

Robert J. Peck

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
JUNE 21, 2016

2016 JUN 16 A 9:47

TOWN CLERK
EAST HARTFORD

7:00 PM Executive Session

=====

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. June 7, 2016 Executive Session/Labor Contract Negotiations
 - B. June 7, 2016 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
 - A. End of Fiscal Year 2015-2016:
 1. Preliminary Year-end Financial Results
 2. Interdepartmental Budget Transfers
 3. Supplemental Budget Appropriation & Fund Balance Transfer
 - B. Board of Education Capital Reserve Fund Transfer FY2015-2016
 - C. CT Internet Crimes Against Children Task Force Memorandum of Understanding
 - D. Refund of Taxes
 - E. Referral to Ordinance Committee re: Review of Boards and Commissions
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. Pending CHRO/Employment Claim: Police Officer Frank Iacono
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: July 12th)

Robert J. Clark

2016 JUN 13 A 8:30

WELLING CONFERENCE ROOM
TOWN CLERK
EAST HARTFORD
BOARD OF EDUCATION/LABOR CONTRACT NEGOTIATIONS

JUNE 7, 2016

EXECUTIVE SESSION

- PRESENT Chair Richard F. Kehoe, Majority Leader Linda A. Russo, Minority Leader
Esther B. Clarke, Councillors Marc I. Weinberg, Ram Aberasturia, Joseph
Carlson, Patricia Harmon and Michael Kurker
- ABSENT Vice Chair William P. Horan, Jr.
- ALSO Marcia Leclerc, Mayor
- PRESENT Michael Walsh, Finance Director
Nate Quesnel, Superintendent of Schools
Bryan Hall, Chair, Board of Education
Christopher Wethje, Human Resources Director, EH Public Schools
Paul Mainuli, Business Services Director
Board of Education Members:
Stephanie Watkins, Tom Rup, Dorese Roberts, Valerie Scheer
Marilyn Pet and Harry Amadasun

CALL TO ORDER

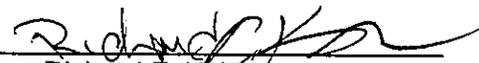
Chair Kehoe called the meeting to order at 6:38 p.m.

MOTION By Esther Clarke
seconded by Linda Russo
to **go into** Executive Session to discuss labor contract negotiations.
Motion carried 8/0.

MOTION By Esther Clarke
seconded by Linda Russo
to **go back to** Regular Session.
Motion carried 8/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (7:20 p.m.)
Motion carried 8/0.

Attest 
Richard F. Kehoe
Town Council Chair

Robert J. Posak

EAST HARTFORD TOWN COUNCIL

2016 JUN 13 A 8:30

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

JUNE 7, 2016

PRESENT Chair Richard F. Kehoe, 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

ABSENT Vice Chair William P. Horan, Jr.

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:37 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.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc spoke to (1) the JAG grant will be used to purchase Taser guns; (2) supports the appointment of John Cook to the Patriotic Commission; (3) the Suspense List will be discussed by the Finance Director; (4) supports the new ADA voucher system; (5) attended Officer Rivera's final training class with Capo, the town's new K-9; (6) will be addressing housing code violations through touring the town with certain Department directors; (7) new recycling directives are: accepting paint cans that contain paint and accepting yard waste – such as small branches and grass/hedge clippings – that is contained in a recycle leaf bag; (8) the torch run for the Special Olympics will be Thursday June 9th; (9) Protectors of Animals will hold a fundraiser to benefit the EHPD K-9 ballistics vest on Sunday, June 12th at McAuliffe Park; (10) the tennis courts at EHHS are being repaired; and (11) under a recent grant, approximately 12 trees will be replaced along Main Street soon.

APPROVAL OF MINUTES

May 17, 2016 Regular Meeting

MOTION By Linda Russo
seconded by Ram Aberasturia
to **approve** the minutes of the May 17, 2016 Regular Meeting.
Motion carried 7/0. **Abstain:** Harmon

COMMUNICATIONS AND PETITIONS

EHD/EHFD Presentation: Post Traumatic Stress Disorder

Fire Chief John Oates and Police Chief Scott Sansom addressed the Council on what they have done to confront the issue of behavioral health and wellness for their

department's employees. Both Chiefs stressed the importance of a peer support team for their employees:

Resignation of Robert Keating from the Personnel Appeals Board

Chair Kehoe announced Mr. Keating's resignation from the Personnel Appeals Board. He thanked Mr. Keating for his dedication and commitment to the community.

NEW BUSINESS

Recommendation from Fees Committee: ADA Transportation Voucher System

MOTION By Marc Weinberg
seconded by Ram Aberasturia
that the Town Council direct the Administration to:

1. adopt the CT Transit Ticket System for ADA Paratransit Services effective July 1, 2016;
2. set the Town subsidy of the per ticket book cost to \$14.00 effective July 1, 2016;
3. limit the annual number of subsidized ticket books to 12 books per CT Transit Paratransit registered East Hartford resident; and
4. further set the Town subsidy of the per ticket book cost to \$4.00 effective July 1, 2018.

Motion carried 8/0.

2016 Justice Assistance Grant Program

MOTION By Linda Russo
seconded by Marc Weinberg
to **adopt** the following resolution:

WHEREAS, the U.S. Department of Justice, Bureau of Justice Assistance, has funding available to the Town of East Hartford under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program through the State of Connecticut JAG Grant Program; and

WHEREAS, these funds may be used to improve or enhance Law Enforcement Programs with no cash match by the Town of East Hartford.

NOW THEREFORE LET IT BE RESOLVED; That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the U.S. Department of Justice as they pertain to this Justice Assistance Grant.

On call of the vote, motion carried 8/0.

Suspense List: Grand List Year 2012 – Personal Property and Motor Vehicle

MOTION By Joe Carlson
 seconded by Linda Russo
 to **transfer** the uncollected personal property and motor vehicle – including motor vehicle supplemental – taxes on the October 1, 2012 Grand List as referenced in a memo dated May 26, 2016 from Iris Laurenza, Collector of Revenue, to Marcia Leclerc, Mayor to the suspense rate book in the total amount of \$500,998.52 as follows:

Personal Property	Grand List Year 2012	\$100,678.87
Motor Vehicle	Grand List Year 2012	\$400,319.65

Motion carried 8/0.

Refund of Taxes

MOTION By Marc Weinberg
 seconded by Pat Harmon
 to **refund** taxes in the amount of \$31,920.72
 pursuant to Section 12-129 of the Connecticut General Statutes.
 Motion carried 8/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2013-03-0086791	ALLY FINANCIAL	2011/1G1PK5S96B7174983	0	-117.22
2014-03-0053396	BILSON MARIA	2001/WDBLJ70G31T084913	0	-17.25
2014-03-0053397	BILSON MARIA	2008/2HNYD28668H551336	0	-53.56
2013-01-0001512	CCO LLC	194 MAIN ST	0	-752.74
2014-01-0001512	CCO LLC	194 MAIN ST	0	-760.36
2014-01-0000759	CORELOGIC TAX SERVICE	10 CHERRY ST	0	-2,623.65
2014-01-0004744	CORELOGIC TAX SERVICE	95 RENE CRT	0	-5,658.90
2014-01-0005277	CORELOGIC TAX SERVICE	65 BEDFORD AVE	0	-1,894.71
2014-01-0005333	CORELOGIC TAX SERVICE	337 PROSPECT ST	0	-2,095.12
2014-01-0006010	CORELOGIC TAX SERVICE	32 SILVER LN	0	-2,359.73
2014-01-0010652	CORELOGIC TAX SERVICE	25 SUNNYDALE RD	0	-2,300.11
2014-01-0010835	CORELOGIC TAX SERVICE	1217 FORBES ST	0	-2,121.03
2014-01-0011890	CORELOGIC TAX SERVICE	47 SPAULDING CIR	0	-1,951.80
2014-01-0012960	CORELOGIC TAX SERVICE	235 EAST RIVER DR 401	0	-2,115.80
2014-01-0014244	CORELOGIC TAX SERVICE	38 CANTERBURY ST	0	-1,607.40
2014-01-0014796	CORELOGIC TAX SERVICE	99 PROSPECT ST LAND	0	-582.2
2014-01-0014437	FRESH START REMODELING & CONTRACTING LLC	58 SUFFOLK DR	0	-1,795.42
2014-04-0083163	FULLER MARY V	2006/WAUDF78E06A260780	0	-146.27

2014-04-0083213	GARAY HECTOR LUIS	2003/1FMZU73K23UA52367	0	-27.75
2014-03-0063812	GENTLES GEORGIA B	2006/1N4AL11D06C147709	0	-8.09
2014-03-0063906	GIBSON KELLY M	2007/1ZVHT88S775303477	0	-212.88
2012-03-0071356	MADISON DANISHA V OR ALLEYNE ANDREW	2005/1N4BA41E65C812096	-139.57	0
2014-02-0042137	STOLTE DEIDRE	363 PARK AVE	0	-2,579.16
		SUBTOTAL	-139.57	-31781.15
		TOTAL		\$ (31,920.72)

Appointment of John Cook to the Patriotic Commission

MOTION By Ram Aberasturia
seconded by Linda Russo
to **approve** the appointment of John W. Cook, 329 Long Hill Street, to the Patriotic Commission, whose term shall expire December 2017.
Motion carried 8/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke inquired on what the state's additional budget cuts will be for East Hartford. *Mayor Leclerc will let the Council know when she has that information.*

OPPORTUNITY FOR RESIDENTS TO SPEAK

Ram Aberasturia wished his son, Maseo, a Happy 1st Birthday.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (8:45 p.m.).
Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be on June 21st.

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 15, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc
RE: Interdepartmental Budget Transfer Fiscal Year 2015-2016 & Supplemental
Appropriation and Fund Balance Transfer

The attached interdepartmental budget transfers need to be approved by the Town Council by the end of the fiscal year, June 30, 2016. Michael Walsh, Finance Director, has provided a list of the departments and amounts of money that are needed to end the year in the black.

In addition please find the attached Supplemental Appropriation and Fund Balance Resolution for your approval in the amount of \$412,000 to provide funding in the Fire Department for overtime costs due to minimum staffing in the fire contract.

Please place this information on the agenda for the June 21, 2016 meeting.

Thank you.

Cc: M. Walsh, Director of Finance



MEMORANDUM

DATE: June 10, 2016

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Updated Year-end Results, Transfers and Other Year-end Narratives

By way of this memo, attached please find the following documents:

1. Preliminary year-end financial results
2. Interdepartmental budget transfers and related narratives
3. A Supplemental Budget Appropriation and Fund Balance Transfer

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



MEMORANDUM

DATE: June 10, 2016
TO: Marcia A. Leclerc, Mayor
FROM: Michael P. Walsh, Director of Finance 
TELEPHONE: (860) 291-7246
RE: Preliminary Fiscal Year 2015-16 Year-End Financial Results

By way of this memo, let me summarize the preliminary year-end financial results of the town.

The Budget:

Original Fiscal Year 2015-16 Budget		\$ 177.9M
<u>Fund Balance and Other Revenue Transfers:</u>		
OPEB contribution via ordinance	\$ 1.6M	
Year-end transfers	412k	
Additional pool construction contribution	<u>176k</u>	
Total Fund Balance and Other Revenue transfers		<u>2.2M</u>
Revised Fiscal Year 2015-16 Budget		<u>\$ 180.1M</u>

Revenues: Favorable and (Unfavorable) to Budget

Supplemental MV Taxes	\$ 388k	
Police Private Duty	214k	
Conveyance Tax	135k	
PILOT - State Property and Pequot	(293k)	
Federal and State Housing PILOT (EHHA and MDC bills)	(185k)	
Special Education, ECS, Transportation	<u>(147k)</u>	
Net Favorable (Unfavorable) Adjustments to Budget		<u>\$ 112k</u>

Fund Balance: (000's Omitted)

Assigned and Unassigned Fund Balance at June 30, 2015	\$ 16.3
Less: Supplemental Fund Balance transfers	2.2
Add: Favorable projected revenue variance	.1
Add: Expenditure surplus	<u>.1</u>
Projected Assigned and Unassigned Fund Balance at June 30, 2016	<u>\$ 14.3</u>

As a percentage of budget, Fund Balance is at 7.9%. I would like to stress that these numbers are very preliminary and are subject to review and adjustment by our auditors.

Please feel free to let me know if you have any questions or problems on any of the information presented above.

The Town of East Hartford
For the Fiscal Year Ending June 30, 2016
Year-End Budget Transfers

8-Jun-16

General Fund To		
Account Number	Name	Amount
G1200-60110	Town Clerk - Permanent	2,000
G2100-60110	Mayor's Office - Permanent	30,000
G2200-60110	Corp. Counsel - Permanent	75,000
G2300-60110	Human Resources - Permanent	70,000
G2400-60110	Library - Permanent	50,000
G3800-63499	Employee Benefits - Reserve for Severance	100,000
G5317-60141	Fire Suppression - Overtime	438,000
	TOTAL	<u>765,000</u>
General Fund From		
Account Number	Name	Amount
G5203-60110	Police - Permanent	50,000
G6100-60110	Inspections - Permanent	60,000
G7100-60110	Public Works - Permanent	300,000
G9600-60110	Contingency - Permanent	355,000
	TOTAL	<u>765,000</u>

The funds being transferred are certified as available and unobligated.

Michael P. Walsh, Director of Finance

Marcia A. Leclerc, Mayor

Angela Attenello, Town Council Clerk

Dated this 21st day of June, 2016



MEMORANDUM

DATE: June 10, 2016

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Fiscal Year 2015-16 Interdepartmental Budget Transfers

Attached please find a list of interdepartmental budget transfers to be approved by the Town Council by June 30, 2016 to allow the town to end the fiscal year "in the black" by department.

General Fund - Transfers To:

Town Clerk - \$2k: This transfer will provide funding for an unbudgeted salary grade increase.

Mayor's Office - \$30k: This transfer will provide funding to offset the \$30k of accrued time paid related to the retirement of the Mayor's Administrative Assistant.

Corp. Counsel - \$75k: This transfer will provide funding to offset higher legal costs related to the Fire Pension and Labor Contract arbitration, a separate Fire AAA arbitration, various regular open contract negotiations, as well as disputes in front of the State Board of Labor.

HR - \$70k: This transfer will provide funding for costs associated with the testing and hiring for a variety of vacancies as well as costs associated with binding arbitration including actuarial, 1/2 the neutral arbitrator, the management arbitrator, and the court reporter.

Library - \$50k: This transfer will provide funding for higher utility costs, in particular electricity associated with the opening of the expanded Raymond Library in September, 2015.

Employee Benefits - \$100k: This transfer will provide funding to cover additional costs related to severance. Higher town-wide turnover has recently been experienced as the terms of labor and pension agreements have changed resulting in a higher number of employees choosing retirement compared to budget estimates.

Fire - \$850k: This transfer (including \$412k from a Fund Balance Transfer) will provide funding for higher overtime due to minimum staffing requirements imbedded in the Fire Contract as well as the impact of vacancies due to open positions and injuries. Current Overtime spending will exceed \$1.9M compared to an original budget of \$1.2 million.

General Fund - Transfers Out:

Police - \$50k: This transfer is available due to a number of accounts with operating surpluses.

Inspections - \$60k: This transfer is available due to open positions for part of the year.

Public Works - \$300k: This transfer is available due to a mild winter and lower overtime expenditures.

Contingency - \$355k: This transfer is available due to unexpended reserves related to the settlement of labor contracts.

Should you have any questions on the aforementioned, please let me know.



MEMORANDUM

DATE: June 10, 2016

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: **Supplemental Budget Appropriation and Fund Balance Transfer Resolution**

By way of this memo, attached please find a Supplemental Budget Appropriation and Fund Balance Transfer Resolution in the amount of \$412,000 to provide a funding source to retire a projected year-end deficit related to Fire Department overtime due to minimum staffing in the Fire contract.

I would respectfully request that you forward this resolution and information on to the Town Council for action at their June 21st meeting so the transfers can be in place for the June 30th year-end.

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

**RESOLUTION CONCERNING A SUPPLEMENTAL BUDGET APPROPRIATION AND
FUND BALANCE TRANSFER TO FUND A YEAR-END DEFICIT IN THE FIRE
DEPARTMENT FOR THE FISCAL YEAR ENDING JUNE 30, 2016**

WHEREAS, the Town of East Hartford Fire Department overtime and related expenses are paid from the Town's General Fund, and

WHEREAS, higher overtime, predominately related to minimum staffing in the Fire contract were paid from the Fire Department budget, and

WHEREAS, it is necessary for the Town of East Hartford to set aside additional budget contributions to fund a projected General Fund deficit in fiscal year 2015-16.

NOW THEREFORE BE IT RESOLVED, that the East Hartford Town Council does hereby approve this Supplemental Budget Appropriation of funds in the amount of \$412,000 from the Town's Undesignated Fund Balance for the purpose of funding a fiscal year 2015-16 deficit as listed below and does hereby amend the current 2015-16 fiscal year Operating Budget to reflect the attached Supplemental Revenue Appropriation and Expenditure Appropriation.

G0320-55900	Fund Balance Appropriation	412,000
G5317-60141	Fire Suppression - Overtime	412,000

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on June 21, 2016.

Angela Attenello, Clerk of the Town Council

Funds certified as unobligated and available.

Signed: _____ Dated: _____
Marcia A. Leclerc, Mayor

Signed:  _____ Dated:  _____
Michael P. Walsh, Director of Finance



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 15, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: Board of Education Capital Reserve Fund Recommendation 2015-2016

Per Town Ordinance article 7, section 10-38, Finance Director Mike Walsh requests the approval of the Town Council to release \$882,660, deposited by the Board of Education as part of their 2015-2016 year-end close into their Capital Reserve Fund, back to them for various capital improvement projects.

Finance Director Mike Walsh has provided a list of projects using the \$882,660, which the Board of Education has approved as part of a year-end spending plan.

Please place this on the agenda for the June 21, 2016 meeting.

Thank you.

Cc: M. Walsh, Director of Finance



MEMORANDUM

DATE: June 21, 2016

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: **Board of Education Capital Reserve Fund Recommendation – FY 16**

By way of this memo, consistent with the provisions of Town Ordinance article 7, section 10-38, I hereby request that the maximum of 1% of the BOE budget, or \$882,660 or such lesser amount as deposited by the Board of Education into the Board of Education Capital Reserve Fund as part of the fiscal 2015-16 year-end close be approved for release back to the Board of Education by the East Hartford Town Council.

The Board intends to use the funds as outlined in a brief e-mail to me by Business Services Manager Paul Mainuli which is attached.

These infrastructure projects and equipment purchases are important to the district and have been approved by the Board as part of a year-end spending plan. I have attached a sample motion for the Town Council to consider.

Board of Education Capital Reserve Fund Transfer

That, in accordance with Article 7 §10-38 of the Town of East Hartford Code of Ordinances, the Town Council **approve** the Board of Education's request to expend \$882,660 (or such lesser amounts as deposited based on the proceeds as forwarded by the BOE) from the Board of Education's Capital Reserve Account for the purposes of funding capital improvements at Early Childhood Learning Center at Hockanum School, Silver Lane School, Woodland School and O'Brien School and for various other general improvement projects which are all consistent with the projects contained in the district's approved Capital Improvement Plan.

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

PROPOSED MAINTENANCE IMPROVEMENTS - TRANSFER FY 16-17 FUNDS TO CAPITAL RESERVE

ITEM#	ITEM	Estimated Cost	COMMENTS
1	WOODLAND Repave Parking Lot and Walks	\$ 275,000	Design & Regulatory approvals completed
2	CIBA Replace Concrete Entrance Plaza and Curbsings	\$ 125,000	
3	SILVER LANE Design Expansion of Parking Lot and Construct	\$ 500,000	Design Required
4	O'BRIEN Repave Rear Lot	\$ 75,000	Design & Regulatory approvals completed
5	HOCKANUM Asbestos Floor Tile Removal & Replacement Replace Front Entrance Doors	\$ 18,000 \$ 30,000	State Reimb 76% (\$57K)
6	Various Schools Carpet Replacement to VCT	\$ 100,000	
	Sub-Total	\$ 1,123,000	

Note: This list does not represent all general improvements needed districtwide - refer to current \$52M Capital Improvement Plan for additional information.

\$ 898K



East
Hartford
Public
Schools

Transfer of General Budget Funds to the Town of East Hartford's
Capital Reserve Fund for Building Improvements

DATE: *June 20, 2016*

DEPARTMENT: *Business Services*

PREVIOUS ITEM: *None*

ENCLOSURES: *See Attached*

REASON: To approve the transfer of year end, general budget fund balance to the Town of East Hartford's Reserve Fund for building improvements. With the Board's approval, funds will be set aside from year end balances and placed within the Town's "Reserve Fund" in accordance with Section 10-34 Town Code Ordinance (attached). This section of the Town Ordinance allows the Board of Education to set capital and non-recurring expenditures, in this Reserve Fund for use under the jurisdiction of the Board of Education. The Town Council must approve the use of these funds for building improvements.

BACKGROUND: East Hartford Public Schools has three paving projects planned for the Silver Lane School parking lot as well as the Woodland School and O'Brien School parking areas. Capital Reserves funds will also be used to support the current building improvement project for the Early Childhood Learning Center at Hockanum School and for the construction of the football and track at the high school. Smaller projects contained in the district's Capital Improvement Plan will be considered for completion. The Capital Reserve Fund will also be used for other necessary building projects and the purchase of replacement equipment.

Year end fund balances of up to \$882,660, if available, will be transferred to the Town of East Hartford's Reserve Fund for these projects.

ACCOUNT AFFECTED BY TRANSACTION: There is no impact on the general budget. Funding will come from the accumulation of year end balances from all general budget accounts.

ACTION: *Accept or Reject*



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 15, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: RESOLUTION: CT Internet Crimes Against Children Task Force MOU

The East Hartford Police Department has the opportunity to participate in the State's Internet Crimes Against Children Taskforce (ICAC) through the Department of Public Safety Connecticut State Police. The Town's participation will allow East Hartford police officers to utilize the State's services and software in connection with the investigations of internet based crimes against children.

Attached is the proposed MOU. Please place this information on the agenda for the June 21, 2016 meeting. I recommend that the Town Council approve the MOU as submitted.

Thank you.

Cc: R. Gentile, Assistant Corporation Counsel
Deputy Chief Thurnauer

RESOLUTION OF EAST HARTFORD TOWN COUNCIL

RESOLVED: That Marcia A. Leclerc, Mayor of the Town of East Hartford is hereby authorized to execute a Memorandum of Understanding on behalf of the East Hartford Police Department with the Connecticut Department of Public Safety, which will allow for the Town of East Hartford's participation in the Internet Crimes Against Children Task Force.

OFFICE OF CORPORATION COUNSEL

Date : June 13, 2016
To : Mayor Leclerc
From : Richard Gentile 
Re : CT Internet Crimes Against Children Task Force

Please see the attached note from Deputy Chief Thurnauer. The Town of East Hartford must enter into the attached Memorandum of Understanding with the State of Connecticut in order for East Hartford police officers to utilize the State's services and software in connection with their investigation of internet based crimes against children. I attach a proposed form of resolution for the Town Council, which will authorize you to execute this M.O.U. and ask that the matter be placed on the next Town Council Agenda.

CC: Deputy Chief Thurnauer

Request for Approval

Memorandum of Understanding

CT INTERNET CRIMES AGAINST CHILDREN [ICAC] TASK FORCE

- The ICAC is a multi-agency multijurisdictional task force
- Funding begins at the Federal level and is distributed to the CSP
- CSP distributes funds to approved ICAC centers
- East Hartford utilizes the ICAC center in Manchester for forensic analysis of phones and computers and to investigate cases of child pornography
- For East Hartford officers to use the ICAC software through licensure the State requires an MOU
- East Hartford PD presently assigns one Detective [Ortiz] as often as possible to investigate cases and analyze seized equipment
- East Hartford PD presently meets or exceeds all responsibilities stated in Section XIV of this MOU
- East Hartford Det. Dan Ortiz will serve as an Under Cover Investigator, a Forensic Analyst and a Cybertip Investigator for the purposes of Addendum A

I respectfully request that the attached MOU be signed so that a Detective from the East Hartford Police Department may utilize the ICAC software in compliance with Federal and State guidelines.



6/6/16

Deputy Chief Beau Thurnauer
Chief of Detectives
East Hartford Police Department



STATE OF CONNECTICUT

DEPARTMENT OF
EMERGENCY SERVICES and PUBLIC PROTECTION
DIVISION OF SCIENTIFIC SERVICES



Guy M. Vallaro, Ph.D.
Director

April 21, 2016

East Hartford Police Department
Chief Scott Sansom
740 Main Street
East Hartford, CT. 06108

RE: Internet Crimes Against Children Task Force

Dear Chief Sansom,

Enclosed please find a Memorandum of Understanding (MOU) to formalize your agency's participation in the Connecticut Internet Crimes Against Children (ICAC) Task Force. Please have this MOU executed by an authorized signatory for your agency, mark the appropriate level of participation for your agency on Addendum A and provide a certified resolution evidencing the signatory's authority to enter into this MOU.

This MOU is required even if your agency previously entered into a prior ICAC Task Force MOU with the Department of Public Safety.

Should you have any questions, please do not hesitate to contact this office at the Computer Crimes and Electronic Evidence Unit at (203) 639-6400.

Enclosure

CONNECTICUT INTERNET CRIMES AGAINST CHILDREN (ICAC) TASK FORCE
MEMORANDUM OF UNDERSTANDING

I. Parties

The Internet Crimes Against Children (ICAC) Task Force is a multi-agency, multi-jurisdictional initiative. This Memorandum of Understanding (MOU) is entered into by and between the Department of Public Safety Connecticut State Police pursuant to its authority under Connecticut General Statutes § 4-8 and the local law enforcement agency through its chief elected official.

II. Mission

The mission of the Task Force is to deter, prevent, investigate, and prosecute predators who seek to exploit or engage minors in sexual activity through the use of computers, electronic media and the Internet. The Task Force will engage in reactive and proactive investigations targeting those offenders who are actively involved in this type of criminal activity. Additionally, the Task Force will participate in a statewide effort to educate the public on issues regarding Internet safety for children. Training opportunities will be made available to Task Force members so they can become familiar with the most current trends and developments in the area of on-line child exploitation.

III. Purpose

The purpose of this MOU is to outline the relationship between all participating agencies in order to ensure that each understands and agrees to guidelines concerning policy, supervision, planning, training, and public relations. This document is devised to formalize the association between the agencies and to foster an understanding of each agency's role within the Task Force. The goal of this MOU is to promote efficiency in operations and provide guidelines necessary to ensure standardization in policies and procedures among Task Force participants.

IV. Organizational Structure

The Task Force is composed of representatives from all participating agencies whose authorized official has signed this MOU. This Task Force is a joint endeavor with all participating agencies acting as partners. The Connecticut State Police Computer Crimes and Electronic Evidence Unit will act as the lead law enforcement agency for purposes of grant administration and oversight and will be responsible for monitoring Task Force compliance with the policies and procedures issued by the United States Department of Justice (DOJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP). All Task Force activities are governed by these operational and investigative standards. A copy of these guidelines shall be issued to each agency upon execution of this MOU.

V. Task Force Agency Participation

A participating agency may elect to provide one or more of the following ICAC Task Force functions: 1) undercover investigators; 2) forensic analysts; and/or 3) cybertip investigations. The specific ICAC Task Force function(s) the agency agrees to provide shall be indicated on Addendum A attached hereto. The agency may elect to adjust its level of participation by completion of the Addendum A form by an authorized representative of the agency at any time during the term of this MOU. Addendum A shall then be submitted to the ICAC Commanding Officer for review and approval. The agency shall comply with all terms and conditions of the ICAC function elected as indicated on Addendum A. A formal amendment to this MOU shall not be required for any change in the level of Task Force participation.

VI. Investigations

All Task Force investigations will be conducted in the spirit of cooperation among agencies. Affiliate Task Force agencies will be encouraged to handle the ICAC investigations that occur within their own local jurisdictions. The Task Force will strive to have investigations conducted by the participating agency that has primary jurisdiction over the geographical area where the crime(s) originated. Task Force headquarters will provide support and training to participating agencies and not as a matter of course assume any investigations unless requested by the affiliate Task Force agency or extra ordinary circumstances exist.

Investigations will follow ICAC operational and investigative standards and any other policies and procedures formulated by the Connecticut ICAC Task Force Commanding Officer. Cases will be handled in compliance with each agency's case management policies and procedures.

VII. Prosecution

When necessary, case-by-case analysis will be performed on each potential prosecution to determine in which jurisdiction the case will be prosecuted. A preference will be given to the jurisdiction initiating the prosecution. Those cases being considered for federal prosecution will be investigated pursuant to guidelines established by the appropriate United States Attorney.

VIII. Information Sharing

All Task Force members shall contribute case information for inclusion into one or more common databases. Access to the ICAC investigative website is available only to ICAC members and serves as a pointer system to assist in investigations.

Basic case information (submitting Task Force information, offender's screen name, identifiers, synopsis of investigation), as well as case update information (criminal proceedings, sentencing information, additional data on suspect) shall be submitted to the ICAC coordinator on a timely basis for inclusion in the database.

All Task Force members shall regularly conduct a de-confliction process upon the receipt of key identifying information (i.e. known ip address, real name, screen name). If any common target is identified, the initiating ICAC agency is responsible for contacting the other law enforcement agency targeting the suspect. Initiating ICAC agencies should also consider contacting other local, state, and federal agencies, which may be involved in similar investigations.

IX. Records, Reports, and Evidence

All Task Force members will maintain their own agency records and reports for a minimum of 60 months or as required by law, whichever period is longer.

All necessary case information will be provided to and in the format required by the ICAC Task Force Commanding Officer on a timely basis. Each agency shall report statistics as required to the ICAC Task Force Commanding Officer on a monthly basis. Each participating agency agrees that selected Task Force cases will be made available upon request to the Connecticut ICAC Task Force Commanding Officer.

Evidence will be impounded in the Evidence Room of the appropriate participating agency. Evidence will be handled by established rules of law regarding chain of custody and property release.

The storage, security, and destruction of investigative information shall be consistent with law and agency policy. At a minimum, information should be maintained in locked cabinets and under the control of Task Force personnel. Access to these files should be restricted to authorized personnel with a legitimate need to know.

Absent the availability of a trained and experienced forensic examiner in the investigator's agency, an ICAC forensic analyst from another participating ICAC Task Force member agency may conduct forensic examinations of computers and related evidence in ICAC cases.

X. Media Relations and Releases

No information pertaining to Task Force operations will be released to the media without the prior approval of all agencies with an immediate investigative or prosecutorial interest in the case. Media releases may be made jointly by all agencies participating in the case. Media releases shall not include information regarding confidential investigative techniques.

A copy of any media releases relating to ongoing prosecutions, crime alerts, or other matters concerning ICAC operations shall be provided to the state police ICAC Task Force Commanding Officer.

XI. Training

Each agency shall permit any of its ICAC assigned officers to attend professional development training one day per month. When available, Task Force members will be provided advanced training to improve and enhance the job skills required to combat Internet crimes against children. Grant funds may be used to finance the training, subject to the availability of funding for this purpose. Failure to attend training sessions for which an officer has been registered or cancellation less than forty-eight (48) hours prior to a training session may result in limitations on future training.

A. Specialized Forensic Training

Participating agencies selected to participate in advanced forensic training will be required to commit an investigator(s) to three days a month training program for a minimum of a two-year span. Any equipment and or software loaned to the participating agencies will be considered property of the Task Force and will be returned if an agency resigns from the program or if the agency fails to meet the time commitment. Upon selection, participation in advanced forensic training is completely voluntary and should not be viewed as mandatory or as a requirement of continued participation in the ICAC affiliate program.

XII. Prevention and Education Activities

Public education and awareness are key components of the ICAC initiative. Task Force agencies will provide information and guidance to children, parents, educators, and any other individuals concerned with child safety issues, through public presentations. These public presentations shall meet all federal grant requirements. These presentations will not depict identifiable victims or use pornographic or sexually explicit images, nor will confidential investigative techniques be discussed. No member of the Task Force may endorse any product or service without the express consent of the OJJDP Program Manager.

XIII. Additional CSP Responsibilities

As the lead law enforcement agency, the Connecticut State Police Computer Crimes and Electronic Evidence Unit will be responsible for:

- A. Compiling and reporting Task Force activities to the ICAC program manager at OJJDP;
- B. Handling all ICAC grant administrative functions;

- C. Contacting participating agencies to keep them apprised of new developments, training opportunities, problems, and successes within the Task Force; and
- D. Assigning and coordinating daily operational and administrative activities of the Task Force to include regular contact with ICAC officers in participating agencies to determine the status of investigations, provide supporting investigative and analytical information, and to identify and address issues pertaining to the overall operation of the Task Force.

XIV. Additional Participating Agency Responsibilities

A. Equipment and other Resources

Each participating agency agrees to make available its resources in support of a joint Task Force investigation. These may include, but are not limited to:

1. **Vehicles:** When appropriate, each agency will supply vehicles for its participating personnel.

2. **Communication Equipment:** Each agency will supply their personnel with two-way radios, pagers, and if available, cellular telephones. A list of current pager and cellular telephone numbers will be provided to the ICAC Task Force Commanding Officer.

3. **Safety Equipment:** Each agency will ensure its officers and agents assigned to the Task Force shall have all necessary equipment including, but not limited to, agency-authorized firearms, handcuffs, ballistic protective vests, and any other equipment judged to be essential agency policy.

4. **Dedicated Computer Hardware, Software, and Network Access Services:** To the extent not already funded by ICAC grant funds, each agency shall provide or make available computer and peripheral hardware, software, and network access services dedicated to the exclusive use of its Task Force members. Each agency shall maintain the forensic software/hardware necessary to meet basic forensic standards set by the ICAC steering committee. No personally owned equipment shall be used in ICAC investigations, and all software shall be properly acquired and licensed. The Task Force Commanding Officer, in an effort to standardize certain investigative and forensic procedures, may formulate guidelines for the selection purchase and use of equipment and software. If sufficient funds are available, the purchase of some equipment and services may be made through the ICAC grant. Any equipment and/or software purchased with ICAC grant funds may only be used for ICAC purposes. Any equipment and/or software purchased through ICAC grant funds which is utilized in violation of the terms of this MOU shall be transferred to the ICAC Task Force Commanding Officer.

5. Dedicated Work Space: In lieu of establishing a centralized facility or regional locations, each agency shall make available to its Task Force personnel sufficient workspace and office equipment in a secure area. This space must allow officers, agents, and representatives to perform their duties away from public view and without undue distractions from personnel not assigned to the Task Force. However, circumstances may exist where the participating agency may choose to have it's officer(s) assigned to the Connecticut ICAC Task Force HQ located in Meriden.

6. ICAC Liaison. Each agency shall have an ICAC liaison who shall be responsible for meeting with the Task Force on a quarterly basis to discuss Task Force matters.

B. Compensation

Each participating agency agrees to provide wages and benefits for its personnel assigned to the Task Force. Payment of overtime expenses is the responsibility of each member agency.

C. Administrative and Supervisory Responsibility

Any participating agency personnel assigned to the Task Force will be evaluated by their respective agency heads/supervisors. Continued assignment to the Task Force will be dependent upon a satisfactory supervisory evaluation. At no time will the employees of a participating agency be deemed employees of another participating agency. Each agency is responsible for the conduct of its Task Force personnel. Immediate notice shall be provided to the Connecticut ICAC Task Force Commanding Officer of any event which jeopardizes the ability of any assigned personnel to perform the designated ICAC function.

D. Federal Grant Conditions

Each participating agency agrees to comply with any federal grant conditions that may apply to such agency's participation and/or activities with the Task Force.

E. Reimbursement Requests

Each participating agency agrees to provide such documentation as may be required to support a request for reimbursement. Any such request reimbursement is subject to the availability of federal grant funding and the terms and conditions of the grant and this MOU.

XV. Liability

Each agency shall assume responsibility and liability for the acts and omissions of its own officers, agents or employees in connection with the performance of their official duties under this MOU.

XVI. Executive Orders

This Agreement is subject to the provisions of Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms, Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into, are made a part of and are attached to this agreement as Exhibit A, "Executive Orders."

XVII. Audit

Each participating agency shall, at its expense, provide for an audit acceptable to the Connecticut State Police in accordance with the provisions of the State Single Audit Act as provided in sections 4-230 to 4-236 of the Connecticut General Statutes. The participating agency agrees that representatives of the Connecticut State Police may conduct inspections and examine such records and documentation as they deem necessary to validate payment requests or compliance with this MOU at any reasonable time. The participating agency shall maintain all records pertaining to its activities and obligations under this MOU for a period of not less than five (5) years from the termination of this MOU.

XVIII. Term of Agreement

It is agreed that this MOU will be in force for a minimum 18-month period from the first day of the month following the date upon the MOU has been signed by both parties and approved by the Office of the Attorney General.

The MOU may be terminated at any time by a participating agency by delivering a written notice of termination to the Connecticut ICAC Task Force Commanding Officer who will, in turn, notify all other participating agencies. Upon withdrawing from the Task Force, any Connecticut State Police Computer Crimes and Electronic Evidence Unit / ICAC Task Force equipment assigned to participants will be returned to the Connecticut State Police Computer Crimes and Electronic Evidence Unit. An agency's termination of its involvement in ICAC will not negate the remaining agencies' participation and agreement under the MOU.

XIX. Modification or Amendment

This MOU may not be modified or amended unless in writing signed by an authorized representative of both parties and approved by the Office of the Attorney General.

Signature of Mayor, First Selectperson or Town Manager

Date

Please Print Name Appearing as Signature Title

Agency ORI Identifier

Agency Telephone Number (with Area Code) Address

Signature of Commissioner of Department of Public Safety

Date

Connecticut ICAC Task Force Commanding Officer

Date

Office of the Attorney General

Date

Please Print Name Appearing as Signature Title

ADDENDUM A

The participating agency to this MOU will be providing the following ICAC Task function(s) and agrees to the terms and conditions of the function(s) indicated [**check appropriate box**]:

Undercover Investigators. Only those officers assigned to the undercover investigative function will be permitted to conduct ICAC online investigations pursuant to the MOU. All such investigations shall be conducted in accordance with ICAC operational and investigative guidelines. Potential ICAC investigators should be evaluated for assignment to the Task Force based upon their work history and prior investigative experience, familiarity with computers and networks, court testimony skills, ability to handle sensitive information prudently, and a genuine interest in the protection of children. Each officer assigned to the Connecticut ICAC Task Force must receive appropriate training prior to initiating online investigations. A two year commitment to the Task Force is required.

Forensic Analysts. Only those officers assigned to the forensic analyst function will be permitted to conduct ICAC forensic analyses pursuant to the MOU. A three year commitment to the Task Force is required and any officer so assigned must have computer forensics as one of his or her primary functions during the period of assignment to the Task Force. All such analyses shall be conducted in accordance with ICAC operational and steering committee forensic standards. The Task Force Commanding Officer may establish minimum qualifications—including training requirements—for ICAC examiners, and establish operational guidelines for conducting ICAC forensic examinations. Any established Task Force guidelines would look to compliment those of participating agencies that may already be conducting examinations rather than supersede any guidelines that the participating agency may currently have in place.

Cybertip Investigations. The participating agency agrees to investigate cybertip referrals associated with their jurisdiction and pursue them thoroughly. All investigations shall follow ICAC guidelines and policies.

_____, Duly Authorized

Print Name: _____

Date: _____



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 15, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc
RE: Refund of Taxes

I recommend that the Town Council approve a total refund of taxes in the amount of \$9,707.06 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council agenda for the June 21, 2016 Town Council meeting.

Cc: I. Laurenza, Tax Collector
M. Walsh, Finance Director

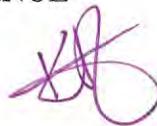
INTEROFFICE MEMORANDUM

TO: MARCIA A LECLERC, MAYOR ✓
MICHAEL WALSH, DIRECTOR OF FINANCE

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 6/13/2016



Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$9,707.06. Please see attached listing.

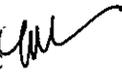
Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Over Paid
2012-03-0055437	CAREY ALANNA R	40 SPAULDING CIRCLE	E HARTFORD, CT 06118	2009/1B3LC56B39N509656	-409.60
2014-01-0012341	CORELOGIC TAX SERVICES	PO BOX 961250	FT WORTH TX 76161-0250	1-3 ROSE ST	-2,599.35
2014-01-0003710	HSBC MORTGAGE C/O CORELOGIC	1 CORELOGIC DR	WESTLAKE TX 76262	82 MICHAEL AVE	-5,253.52
2014-03-0075442	NISSAN MOTOR ACCEPTANCE CORP	PO BOX 650214	DALLAS, TX 75265	2013/1N4AL3AP4DC919275	-45.82
2014-03-0075492	NISSAN MOTOR ACCEPTANCE CORP	PO BOX 650214	DALLAS, TX 75265	2014/5N1AT2MV1EC751994	-181.60
2014-03-0075548	NISSAN MOTOR ACCEPTANCE CORP	PO BOX 650214	DALLAS, TX 75265	2012/3N1AB6AP5CL628787	-283.23
2014-03-0075559	NISSAN MOTOR ACCEPTANCE CORP	PO BOX 650214	DALLAS, TX 75265	2014/5N1AR2MM2EC669505	-360.08
2014-03-0077769	PETERSON D L TRUST	940 RIDGEBROOK ROAD C	SPARKS, MD 21152	2010/2T1LE4EE6AC015877	-306.21
2014-03-0077800	PETERSON D L TRUST	940 RIDGEBROOK ROAD C	SPARKS, MD 21152	2009/1FTYR10E19PA21860	-234.03
2014-03-0081560	RUSSELL GAYLE	235 EAST RIVER A607	E HARTFORD, CT 06108-5016	2003/JH4DC54873S003409	-33.62

Total

-9707.06



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: June 15, 2016
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFFERAL: Ordinance Committee, Review of Boards & Commissions

In review of the various town boards and commissions it is my request that the ordinance committee revisit the need to analyze the roles of the boards and commissions and investigate whether there is a way to eliminate and or combine them.

In addition we are also interested in reviewing the roles and responsibilities of the boards and commission's clerks and secretaries, especially those that receive payment.

Please place this on the Town Council agenda for the June 21, 2016 Town Council meeting.

Thank you.

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



Robert J. Paek

2016 JUN 16 A 9:47
(860) 291-7208

TOWN OF EAST HARTFORD
EAST HARTFORD

DATE: June 16, 2016

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, June 21, 2016 7:00 p.m. Town Council Majority Office

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

Tuesday, June 21, 2016

7:00 p.m.

Town Council Majority Office

The purpose of the meeting is to meet in executive session to discuss the pending CHRO/employment claim(s) of current Town employee, Frank Iacono (Police Officer).

cc: Mayor Leclerc
Scott Chadwick, Corporation Counsel