reports of inspections, emergency calls, attendance, service-connected injuries and other matters as directed.
- Evaluates the operational readiness of all existing fire protection systems and equipment for a building or facility so as to determine if the system (s) equipment are in operational state and maintained in accordance with applicable codes and standards.

KNOWLEDGE, SKILLS AND ABILITIES;

- Knowledge of characteristics and behavior of fire.
- Knowledge of fire prevention principles.
- Knowledge of types of construction, classification, rated construction components, typical building construction methods and materials.
- Ability to read and interpret building plans and specifications and comprehend plans for fire protection systems.
- Ability to recognize existing and potential fire and life safety hazards in a wide variety of structures, occupancies, and installations.
- Ability to apply federal, state, and local codes and ordinances to determine necessary action.
- Thorough knowledge of the rules, regulations, and procedures of the Fire Department.
- Ability to establish and maintain effective working relationships with other employees, property owners, and the general public.
- Ability to plan and direct the work of subordinates and maintain discipline of employees under his/her supervision.
- Ability to express oneself clearly and concisely, orally and in writing, to individuals and groups.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Tolerate extreme fluctuations in temperature while performing duties in hot, humid atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Perform a variety of task on slippery, hazardous surfaces such as rooftops or from ladders.
- Wear personal protective equipment that weights approximately 50 pounds while performing firefighting tasks.
- Make rapid transitions from rest to near maximal exertion without warm-up periods.

JOB QUALIFICATIONS AND LICENSING REQUIREMENT:

- High School Diploma or its equivalent
- Must possess a valid Motor Vehicle Operator's License.
- Service as an Apparatus Operator in the East Hartford Fire Department or 15 years of service as a Firefighter or above in the East Hartford Fire Department. Must be certified by the State Fire Marshal office as a Fire Marshal, Deputy Fire Marshal, or Fire Inspector and must maintain certification according to C.G.S., Section 29-298A.

SPECIAL REQUIREMENT:

- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a Fire Marshal.

Note: The above tasks and responsibilities are illustrative only.

TOWN OF EAST HARTFORD

TITLE: Fire Captain, Emergency Management **GRADE:** 69

DEPARTMENT: Fire **DATE:** August XX, 2015

POSITION DEFINITION:

Under the direct supervision of the Fire Chief and program-level direction of the Mayor, directs, plans and develops the emergency management programs for the Town of East Hartford. Evaluates existing programs and coordinates the scope of efforts to prepare the Town for all natural or human caused disasters. Coordinates and directs the development and maintenance of all hazard plans and training that support mitigation, preparedness, response, and recovery. Represents the Town as the primary spokesperson for the Emergency Management Program.

SUPERVISION GIVEN: May direct, plan, and coordinate with department personnel during emergency situations as required by the essential job functions of this position under the direction of the Fire Chief and, as may be necessary, by the Mayor.

ESSENTIAL JOB FUNCTIONS:

- Ensures the Town's Emergency Operations Plan conforms to all state and federal criteria.
- Ensures the Town's emergency notification system is operational and effective.
- Maintains the Emergency Operations Center in a continuous state of readiness
- Maintains coordination with local and state governmental departments and agencies, non-governmental (NGO) entities such as utilities and industry and volunteer organizations active in disaster (VOAD) during any type of emergency. Serves as the Town's representative to the Regional Emergency Planning Team (REPT).
- Enforces department rules, standards operating procedures, and training standards.
- May deliver education programs for the public to ensure individual and community preparedness for all-hazards
- May be required to operate on fire scenes in an IDLH environment. Will assist in salvage actions during fire operations to assist residents and property owners.

KNOWLEDGE, SKILL, AND ABILITY

- Thorough knowledge of the Regional Emergency Support Plan, the State of Connecticut Response Framework, and the Federal Framework(s) as they apply to disaster preparedness, response, recovery, and mitigation.
- Thorough knowledge of the geographical layout of the Town, particularly street locations, water system, target hazards, and flood control structures.
- Knowledge of Emergency Operations Center concepts and operations.

- Thorough knowledge of rules, regulations, and procedures of the department
- Skill in reasoning, planning, and evaluation.
- Ability to establish and maintain effective working relationship with associates, callers, visitors, clients, representatives of other offices, and members of the public.
- Ability to apply technology to tasks
- Ability to speak clearly and distinctly and translate that spoken word into an electronic format.
- Ability to work with the general public, Town employees, and elected and government officials during times of quick decision-making and high stress emergencies.
- Ability to create and foster a collaborative environment among all parties involved in developing the town's emergency management plan.

JOB QUALIFICATION and LICENSING REQUIREMENT:

A high school diploma or its equivalent and service as an Apparatus Operator in the East Hartford Fire Department or 15 years of service as a Firefighter or above in the East Hartford Fire Department. Possession of a valid Motor Vehicle Operator's License.

SPECIAL REQUIREMENTS:

- Ability to obtain certification to the NFPA Fire Officer II standard.
- Documented completion of NIMS training at the 100,200,700,800 levels at time of application.
- Documented completion of NIMS training at the 300 and 400 levels within one year of appointment.
- Ability to become an Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM).
- Completion of FEMA Professional Development Series within 6 months of appointment.
- Complete FEMA National Emergency Management Basic Academy within 3 years of appointment.

HOURS OF WORK:

As described in Article VI, Section 2 of the Collective Bargaining Agreement. Schedule may be modified to meet the needs of the department.

TOOLS AND EQUIPMENT USED

Motor vehicle, personal computer, standard office equipment, portable radio, radiological monitoring equipment, various Haz-mat and bio-terrorism meters, and appropriate personal protective equipment.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

- Tolerate extreme fluctuations in temperature while performing duties in hot, humid atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life threatening environment throughout the duration of the operation.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Perform a variety of task on slippery, hazardous surfaces such as rooftops or from ladders.
- Wear personal protective equipment that weights approximately 50 pounds while performing firefighting tasks.
- Make rapid transitions from rest to near maximal exertion without warm-up periods.

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by mutual agreement between the Fire Chief and Local 1548 if the requriements of the position are modified.

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 26, 2016

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: BOARD AND COMMISSION REAPPOINTMENTS AMMENDMENT

Please amend the motion to reappoint the following boards and commissions terms as approved by the council on January 19, 2016.

The below names were included on the list to reappoint and at the request of Democratic Town Chairman and as indicated in the attached paperwork should not have been listed for reappointment.

COMM. SVCS FOR PERSONS WITH DISABILITIES (2 Year Term)

D	Michael Brinius	60 Rentschler Street 06118	12/17
D	Tanya M. Roasario	88 Green Manor Drive	12/17

Thank you.

C: R. Pasek, Town Clerk

COMM. SVCS FOR PERSONS WITH DIABILITY
(2-yr term)

Name	Appointed	Term Expires	RE-APPOINT	LEAVE VACANT	REPLACED (INCLUDE NAME AND ATTACH NOMINATION FORM)
D Marie Beaulier	Jan-97	Dec-15	X		
R Peter Gero	Feb-12	Dec-15			
D Virginia Lynch	Mar-07	Dec-15	X		
D Vacancy		Dec-15		X	
R Bernard Corona	Jan-06	Dec-15			
R Florence Schroeter	Oct-02	Dec-15			
D Nanette Fabian	Mar-14	Dec-15	X		
D Iris Martin	Feb-12	Dec-15	X		
D Michael Brinius	Nov-12	Dec-15		X	

EMERGENCY MEDICAL SERVICES (2-yr term)

Name	Appointed	Term Expires	RE-APPOINT	LEAVE VACANT	REPLACED (INCLUDE NAME AND ATTACH NOMINATION FORM)
D Ana Gould	Mar-11	Dec-15	X		
D Catherine Condio	May-05	Dec-15	X		
D Dorese Roberts	Jan-04	Dec-15	X		
R Mary Mourey	Mar-07	Dec-15			
R Marylee Hickey	Feb-14	Dec-15			

HISTORIC DISTRICT (5-yr term)

Name	Appointed	Term Expires	RE-APPOINT	LEAVE VACANT	REPLACED (INCLUDE NAME AND ATTACH NOMINATION FORM)
R David Holmes	January 2011 12-90 (A)	Dec-15			

FINE ARTS COMMISSION (5-yr term)

Name	Appointed	Term Expires	RE-APPOINT	LEAVE VACANT	REPLACED (INCLUDE NAME AND ATTACH NOMINATION FORM)
D Vacancy		Dec-19		X	

EAST HARTFORD DEMOCRATIC TOWN COMMITTEE
CHAIRMAN'S MEETING
THURSDAY, December 17, 2015
AL FRESCO RESTAURANT

PRESENT: Donald Currey, Chair, Joanne Sullivan, Vice Chair, Theresa Godreau, Secretary, Carol Noel, Treasurer, Bob Falkevitz, Deputy Treasurer

District Chairs: Ellen McCreery, Joseph Carlson, Margaret Byrnes, Sue Tukey, Henry Genga, Eileen Driscoll

District Vice-Chairs: Moriah Moriarty, Joanne Sullivan, Peter Bonzani, Tom Fitzgerald.

ABSENT: Merry Bajana, Peter Bonzani, Josh Quintana

Chairman Currey opened the meeting at 6:11 p.m. with the Pledge of Allegiance.

SECRETARY'S REPORT:

Motion by Joe Carlson, second by Henry Genga to accept the Secretary's Report as presented. Motion voted unanimously.

TREASURER'S REPORT:

Carol Noel distributed the treasurer's report. There is a balance of $668.32.
Motion by Joe Carlson, second by Ellen McCreery to accept the Treasurer's Report as presented.

REAPPOINTMENTS ON BOARDS AND COMMISSIONS

Commission on Services for Persons with Disabilities:

Marie Beaulier, Virginia Lynch, Iris Martin, Nanette Fabian

Motion by Joe Carlson, second by Peg Byrnes to re-appoint the members on the Commission on Services for Persons with Disabilities. Approved.

EMS Commission:

Dorese Roberts, Ana Gould, Cathie Condio

Motion by Peg Byrnes, second by Joe Carlson to re-appoint the members on the EMS Commission.

Inland-Wetlands Commission:

Judi Shanahan, Steve Watkins, Mary Manns (ALT), Dan O'Dea

Motion by Peg Byrnes, second by Eileen Driscoll to re-appoint the members on the Inland-Wetlands Commission.

Planning and Zoning:

Crystal Hernandez, Peter Bonzani, Mary Whaples

Motion by Ellen McCreery, second by Joe Carlson to re-appoint the members on Planning and Zoning.

Veterans Affairs Commission:

Dave Whalen, Vincent Parys, Gregg Simms

Motion by Sue Tukey, second by Ellen McCreery to re-appoint the members on the Veterans Affairs Commission.

Discussion was held in reference to reappointing MaryAnn Roczynski to the Veterans Affairs Commission because she never responded to District Chair Sue Tukey.
Motion by Joe Carlson, second by Sue Tukey to re-appoint MaryAnn Roczynski if she does, in fact, want to be reappointed.
(Note: 12/21/15 – MaryAnn Roczynski does not want to be reappointed per Chair Tukey.)

Secretary Godreau will deliver a letter to Mayor Leclerc on the re-appointments once we get an answer on MaryAnn Roczynski.

CHAIRMAN'S REPORT:

On January 7, 2016, an EHDTC meeting will be conducted at the North End Senior Center for the purpose of electing two (2) Justices of the Peace, one (1) each from the 2nd and 6th districts. Also on January 7, 2016, an EH Democratic Party Caucus will be conducted at the North End Senior Center for the purpose of nominating EHDTC members. It was the consensus of the chairs that the meeting start a 6:30 pm and the Caucus start at 7:00 pm.

Chairman Currey stated that the new EHDTC takes effect on March 2, 2016 with a total of 94 members. There will be an EHDTC meeting on March 3 to elect Executive Board members. At this time the following people expressed interest in the positions:

Chairman – Craig Stevenson
Vice Chair – Moriah Moriarty
Secretary – Ann Grabowski
Treasurer – Bob Falkevitz

An EHDTC meeting will be held on March 24, 2016 to select delegates to the various state conventions.

1. Communications

Chairman Currey received a letter of resignation from Kirk Allison who was a member of the Veteran's Affairs Commission.

2. Legislative Report

Henry Genga discussed the state budget stating there will be relief on car taxes beginning July 2016. He also reported that the decision on a casino is postponed until February 16, 2016.

Chairperson's Group Guidelines for Operation

Discussion was held by the Chairs. It was recommended that that it be called Chairperson's Group Policy for Operation.

Motion by Henry Genga, second by Joe Carlson to approve the Chairperson's Group Policy for Operation. Approved.

Boards and Commissions:

Commission on Services for the Disabled – Full (due to resignation of Tanya Rosario)
Economic Development Commission – Full (due to resignation of John Ryan)
Fine Arts Commission – Full (member not reappointed in 2008)
Inland-Wetlands Commission – Alternate (due to resignation of Ashley Stewart)
Patriotic Commission – 3 Full (due to resignation of Robert Falkevitz, Sue Tukey and the death of Pat Begley) Peter Beley · appt. on
Veterans Affairs Commission – 2 Full (due to resignation of Kirk Allison, MaryAnn Roczynski)

Prior to the meeting adjourning, Chairman Currey requested donations for the Town of East Hartford Social Services Food Bank. $200 was collected and Secretary Godreau will bring the money to Social Services on Friday.

DISTRICT CHAIR UPDATES: No update at this time.

Respectfully Submitted,

Theresa Godreau

Theresa Godreau
Secretary

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 26, 2016

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: BOARD AND COMMISSION APPOINTMENTS

The following names were submitted by the East Hartford Democratic Town Chairman for appointment to the following Commissions.

PLANNING AND ZONING COMMISSION (5 Year Term)

D	John P. Ryan	172 Burke Street 06118	12/18

COMM. SVCS FOR PERSONS WITH DISABILITIES (2 Year Term)

D	Henry J. Pawlowski, Jr.	48 Oxford Drive 06118	12/17

Thank you.

C: R. Pasek, Town Clerk

TOWN OF EAST HARTFORD, CT
STATEMENT OF INTEREST IN SERVING ON A BOARD OR COMMISSION

RECEIVED
JAN 25 2016
TOWN OF EAST HARTFORD
OFFICE OF THE MAYOR

The Town of East Hartford, CT is a "Minority Representation" Municipal Government.
This Form is to be used to request nomination to a position by the East Hartford Democratic Town Committee and will be submitted to its Permanent Nominating Committee for consideration.

Democratic Town Committee Chairman, Donald M. Currey

-Please print and complete the following information in full-

1. John P. Ryan
Your name exactly as it appears on the E. Htfd. Voter Registration List

2. 172 Burke St 06118
Street Address Zip Code

3. PARTY AFFILIATION (DEMOCRAT) UNAFFILIATED MINOR PARTY _____

4. 860 997 3653 Home Phone
5. 860 997 3653 Cell Phone
6. jryan06@snet.net Personal e-mail address

7. Photographer Occupation
8. Self Employed Employer

9. 172 Burke St E. Htfd CT 06118 Employer/Work Address
10. 860 997 3653 Work Phone

11. MS, Phot. Formal Education Level Achieved
12. _____ Ethnicity (Optional)
13. 28 yrs Years as E. Htfd. Resident

14. Planning + Zoning (Alternate to Full Commissioner) Name of Board or Commission you would like to serve on

15. Boards/Commissions presently serving on (full or alternate) Redevelopment Commission + PZ (alternate

16. East Hartford Cent Town, E.H. Lions, E.H. Exchange Club, Glastonbury Ambulance Assoc., Suffield Ambulance Assoc, Region 3 IMT
*Community based activities and/or civic/volunteer organizations activities you have participated in

17. I wish to continue my service on PZ as a full commissioner
*Your reason for being interested in serving our Town in this capacity to fill the vacancy created by Tom Flynn's Death

18. Almost 10 yrs as a PZ Commissioner / Alternate
*List any qualifications you believe will be an asset to the board or commission on which you wish to serve
*Please use the back of this page if you need more space or attach a resume if you wish

19. _____ YOUR SIGNATURE
20. 1/17/2016 DATE

THIS SPACE FOR USE BY DEMOCRATIC TOWN COMMITTEE

Submitted for consideration by Town Committee Member Robert Falkowitz

Voter Registration Information Certified by Voter Registrar Patricia Consabilo

At a duly called meeting of the E. Htfd. Democratic Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford Resident described above is hereby nominated for appointment to the:

_____

Theresa A Godreau
Theresa A. Godreau, Secretary

1-22-16
Date

Revised 2/12/15

TOWN OF EAST HARTFORD, CT
STATEMENT OF INTEREST IN SERVING ON A BOARD OR COMMISSION

RE
JAN 25 2016
TOWN OF EAST HA
OFFICE OF THE

The Town of East Hartford, CT is a "Minority Representation" Municipal Government.
This Form is to be used to request nomination to a position by the East Hartford Democratic Town Committee and will be submitted to its Permanent Nominating Committee for consideration.

Democratic Town Committee Chairman, Donald M. Currey

-Please print and complete the following information in full-

1. Henry J. Pawlowski, Jr. (Your name exactly as it appears on the E. Htfd. Voter Registration List)
2. 48 Oxford Dr, EH 06118 (Street Address, Zip Code)

3. PARTY AFFILIATION ☒ DEMOCRAT ☐ UNAFFILIATED ☐ MINOR PARTY _____

4. N/a (Home Phone)
5. 860 918 3209 (Cell Phone)
6. — (Personal e-mail address)

7. none (Occupation)
8. — (Employer)

9. — (Employer/Work Address)
10. — (Work Phone)

11. J.D. - law degree (Formal Education Level Achieved)
12. — (Ethnicity (Optional))
13. 18 (Years as E. Htfd. Resident)

14. Commission on Services for the Disabled. (Name of Board or Commission you would like to serve on)

15. Boards/Commissions presently serving on (full or alternate) Public Building Commission

16. OTC, Former member of Board of Education. 1999 – 2009.
*Community based activities and/or civic/volunteer organizations activities you have participated in

17. I have attended a meeting interesting subject matter, hope to help.
*Your reason for being interested in serving our Town in this capacity

18. I have a law degree, could help. Interested in helping our most vulnerable neighbors. advocacy and ensuring concerns are heard.
*List any qualifications you believe will be an asset to the board or commission on which you wish to serve
*Please use the back of this page if you need more space or attach a resume if you wish

19. H.J. Pawlowski Jr (YOUR SIGNATURE)
20. 12-25-2015 (DATE)

THIS SPACE FOR USE BY DEMOCRATIC TOWN COMMITTEE

Submitted for consideration by Town Committee Member Susan Tuhey

Voter Registration Information Certified by Voter Registrar Patricia Consalvo

At a duly called meeting of the E. Htfd. Democratic Town Committee's Permanent Nominating Committee and by majority vote, the East Hartford Resident described above is hereby nominated for appointment to the:

Theresa A. Godreau
Theresa A. Godreau, Secretary

1-22-16
Date

Revised 2/12/15

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

Date: January 27, 2016

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: Bid Waiver: Brewer Street Reconstruction

Please see attached detailed information provided by Public Works Director Tim Bockus requesting that a bid waiver be granted under the terms of the Town of East Hartford's Code of Ordinances Section 10-7(b) for professional services to design improvements to Brewer Street as part of Phase III of the reconstruction project.

I would like to recommend that this information be placed on the agenda for February 2, 2016 and that you consider waiving the bid requirements as requested.

Cc: T. Bockus, Director of Public Works

TOWN OF EAST HARTFORD
DEPARTMENT OF PUBLIC WORKS
INTEROFFICE MEMORANDUM

TO: Marcia Leclerc, Mayor

FROM: Tim Bockus, Director of Public Works

DATE: January 22, 2016

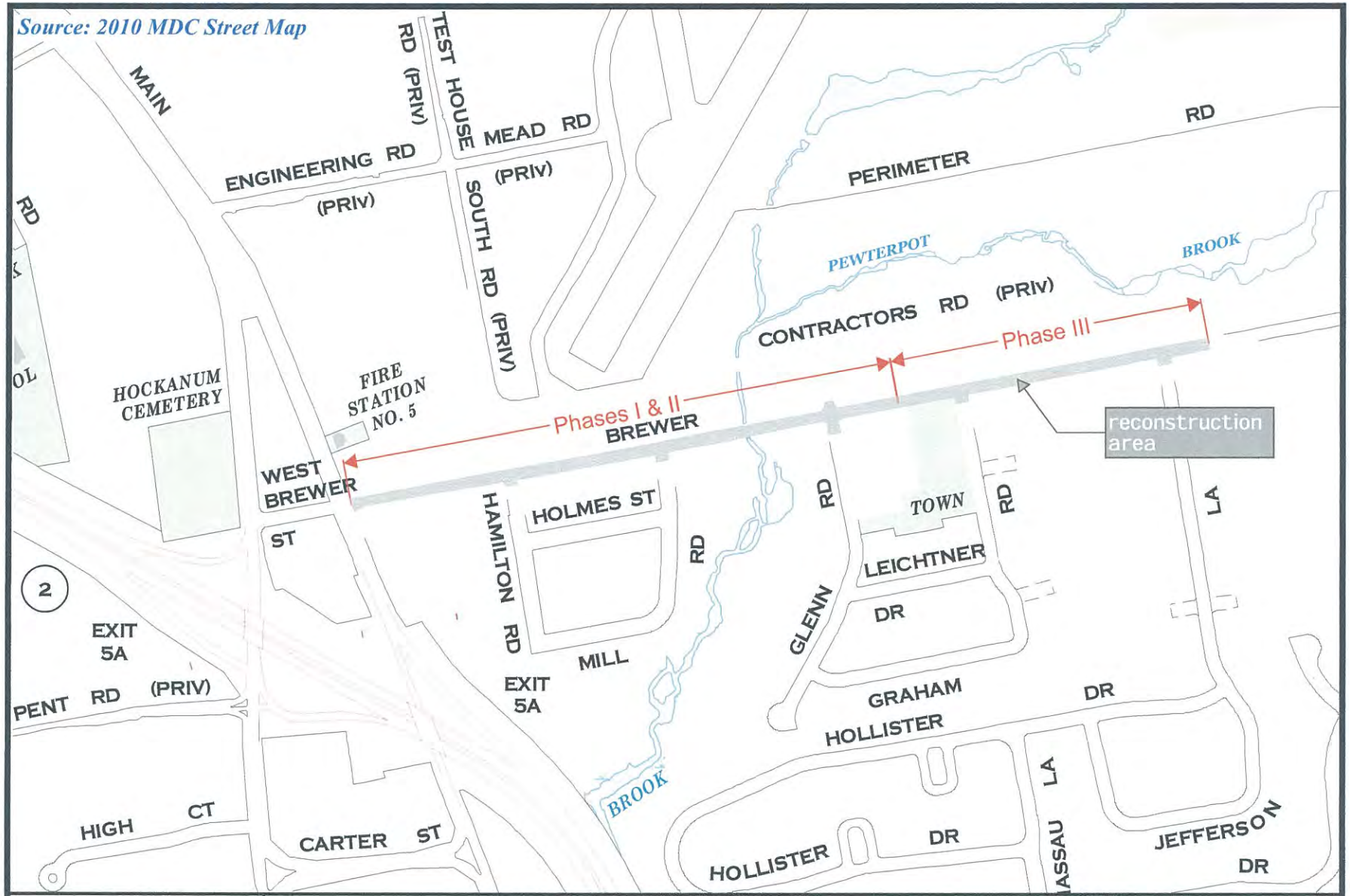
RE: Brewer Street Reconstruction
Bid Waiver Request- Design Services

I am writing to request that the Town Council waive the bidding procedures in Section 10-7(b) of the East Hartford Code of Ordinances (the "Ordinances") for professional services to design improvements to a portion of Brewer Street known as Phase III. In 2014, the Connecticut Department of Transportation (DOT) funded the design of improvements to Phases I & II which extend from Main Street (Route 517) to a point 200 feet east of Glenn Road. Parsons Brinkerhoff was selected as designer for Phases I & II following the submission of qualifications (Bid No. 14-09) as provided in Section 10-7(b) of the Ordinances.

In 2015, the DOT also agreed to fund a Phase III for Brewer Street which extends the improvements 1,175 feet to a point 150 feet east of Jefferson Lane. Since the language from Bid No. 14-09 was specific to Phases I & II, Corporation Counsel has determined that the qualifications submitted cannot be used to select Parsons Brinkerhoff for the design of Phase III.

In a rare exception to DOT practices, they intend to construct all three phases of Brewer Street under one construction contract to introduce cost efficiencies in the reconstruction. The DOT expects that a single construction contract will eliminate coordination between two contractors and will increase the size of the project making it more favorable to larger contractors. Having one construction contract also significantly reduces the administrative effort needed to satisfy DOT requirements for the improvements. Similarly, coordination between two designers can be eliminated if Phase III is incorporated into the Parsons Brinkerhoff design contract. By doing so, reduced costs are expected for survey, permitting, stormwater design, and the preparation of bid specifications. The Town's prior experience with Parsons Brinkerhoff indicates that the firm has the professional capacity necessary for the project.

Given the advantages and benefit to the Town of East Hartford in selecting Parsons Brinkerhoff for the design of Phase III, I request that the Town Council allow a bid waiver, in accordance with Section 10-7(c) of the Ordinances, for the design of Phase III improvements to Brewer Street.



brewer street reconstruction
phases i, ii, & iii
dot projects 42-318 & 1042-0001
east hartford, connecticut

TITLE: *Project Vicinity Map*

DATE: 1/22/16

SCALE: 1"=500'

FIGURE: #1