

*Robert J. Baskin*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
DECEMBER 9, 2014

PM DEC -5 A 9:12  
TOWN CLERK  
EAST HARTFORD

6:30 P.M. 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. November 18, 2014 Executive Session
  - B. November 18, 2014 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. East Hartford High Hornets: Note of Appreciation
  - B. Town and Board of Education 2015-2016 Budget Format
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Town of East Hartford and CSEA Local No. 2001 Tentative Agreement:
    1. Approval of Agreement
    2. Fund Balance Transfer Resolution
    3. Budget Transfer of Funds
  - B. U.S. Environmental Protection Agency's Brownfield Assessment Program
  - C. State of Connecticut DEEP Division of Urban Forestry: America the Beautiful Grant
  - D. Department of Homeland Security: Emergency Management Performance Grant
  - E. Referral to Personnel and Pensions Subcommittee re: Chief Medical Officer Revised Job Description
  - F. Referral to Real Estate Acquisition & Disposition Committee re: Traffic Signal Easement at the intersection of Route 5 and 740 Main Street
  - G. Appointment of Jannette Rosa to Fine Arts Commission
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. New England Garden Center LLC v Town of East Hartford
  - B. United Technologies Corporation v Town of East Hartford
  - C. Omar Tibby v Town of East Hartford, et al
  
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
  
12. ADJOURNMENT (next meeting: January 6, 2015)

*Robert J. Rossi*

2014 NOV 24 A 11: 02

TOWN COUNCIL MAJORITY OFFICE

NOVEMBER 18, 2014

TOWN CLERK  
EAST HARTFORD

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader Barbara-Ann Rossi, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, Patricia Harmon and Anita D. Morrison

ALSO Scott Chadwick, Corporation Counsel  
PRESENT Alan Dembiczak, Attorney, Howd & Ludorf, LLC  
Brian Smith, Assessor

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:04 p.m.

MOTION By Esther Clarke  
seconded by Bill Horan  
to **go into** Executive Session to discuss the following cases:

- 141 Prestige Park, LLC v. Town of East Hartford, Docket No. HHB-CV-14-6025225 Re: 141 Prestige Park Road
- United Technologies Corporation, Pratt & Whitney Division v. Town of East Hartford Docket No. HHB-CV-12-6015707S Re: Personal Property (Manufacturing Exemption)
- O'Brien v. Aborn, et al. Civil Action No. 3:12-CV-00540-SRU

Motion carried 9/0.

MOTION By Esther Clarke  
seconded by Bill Horan  
to **go back to** Regular Session.  
Motion carried 9/0.

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Bill Horan  
to **adjourn** (7:25 p.m.)  
Motion carried 9/0.

Attest

*Richard F. Kehoe*  
Richard F. Kehoe  
Town Council Chair

*Robert J. Bant*

EAST HARTFORD TOWN COUNCIL

2014 NOV 24 A 11:02

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

NOVEMBER 18, 2014

PRESENT Chair Richard F. Kehoe, Vice Chair William P. Horan, Jr., Majority Leader Barbara-Ann Rossi, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Linda A. Russo, Ram Aberasturia, Patricia Harmon and Anita D. Morrison

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.

RECOGNITIONS AND AWARDS

CT Veterans Day Parade Student Essay Winners

Both David Harper, who took 1<sup>st</sup> place in the contest, and Brett Schofield, who was a runner-up, read their winning essays to the Council. Both boys personalized their speeches by recounting what family members, who were veterans, went through during their tour of duty.

Connecticut Boxing Hall of Fame Class of 2014: Paul Cichon

Vice Chair Horan introduced Paul Cichon, a Parks and Recreation employee for over 28 years, was recently inducted into the CT Boxing Hall of Fame. Mr. Cichon is director of boxing for the Manchester Ring of Champions Society and is a veteran boxing trainer for more than 16 years.

Youth Services Program "Charter Oak Club" New Members

Cephus Nolen, Youth Services Director, announced the two newest members of the club: Ken Sullivan, an EHPD Resource Officer, who performed the Heimlich maneuver on an individual which saved his life, and Erin Nurse, an 8<sup>th</sup> grader who witnessed Officer Sullivan's efforts and called the Youth Services' office to inquire on the condition of the individual whose life was saved.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Donald Currey, 14 Martin Circle, Chair of the Democratic Town Committee, commented on the great job that the Registrars of Voters performed this past Election Day. Mr. Currey suggested a salary increase for the Registrars and the Deputy Registrars.

Pat Sirois, Chair of the Beautification Commission, reminded all about the upcoming Holiday Fest and presented the Council with this year's brochure and buttons. All proceeds from the sale of buttons will be donated to the town's Food Banks.

Mayor Leclerc spoke on the following: (1) recently hosted a tour of the town's energy efficient and environmental projects with the Commissioner of the State Department of Energy and Environmental Protection; (2) Wednesday November 19<sup>th</sup> is job shadow day, sponsored by the Rotary Club, and 20 EHHS students will participate; (3) Public Works is striving to expand and improve the town's recycling program; (4) the Counselors of Real Estate arrived Sunday to look at the Plan of Conservation and Development and arrive at suggestions for that plan; (5) the town's Social Services Department will hold a toy drive on December 1<sup>st</sup>; (6) the EHPD is continuing their convenience store compliance program in conjunction with the Health Department; and (7) commented on the wonderful job the Registrars performed on Election Day.

## APPROVAL OF MINUTES

### November 5, 2014 Regular Meeting

MOTION        By Barbara Rossi  
                     seconded by Anita Morrison  
                     to approve the minutes of the November 5, 2014 Regular Meeting.  
                     Motion carried 8/0. **Abstain:** Horan

## COMMUNICATIONS AND PETITIONS

### Report from the East Hartford Registrars of Voter and Town Clerk: 2014 Elections

Judi Shanahan, Democratic Registrar, Mary Mourey, Republican Registrar, and Robert Pasek, Town Clerk, reviewed with the Council the process on Election Day for tabulating votes and commented on the impact that Election Day Registration (EDR) has on their office. Guided by state statute, the Registrars are suggesting two new scanners and additional memory cards. Also, the Registrars are asking for full-time staffing in their office.

Mr. Pasek stated that the Town Clerk's office processed 387 absentee ballots and 233 Election Day registration and voting ballots.

### Responses to Questions Asked of Administration – November 5<sup>th</sup> Meeting

#### Town-owned Vehicles

It was noted that the Mayor provided a list of all town-owned vehicles, along with the list of town-owned vehicles that are taken home by employees.

#### Streetlights on Prestige Park Circle

It was noted that the streetlights on Prestige Park Circle are working; the lights on the buildings, which are privately owned, are not and they are the owner's responsibility to maintain.

## NEW BUSINESS

### CT Brownfields Grant Funding Agreement

MOTION      By Linda Russo  
                 seconded by Barbara Rossi  
                 to **adopt** the following resolution:

**WHEREAS**, pursuant to Connecticut General Statutes (C.G.S.) Section 32-763, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

**WHEREAS**, it is desirable and in the public interest that the Town of East Hartford make an application to the State for \$175,000 in order to undertake the 590 Burnside Avenue – Brownfield Assessment and to execute an assistance agreement.

**NOW THEREFORE LET IT BE RESOLVED BY THE EAST HARTFORD TOWN COUNCIL**; that it is cognizant of the conditions and prerequisites for the state financial assistance imposed by C.G.S. Sec. 32-763; that the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed \$175,000 is hereby approved and that Marcia A. Leclerc, Mayor of the Town of East Hartford, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions and revisions thereto, and to act as the authorized representative of the Town of East Hartford.

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

### Capitol Region Natural Hazards Mitigation Plan Update 2014-2019

MOTION      By Bill Horan  
                 seconded by Barbara Rossi  
                 to **adopt** the following resolution:

**WHEREAS**, the East Hartford Town Council recognizes the threats that natural hazards pose to people and property within the Town of East Hartford; and

**WHEREAS**, the Town of East Hartford in collaboration with the Capitol Region Council of Governments ("CRCOG") has prepared a multi-hazard mitigation plan known as the 2014-2019 Capitol Region Natural Hazards Mitigation Plan Update (the "Plan") in accordance with the Disaster Mitigation Act of 2000; and

**WHEREAS**, the Plan has identified mitigation goals and actions to reduce or eliminate long-term risk to people and property from the impacts of future natural hazards and disasters that affect the Town of East Hartford and the region; and

**WHEREAS**, CRCOG held public and committee meetings between March 15, 2012 and October 2, 2013, regarding the development and review of the Plan; and

**WHEREAS**, the Federal Emergency Management Agency/ Department of Homeland Security has approved the Plan, on condition of local adoption, enabling the Town of East Hartford to apply for Hazard Mitigation grant funding; and

**WHEREAS**, adoption by the East Hartford Town Council demonstrates its commitment to achieving the hazard mitigation goals outlined in the Town of East Hartford's section of the Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the East Hartford Town Council hereby adopts the Plan.

FURTHER RESOLVED that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized and directed to execute and deliver any and all documents on behalf of the Town of East Hartford and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the Plan, including, but not limited to, executing and delivering all agreements and documents contemplated by such Plan.

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

#### East Hartford High School Athletic Field Personal Services Agreement

Prior to the motion below, Paul Mainuli, Director of Business Services for the East Hartford Public Schools, and Al Costa, Facilities Manager for the East Hartford Public Schools, gave a PowerPoint presentation to the Council which highlighted the proposed change of the athletic field at the East Hartford High School from natural to synthetic grass.

MOTION        By Ram Aberasturia  
                     seconded by Barbara Rossi  
                     to adopt the following resolution:

WHEREAS the Connecticut Bond Commission has approved grant funding in the amount of \$1.5 million for the purchase and installation of an artificial turf athletic field at East Hartford High School; and

WHEREAS these funds are to be administered by the state Department of Energy and Environmental Protection.

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 state Department of Energy and Environmental Protection as they pertain to this Personal Services Agreement.

AND I DO FURTHER CERTIFY that Marcia A. Leclerc is currently serving as Mayor of the Town of East Hartford and has held this position since January 10, 2011 and whose current term will end on November 9, 2015. As the Mayor, Marcia A. Leclerc serves as the Chief Executive Officer for the Town of East Hartford, and on November 18, 2014, had both the authority and the office to sign on behalf of the Town of East Hartford, a personal services agreement for financial assistance to purchase and install an artificial turf field at East Hartford High School.

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

#### Refund of Taxes

MOTION        By Marc Weinberg  
                     seconded by Anita Morrison  
                     to refund taxes in the amount of \$19,472.81  
                     pursuant to Section 12-129 of the Connecticut General Statutes.  
                     Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2013-03-0050199	ACEVEDO YASMIN A CMN	2000/1GMDX03E1YD212538	-25.2
2012-01-0000243	EMPIRE, VI MICHAEL D. REINDER, ESQ. GREEN LAW, PC	29 WADSWORTH ST	-570.82

2013-03-0051407	APONTE ROBERTO	2004/40LFB10144P106851	-22.43
2013-03-0051432	APPRAM MURIEL EWUSIE	2002/KMHWF35H32A512174	-55.3
2013-03-0051615	ARI FLEET LT	2012/WBAXH5C56CDW10944	-107.86
2012-04-0081098	FORD CREDIT PERSONAL PROPERTY TAX	2012/1FAHP3F26CL240512	-303.79
2013-03-0055060	CABELAS INS	2011/1GC0KVC8BF199766	-553.89
2011-02-0042669	CLEAR WIRELESS LLC	284 PRESTIGE PARK RD	-5,348.76
2012-02-0042669	CLEAR WIRELESS LLC	284 PRESTIGE PARK RD	-6,036.26
2013-03-0057597	COOLEY WILLIAM G	1992/1J4FJ58S8NL117528	-97.16
2013-03-0057598	COOLEY WILLIAM G	1997/1GNDT13W5VK165950	-86.26
2013-03-0057997	COUTURE ELIZABETH H OR	1999/1FTZR15X4XTA15120	-48.72
2013-03-0058627	MERCEDES-BENZ FINANCIAL LEASE TAX SUPPORT	2011/4JGBB8GB3BA707501	-878.81
2013-03-0061161	ENTERPRISE FM TRUST	2012/1G1ZA5E08CF322504	-206.18
2013-03-0061184	ENTERPRISE FM TRUST	2013/1FTNE1EW0DDB05372	-406.83
2013-03-0061859	BMW FINANCIAL SERVICES ATTN: TAX	2011/WBAPK5C53BA659679	-138.52
2013-03-0062762	FRANCIS JOHN	1997/1HD1FCR16VY617684	-74.05
2013-03-0063592	GELCO CORPORATION	2009/1FAHP34N39W199535	-132.53
2013-03-0063594	GELCO CORPORATION	2000/1FTNE24L7YHB78234	-107.23
2012-03-0063965	GOLDFARB JAMES A	2000/4T1BF28BOYU005904	-6.18
2013-03-0066102	HERRERA JUAN J	1999/1N4DL01D6XC142460	-27.24
2013-03-0069493	LAGAKOS ILIAS I	2000/1G3NK12T9YC324166	-31.46
2013-03-0073622	MILES LUCIA T OR	1996/JH4DC4441TS001274	-88.3
2013-03-0073760	MILLINGS DONOVAN	1999/1J4GW68NXXC532357	-75.59
2013-03-0074613	MULERO IRIS N	1999/1HCGG5547XA090044	-45.49
2013-03-0074868	NARDELLA ELIZABETH A	1999/JHMCG6678XC026840	-12.31
2013-03-0075367	NISSAN INFINITI LT	2012/JN1CV6AR0CM682067	-172.35
2013-03-0075463	NISSAN INFINITI LT	2011/3N1AB6AP6BL663028	-246.44
2013-03-0075973	OLIVA MARION D	1998/1FAFP57U3WA245234	-14.17
2013-03-0075974	OLIVA MARION D	1968/8T02C197387	-3.77
2013-03-0076295	ORTIZ JUSTO OR	2006/1N4BL11E56C146584	-309.11
2013-03-0076945	PARLIN THERON R OR	2013/5XXGN4A74DG140849	-59.26
2013-03-0079984	RIVERA DINA	1997/JT2AC52L7V0209946	-32.05
2013-03-0080778	RODRIGUEZ RICARDO	2005/5TDZA23C65S348461	-227.79
2013-03-0080779	RODRIGUEZ RICARDO	2008/1HGCS22858A017650	-242.68



2013-03-0080780	RODRIGUEZ RICARDO	2009/4YMUL08199V027491	-9.08
2013-03-0082808	SHAFFER BARBARA J	1998/YS3DD58BOW2012101	-40.41
2013-03-0085833	TOYOTA FINANCIAL SERVICES	2011/JTHBK1EG0B2434505	-526.18
2013-03-0085856	ATTN: PRODUCT OPERATIONS	2011/4T1BF3EKXBU664736	-411.1
2013-03-0085857	WF-21	2011/2T2BK1BA1BC110722	-281.48
2012-03-0085903	TRINDADE HELIO D JR	2007/JH2SC48057M500368	-14.31
2013-03-0086139	TURKOWSKI PAUL W	1995/4T1GK12WXSU070900	-61.01
2013-02-0042652	US BANK NA	VARIOUS	-461.72
2012-03-0086980	VENTURA DOLLYNETTE	2004/5TDZA22C54S136540	-28.24
2012-03-0087700	WAUGH ABRAM J	2003/JM1BJ225330159707	-31.98
2013-03-0088082	WHEELS LT	2012/1C6RD7FP5CS201577	-394.06
2013-03-0088308	WILLIAMS ANTHONY KARLTON	2002/JNKCP11A62T512402	-101.92
2013-03-0088334	WILLIAMS CHERYL	2005/1HGCM665X5A016801	-34.73
2013-03-0088934	YAZICI MURAT	2009/WBANU53569C122644	-199.71
2012-03-0088900	ZAKRZEWSKI RICHARD M OR	1999/2P4GP25R5XR340091	-82.09
		TOTAL	-19,472.81

#### 2015 Town Council Meetings Schedule

MOTION By Barbara Rossi  
seconded by Linda Russo  
to adopt the 2015 Town Council meeting schedule as follows:

January 6	July 14
January 20	August 4
February 3	August 18
February 17	September 1
March 3	September 16 (Wednesday)
March 17	October 6
April 7	October 20
April 21	November 9 – Organizational Meeting (Monday)
May 5	November 17
May 19	December 8
June 2	
June 16	

Motion carried 9/0.

## 2015-2016 Town Council Budget Workshops Schedule

MOTION By Barbara Rossi  
seconded by Linda Russo  
to adopt the 2015-2016 Town Council Budget Workshops Schedule as follows:

### TOWN COUNCIL CHAMBERS

#### Monday, February 23, 2015

##### Mayor's Summary of Budget

6:30 p.m.

##### Fire Department

Administration  
Suppression  
Fire Marshal  
Apparatus Maintenance  
Alarm Maintenance  
Emergency Medical Service  
Emergency Management  
Fire Capital Improvements

Chief Oates

6:45 p.m.

##### Public Safety Complex

Public Safety Communications

##### Police Department

Police Administration  
Operations  
Criminal Investigation  
Police Capital Improvements

Chief Sansom

#### Wednesday, February 25, 2015

##### Inspections and Permits

Administration

Gregg Grew

6:30 p.m.

##### Board of Education

Superintendent of Schools

Nathan Quesnel

7:00 p.m.

#### Saturday, February 28, 2015

Town Treasurer  
Town Council  
Town Clerk  
Registrars of Voters  
Selectmen  
Probate Court

Joseph Carlson  
Rich Kehoe  
Robert Pasek  
Mary Mourey & Judi Shanahan  
Scott Chadwick

8:30 a.m.

##### Finance

Administration  
Accounts and Control  
Information Technology  
Purchasing  
Assessor  
Revenue and Collections  
Employee Benefits  
Risk Management

Mike Walsh

Debt Services  
Contingency  
Capital Improvements  
Revenues

**Summary**

Project Narratives  
Finance  
Public Works  
Parks and Recreation  
Fire Department  
Police Department  
Public Library  
Other Departments

**Boards and Commissions**

Beautification Commission	Patriotic Commission
Inland/ Wetlands/Environment Commission	Board of Assessment Appeals
Personnel Board of Appeals	Human Rights Commission
Historic District Commission	Emergency Medical Commission
Library Commission	Zoning Board of Appeals
Public Building Commission	Fine Arts Commission
Retirement Board	Commission on Aging
Commission on Services for Persons w/Disabilities	The Hockanum River Commission
Veterans' Affairs Commission	
Board of Ethics	

**Lunch Break**

12:30 p.m.

**Executive**

Office of the Mayor	Marcia Leclerc
Channel 5	Irene Cone
Corporation Counsel	Scott Chadwick
Human Resources	Santiago Malave
Public Library	Susan Hansen
Youth Services	Cephus Nolen

**Development**

Administration	Eileen Buckheit
Redevelopment Agency	
Economic Development Commission	
Planning & Zoning Commission	
Grants Administration	

**Monday, March 2, 2015**

**Public Works**

Administration	Tim Bockus	6:30 p.m.
Engineering		
Highway Services		
Waste Services		
Fleet Services		
Building Maintenance		
Metropolitan District Commission		
Public Works Capital Improvements		
Public Safety Complex Maintenance		

**Parks and Recreation**

Administration	Ted Fravel
Maintenance	
Other Facilities	



OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION      By Esther Clarke  
                 seconded by Bill Horan  
                 to **adjourn** (10:28 p.m.).  
                 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be December 9<sup>th</sup>.

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



Thank you  
for all that you  
do for our  
community!  
Love  
The EHHS Hornets.

TOWN COUNCIL OFFICE

**DATE:** November 20, 2014  
**TO:** Marcia Leclerc, Mayor  
**FROM:** Rich Kehoe  
**RE:** 2015-2016 Budget Format

As you know, the Ordinance Committee has been working with the Town and the Board of Education to devise a new format for the presentation of their budgets and embedding that format into the Code of Ordinances.


For this year, I think it best to have the Town and Board present their 2015-2016 budgets in that new format before enacting it into an ordinance – sort of giving it a 'test drive' – and continuing the process with the Ordinance Committee after budget is over (April).

Let me know if you have any questions or need clarification. Thanks for your cooperation. We have made great progress together.

C: Town Council  
Mike Walsh  
Linda Trzetzziak  
Nate Quesnel  
Jeff Currey  
Paul Mainuli  
Joanne Zatarain



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

Date: December 1, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: CSEA Local 2001 Tentative Agreement

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The Town of East Hartford and the CSEA Local No. 2001, SEIU, CTW, CLC entered into a tentative agreement for a new collective bargaining agreement effective July 1, 2013 through June 30, 2017. The tentative agreement was ratified by the bargaining unit members on November 25, 2014.

Attached for your review and consideration is a copy of the tentative agreement between the Town of East Hartford and the Local 2001 Union and the financial analysis of the four-year Local 2001 Union Tentative Agreement. The tentative agreement is being submitted to you within fourteen days from the date the union members ratified the agreement, November 25, 2014. In accordance to Section 7-474 of the General Statutes of the State of Connecticut "Such request shall be considered approved if the legislative body fails to vote to approve or reject such request within thirty days of the end of the fourteen-day period for submission to said body." The end of the thirty day period is January 8, 2014

Mike Walsh, Director of Finance, Santiago Malave, Director of Human Resources, and the Attorney designated as Chief Negotiator for the Town will be available at the December 9, 2014 Council meeting to go into Executive Session to address any questions that the Council may have.

Please place this information on the Town Council agenda for the December 9, 2014 Town Council meeting.

Cc: S. Malave, HR Director  
R. Gentile, Asst. Corp Counsel



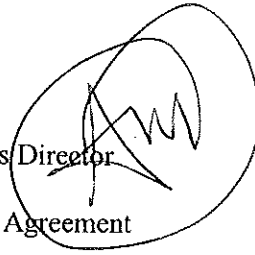
# OFFICE OF HUMAN RESOURCES

November 26, 2014

To : Marcia A. Leclerc, Mayor

From : Santiago Malave, Human Resources Director

Re : CSEA Local 2001 Union Tentative Agreement



Attached for your review is a suggested transmittal letter to the Council Chairman regarding the Tentative Agreement between Town of East Hartford and CSEA Local 2001, SEUI, CTW, CLC (hereinafter "Local 2001") for a successor collective bargaining agreement effective July 1, 2013 through June 30, 2017. The Tentative Agreement was ratified by Local 2001 members on November 25, 2014.

The impetus for the settlement centered on negotiating an agreement that provides for a market value general wage increase, the ability to better control rising health insurance costs for active employees, and perhaps most importantly, preserves the variety of arbitration directed contract provisions including tiered retiree medical benefits for employees hired prior to 2006 and the confirmation that, for post 2006 employees, Medicare is their primary insurer into retirement. These items were all secured by the Town during the last contract arbitration process on December 28, 2012 for the July 1, 2010 - June 30, 2013 contract.

Also attached for your review and consideration is a copy of the Tentative Agreement between the Town of East Hartford and the Local 2001 Union, a summary of the changes to the contract, and the financial analysis of the four-year Local 2001 Union Tentative Agreement.

The Tentative Agreement needs to be submitted the Council within fourteen days from the date the union members ratified the agreement, November 25, 2014. In accordance to Section 7-474 of the General Statutes of the State of Connecticut "Such request shall be considered approved if the legislative body fails to vote to approve or reject such request within thirty days of the end of the fourteen-day period for submission to said body."

I respectfully request that this item be added to the Agenda of the December 9, 2014, Town Council meeting and recommend that the Town Council approve the Tentative Agreement for the reasons noted above.

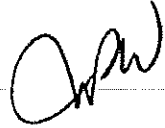
Since this matter was an extremely difficult negotiation, the Town's Finance Director, the Human Resources Director, and the Attorney designated as Chief Negotiator for the Town will be present at the December 9, 2014 Council meeting to go into Executive Session to address any questions that the Council may have.



## MEMORANDUM

DATE: December 1, 2014

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, Director of Finance 

TELEPHONE: (860) 291-7246

RE: CSEA Settlement - Fund Balance Resolution/Contingency Transfer

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By way of this memo, attached please find a Fund Balance Resolution and a Contingency Transfer of Funds related to the settlement of the CSEA contract.

To cover the costs related to the settlement, \$262,578 of funding is needed. With respect to the sources that will be used, know that there is currently \$160,819 in Contingency (\$126,819 in Reserve for Negotiations and \$34,000 in Contingency) available to apply toward this settlement. As a result, \$101,759 is needed from Fund Balance.

Accordingly, the Fund Balance Resolution attached should be approved by Council first and the Budget Transfer of Funds attached should be approved second. Approval of both items will fund the settlement.

Please contact me if you have any questions or problems on any of the aforementioned information. Thank you.

The Town of East Hartford  
Analysis of the CSEA/SEIU Contract  
Prepared as of December, 2014

Wages	Prem. Share
2%, 2%, 2%, 2%	24% PPO/14% HDHP

Employees Covered

90

	Precon.	Year 1	Year 2	Year 3	Year 4	6/30/17
	Base	6/30/13	6/30/14	6/30/15	6/30/16	6/30/17
Reg. Wages	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%
OT Wages	-	-	-	-	-	-
Total	4,347,318	4,347,318	4,434,264	4,522,950	4,613,409	4,705,577

Year	Wage Inc. Per Year	Wage Inc. Total
1	86,946	86,946
2	88,685	175,632
3	90,459	266,091
4	92,268	358,359
5	-	-
Total	-	887,027

\$ 262,578

Total Per Year	Total Per Contract	Net Prem. Share Inc.	Ann. Net Increase	% Inc. Ann.
86,946	86,946	-	86,946	0.00%
88,685	175,632	-	88,685	2.00%
90,459	266,091	48,760	41,699	0.92%
92,268	358,359	48,760	43,508	0.96%
358,359	887,027	97,520	260,839	0.00%
			789,507	5.88%

Presumes 20 move from PPO  
Presumes 20 move from PPO

HDHP	14%	24%
Single	7,438	9,359
Single plus 1	14,876	18,718
Family	20,063	25,238
Blended rate	17,256	21,694

25

47

Town cost of the PPO	21,694
Town cost of the HDHP	17,256
Savings	4,438
50% ded. Seed plus Wellr	2,000
Net savings	2,438

Annualized 1.47%

(Wellness increased to \$500 one time)

**RESOLUTION CONCERNING A SUPPLEMENTAL BUDGET APPROPRIATION AND  
FUND BALANCE TRANSFER FOR THE FISCAL YEAR ENDING JUNE 30, 2015 TO FUND  
THE CONTRACT SETTLEMENT FOR THE CSEA CONTRACT**

**WHEREAS**, the Town of East Hartford and representatives of the CSEA Union have successfully negotiated a successor labor agreement between the two parties, and

**WHEREAS**, with respect to the wage portion of the award, the Town must fund a general wage increase of 2% per year for the fiscal years ending June 30, 2014 and June 30, 2015, and

**WHEREAS**, the Town set aside a portion of the funds needed in the operating budget for the 2014-2015 fiscal year and needs to draw the remaining funds to settle this contract from Fund Balance.

**NOW THEREFORE BE IT RESOLVED**, that the East Hartford Town Council does hereby approve this Supplemental Budget Appropriation of funds in the amount of \$101,759 from the Town's Undesignated Fund Balance and to reflect the addition of the attached Supplemental Revenue Appropriation and Expenditure Appropriation.

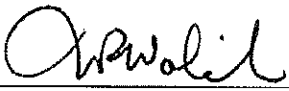
G0320-55900	Fund Balance Appropriation	101,759
G9600-60201	Contingency - Reserve for Negotiations	101,759

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 December 9, 2014.

\_\_\_\_\_  
Angela Attenello, Clerk of the Town Council

Funds certified as unobligated and available.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Marcia A. Leclerc, Mayor

Signed:  Dated: 12/1/14  
Michael P. Walsh, Director of Finance

The Town of East Hartford  
For the Fiscal Year Ended June 30, 2015  
Budget Transfer

FROM		
Account Number	Name	Amount
G9600-60201	CONTINGENCY - RESERVE FOR CONTRACT NEG.	228,578
G9600-63492	CONTINGENCY	34,000
	TOTAL	<u>262,578</u>

TO		
Account Number	Name	Amount
G1100-60110	TOWN COUNCIL PERM SERV	2,961
G1200-60110	TOWN CLERK PERM SERV	8,517
G2100-60110	MAYOR'S OFFICE PERM SERV	2,915
G2600-60110	YOUTH SERV PERM SERV	9,657
G2950-60110	GRANT ADMIN PERM SERV	6,515
G3200-60110	ACCTS AND CONTROLS PERM SERV	9,544
G3300-60110	DATA PROCESSING PERM SERV	18,820
G3400-60110	PURCHASING PERM SERV	4,019
G3600-60110	ASSESSOR PERM SERV	12,841
G3700-60110	REVENUE/COLLECT PERM SERV	13,126
G4100-60110	DEV ADMIN PERM SERV	8,222
G5203-60110	POLICE ADMIN PERM SERV	33,936
G5316-60110	FIRE ADMIN PERM SERV	5,267
G5319-60110	FIRE MARSHALL PERM SERV	2,451
G5324-60110	EMER MNGT PERM SERV	3,859
G6100-60110	INSPECTIONS PERM SERV	33,156
G7100-60110	PUB WORKS ADMIN PERM	8,190
G7200-60110	ENGINEERING PERM SERV	24,522
G7800-60110	BLDG. MAINT. PERM SERV	16,308
G8100-60110	PARK ADMIN PERM SERV	12,496
G9300-60110	ENVIRON PERM SERV	7,535
G9400-60110	SOCIAL SVS PERM SERV	10,255
G9430-60110	SENIOR SERV PERM SERV	7,466

TOTAL \$ 262,578

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 9th day of December 2014

# CSEA # 2001 summary of changes to CBA

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- Four year contract: July 2013 – June 2017
- Employees receive 2% wage increase each year of the contract
- Wellness Plan: employees who provide a completed 'attestation' from their healthcare provider will receive an additional \$250 in their HSA in each of the first two years of the contract.
- Wellness Reward will increase to \$500 deposited into the HSA for each of the last two years of the contract.
- Employees will be given 2 hours' notice prior to completion of shift when overtime is required. Under the old contract the notice period was 1 hour.
- A procedure was developed for employees who believe their position should receive a change in pay grade, to follow. Final approval by the Town Council must be received before implementing any change.
- Premium share for the PPO or HMO is 24% for each year of the contract.
- Premium share for the HDHP is 14% for each year of the contract.
- One (1) day of paid Union business leave shall be provided to two (2) bargaining unit members in even numbered calendar years for the purpose of attending the Union's biennial convention.
- Succession plan for one Finance Department employee (MOA being drafted)
- New and Revised Job Descriptions and Position Salary Upgrades:

## Salary Grade

- |   |          |
|---|----------|
| a.) New Job Description(JD) - Network Services Manager (see attached)         | 14       |
| b.) Revised JD - Programmer Systems Analyst/salary grade change(see attached) | 10 to 13 |
| c.) New JD - Administrative Sec. III Floater (see attached)                   | 6        |
| d.) Salary Grade change Police Records Clerk (see attached JD)                | 3 to 4   |

**NEW**

**TOWN OF EAST HARTFORD**

**TITLE:** Administrative Secretary III  
(Police Department/Floater)

**GRADE:** 6

**DEPARTMENT:** Police Department

**DATE:** 07/01/87

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**POSITION DEFINITION:**

Performs secretarial and administrative work of a complex, confidential and responsible nature in a major department.

**GENERAL DUTIES:**

- Receives oral and written instructions from a department head.
- Plans and organizes work according to established office or standard procedures.
- Determines priority of work tasks.
- Assigns work to clerical staff or to temporary staff.
- Relieves supervisor of office administrative detail work.
- Compiles and coordinates data for action by supervisor.
- Prepares statistical and narrative reports of some complexity.
- Transmits and explains supervisor's directions to proper persons, and follows up to assure compliance, completeness and conformance with deadlines.
- Assists in the preparation of department budget by compiling information, and typing budget proposals.
- Types and transcribes letters, reports, and meeting minutes from rough draft, shorthand notes, or transcription equipment.
- Provides secretarial services to assigned boards or commissions as required.
- Composes and types routine correspondence and reports.
- Screens telephone calls or greets visitors, ascertains nature of business, and refers to appropriate office/person as possible.
- Arranges meetings and schedules appointments for supervisor.
- Maintains running record of line item accounts.
- Prepares and process purchase orders.
- Performs special assignments, studies, and routine administrative functions as directed.
- Meets the public and provides information on subjects such as department or town services.
- Receives and records fees.
- Performs related bookkeeping functions.
- Reports work accomplished to supervisor.

**ADDITIONAL DUTIES:**

- Organizes and prepares materials for publication such as administrative regulations, position announcements, examination procedures, program guides, and activity schedules.
- Maintains inventory of office supplies, materials, and equipment.
- Develops and maintains confidential and complex records and files.
- Maintains department purchasing, personnel, or other administrative records.

**SUPERVISED BY:**

- Receives general supervision from a department head.

**QUALIFICATIONS PROFILE:**

- The skills and knowledge required would generally be acquired with a high school education with course work in Business English, and Commercial Arithmetic with four years of progressively responsible secretarial or office administrative work, or in lieu thereof an Associate's degree in Secretarial Science and two years of progressively responsible secretarial or office administration work.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence and reports, etc. in shorthand.
- Ability to establish and maintain complex files and record systems.
- Ability to work with a minimum of supervision.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to accurately process large amount of paperwork. Accurately and efficiently.
- Ability to supervise.
- Ability to relate positively to those contacted.
- Ability to learn to operate data and word processing equipment.
- Ability to compile data as requested.
- Ability to acquire a working knowledge of the functions and responsibilities of the department.
- Ability to perform basic bookkeeping skills.
- Ability to supervise clerical staff and operations.

**LICENSE OR CERTIFICATE:**

Not applicable.

**Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.**



**NEW**

**TOWN OF EAST HARTFORD**

**TITLE:** Network Services Manager

**GRADE:** 14

**DEPARTMENT:** Information Technology

**DATE:** 5/7/2014

**GENERAL DESCRIPTION**

Responsible information systems technical work involving the provision of technical support and troubleshooting services to municipal departments, design of complex Information Technology systems, and secondary oversight of department operations.

Work involves responsibility for providing technical support, assistance, and training to employees of municipal departments with regard to personal computer hardware and software utilization. Duties include troubleshooting and diagnosing computer related problems, end user and IT staff training, and Local Area Network (LAN) administration. This position serves as a key design contact in Municipal operations. The work requires that the employee have considerable knowledge, skill, and ability in personal computer technology, printers, modems, security devices, virtualization technologies, and networks.

**SUPERVISION RECEIVED**

Works under the general supervision of the Information Technology Manager.

**SUPERVISION EXERCISED**

Serves as a second-in-command for IT Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides technical support to municipal departments with regard to personal computer and network issues including diagnosis of problems, repairs, new installations and configuration of equipment and software.
- Aids in PC maintenance as time permits
- Firewall and security appliance maintenance, configuration, and troubleshooting.
- Virtual Server/Virtual Desktop development/deployment/troubleshooting knowledge and proven ability
- Manages enterprise Storage Area Network and works with IT Manager for long term proactive refresh strategy.
- Works with IT Manager in long-term strategic planning of IT resources to support initiatives from municipal departments
- Documents work and change logs
- Documents procedures and policies
- Develops Group Policy for central management of all Personal Computer software across municipality and works to streamline efficiency and user experience
- Provides Engineering level security services for municipal servers, firewalls, and security appliances and recommends

- Assists users in deciding what software may be needed for new work tasks as well as design and code applications for automation of repetitive manual tasks.
- Install and configure software applications and troubleshoot various corresponding hardware related issues including upgrades of the equipment. Assists various offices in maintaining third party software and provide cost saving recommendations to upper level management.
- Develops, supports, and tests enterprise-wide backup strategy and trains technicians in operations/recover.
- Develops and conducts software and hardware training for technicians and end users where appropriate.
- Proficient operation of Windows domain servers, web hosting servers, email servers, Unix application servers, IBM midrange servers, internet changes/upgrades as needed, hardware/software troubleshooting, end user support, and involvement in web functions.
- Maintains technical knowledge by routinely attending IT Certification courses and seminars, as well as other classes where appropriate, thereby reducing the Town's need to hire external consultants/services.
- Advise in the development and updating of the Town of East Hartford system use policy. Cooperate with appropriate Town departments in the course of investigation of alleged violations of policy.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of a variety of office software products.
- Good technical knowledge of network hardware and operating systems.
- Good understanding of basic programming (batch, Access, Excel).
- Good knowledge, skill, and ability with regard to the operation and maintenance of personal computers and printers.
- Considerable problem-solving abilities as related to information technology.
- Considerable ability to establish and maintain effective working relationships with department heads, coworkers, and vendor representatives.
- Must have the ability to service different operating system platforms and perform regular updates to those operating systems.
- Must have exceptional organizational skills and the ability to work independently with a constantly changing set of priorities.
- Ability to assess and evaluate information technology issues during the absence of an Information Technology Manager.
- Extensive experience in automated PC deployment through workstation imaging
- Demonstrated ability in network switching, routing, and security
- Experience with VPN technologies (IPSEC, SSL, and/or PPTP)
- Windows Server (2003-2008+) demonstrated knowledge in design and maintenance

### **QUALIFICATIONS**

Graduation from a four year accredited college in computer technology with progressively responsible experience in Help Desk support; or an Associate's degree from an accredited college in computer technology or related field, plus two to three

years of progressively responsible Help Desk support, proven network troubleshooting and design experience

Current certification such as MCSE, CCNA, or CISP a plus.

Appropriate level of experience can replace an associates degree from an accredited college (1 semester of college = 6 months of experience).

### **TOOLS AND EQUIPMENT USED**

Personal computers, hardware and software, digital cameras, scanners, multifunction devices, band and laser printers, envelope inserting and folding machine, PBX and IP phone sets.

### **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hand to finger, handle, feel or operate equipment, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, talk, and listen. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to read and interpret technical computer material and to present training to employees. Must be able to write reports and keep records. This position requires the ability to apply complex principles to work problems and deal with several concrete variables. Must be available for 24-hour problem resolution, which includes after-hours on-call IT services.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is generally performed in typical computer room surroundings and Town offices with virtually no disagreeable features. The noise level in the work environment is moderate to noisy.

### **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.

**NOTE: The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**REVISED**

**TOWN OF EAST HARTFORD**

**TITLE:** Police Records Clerk I

**GRADE:** 3 4

**DEPARTMENT:** Police

**DATE:** 7/19/88

**POSITION DEFINITION:**

Performs general clerical work of some complexity and variety in organizing and maintaining police record-keeping and cross-filing systems. Enters and retrieves information in the functional areas of criminal, motor vehicle accident, and administrative records. Assists public in receiving and completing various police related permit applications.

**ESSENTIAL JOB FUNCTIONS:**

- Receives oral or written instructions from supervisor or lead clerk.
- Plans work according to established office procedures.
- Enters and retrieves information, by remote computer terminal.
- Receives information on arrests, accidents, and investigations.
- Classifies, codes, and processes the information.
- Enters data into criminal history files from incident reports and related information.
- Retrieves and organizes information from criminal history file for transmittal to court or other law-enforcement agencies.
- Reports motor vehicle accident and criminal history information to authorized persons, including attorneys, insurance representatives, and members of the public.
- Compiles and types statistical information for reports, including criminal activity reports to federal and state governments, specific incident activity reports, and various department activity reports.
- Receives parking tags and issues receipts for monies collected.
- Processes issued, paid and uncollectible parking tags for Data Processing.
- Balances tags and money collected against accounts receivable and data processing records.
- Prepares and types routine correspondence.
- Processes arrest tickets coordinating them with Officers' reports in order to prepare court transmittals.
- Prepares related tasks as required.
- Reports work accomplished to supervisor.

**ADDITIONAL JOB FUNCTIONS:**

- Classifies and files materials such as correspondence, reports, and technical documents.
- Waits on public and issues copies of police reports after determining whether requests comply with the Freedom of Information Act and state privacy laws.
- Prepares copies of materials for public, as authorized.

**SUPERVISED BY:**

Receives general supervision from unit sergeant or Police Records Clerk II.

**QUALIFICATIONS PROFILE:**

- The skills and knowledge required would generally be acquired with graduation from high school and two years of clerical or secretarial experience.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to deal with practical problems involving a few concrete variables in or from standardized situations.
- Ability to enter and retrieve information in an automated filing system.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to maintain accurate records and files.
- Ability to maintain strict confidentiality.
- Ability to type with accuracy and speed.
- Ability to deal with the public and other employees in a courteous and effective manner.

**LICENSING REQUIREMENTS:**

- Not applicable.

**NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**

**REVISED**

**TOWN OF EAST HARTFORD**

**TITLE:** Programmer/Systems Analyst **GRADE:** 13

**DEPARTMENT:** Information Technology **DATE:** 5/1/2014

**POSITION DEFINITION:**

This position is primarily responsible for performing ongoing technical systems support services for Town Databases and applications, including Public Safety applications.

**SUPERVISION RECEIVED:**

Works under the general direction of the Information Technology Manager; independently performs complex tasks, maintains documentation and support metrics, and provides regular feedback.

**Supervision Exercised:**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintains, modifies, and monitors operations of Town and Public Safety (Fire and Police) Database and application servers to ensure optimal performance and integrity; including configuration, management, documentation, capacity planning, performance tuning, systems automation, and routine maintenance.
- Works with key staff across all divisions to identify needs of users and staff around Information Technology systems
- Develops programs and system applications with user input at all Town locations
- Provides training and technical assistance with end users and staff
- Researches, Evaluates, and provides critical input into new software and hardware
- Performs routine and non-routine testing of primary and redundant system
- Aids in hardware and software upgrades thought enterprise as required
- Has primary responsibility in operation of Public Safety systems design, operation, and maintenance and works closely with Technology Specialists to ensure maximum cross training
- Other tasks as assigned by IT Manager

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge and experience in Database administration of DB/2 and MS SQL and familiarity with Oracle.
- Considerable knowledge and experience in Desktop and Server Operating systems such as Windows (Server and desktop levels), AIX, and Unix.
- Considerable knowledge and experience with IBM AS/400 hardware and software
- Knowledge of at least one programming language (such as RPM) and demonstrated ability to write and debug applications in such.
- Knowledge and understanding of logic and analysis
- Knowledge and understanding of methods and procedures in Server and PC support
- Experience debugging and writing applications written in MS Access
- Strong oral and written communication skills
- Strong interpersonal skills

### **TRAINING AND EXPERIENCE:**

The skills and knowledge required would generally be acquired with a Bachelor's Degree in Computer Science from an accredited college and three (3) years of increasingly responsible experience in database administration and/or programming, or an equivalent combination of education and experience.

Prior experience with Public Safety (Police and Fire) applications support strongly desired.

### **LICENSE OR CERTIFICATE:**

- May be required to pass Police Department background investigation

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**TENTATIVE AGREEMENT BETWEEN**  
**THE TOWN OF EAST HARTFORD**  
**and**  
**THE EAST HARTFORD**  
**CSEA, LOCAL NO. 2001, SEIU, CTW, CLC**  
**JULY 1, 2013 – JUNE 30, 2017**

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## **ARTICLE I**

### **Recognition**

**1.0:** The Town recognizes the Civil Service Employees Affiliates, Inc. (CSEA, Local 2001, SEIU, CTW, CLC) as the sole and exclusive bargaining agent for the purposes of collective bargaining on matters of wages, hours of employment, other conditions of employment and all other benefits derived through contractual negotiations to all classified employees, excluding: seasonal employees, supervisors, professionals, uniformed and investigatory employees of the Police and Fire Departments, Secretary to the Mayor, employees in the Department of Human Resources, office of the Corporation Counsel, Board of Education and the Classifications of employees presently constituting a recognized bargaining unit represented by Local #1174 of Council #4, American Federation of State, County and Municipal Employees, and employees presently represented by Local #818 of Council #4, AFL-CIO and employees represented by Teamsters Local #559.

**1.1:** "Seasonal" means working for a period of not more than one hundred twenty calendar days in any calendar year.

## **ARTICLE II**

### **Union Security**

**2.0.a:** During the term of this Agreement, every employee shall retain the freedom to elect whether or not to become or remain a member of the Union.

**2.0.b:** Union dues shall be deducted by the Town from the paycheck of each employee who signs and remits to the Town an authorization form. Such deduction shall be discontinued upon written request of an employee thirty (30) days in advance. In addition, new employees shall be required to pay a one time initiation fee as determined by the Union.

**2.0.c:** Any employee covered by this Agreement who, within thirty (30) days after the end of her/his probationary period, fails to become a member of the Union, or any employee whose Union membership is terminated for any reason, or any employee who resigned from Union membership, shall be required to pay an agency service fee under Section 2.0.d.

**2.0.d:** The Town shall deduct the agency service fee from the paycheck of each employee who is required to pay such fee as a condition of employment.

**2.1:** Deductions provided for in Section 2.0 shall be remitted to the duly authorized Financial Officer of the Union not later than three (3) days following the pay period in which the deduction is made. The Town will simultaneously furnish the duly authorized Financial Officer of the Union each week, for those employees who are paid weekly and bi-weekly for employees paid bi-weekly, a list of the employees from whose earnings deductions have been made.

**2.2:** The Town's obligation to make such deduction shall terminate automatically upon termination of the employee who signed the authorization or upon his transfer to a job not covered by this Agreement.

**2.3:** The Town agrees that there will be no lockout of any employee or employees during the life of this Agreement. The Union agrees that during the term of this Agreement, it will not authorize any strike.

**2.4:** At least two (2) bulletin boards shall be reserved at an accessible place for the exclusive use of the Union for posting of Official Union notices or announcements. One bulletin board shall be placed in Town Hall and one shall be placed in the East Hartford Police Department.

**2.5:** The Union agrees that it will indemnify and save the Town harmless from any and all liability, claim, responsibility, damage, or suit which may arise out of any action taken by the Town in accordance with the terms of this Article, or in reliance upon the authorization described herein, in an amount not to exceed the sum received by the Union on account of the deductions made from earnings of such employee or employees.

**2.6:** The Town will provide the Union with sufficient copies of this Agreement and a copy of agreed-upon work rules within thirty (30) days after the signing of this Agreement.

### **ARTICLE III** **Seniority, Discipline and Dismissal**

**3.0:** The Town shall prepare a list of all bargaining unit employees showing their seniority in length of service with the Town and deliver the same to the Union on or before December 1st of each year. Upon completion of their probationary period, new employees shall be added to this list.

**3.1.a:** New employees shall serve a probationary period of six (6) months but shall be subject to all other provisions of this Agreement. The dismissal of a probationary employee during the probationary period shall not be subject to the grievance procedure. All employees who have completed their probationary period shall be full-time employees and shall acquire seniority as of the date of their employment.

Probationary employees shall receive written evaluations once each month by their department head or his/her designee.

**3.1. b:** Any bargaining unit employee who is promoted or transferred to a new position shall serve a probationary period of three (3) months in the new position. The employee shall be evaluated by the new supervisor at least twice in the first month and once each month thereafter during the probationary period. Such employee may voluntarily return to his/her former position within the first month of probation. The supervisor may return the employee to his/her former position at the end of the three (3) month probationary period if the written evaluations show the employee is not performing well in the new position.

**3.2:** All vacancies and new positions shall be posted for a period of seven (7) working days on the Union's bulletin boards and the Town of East Hartford's website prior to any action taken by the Town to fill such vacancies or new positions. The Human Resources Department shall notify the union President, in writing, of any such vacancy. Employees will not be permitted a lateral or demotional transfer more than once in a twelve (12) month period. Employees wishing to be

considered for assignment to such vacancies or new positions may, personally, or through their union representative, submit their request to their supervisor. Employees requesting consideration and who are not selected for assignment, in accordance with the provisions of this Agreement, may appeal the action through the grievance procedure.

**3.3:** Copies of the job posting and a list of persons bidding for the job shall be sent to the Union Secretary at the end of the posting period.

**3.4:** When a vacancy exists or a new position is created, the employee with the highest department seniority from within the department wherein the vacancy or new position exists shall be given first opportunity to fill the position, provided he or she is qualified and has the fitness and the ability to perform the work. If he or she refuses, it shall go to the next senior person who has qualified and has the ability and fitness to perform the work. Determination of ability and fitness to perform the work shall include, but not be limited to, consideration of attendance and disciplinary records, overall past performance, and demonstrated leadership ability, if appropriate, to this position.

**3.5:** If no employee in the department wherein the vacancy or new position exists is qualified, the position shall be filled by an employee from other departments in the bargaining unit, with the employee with the highest seniority being given the first opportunity to fill the position, provided he or she is qualified and has the ability and fitness to perform the work. If he or she refuses, it shall go to the next senior person, provided he or she is qualified and deserves the position.

**3.6:** The person appointed to the vacancy or new position and the Union Secretary shall be notified, in writing, of the appointment. Notification shall be made not later than twenty (20) working days after the posting period.

**3.7:** If no employees in the bargaining unit are qualified, the position may be filled through recruitment of applicants from outside the bargaining unit.

**3.8.a:** Employees shall not be disciplined without just cause. The following shall be sufficient causes for reprimand, suspension, or discharge though such action may be for causes other than those enumerated:

1. Willful violation of the Provisions of the Charter.
2. Incompetence or inefficiency in the performance of the duties of the position to which the employee has been appointed.
3. Wanton carelessness or negligence in the use or care of Town property.
4. Habitual tardiness or absence from duty which results in unsatisfactory attendance. Unsatisfactory attendance is evident when the sum of days of absence, plus periods of absence is greater than 15 in a twelve-month period. Potentially unsatisfactory

attendance may be sufficient cause for a verbal warning. Employees shall have the right to utilize the grievance procedure pertaining to this Article.

5. Conviction of a felony or misdemeanor involving moral turpitude which is related to the performance of the employee's job.
6. Intoxication on duty, illegal use of drugs or use of illegal drugs.
7. Conduct which reflects unfavorably upon the Town service.
8. Violation of any reasonable official order or failure to carry out any lawful and reasonable directions made and given by a proper supervisor, or violation of any written Town of East Hartford policy endorsed by the Mayor.

**3.8.b:** Following are the types of disciplinary action that may be invoked against members of the Union. They may be independently invoked.

1. Reprimand: An appointing authority shall report any verbal or written reprimand as a part of the employee's service record by the forwarding of a written memorandum to the Human Resources Director for inclusion in the employee's file. A copy of such reprimand shall be forwarded to the employee and to the Union President.
2. Suspension: An appointing authority may, for disciplinary purposes, suspend, without pay, any employee under his control. Such suspension shall not exceed ten (10) working days for any one offense. Suspensions totaling more than thirty (30) days in any twelve (12) successive months shall be deemed a dismissal and be so treated.
3. Dismissal: An appointing authority may dismiss for cause any employee under his control occupying a position subject hereto when he considers that the good of the service shall be served thereby. It shall be the responsibility of the appointing authority, in any case of suspension, demotion or dismissal, within five (5) days after the effective date of such action, to give the concerned employee a written statement setting forth in substance the reasons therefor and to file a copy of such statement with the Human Resources Director.

**3.9:** Layoffs are permitted when an appointing authority, with the approval of the Mayor, deems it necessary by reason of lack of work or funds, the abolition of the position, or material change in the duties or organization which is outside the employee's control and which do not reflect discredit of the service of the employee.

- a. Positions in the classified service may be abolished upon recommendation of the Mayor and approval of the Town Counsel.

**3.10:** In the event of a layoff, any bargaining unit employee selected for layoff shall be given at least two (2) weeks notice in writing, and the layoffs shall take effect in the following order:

- a. Temporary and Seasonal Employees who perform bargaining unit work within the department in which the layoff is to occur;
- b. Part-time Employees who perform bargaining unit work (commencing with those having the shortest length of service with the Town) within the department in which the layoff is to occur;
- c. Probationary employees who perform bargaining unit work (commencing with those having the shortest length of service with the Town) within the department in which the layoff is to occur;
- d. If further layoffs are necessary, the Town shall select the classification and the department in which the layoff is to occur. The Town shall first lay off the employee in the affected classification<sup>1</sup> with the least seniority on the seniority list. (For example, if the Town determines that it must layoff an "Administrative Secretary III" in the Public Works Department, it shall begin with the employee within that job classification and department who has the least seniority).

**3.11:** Employees in section 3.10 (d) above who were laid off as a result of the above process shall be able to bump a less senior, bargaining unit member in the same or lower paid wage group, in any department, providing the laid off employee is able to perform the duties of the position into which he or she is bumping with minimal training. An employee bumped from his/her position shall have the same bumping rights as the originally laid off employee. In all cases, the Director of Human Resources shall decide whether the employee is able to perform the duties of the desired position. Said decision shall be reviewable under the grievance procedure.

Employees referred to in section 3.10 (a) and (b) above shall mean only employees that perform bargaining unit work under any of the job classifications outlined in Appendix C, and excludes employees that currently do not perform bargaining unit work in any of the classification outlined in Appendix C (e.g. life guards, pool attendants, camp counselors, camp directors, park rangers, or any other employees who do not perform bargaining unit work).

**3.12:** Employees who are laid off shall have recall rights for a period of eighteen (18) months from the date of layoff and may be recalled into a bargaining unit position in his/her wage group or a lower wage group for which he/she is qualified without further training in the judgment of the Department Head. The recall rights described above shall take place in order of seniority. An employee electing to take a position via recall that is in a lower pay group than the position from which he/she was laid off shall, for the remainder of the eighteen (18) month recall period, retain recall rights to other positions, as they may become available, until the employee obtains a position in the same pay group from which the employee was laid off. Employees shall have two weeks from the date the Town sends a notice of recall to the employee at their last known address to return to the job. An employee's recall rights shall terminate if the employee declines recall into an available position in the same pay grade from which they were laid off or fails to return to the same job within two weeks of the date the Town sends the recall notice. During the

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<sup>1</sup> When used in this article, classification shall mean "job title" as contained in Appendix C.

period of time that an employee has recall rights pursuant to this section he/she shall have the same rights to promotional opportunities as any employee on the active payroll.

**3.13:** During the period of layoff the employee shall have the right to receive all insurance benefits listed pursuant to Article IX of this labor Agreement, under the provisions of COBRA.

**3.14:** To relieve excesses of help in any department wherein a layoff might be required, the Town shall have the management right to transfer the least senior employee in such department to a position in another department, or another classification within the same department, wherein his or her services can be utilized, if the employee is qualified to perform the duties of such position. If reassignment pursuant to this section results in the employee performing the responsibilities of a higher paid position, then the employee performing those responsibilities shall, for the remainder of that assignment, be placed on the lowest step of the new pay grade that produces an increase of pay. Notwithstanding this provision, any reassignment made pursuant to this Section shall not result in a change in the reassigned employee's classification.

**3.15:** No new employee, full-time or part-time, shall be hired into a bargaining unit position for which an employee has recall rights pursuant to Section 3.12 above. Nothing herein shall prevent the Town from hiring employees into a position for which a bargaining unit employee does not have recall rights or a position for which an employee has declined recall under Section 3.12 above.

**3.16:** An employee shall lose his seniority rights under any of the following circumstances:

- a. Resignation.
- b. Discharge for just cause.
- c. Failure to report to work within ten (10) working days after due notice by the Town to the employee's last known address to return to work after layoff, provided the employee makes known his desire, in writing, to return within five (5) days.

**3.17:** For all purposes, except layoff, the seniority rights of the Union President, Vice President, Secretary, Treasurer, Executive Committee and stewards shall be exactly the same as the seniority rights of all other employees except that in the case of a layoff, the above-named Union Officials will have superseniority during their term of office.

#### **ARTICLE IV**

##### **Hours of Work, Overtime and Holiday**

**4.0:** The work week, consistent with the operating requirements of the Town, shall be regular, irregular, or flexible as defined in this Agreement.

- a) A regular work schedule is a work schedule with the same starting and stopping times on five (5) working days of seven (7) continuous hours each, Monday through Friday, unless identified in this subsection, subsection (B), or mutually agreed under subsection (C) of this Article, shall adhere to the Town Hall operating hours



- b) 8:30 a.m. to 4:30 p.m. Monday through Friday, with one hour for lunch. Shift schedules for the following classifications are as follows:

Clerical PW-Street:	A Shift 7:30 a.m. - 3:00 p.m. 1/2 hour lunch
Public Works-Building:	A Shift 6:00 a.m. - 2:00 p.m. 1 hour lunch
Public Works-Building:	B Shift 7:00 a.m. - 3:00 p.m. 1 hour lunch
Public Works-Building:	C Shift 4:30 p.m. - 11:00 p.m. 1/2 hour lunch
Custodian (Police):	A Shift 7:30 a.m. - 3:00 p.m. 1/2 hour lunch
Custodian (Police):	B Shift 3:00 p.m. - 9:30 p.m. 1/2 hour lunch
Data Processing:	A Shift 7:00 a.m. - 3:00 p.m. 1 hour lunch
Computer Operator:	A1 Shift 10:00 a.m. - 6:00 p.m. 1 hour lunch
Data Entry:	B1 Shift 7:30 a.m. - 3:30 p.m. 1 hour lunch

Custodians (Library) shall work the shifts identified in July of 1983.

- b) A flexible work schedule is a work schedule which varies the number of hours worked on a daily basis, but not necessarily each day, or a work schedule in which starting and stopping times vary on a daily basis, but not necessarily each day, but does not exceed 35 hours within a pay period and is agreed upon in advance in writing by the employee, the department director, and the Union.

**4.1:** The Town shall have the right to require overtime work consistent with the demands of public service. Compensation or compensatory time will be granted, if the overtime work is requested by the Department Head and authorized by the Mayor. All overtime work within the various departments shall be distributed equally to all bargaining unit employees, providing they are capable of doing the overtime work. "Equally" shall mean a good faith effort to distribute overtime over a 12-month period, reviewed periodically, and balanced within several hours between each employee.

**4.2:** Employees shall be granted compensation for overtime work in the following manner:

1. One and one-half times their regular rate of pay for any overtime work performed in excess of eight hours in a regular work day or in excess of forty hours in a work week. All pre-scheduled evening meetings of boards or commissions requiring an employee's attendance will be paid at time and one-half for a minimum of two (2) hours. Pre-scheduled shall be defined as seventy-two (72) hours prior to the scheduled meeting.

2. One and one-half times their regular rate of pay for all work performed on Saturday. The overtime rate specified for Saturday and/or Sunday shall not apply to employees who are regularly scheduled to work on Saturday and or Sunday.
3. One and one-half times their regular rate of pay plus holiday pay for all work performed on holidays, as observed in Article V of this contract, provided the holiday is part of their regular work schedule. Employees must work their last scheduled work day prior to the holiday to be eligible for holiday pay.

Employees who may be required to return to duty to perform overtime duties on a regular working day shall be paid not less than four (4) hours at time and one-half rate. Employees who are called in early for their scheduled shift shall be paid for the time actually worked in excess of their scheduled number of hours. Notwithstanding the foregoing, if, at the employee's request, he/she is released prior to the completion of four (4) hours, he/she shall be paid at the time and one-half rate for actual time worked, subject to a minimum of two (2) hours of compensation.

At the employee's option, he/she may choose to receive compensatory time at the applicable overtime rate. Compensatory time may not be chosen for hours in excess of 40 in a given week.

4. Overtime work, when required, will be offered first to qualified bargaining unit members within the department, and then to other qualified bargaining unit members.
5. Employees who may be required to return to duty to perform overtime duties on a Sunday or a holiday which is not a scheduled work day, shall be paid not less than four (4) hours at double their normal rate of pay for actual time worked. Notwithstanding the foregoing, if, at the employee's request, he/she is released prior to the completion of four (4) hours, he/she shall be paid at double his/her normal rate of pay for actual time worked, subject to a minimum of two (2) hours of compensation.

At the employee's option, he/she may choose to receive compensatory time at the applicable overtime rate. Compensatory time may not be chosen for hours in excess of 40 in a given week.

6. When overtime work is required beyond an employee's regular work day, the Town will make a good faith effort to provide the impacted employee with two (2) hours' notice, if possible.

**4.3:** Compensatory time shall not accumulate to more than fifteen (15) working days. Compensatory time off will be taken at the mutual convenience of the employee and his department head, as far as practical. In case of a conflict, the department head shall have the final authority to decide when the employee may use compensatory time, subject to the provisions of the Grievance Procedure.

**4.4:** A conscientious effort shall be made by the Town to give employees the opportunity to use compensatory time accumulated prior to this Agreement in order to bring their accumulation below fifteen (15) working days.

**4.5:** Payments for holidays shall be included in a paycheck for the pay period in which the holiday occurs.

## **ARTICLE V**

### **Holidays**

**5.0:** The following holidays shall be observed as days off with full pay:

New Year's Day	Good Friday	Columbus Day
Martin L. King's Birthday	Memorial Day	Veterans Day
Lincoln's Birthday	Independence Day	Thanksgiving Day
Washington's Birthday	Labor Day	Christmas Day

The employee's birthday shall constitute an additional paid holiday. Any employee's birthday falling on a weekend or holiday shall be celebrated within the month in which it occurs. With the prior approval of the Department Head, an employee may select another day within the calendar month on which to observe the birthday.

**5.1:** Holidays falling on a Saturday shall be celebrated on the preceding day. Holidays falling on a Sunday will be celebrated on Monday.

**5.2:** Whenever any of the above cited holidays occurs while an employee is out on sick leave, the employee shall be granted an additional day off at a time mutually agreeable to the department head with no additional charge to sick leave.

**5.3:** When a holiday occurs during an employee's vacation, such holiday shall not be charged against the employee's earned vacation time.

**5.4:** Any unanticipated holiday or day of mourning declared by the Mayor, or his designee, and celebrated by all other Town employees, other than Board of Education employees, in the form of time off with pay, shall be granted to the members of this bargaining unit. A holiday shall mean a day in which the usual Town business is suspended for the commemoration of some event or person.

**ARTICLE VI**  
**Vacations**

**6.0:** Annual vacation leave with pay shall be earned by members of the Union on their anniversary in the following manner:

<b><u>Full Years Of Service</u></b>	<b><u>Vacation Days</u></b>
Less than 5 years	10
5 to 9 years	15
10 to 14 years	20
15 years	21
16 years	22
17 years	23
18 years	24
19 years and over	25

Vacation leave shall not be granted to employees with less than six (6) months' service; however, upon completion of six (6) months of service, employees shall have the benefit of using pro rata vacation earned from their original date of employment.

**6.1:** The scheduling of vacation periods, if there is to be a vacation, shall be compiled by the department head not later than May 1<sup>st</sup> of each year.

**6.2:** Requested dates for vacation leave shall be granted with due consideration to the wishes of the employee, except that it may be deferred by the supervisor so as not to conflict with any emergency or peak workloads of the department.

**6.3:** Whenever there is a conflict in requested dates, preference shall be given to the employee with the most seniority.

**6.4:** When an employee has no sick leave available, he/she may elect to use vacation leave as sick leave.

**6.4.a:** When an employee has exhausted his/her sick leave, he/she must use any other accumulated time, unless a leave of absence has been requested and granted under the provisions of Article VII.

**6.5:** When an employee is separated from Town service, he/she shall be paid his/her pro rata accumulated vacation leave to a maximum of eight (8) weeks. In the event of an employee's death, such payment shall be made to his dependent survivor or estate if there is no dependent survivor. Such payment will be made within two (2) weeks of expiration, in a lump sum, providing it does not cross the fiscal year. In the event it does cross the fiscal year, payment will be made in two (2) installments.

**6.6:** The maximum accumulation of vacation leave permitted will be ten (10) weeks. Earned vacation leave will be credited to the employee's record on his/her anniversary date. No vacation beyond eight (8) weeks will be paid by the Town at retirement or separation.

## **ARTICLE VII**

### **Leave Provisions**

**7.0 Sick Leave:** All employees shall earn paid sick leave at the rate of 1 1/4 days per month with no maximum on accumulation. Sick leave with pay may only be used for the employee's recovery from illness or injury, or to permit the absence of the employee for five days to care for a member of the employee's immediate family. Immediate family, for purposes of this section, is defined as the employee's spouse, dependent child or either parent of the employee who is currently domiciled with the employee. Use of sick leave to care for a family member shall be limited to two occurrences per calendar year.

- a) Accrual of earned sick leave credits will continue while employees are absent from work due to vacation, injury or illness, except for unpaid leave.
- b) In exceptional cases, the Human Resources Director, with the advice of the department head, may grant additional sick leave with pay. Requests for such additional sick leave shall be in writing and signed by the employee, when possible.
- c) Sick leave with pay will not be granted for recuperation from illness or injury which is directly traceable to employment by another employer.
- d) Employees will be allowed two (2) hours per calendar quarter, if needed, for doctor or dentist appointments which cannot be made outside of work hours. Medical appointments in excess of this will be charged against sick time. Employees are encouraged to schedule such appointments outside of their work hours.
- e) One (1) personal/sick day of the fifteen (15) potential days which can be accrued per year may be taken during the fiscal year in a minimum of one-quarter (1/4) day segments for personal business or appointments that must be conducted during the working hours. Use of this personal/sick time will not interrupt the earning of Personal Days.
- f) It shall be the responsibility of the employee to notify the department head in advance of sick leave usage, if possible. If the absence exceeds five consecutive days, or when an employee's attendance shows frequent or habitual absence because of claimed sickness, the employee will be required to provide the department head with a doctor's certificate on the approved form (Appendix G) or substantially equivalent information testifying to the need for absence. Whenever possible, an employee who has been absent for more than five (5) days must notify his department head of his intention to return to work along with a written doctor's note.

- g) It shall be the responsibility of each department head to maintain accurate up-to-date leave records for his/her employees. Once every calendar year in the month of January, the department head shall notify all employees of the amount of vacation and sick leave to their credit.
- h) For every calendar quarter of perfect attendance, an employee shall earn one Personal Day, up to a maximum of four (4) days. Perfect attendance for the purpose of this Article shall mean no time taken for tardiness, sick leave, unauthorized leave, authorized leave without pay, or disciplinary suspension. If an employee is prevented from earning a Personal Day because of a disciplinary suspension, and that suspension is later rescinded or overturned, the lost Personal Day will be restored. Personal Days shall be used at times mutually agreeable to the employee and the department head.
- i) If an employee has unused sick leave at the time of his/her retirement, he/she shall receive pay for each day of unused sick leave up to a maximum of one-hundred (100) days if he/she has a total accrual of 200 days or more as of the retirement date. If such accrual is less than 200 days, the maximum payment will be for fifty percent (50%) of the employee's accrued unused sick leave at the time of retirement.
- j) If an employee has unused sick leave at the time of his/her death, his/her spouse and/or dependent children shall receive, on the basis of the employee's current wages, full compensation for any of the employee's unused accumulation of sick leave up to a maximum of one hundred (100) days if 200 or more days have been accrued as of the date of death. If such accrual is less than 200 days, the maximum payment will be for ninety (90) sick days.
- k) In the event that an employee becomes sick during his/her vacation, an employee may elect to change the vacation time that he/she is sick to sick leave and reschedule his/her vacation at a time mutually agreeable to the parties, provided that the employee has notified the Town immediately upon becoming sick, or as soon as possible. Medical verification of any sickness incurred while on vacation must be provided on a form provided by the Town before vacation time may be changed to sick time.

**7.1 Special Leave with Pay:** The following types of leave with pay may be offered:

- a) **Worker's Compensation:** The Town will comply with all applicable state legislation relating to Worker's Compensation. All Town Worker's Compensation policies must be followed.

Whenever an employee is absent because of a Town service-connected disability or illness, such absence will not be charged against his/her accrued sick leave. Employees absent through such service-connected disability and who are eligible for Worker's Compensation payment shall receive salary continuation in an amount which together with weekly Worker's Compensation payments does not exceed

his/her base weekly wage. Such salary continuation will apply only in the case of temporary total disability. The duration of salary continuation for work-related disability will be until the employee is able to return to duty, or the employee reaches maximum medical improvement, whichever comes first.

During the period of salary continuation, the Town will provide the employee with his/her regular weekly paycheck. Before and after the period of salary continuation, any Worker's Compensation payments will be made directly to the employee.

In those cases where the disabled employee may receive damages or awards through litigation or settlement against third parties, such employees will reimburse the Town for monies received during such absence. The Corporation Counsel is authorized by the Town to negotiate anything less than the full amount of such reimbursement subject to approval by the Town Council.

- b) **Jury Duty:** The Town will comply with State statutes regarding jury duty leave. Any employee who is required to be absent from work in order to report for jury duty on a regularly scheduled work day will receive pay for those hours for which he/she is absent from work for this reason, at his/her regular base hourly rate less any fee or other compensation paid to him/her for performing such jury duty. A second shift employee who reports for jury duty and is excused from jury service prior to 3:00 p.m. on any regularly scheduled work day shall report for work at the beginning of his regularly scheduled shift on such day. He shall not be eligible for pay by the Town unless he so reports to work. These provisions shall not apply in case of jury duty on any day during which the employee is not scheduled to work, nor on holidays, vacation periods, or authorized leaves of absence nor shall such provision apply to employees who have volunteered for jury duty.
- c) **Funeral Leave:** Three (3) days of special leave with full pay, in a period of seven (7) working days following the date of death shall be granted for death in the employee's immediate family. Immediate family, for purposes of this section, is defined as parents, grandparents, spouse, brother, sister, child, step-child, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, and any other relative that is domiciled in the employee's household.
- d) **Military Leave:** Employees may be granted leave with full pay at current base rate for the purpose of attending training camps for Reservists or National Guard members provided:
  - Military pay and wages paid by the Town together do not exceed employee's regular wages.
  - Such training periods do not exceed two weeks.
- e) **Education Leave:** Employees may be granted leave with pay for participation in education or training courses, provided such courses are related to the employee's position and will enhance his/her value to the Town. A request for Education Leave

must be in writing and must have the approval of the department head and the Mayor. Attendance at such education or training courses will not result in overtime payment, unless the attendance is required by the Department Director.

**7.2 Family Medical Leave:** The Town will comply with the terms of the Federal Family Medical Leave Acts. These terms include but are not limited to the following:

- a) Under circumstances described below, employees will be eligible for up to 12 weeks of paid or unpaid family and medical leave in a twelve-month period. Pursuant to Federal Law, employees may choose, or employers may require the employee to use, accrued paid leave to cover some or all of the FMLA leave taken. In addition, employees may choose, or employers may require, the substitution of accrued paid vacation or personal leave for any of the situations covered by FMLA.
- b) Events which qualify employees for such unpaid leave are:
  - Birth or adoption of a child or placement of a child in the employee's home for foster care.
  - A serious health condition, as defined by FMLA, of the employee or employee's spouse, employee's parent or child.
- c) To qualify for FMLA leave, employees requesting such leave must explain the reason for the leave in writing to Human Resources so that the Town can determine if FMLA-qualified leave will be granted.
- d) The Town may require medical certification to document the reason for the leave, where provided by law.
- e) The Town will notify the employee in writing before the leave begins that the leave has been designated as FMLA leave and will be deducted from the allowable maximum.
- f) During the period of FMLA-qualified leave, the employee shall not be credited for length of service and shall not be credited with time for the purpose of accruing sick leave, vacation leave.
- g) During the period of FMLA-qualified leave, the employee shall retain health benefits at the same level as before the leave. The Town will continue to pay the premiums as before the leave. Any employee contributions to health insurance shall be made directly to the Town by the employee.

**7.3 Unpaid Leave of Absence:** The Human Resources Director, with the advice of the department head, may grant a leave of absence without pay for a period not to exceed one (1) year, provided such leave may not be taken for the purpose of seeking or performing other employment. Requests for such leave shall be made in writing to the Human Resources Director and shall include a statement of the reasons for the leave and proposed length of the leave.



- a) During the period of leave without pay, except for military leave, the employee shall not be credited for length of service and shall not be credited with time for the purposes of accruing sick leave or vacation leave.
- b) Except as provided for in Article 7.3.d.2 below, an employee shall be reinstated from unpaid leave of absence to any position for which he/she is qualified that is comparable to the position the employee last held with the Town, but without any preferred status from his/her prior employment.
- c) Any employee who is on an unpaid leave of absence shall not be paid for any holidays or sick leave during the period of absence. Any vacation time due to an employee at the time the unpaid leave of absence commences may be paid at that time. Authorized unpaid leaves of absence for one (1) month or less will not be used as a basis of reducing health insurance benefits.
- d) The Town will comply with the terms of the Uniformed Services Employment and Reemployment Rights Act.
  - 1. No employee shall lose any seniority standing because of any military service including service in the National Guard or organized Reserves.
  - 2. Upon returning from extended active military service, an employee shall be reinstated to his former job, or one of like rank, and shall receive credit for the yearly increments awarded, if any, during his/her absence for military service, provided that he/she reports for work within ninety (90) days of his discharge from military service. The Human Resources Director will so notify, in writing, all employees entering extended active duty in the military service.
  - 3. The Town will give credit to the employee for time spent in military service for retirement purposes.
  - 4. The employee's accumulation of sick leave upon leaving for extended active duty in the military service shall be retained to his/her credit when he/she returns.

## **ARTICLE VIII**

### **Wages and Benefits**

**8.0:** The position classification and compensation plan shall be negotiated and made a part of this Agreement and attached hereto as Appendix "B," Appendix "C."

**8.1:** Whenever an employee is required to work in a higher classification for a period of fifteen (15) consecutive working days or more, he/she shall be paid at the lowest step in the higher classification that will produce an increase.

**8.2:** Whenever an employee is permanently moved from a class or position in one grade to a different class in a grade having a higher maximum, they shall be paid at the lowest step in the higher range that produces an increase of not less than five percent (5%).

**8.3:** Whenever an employee is permanently moved from a class or position in one grade to a class having a lower maximum, they shall be paid at the step in the lower range that is the same as received in the former.

**8.4:** Employees shall receive longevity payments in a lump sum which shall be computed on their anniversary date in recognition of their length of service on the following basis and paid annually in September, or date first due, if it should be after September.

- a) Pro rata longevity payments shall be granted to an employee in the event he terminates his services provided such termination is not the result of a dismissal.

<u>Years of Service</u>	<u>Minimum Amount</u>
6 to 8	\$230.00
9 to 13	\$260.00
14 to 19	\$290.00
20 or more	\$330.00

**8.5:** Employees required using a privately-owned automobile for the conduct of Town business shall be reimbursed, once a month, for all mileage driven at the published I.R.S. rate. Employees must adhere to the Town of East Hartford's motor vehicle use policy.

**8.6:** No employee will be paid more than the maximum, nor less than the minimum listed for his/her position grade.

**8.7:** In order to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification; and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification.

In all cases, the burden of proof shall be on the employee.

When and if an employee considers his/her duties meet the criteria set forth under (a) and (b) above, a request for a change in pay grade shall be submitted to the Human Resources Director.

The Human Resources Director shall review the request and shall either deny the request or approve the request. If the Human Resources Director approves the request, such approval shall be submitted to the Mayor for consideration.

If the Mayor agrees with the decision of the Human Resources Director, the request shall be submitted to the Town Council for consideration. If the Town Council approves the request, the Town Council shall determine the grade and start date for the change in grade.

In the event that the Human Resources Director denies the request, the decision of the Human Resources Director shall be final and binding and not subject to review by the Mayor, the Town Council or the grievance procedure (as set forth under Article XIII of the collective bargaining agreement).

In the event that either the Mayor or Town Council denies the request, such decision shall be final and binding and not subject to either review or the grievance procedure (as set forth under Article XIII of the collective bargaining agreement).

## **ARTICLE IX**

### **Insurance and Pension**

**9.0:** The Town shall provide and pay for the following insurance benefits for all active employees and their enrolled dependents:

- a) Preferred Provider (PPO) Plan with Managed Care provisions, as described in Appendix D.
- b) Full Service Prescription Drug coverage, as described in Appendix D.
- c) The Triple Option Dental Plan, as described in Appendix E.
- d) Vision Care Endorsement for employee and spouse, as described in Appendix D.
- e) The Town shall provide and pay for a Twenty Thousand (\$20,000) dollar life insurance policy for each employee, with Accidental Death and Dismemberment coverage in the principal sum and including Forty Thousand (\$40,000) dollar coverage in the event of accidental death.
- f) Employees may select, in lieu of the plan described in Appendix D and subject to availability, coverage in a health maintenance organization
- g) All members of the bargaining unit who elect coverage under Sections a), b), d) and f) above (health, prescription drug, vision, and the HMO option) will contribute toward the cost of such insurance benefits.
  - 1. Effective July 1, 2013 bargaining unit members shall be required to contribute twenty-four percent (24%) of the cost of his or her insurance coverage through weekly payroll deductions.
  - 2. Effective July 1, 2014, bargaining unit members shall be required to contribute twenty-four percent (24%) of the cost of his or her insurance coverage through weekly payroll deductions.

3. Effective July 1, 2015, bargaining unit members shall be required to contribute twenty-four percent (24%) of the cost of his or her insurance coverage through weekly payroll deductions.
  4. Effective July 1, 2016, bargaining unit members shall be required to contribute twenty-four percent (24%) of the cost of his or her insurance coverage through weekly payroll deductions.
- h) Employees may select, in lieu of the plan described in Appendix D or coverage in a health maintenance organization, coverage under the HDHP with vision rider described in Appendix H. The Town will make the following contributions toward the deductible:
1. The Town will deposit \$750 into a health savings account for single coverage or \$1,500 for single plus one or family coverage. The Town will annually deposit an additional \$250 (increased to \$500 for FY 2015 & FY 2016 only) toward deductible for completion of all of the requirements of its voluntary health screening program. Completion of the voluntary health screening program means the employee shall annually: (a) have their physician complete the Preventative Health Attestation Form utilized by the Town certifying that they have had medical screenings appropriate for their age; (b) have their physician provide them with biometrical results; and (c) complete an on-line health risk assessment including biometrical results. Employees will be required to submit proof of completion.
- i) Bargaining unit members that elect the High Deductible Health Plan as an optional form of health insurance coverage shall be required to contribute fourteen percent (14%) of the cost of his or her insurance coverage under said plan through weekly payroll deductions.
- j) The premium cost sharing described above will be on a pre-tax basis in accordance with Section 125 of the Internal Revenue Service Code.
- k) The Town of East Hartford will implement a "Health Benefit Opt-Out Incentive Program." This plan will offer employees a financial incentive to drop Town-sponsored health insurance (excluding Dental) if they have or can get health benefits through another plan.
1. The payments to be made to employees who drop their Town-sponsored health insurance plan, excluding dental, will be as follows:

Coverage Type	Payment Amount
Individual	\$ 500.00
Individual plus one dependent	\$ 750.00
Individual plus two or more dependents	\$1,000.00

No payment will be made for a reduction in the number of dependents. The employee's entire contract must be canceled by the employee to qualify for payment.

2. One-quarter of the above amounts (\$125.00, \$187.50, \$250.00, respectively) will be paid at the end of the fiscal quarter for which the plan is canceled. Prorated payments will be made if an employee's plan is canceled partway through a quarter.
3. Employees wishing to take advantage of this option will fill out the change form provided by their plan and the "Health Benefit Opt-Out Form," attached as Appendix F and will provide written evidence of health insurance coverage by another plan.
4. Current employees who are eligible but are not now on a Town-sponsored insurance plan will be qualified for this incentive upon presentation of proof of coverage by another health insurance plan.
5. New employees who are eligible for Town coverage upon employment but chooses not to enroll will be eligible for this incentive upon presentation of written evidence of health insurance coverage by another plan. Prorated payments will be made to new employees if they begin employment partway through a quarter.
6. Employees who opt-out of their Town-sponsored plan and then find that the other source of coverage is no longer available may re-enroll in a Town plan subject to the rules of that plan. Employees can enroll in the Town's Blue Cross & Blue Shield only at the first of each month. Enrollment in the HDHP or any of the Town's HMO's can be done only at Open Enrollment in May of each year or during a Special Enrollment as determined by the Town.

**9.1:** The Town reserves the option to change insurance carriers from time to time, through competitive bidding, for all insurance benefits; however, any insurance benefits being provided shall not be affected by the change in carriers, and shall be the equivalent or better than the then existing referenced coverages.

**9.2:** "Retired employee" shall mean a former employee who was continuously employed by the Town until commencement of a pension benefit, who has met the requirements for a normal or disability retirement as defined by the pension plan. "Vested benefit recipient" shall mean any former employee who terminated service after meeting the requirements for vesting under the pension plan.

For employees who retire as defined in Section 9.2 above within sixty (60) calendar days of the date of the Award in Case No. 2011-MBA-424, the Town shall provide and pay for the insurance benefits listed in Section 9.0 a. and b. upon retirement.

- a) For retired employees age 65 and over, who retired as defined in Section 9.2 above, within sixty (60) calendar days of the date of the award in Case No. 2011-MBA-424, and who are eligible for Medicare, Parts A and B Supplemental coverage shall be provided in place of the foregoing coverage.
- b) The Town shall provide and pay for the insurance benefits as described in Section 9.0 a. and b. for the spouse of a retired employee who retired as defined in Section 9.2 above, within sixty (60) calendar days of the date of the award in Case No. 2011-MBA-424, under the following circumstances:
  - i. The retired employee must attain age 60 before his spouse will be eligible for this coverage.
  - ii. If the retired employee remarries, the new spouse will not be eligible for this coverage.
  - iii. The term spouse shall mean the retired employee's spouse who shall have been married and living with the employee as his wife at the time of his retirement. When the retired employee dies, all coverages to his spouse shall cease, unless such spouse elects to continue this coverage by the deduction of 100% of the monthly premium from her pension check.
  - iv. In order for this coverage to be effective, the retired employee must pay to the Town 50% of the monthly premium, as determined by the Town. This premium shall be deducted from the retired employee's monthly pension check. If such deduction is not made continuously from his pension check commencing with his 60<sup>th</sup> birthday, all coverage to the spouse shall cease and not be reinstated.
  - v. When the retired employee's spouse reaches age sixty-five (65) and enrolls in Medicare, the Town will pay 100% of the premium for the Parts A and B Supplemental coverage.

**9.3:** Employees who retire as defined in Section 9.2 above, later than sixty (60) calendar days after the date of the Award in Case No. 2011-MBA-424, shall be subject to the following:

- a) Employees who retire at age 55 years of age or younger will pay 50% of the cost of employee-only insurance coverage until the employee reaches age 65;
- b) Employees who retire at 56-59 years of age will pay 25% of the cost of employee-only insurance coverage until the employee reaches age 65;
- c) Employees who retire at age 60-64 years of age will pay 0% of the cost of employee-only insurance coverage until the employee reaches age 65;

- d) The Town will cease providing and paying for any and all health insurance coverage when the retired employee reaches age 65.

**9.4** For employees who retire as defined in Section 9.2 above, later than sixty (60) calendar days after the date of the award in Case No. 2011-MBA-424, the Town shall provide the insurance benefits described in 9.0 a. and b. for the retired employee's spouse, under the following circumstances:

- a. If the retired employee remarries, the new spouse will not be eligible for this coverage.
- b. Payment of the cost of spousal insurance coverage shall be subject to the following:
  - i. Employees who retire at 55 years of age or younger will pay 100% of the cost of spousal insurance coverage until the spouse reaches age 65;
  - ii. Employees who retire at 56 through 59 years of age will pay 75% of the cost of spousal insurance coverage until the spouse reaches age 65;
  - iii. Employees who retire at 60 through 64 years of age will pay 50% of the cost of spousal insurance coverage until the spouse reaches age 65;
- c. This premium shall be deducted from the retired employee's monthly pension check. If such deduction is not made continuously from his pension check all coverage to the spouse shall cease and not be reinstated.
- d. The Town shall cease providing and paying for any and all health insurance coverage when the retired employee's spouse reaches age 65. If the retired employee dies before his spouse reaches age 65, all coverage to his spouse shall cease, unless such spouse elects to continue this coverage by the deduction of 100% of the monthly premium from her pension check.

**9.5** Any other provisions of this Agreement notwithstanding, bargaining unit members who are eligible to retire on or before January 31, 2013, in accordance with the terms of a Town retirement plan, regardless of their actual date of retirement, shall remain eligible to receive the employee-only and spousal retiree health insurance coverage under the terms set forth in Section 9.2 and 9.3, above.

**9.6** Disability Insurance – Employees shall have the option to purchase disability insurance (i.e. AFLAC) through payroll deduction.

**9.7** Each retiree will be provided with a Five Thousand Dollar (\$5,000) life insurance policy.

**9.8** The employee Retirement Plan shall be a part of the Agreement and annexed thereto.

## **ARTICLE X**

### **Safety and Health**

**10.0:** A Safety Committee consisting of two members representing the Union and two members representing the Town shall be appointed and said committee shall meet with the Town to review and recommend safety and health conditions.

**10.1:** An employee may be away from his/her work station a maximum of thirty (30) minutes during the work day for breaks.

**10.2:** The Town shall provide each employee with a proper identification card which will include photo and other data for identification purposes where there is a demonstrated need.

**10.3:** Upon receiving the original sales receipt, the Town shall reimburse employees for the purchase of hardened toe safety shoes (i.e. steel or plastic). The Town shall not be obligated to reimburse any employee more than one time in a 12 month period. If such safety shoes exceed the price of \$125 dollars, the employee shall pay the remainder of the cost. The following positions are entitled to have safety shoes: Custodian, Building Maintainer, HVAC Maintainer, and the following Assistant Building Officials: Building Inspector, Electrical Inspector, and Plumbing and Heating Inspector. Employees shall be required to wear such shoes at all times while on duty. Any waivers to this requirement must be approved in writing by a Doctor or Director of the Department.

Uniforms shall also be provided to the Custodian, Building Maintainer, and HVAC Maintainer, if such employees request on or before July 1 of each year they be issued such uniforms. Employees who are provided uniforms shall wear such uniforms at all times while on duty.

## **ARTICLE XI**

### **Savings Clause**

**11.0:** If any section, sentence, clause, or phrase of this Agreement shall be held for any reason to be inoperative, void or invalid, the validity of the remaining portions of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion or provisions herein shall become inoperative or fail by reason of the invalidity of any other portion or provision and the parties do hereby declare that it would have severally approved of the adopted provisions contained herein, separately and apart from the other.

## **ARTICLE XII**

### **Management Rights**

**12.0:** Except as specifically abridged or modified by any provision of this Agreement, the Town will continue to have, whether exercised or not, all of the rights, powers and authority heretofore existing, including but not limited to the following: Determine the standards of selection for employment; direct its employees; take disciplinary action; issue rules and regulations; maintain the efficiency of governmental operations, determine the methods, means and personnel by which the Town's operations are to be conducted; determine the content of job



classifications; exercise complete control and discretion over its organization and the technology of performing its work; and fulfill all of its legal responsibilities. The above rights and prerogatives are inherent in the Town Council and the Mayor by virtue of statutory and charter provisions and cannot be subject to any grievance or arbitration proceeding except as specifically provided for in this Agreement, but the manner of exercises of such fights may be subject to the grievance procedure described in this Agreement.

### **ARTICLE XIII** **Grievance Procedure**

**13.0:** Grievances arising out of matters covered by this Agreement and disputes and consultations of any questions arising out of the employer-employee relationship will be processed in the following manner at the request of either party.

**Step 1:** Between the Union Steward, the aggrieved party, and the immediate Supervisor. The immediate Supervisor shall hear the grievance at once, and notify the Union Steward of his decision within five (5) working days from the day the grievance was presented.

A grievance may be presented either orally or in writing at this step of the grievance procedure. If the grievance is presented orally to the Supervisor and is not satisfactorily settled, it must be reduced to writing and there must be set forth in the spaces provided, all of the following:

- A. A statement of the grievance and the facts involved.
- B. The remedy requested.
- C. The violation, if any, of the Agreement which is claimed.

**Step 2:** If the grievance is not settled in Step 1 within the required time, the aggrieved party, his Steward, and one member of the Executive Committee may take the grievance up with the Director of the department involved. Such appeal action from the first step of this procedure must take place within fifteen (15) working days of the date on which the first step disposition was rendered. The Director of the department involved will confer with the aggrieved party and his representatives within five (5) working days of receipt of the appeal action. The Director of the department and the Union may include in the conference any other individual concerned and the Director of the department involved shall give his deposition, in writing, no later than five (5) working days after such conference.

**Step 3:** If the decision of the Director of the department involved in Step 2 is not satisfactory, the Union may appeal within ten (10) working days of such decision to the Human Resources Director. The aggrieved party may be represented at this step of the grievance procedure by the Steward, one member of the Executive Committee and one other individual of the Union's own choosing. The Human Resources Director and the Union may include in the conference any individuals concerned and the Human Resources Director will give an answer in writing to the appealing employee within five (5) working days. Such written disposition will be rendered on the form provided.

Employees appealing decisions regarding promotion, demotion, suspension, or discharge may submit such grievances directly to this step of the grievance procedure without the necessity of complying with procedures set forth in Steps 1 and 2.

**Step 4:** If the grievance is not satisfactorily settled at Step 3, either party may submit the dispute, within thirty (30) days of receiving such disposition, to arbitration by the Connecticut State Board of Mediation and Arbitration. The decision of the arbitrators will be final and binding on both parties.

**13.1:** Officers and/or Stewards, not to exceed three (3) members of the Union, as shall be designated by the Union for the purpose of conducting contract negotiations, shall be afforded the necessary amount of time, without loss of pay, to conduct such business.

Officers and/or Stewards, not to exceed two (2) members of the Union, may be designated by the Union for the purpose of adjusting grievances and shall be afforded the necessary amount of time, without loss of pay, to conduct such business.

**13.2:** The Union shall furnish the Town with a list of its Officers, Executive Committee members and Stewards, and shall, as soon as possible, notify the Town, in writing, of any change therein. Such notification shall be sent to the Human Resources Director, Town Hall, East Hartford. No Officer, Executive Committee member or Steward shall be recognized by the Town until such written notification of his appointment is received by the Town from a duly authorized officer of the Union.

**13.3:** In addition to those persons specified, the Union or the Town may, at Step 3 and 4 of the grievance procedure, have other representatives present during the presentation of grievances, provided either party shall so advise the other a reasonable period in advance of such hearing. Employee grievances must be filed no later than ten (10) working days following the date of the incident giving rise to the alleged grievance; however, failure of an individual to grieve does not establish a precedent for settlement in any future grievance.

## **ARTICLE XIV**

### **Union Leave**

**14.0:** Two (2) members of the Union may attend the State CSEA convention or other Union event each year without loss of pay. Each employee shall be granted up to a maximum of three (3) days of such leave. The total number of days granted to the bargaining unit shall not exceed six (6) days in any year. Employees using such leave shall notify their supervisor at least five (5) days in advance of taking the leave.

**14.1:** One (1) day of paid Union business leave shall be provided to two (2) bargaining unit members in even numbered calendar years for the purpose of attending the Union's biennial convention.

**ARTICLE XV**  
**Right to Review**

**15.0:** All employees shall have the right to review their personnel file upon reasonable request to the Human Resources Director and at such time that the request will not interfere with the orderly operation of the Human Resources Department. The Human Resources Director shall have the right to refuse a request when there is a reasonable cause to believe an employee is abusing the privilege.

**ARTICLE XVI**  
**Non-Discrimination**

**16.0:** The provisions of this Agreement shall be applied equally to all employees in the Bargaining Unit without discrimination because of age, sex, marital status, race, color, creed, national origin, political affiliation, sexual orientation, or Union membership.

**ARTICLE XVII**  
**Duration**

**17.0:** This Agreement shall remain in full force and effect until the 30th day of June, 2017 except that it may be amended at any time by mutual agreement, or upon the anniversary date of said Agreement by giving to the other party not less than one hundred twenty (120) days written notice of intention to propose amendments.

IN WITNESS WHEREOF, the parties have caused their names to be signed on this

\_\_\_\_\_ day of \_\_\_\_\_, 2014.

**TOWN OF EAST HARTFORD**

**CSEA, LOCAL #2001, SEIU, CTW, CLC**

\_\_\_\_\_  
Marcia A. Leclerc  
Mayor

\_\_\_\_\_  
David Glidden  
Executive Director, CSEA, Local #2001

\_\_\_\_\_  
Santiago Malave  
Director of Human Resources

\_\_\_\_\_  
James Arsenault Jr.  
President, CSEA, Local #2001, Chapter I-15

\_\_\_\_\_  
Nicholas Grello  
For the Town

\_\_\_\_\_  
Allyn Tarbell  
Vice President, CSEA, Local #2001, Chapter I-15

The above and foregoing is a true and attested copy of the contract between the Town of East Hartford and CSEA, Local #2001, SEIU, CTW, CLC

ATTEST \_\_\_\_\_ (s)  
Town Clerk

**APPENDIX A**

**EAST HARTFORD CSEA, Local 2001, SEIU,CTW,CLC**

**AUTHORIZATION FOR PAYROLL DEDUCTION**

BY: \_\_\_\_\_  
(Please Print)                      Last Name                      First                      Middle

BY: \_\_\_\_\_  
Name of Employer

Effective \_\_\_\_\_ I hereby request and authorize you deduct from my earnings a sufficient amount to provide for the regular payment of the current rate of monthly Union dues, as certified by the Union. The amount deducted shall be paid to the Treasurer of CSEA, Local 2001, SEIU, CTW, CLC.

The authorization shall remain in effect in accordance with the working Agreement or upon termination of my employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City and State

## **APPENDIX B**

### **Wages**

Effective and retroactive to July 1, 2013, the salaries in effect on June 30, 2013 under each grade and for each step will be increased by two percent (2%).

Effective and retroactive to July 1, 2014, the salaries in effect on June 30, 2014, under each grade and step will be increased by two percent (2%).

Effective July 1, 2015, the salaries in effect on June 30, 2015, under each grade and step will be increased by two percent (2%).

Effective July 1, 2016, the salaries in effect on June 30, 2016, under each grade and step will be increased by two percent (2%).

Employees shall move up one step each year until they reach maximum step in their classification.

**APPENDIX C**  
**Salary Schedule July 2013 – June 2017**

Grade	Classification/Job Title	Increase	Fiscal Year	Step 1	Step 2	Step 3	Step 4	Step 5
1	Custodian	2.0%	2013-2014	\$28,623	\$30,053	\$31,555	\$33,134	\$34,791
		2.0%	2014-2015	\$29,196	\$30,654	\$32,186	\$33,797	\$35,487
		2.0%	2015-2016	\$29,780	\$31,267	\$32,830	\$34,473	\$36,197
		2.0%	2016-2017	\$30,375	\$31,892	\$33,487	\$35,162	\$36,921
3	Accounts Clerk	2.0%	2013-2014	\$32,251	\$33,866	\$35,556	\$37,335	\$39,200
		2.0%	2014-2015	\$32,896	\$34,543	\$36,267	\$38,082	\$39,984
		2.0%	2015-2016	\$33,554	\$35,234	\$36,992	\$38,844	\$40,784
		2.0%	2016-2017	\$34,225	\$35,939	\$37,732	\$39,621	\$41,600
4	Police Records Clerk I	2.0%	2013-2014	\$34,283	\$35,995	\$37,795	\$39,684	\$41,668
	Accounts Clerk II	2.0%	2014-2015	\$34,969	\$36,715	\$38,551	\$40,478	\$42,501
	Admin.Clerk III	2.0%	2015-2016	\$35,668	\$37,449	\$39,322	\$41,288	\$43,351
	Admin.Clerk III - Landfill	2.0%	2016-2017	\$36,381	\$38,198	\$40,108	\$42,114	\$44,218
	Administrative Secretary II							
	Assessment Clerk III							
5	Accounts Clerk III	2.0%	2013-2014	\$36,475	\$38,300	\$40,216	\$42,228	\$44,337
	Admin. Secretary II - Parks	2.0%	2014-2015	\$37,205	\$39,066	\$41,020	\$43,073	\$45,224
	Building Maintainer	2.0%	2015-2016	\$37,949	\$39,847	\$41,840	\$43,934	\$46,128
		2.0%	2016-2017	\$38,708	\$40,644	\$42,677	\$44,813	\$47,051
6	Accounts Clerk III (PD)	2.0%	2013-2014	\$38,847	\$40,791	\$42,829	\$44,971	\$47,219
	Administrative Secretary III	2.0%	2014-2015	\$39,624	\$41,607	\$43,686	\$45,870	\$48,163
	Assessors Assistant	2.0%	2015-2016	\$40,416	\$42,439	\$44,560	\$46,787	\$49,126
	Assistant Town Clerk	2.0%	2016-2017	\$41,224	\$43,288	\$45,451	\$47,723	\$50,109
	Office Interdepartmental							
	Police Records Clerk II							
	Admin. Sec. III (PD/Floater)							
7	Accounting Assistant	2.0%	2013-2014	\$41,411	\$43,484	\$45,655	\$47,938	\$50,337
	Administrative Aide	2.0%	2014-2015	\$42,239	\$44,354	\$46,568	\$48,897	\$51,344
	Caseworker I	2.0%	2015-2016	\$43,084	\$45,241	\$47,499	\$49,875	\$52,371
	Town Council Clerk	2.0%	2016-2017	\$43,946	\$46,146	\$48,449	\$50,872	\$53,418
8	Deputy Town Clerk	2.0%	2013-2014	\$44,188	\$46,395	\$48,712	\$51,150	\$53,708
		2.0%	2014-2015	\$45,072	\$47,323	\$49,686	\$52,173	\$54,782
		2.0%	2015-2016	\$45,973	\$48,269	\$50,680	\$53,216	\$55,878
		2.0%	2016-2017	\$46,892	\$49,234	\$51,694	\$54,280	\$56,996

Grade	Classification/Job Title	Increase	Fiscal Year	Step 1	Step 2	Step 3	Step 4	Step 5
9	Asst. Collector of Revenue	2.0%	2013-2014	\$47,190	\$49,550	\$52,025	\$54,628	\$57,361
	Asst. Grants Administrator	2.0%	2014-2015	\$48,134	\$50,541	\$53,066	\$55,721	\$58,508
	Assessment Systems Coordinator	2.0%	2015-2016	\$49,097	\$51,552	\$54,127	\$56,835	\$59,678
	Animal Control Officer	2.0%	2016-2017	\$50,079	\$52,583	\$55,210	\$57,972	\$60,872
	Caseworker II							
	Housing Specialist							
	HVAC Maint./Repairman							
	Property Maint. Inspector							
	Real & Personal Prop Asst.							
	Senior Sec. to the Mayor							
10	Asst. Zoning Enforcement Official	2.0%	2013-2014	\$50,443	\$52,970	\$55,616	\$58,396	\$61,317
	Counseling Coordinator	2.0%	2014-2015	\$51,452	\$54,029	\$56,728	\$59,564	\$62,543
	Economic Dev. Specialist	2.0%	2015-2016	\$52,481	\$55,110	\$57,863	\$60,755	\$63,794
	Engineering Tech IV	2.0%	2016-2017	\$53,531	\$56,212	\$59,020	\$61,970	\$65,070
	Housing Planning Analyst							
	Information Systems Specialist							
	Payroll Coordinator							
	Program Supervisor, Senior Centers							
	Supervisor Rec/Aquatics							
	Youth Services Program Coordinator							
11	Asst. Bldg. Official Electrical	2.0%	2013-2014	\$53,979	\$56,677	\$59,510	\$62,485	\$65,609
	Asst. Bldg. Official General	2.0%	2014-2015	\$55,059	\$57,811	\$60,700	\$63,735	\$66,921
	Asst. Bldg. Official P & H	2.0%	2015-2016	\$56,160	\$58,967	\$61,914	\$65,010	\$68,259
	Elderly Services Coordinator	2.0%	2016-2017	\$57,283	\$60,146	\$63,152	\$66,310	\$69,624
	Emergency Management Coordinator							
	Public Health Sanitarian							



Grade	Classification/Job Title	Increase	Fiscal Year	Step 1	Step 2	Step 3	Step 4	Step 5
12	Operations Engineer	2.0%	2013-2014	\$57,807	\$60,701	\$63,735	\$66,922	\$70,269
	Supervisor Property Maintenance Inspector	2.0%	2014-2015	\$58,963	\$61,915	\$65,010	\$68,260	\$71,674
		2.0%	2015-2016	\$60,142	\$63,153	\$66,310	\$69,625	\$73,107
		2.0%	2016-2017	\$61,345	\$64,416	\$67,636	\$71,018	\$74,569
13	Assistant Town Engineer	2.0%	2013-2014	\$61,972	\$65,069	\$68,326	\$71,737	\$75,329
	Civil Engineer	2.0%	2014-2015	\$63,211	\$66,370	\$69,693	\$73,172	\$76,836
	Purchasing Agent	2.0%	2015-2016	\$64,475	\$67,797	\$71,087	\$74,635	\$78,373
	Programmer Systems Analyst	2.0%	2016-2017	\$65,765	\$69,051	\$72,509	\$76,128	\$79,940
14	Building Division Supervisor	2.0%	2013-2014	\$66,494	\$69,823	\$73,315	\$76,975	\$77,827
	Deputy Assessor	2.0%	2014-2015	\$67,824	\$71,219	\$74,781	\$78,515	\$79,384
	Network Systems Administrator	2.0%	2015-2016	\$69,180	\$72,643	\$76,277	\$80,085	\$80,972
		2.0%	2016-2017	\$70,564	\$74,096	\$77,803	\$81,687	\$82,591
15	Town Planner	2.0%	2013-2014	\$71,421	\$75,989	\$78,736	\$82,673	\$86,806
	Risk Manager	2.0%	2014-2015	\$72,849	\$76,489	\$80,311	\$84,326	\$88,542
		2.0%	2015-2016	\$74,306	\$78,019	\$81,917	\$86,013	\$90,313
		2.0%	2016-2017	\$75,792	\$79,579	\$83,555	\$87,733	\$92,119

**Appendix D**  
**CSEA #2001 PPO Medical Plan**

Benefits	P.P.O. Plan with Managed Benefits
Costshares	In-Network
	In-Network services subject to co-pays <ul style="list-style-type: none"> <li>• \$5 Office Co-pay</li> <li>• \$25 Emergency Room Co-pay</li> <li>• \$0 Outpatient Surgical Co-pay</li> <li>• \$0 Per Hospital Admission Co-pay</li> <li>• Lifetime Maximum-Unlimited</li> </ul>
	Out-of-Network
	<ul style="list-style-type: none"> <li>• Deductible - \$200/\$400/\$500</li> <li>• Coinsurance - 80%/20% to \$4,000/\$8,000/\$10,000</li> <li>• Out-of-Pocket Maximum \$1,000/\$2,000/\$2,500</li> <li>• Lifetime Maximum Out-of-Network - \$1,000,000</li> </ul>
Preventive Care	
Pediatric	\$5 Co-pay. Covered according to age-based schedule
Adult	Examination Schedule: <ul style="list-style-type: none"> <li>• Birth - 1 year 6 examinations</li> <li>• 1 year - 5 years 6 examinations</li> <li>• 6 years - 10 years 1 examination every 2 years</li> <li>• 11 years - 21 years 1 examination every year</li> <li>• 22 years - 29 years 1 examination every 5 years</li> <li>• 30 years - 39 years 1 examination every 3 years</li> <li>• 40 years - 49 years 1 examination every 2 years</li> <li>• 50 and over 1 examination annually</li> </ul>
Vision	\$5 Co-pay covered once every 2 years
Hearing	\$5 Co-pay covered once every year
Gynecological	\$5 Co-pay, one routine examination every year
Medical Services	
Medical Office Visit	\$5 Co-pay
Outpatient PT/OT/Chiro/ Speech Therapy	Covered up to 60 combined treatments per member per calendar year. (Treatment Plan Required)
Allergy Services	\$5 Co-pay for visits and tests ( <i>Treatment Plan Required</i> ) \$0 Co-pay on injections

Diagnostic Lab & X-ray	Covered
Surgery Fees	Covered
Office Surgery	Covered
Outpatient MH/SA	Covered at 50% up to 40 visits per Calendar year In and Out-of-Network
Emergency Care	
Emergency Room	\$25 Co-pay (Waived if Admitted)
Urgent Care	\$25 Co-pay
Ambulance	Covered up to \$500 per trip - land Covered up to \$3,000 per trip - air
Inpatient Hospital	Note: All hospital admissions require pre-cert.
General/Medical/Surgical/ Maternity (Semi-Private)	Covered
Ancillary Services (Medical Supplies)	Covered
Psychiatric	Covered up to 60 days per calendar year (120 partial)
Substance Abuse/Detox	Covered up to 60 days per calendar year (120 partial)
Rehabilitative	Covered up to 60 days per calendar year
Skilled Nursing Facility	Covered up to 120 days per calendar year
Hospice	Covered up to 60 days
Outpatient Hospital	
Outpatient Surgery	Covered
Facility Charges	
Diagnostic Lab & X-ray	Covered
Pre-Admission Testing	Covered
Other Services	
Durable Medical Equipment	Covered

Prosthetics	Covered
Home Health Care	200 Visits per calendar year
Prescription Drugs	\$3/\$6/\$0 Managed Pharmacy Card Plan, \$2,000 annual maximum, additional coverage out-of-network
This is a summary of benefits and is by its nature limited in detail and scope. Refer to the plan document for full details of coverage.	

**APPENDIX D (continued)**  
**Vision Rider**

With regard to Article IX, Section 9.0 d) Vision Care:

It is the intent of the parties to retain the Century 98 Vision Care Endorsement as specified in the 7/1/95 - 6/30/98 contract.

**Appendix E**  
**Triple Option Dental Plan**

BENEFIT DESCRIPTION	PPO IN NETWORK NO DEDUCTIBLE	FLEX DENTAL \$50 DEDUCTIBLE*	OUT OF NETWORK \$200 DEDUCTIBLE
ANNUAL MAXIMUM	Unlimited	Unlimited	Unlimited
BENEFIT	Coinsurance	Coinsurance	Coinsurance
<b>PREVENTIVE SERVICES</b>			
Prophylaxis	100%	100%	80%
Oral Hygiene Instruction (Included with Oral Evaluation)	100%	100%	80%
Fluoride Treatment to age 19	100%	100%	80%
Sealants	100%	100%	50%
Space Maintainers	100%	100%	50%
<b>DIAGNOSTIC SERVICES</b>			
Oral Evaluation	100%	100%	70%
Radiographs	100%	100%	70%
Pulp Vitality Test (Included with Oral Evaluation)	100%	100%	70%
<b>RESTORATIVE SERVICES</b>			
Amalgam Fillings	100%	100%	50%
Resin Fillings	100%	100%	50%
<b>ENDODONTICS</b>			
Root Canal	100%	80%	50%
Apicoectomy	100%	80%	50%
<b>ORAL SURGERY</b>			
Simple Extractions	100%	100%	50%
Surgical Extractions and Impaction	50%	50%	50%
Treatment of Fractures & Dislocations	50%	50%	Not Covered
<b>GENERAL SERVICES</b>			
Consultation	60%	50%	Not Covered
General Anesthesia	60%	50%	Not Covered
Emergency Treatment	100%	100%	50%
<b>PERIODONTICS</b>			
Gingival Curettage	50%	50%	Not Covered
Gingivectomy or Gingivoplasty	50%	50%	Not Covered
Osseous Surgery	50%	50%	Not Covered
Mucogingival Surgery	50%	50%	Not Covered
Management of Acute Infection and oral lesions	50%	50%	Not Covered
<b>PROSTHODONTICS</b>			
Dentures Full and Partial	50%	Not Covered	Not Covered

	PPO IN NETWORK NO DEDUCTIBLE	FLEX DENTAL \$50 DEDUCTIBLE*	OUT OF NETWORK \$200 DEDUCTIBLE
Crowns, Bridges, fixed and removable	50%	Not Covered	Not Covered
Inlays, onlays and crowns not part of bridge	100%	50%	Not Covered
Addition of teeth to partial denture to replace extracted teeth	50%	Not Covered	Not Covered
Repair of Dentures	100%	100%	Not Covered
Orthodontia			
\$1,000 Lifetime maximum	50%	50%	Not Covered
Dependents covered to age 19			

\*Flex Dental deductible does not apply to preventive services or sealants.

Benefits will be available for resin (synthetic) fillings on anterior or bicuspid teeth only. For resin (synthetic) fillings on molar teeth, the member coinsurance obligation will increase. Benefits will be provided in an amount equal to the maximum allowable (MAA) amount for an amalgam filling. The member will be responsible for any amounts over the MAA.

This is not a legal contract. It is only a general description of the Triple Option Dental Program.

11-May-01

**APPENDIX F**  
**HEALTH BENEFIT OPT-OUT FORM**

Employee Name \_\_\_\_\_ Date of Form Completion \_\_\_\_\_

Department \_\_\_\_\_ Effective Date of Cancellation \_\_\_\_\_

**Statement of Election to Participate in Town of East Hartford**  
**Health Benefit Opt-Out Program**

I elect to cancel my health insurance (but not my dental insurance) with the Town of East Hartford. The health plan that I will be covered under is offered through \_\_\_\_\_ (name of company offering program).

The name of the plan providing my insurance coverage (name of health insurance carrier) is \_\_\_\_\_.

This plan covers: ☐ my spouse, ☐ my family, and ☐ myself (*check all that apply*).

Attached is documentation of my enrollment in the above plan.

In exchange for canceling my health insurance, I elect to receive a cash payment (totaling \$500 for individual employee coverage, \$750 for employee plus one dependent coverage, or \$1,000 for employee plus family coverage) to be paid in quarterly installments in October, January, April, and July. I understand that by accepting the opt-out program, I am no longer covered by the Town's health insurance program. However, I will continue to be covered by the Town's dental insurance program.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_



**APPENDIX G**  
**Medical Certificate Form**

A medical certificate submitted in accordance with Article VII, Section 7.0 (f) shall be on the following form or shall contain substantially equivalent information

**NAME OF DOCTOR** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TEL. NO.** \_\_\_\_\_

**TO: Director of Human Resources**  
**740 Main Street**  
**East Hartford, CT 06108**

**FROM:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

As a physician duly licensed by the State of \_\_\_\_\_, I hereby certify that \_\_\_\_\_ who was seen by me on \_\_\_\_\_ was unable to work during the continuous period from \_\_\_\_\_ to \_\_\_\_\_.

**CHOICE ONE**

He/she was under my care on or after \_\_\_\_\_.

I also certify that said employee can return to duty with no restrictions on \_\_\_\_\_.

**CHOICE TWO**

He/she was under my care on or after \_\_\_\_\_.

I also certify that said employee can return to duty with the following restrictions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

## APPENDIX H

### HIGH DEDUCTIBLE HEALTH PLAN SUMMARY

This schedule is intended to generally describe the benefits available for Covered Services under the Summary Booklet. For a more detailed explanation of benefits provided, you should refer to the appropriate section of the Summary Booklet. This schedule is subject to all the terms, conditions, and limitations set forth in the Summary Booklet. The Summary Booklet prevails if there is any discrepancy between this schedule and the terms, conditions, and limitations set forth in the Summary Booklet.

COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Covered Person Plan Year Deductible	\$1,500 single* \$3,000 family**	
Covered Person Coinsurance	Not Applicable	20%
Covered Person Plan Year Out-of-Pocket Limit *Applies to Prescription Drug Copayments	\$1,500 single*** \$3,000 family****	\$4,000 single*** \$8,000 family****
Lifetime Maximum	Unlimited	Unlimited
<p><b>*Single Deductible</b> – The Deductible must be satisfied before any Covered Services are paid by the Plan except for Preventive Services which are not subject to the Deductible.</p> <p><b>**Family Deductible</b> – The family Deductible must be satisfied before any Covered Services are paid by the plan except for Preventive Services which are not subject to the Deductible. The family Deductible may be satisfied by one Covered Person or all members of the family collectively.</p> <p><b>***Single Out-of-Pocket Limit</b> – Once the Member Out-of-Pocket Limit is satisfied, no additional Coinsurance will be required for the Covered Person for the remainder of the benefit period except for Out-of-Network Human Organ and Tissue Transplant services.</p> <p><b>****Family Out-of-Pocket Limit</b> – Once the family Out-of-Pocket Limit is satisfied, no additional Coinsurance will be required for the Family for the remainder of the benefit period except for Out-of-Network Human Organ and Tissue Transplant services.</p> <p>In-Network and Out-of-Network Out-of-Pocket Limits are separate and do not accumulate toward each other.</p>		
PREVENTIVE SERVICES		
Well Child Care	No Cost-Share	Deductible & Coinsurance
Adult Physical Examinations	No Cost-Share	Deductible & Coinsurance
Other Preventive Screenings including but not limited to: Routine gynecological care: pap smear and pelvic exam, Prostate screening, Mammography screening, colorectal cancer screening, flexible sigmoidoscopy, colonoscopy, total cholesterol screening, lipid screenings and panels, diabetic screening (See Preventive Svs in Covered Services section for add'l info)	No Cost-Share	Deductible & Coinsurance

<b>COVERED SERVICE</b>	<b>IN-NETWORK SERVICES</b>	<b>OUT-OF-NETWORK SERVICES</b>
<b>Immunizations and Vaccinations</b> (Other than those needed for travel, see <b>OTHER MEDICAL SERVICES</b> section of the Schedule of Benefits)	No Cost-Share	Deductible & Coinsurance
<b>HOSPITAL SERVICES</b>		
<b>All Inpatient Admissions</b>	Deductible	Deductible & Coinsurance
<b>Specialty Hospital</b> 100 days per Member per Calendar Year	Deductible	Deductible & Coinsurance
<b>Outpatient Surgery</b> (including colonoscopy)  Note: See Other Medical Services section also, for Outpatient Surgery rendered in an ambulatory surgical center	Deductible	Deductible & Coinsurance
<b>DIAGNOSTIC SERVICES</b>		
<b>Diagnostic, Laboratory and X-Ray Services</b>	Deductible	Deductible & Coinsurance
<b>High Cost Diagnostic Tests</b> MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
<b>THERAPY SERVICES</b>		
<b>Outpatient Rehabilitation</b> Outpatient rehabilitative and restorative physical, occupational, speech and chiropractic therapy for up to 50 combined visits per Calendar Year	Deductible	Deductible & Coinsurance
<b>Other Therapy Services:</b> Outpatient cardiac rehabilitation therapy; Radiation therapy; Chemotherapy for the treatment of cancer; Electroshock therapy; Kidney Dialysis in a Hospital or free-standing dialysis center	Deductible	Deductible & Coinsurance
<b>Allergy Office Visit/Testing</b>	Deductible	Deductible & Coinsurance
<b>Allergy Injections</b> Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance

COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
<b>MEDICAL EMERGENCY/URGENT CARE SERVICES</b>		
Emergency Room Treatment Emergency Room Cost-Share waived if the Member is admitted directly to the Hospital from the emergency room	Deductible	Deductible
Urgent Care Services	Deductible	Paid as In-Network Emergency Room
Ambulance Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible
<b>PHYSICIAN MEDICAL/SURGICAL SERVICES</b>		
Medical Office Visit	Deductible	Deductible & Coinsurance
Surgical Services Performed by a Surgeon or Physician (Specialist) in any setting other than an Office Visit	Deductible	Deductible & Coinsurance
Non-Surgical Services of a Physician or Surgeon (other than a medical office visit) These services may include after care or attending medical care	Deductible	Deductible & Coinsurance
<b>MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES</b>		
Outpatient Treatment for Mental Health Care & Substance Abuse Care	Deductible	Deductible & Coinsurance
Inpatient Hospital Services In a Hospital or Residential Treatment Center for Mental Health Care	Deductible	Deductible & Coinsurance
Inpatient Rehabilitation Treatment for Substance Abuse Care In a Hospital or Substance Abuse Treatment Facility	Deductible	Deductible & Coinsurance
<b>OTHER MEDICAL SERVICES</b>		
Outpatient Surgery	Deductible	Deductible & Coinsurance
In a licensed ambulatory surgical center (not located in a Hospital setting) (including colonoscopy) Note: See the Hospital Svcs section for Outpatient Surgery rendered in a Hospital setting	Deductible	Deductible & Coinsurance

COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
<b>Skilled Nursing Facility</b> Up to 120 days per calendar year	Deductible	Deductible & Coinsurance
<b>Immunizations and Vaccinations for Travel</b>	Deductible	Deductible & Coinsurance
<b>Prescription Drugs:</b>  <b>Retail Pharmacy:</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.  Diabetic equipment, drugs and supplies  <b>Specialty Pharmacy:</b> The maximum supply of a Specialty Drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.  <b>Mail Order Prescription Drug Program</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 1-90-day supply.  Diabetic drugs & supplies	Deductible and then:  Tier 1 \$10 Copay per Covered Drug Tier 2 \$25 Copay per Covered Drug Tier 3 \$40 Copay per Covered Drug  Tier 1 \$10 Copay per Covered Drug Tier 2 \$25 Copay per Covered Drug Tier 3 \$40 Copay per Covered Drug  Tier 1 \$10 Copay per Covered Drug Tier 2 \$50 Copay per Covered Drug Tier 3 \$80 Copay per Covered Drug	Deductible & Coinsurance per prescription  Deductible & Coinsurance per prescription  Deductible & Coinsurance per prescription  Deductible & Coinsurance per prescription
<b>Human Organ and Tissue Transplant Services</b> Unlimited maximum	Deductible	Deductible & Coinsurance
<b>Home Health Care</b> (including In-Home Hospice Care)  Nursing and therapeutic services limited to 200 visits  <b>In the Home Hospice Medical Social Services</b> under the direction of a physician up to \$420	Deductible  Deductible	Deductible & Coinsurance  Deductible & Coinsurance

COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
<b>Infusion Therapy</b> Unlimited lifetime maximum	Deductible	Deductible & Coinsurance
<b>Durable Medical Equipment and Prosthetic Devices</b>  <b>Hearing Aid Coverage</b> Available for dependent children age 12 years and under with a maximum of \$1,000 within a two year period.  <b>Diabetic equipment, and supplies</b>	Deductible	Deductible & 50% Coinsurance
<b>Ostomy Related Services</b>	Deductible	Deductible & 50% Coinsurance
<b>Hospice Care (inpatient)</b>	Deductible	Deductible & Coinsurance
<b>Wig</b> up to \$500 maximum per Member per Calendar Year	Deductible	Deductible & Coinsurance
<b>Specialized Formula</b>	Deductible	Deductible & Coinsurance
<b>Infertility Services</b> Please see Maternity /Family Planning Section  <b>Office Visit</b>  <b>Outpatient Hospital</b>  <b>Inpatient Hospital</b>  <b>Infertility Drugs</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is 30 day supply	Deductible  Same as Hospital Outpatient Cost-Share  Same as Hospital Inpatient Cost-Share  Deductible	Deductible & Coinsurance  Deductible & Coinsurance  Deductible & Coinsurance  Deductible & Coinsurance
<b>Maternity</b>	Deductible	Deductible & Coinsurance

## APPENDIX H

### Vision Rider

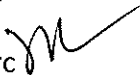
This schedule is only a brief summary of the amount of benefits you will be paid when you receive Covered Services from a provider. Please refer to the Covered Services Section of the Summary Plan Description for a more complete explanation of the specific vision services covered by the Plan. All Covered Services are subject to the conditions, exclusions, limitations, terms and provisions of the Certificate of Coverage and Summary Plan Description including any attachments or riders. The Certificate of Coverage and Summary Plan Description prevail if there is any discrepancy between this schedule and the terms, conditions, exclusions, limitations, terms and provisions set forth in the Certificate of Coverage or Summary Plan Description.

<b>BENEFIT PERIOD</b>	Calendar Year
<b>DEPENDENT AGE LIMIT</b>	To the end of the month after which the child attains 26.

COVERED SERVICES	COPAYMENTS/MAXIMUMS	
	Network Providers	Non-Network Providers
<b>Prescription Lenses</b>		
<b>Standard:</b> (including factory scratch coating, polycarbonate lenses for children under 19 years old and Photochromic lenses for children under 19 years old)		
<b>Basic Lenses (Pair)</b>		
Single Vision lenses	\$25 Copayment	Reimbursed up to \$36
Bifocal lenses	\$25 Copayment	Reimbursed up to \$54
Trifocal lenses	\$25 Copayment	Reimbursed up to \$69
(Limited to one set of lenses per Calendar Year.)		
<b>Frame</b>		
(Limited to one frame per Calendar Year)	\$130 Retail Amount	Reimbursed up to \$64
<b>Prescription Contact Lenses</b> (traditional or disposable)		
<b>Non-Elective Contact Lenses</b> (Availability once every Calendar Year)	Covered in full	Reimbursed up to \$210
<b>Elective Contact Lenses</b> (in lieu of eyeglass lenses allowances) (Availability once every Calendar Year)	\$130 Retail Amount	Reimbursed up to \$105
<b>Note:</b> If you elect covered Non-Elective Contact Lenses or Elective Contact Lenses within one calendar year period, no benefits will be available for covered lenses and frames until the next calendar year period.		



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 1, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: Resolution/Contingency Transfer-CSEA Local 2001 Settlement

---

CSEA, Local 2001 members approved a Tentative Agreement with the town on November 25, 2014.

A Fund Balance Resolution needs to be approved by the Town Council at the meeting to be held on December 9, 2014 and, if approved, a Contingency Transfer needs to be accepted to cover the costs of this settlement.

Thank you.

Cc: M. Walsh, Finance Director






## MEMORANDUM

**DATE:** December 1, 2014

**TO:** Marcia A. Leclerc, Mayor

**FROM:** Michael P. Walsh, Director of Finance 

**TELEPHONE:** (860) 291-7246

**RE:** CSEA Settlement - Fund Balance Resolution/Contingency Transfer

---

By way of this memo, attached please find a Fund Balance Resolution and a Contingency Transfer of Funds related to the settlement of the CSEA contract.

To cover the costs related to the settlement, \$262,578 of funding is needed. With respect to the sources that will be used, know that there is currently \$160,819 in Contingency (\$126,819 in Reserve for Negotiations and \$34,000 in Contingency) available to apply toward this settlement. As a result, \$101,759 is needed from Fund Balance.

Accordingly, the Fund Balance Resolution attached should be approved by Council first and the Budget Transfer of Funds attached should be approved second. Approval of both items will fund the settlement.

Please contact me if you have any questions or problems on any of the aforementioned information. Thank you.



**RESOLUTION CONCERNING A SUPPLEMENTAL BUDGET APPROPRIATION AND  
FUND BALANCE TRANSFER FOR THE FISCAL YEAR ENDING JUNE 30, 2015 TO FUND  
THE CONTRACT SETTLEMENT FOR THE CSEA CONTRACT**

**WHEREAS**, the Town of East Hartford and representatives of the CSEA Union have successfully negotiated a successor labor agreement between the two parties, and

**WHEREAS**, with respect to the wage portion of the award, the Town must fund a general wage increase of 2% per year for the fiscal years ending June 30, 2014 and June 30, 2015, and

**WHEREAS**, the Town set aside a portion of the funds needed in the operating budget for the 2014-2015 fiscal year and needs to draw the remaining funds to settle this contract from Fund Balance.

**NOW THEREFORE BE IT RESOLVED**, that the East Hartford Town Council does hereby approve this Supplemental Budget Appropriation of funds in the amount of \$101,759 from the Town's Undesignated Fund Balance and to reflect the addition of the attached Supplemental Revenue Appropriation and Expenditure Appropriation.

G0320-55900	Fund Balance Appropriation	101,759
G9600-60201	Contingency - Reserve for Negotiations	101,759

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 December 9, 2014.

\_\_\_\_\_  
Angela Attenello, Clerk of the Town Council

Funds certified as unobligated and available.

Signed:  Dated: 12/1/14  
Marcia A. Leclerc, Mayor

Signed:  Dated: 12/1/14  
Michael P. Walsh, Director of Finance

The Town of East Hartford  
For the Fiscal Year Ended June 30, 2015  
Budget Transfer

FROM		
Account Number	Name	Amount
G9600-60201	CONTINGENCY - RESERVE FOR CONTRACT NEG.	228,578
G9600-63492	CONTINGENCY	34,000
	TOTAL	<u>262,578</u>
TO		
Account Number	Name	Amount
G1100 60110	TOWN COUNCIL PERM SERV	2,961
G1200 60110	TOWN CLERK PERM SERV	8,517
G2100-60110	MAYOR'S OFFICE PERM SERV	2,915
G2600 60110	YOUTH SERV PERM SERV	9,657
G2950 60110	GRANT ADMIN PERM SERV	6,515
G3200-60110	ACCTS AND CONTROLS PERM SERV	9,544
G3300-60110	DATA PROCESSING PERM SERV	18,820
G3400 60110	PURCHASING PERM SERV	4,019
G3600-60110	ASSESSOR PERM SERV	12,841
G3700-60110	REVENUE/COLLECT PERM SERV	13,126
G4100-60110	DEV ADMIN PERM SERV	8,222
G5203 60110	POLICE ADMIN PERM SERV	33,936
G5316 60110	FIRE ADMIN PERM SERV	5,267
G5319 60110	FIRE MARSHALL PERM SERV	2,451
G5324 60110	EMER MNGT PERM SERV	3,859
G6100 60110	INSPECTIONS PERM SERV	33,156
G7100 60110	PUB WORKS ADMIN PERM	8,190
G7200 60110	ENGINEERING PERM SERV	24,522
G7800-60110	BLDG. MAINT. PERM SERV	16,308
G8100 60110	PARK ADMIN PERM SERV	12,496
G9300 60110	ENVIRON PERM SERV	7,535
G9400-60110	SOCIAL SVS PERM SERV	10,255
G9430 60110	SENIOR SERV PERM SERV	7,466
	TOTAL	<u>\$ 262,578</u>

The funds being transferred are certified as available and unobligated.



Michael P. Walsh, Director of Finance



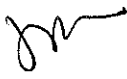
Marcia A. Leclerc, Mayor

Angela Attenello, Town Council/Clerk

Dated this 9th day of December 2014



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 1, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: Resolution – Application for Federal EPA Brownfields Funds

---

The Town Council needs to approve a resolution to allow the town to apply for a grant from the U. S. Environmental Protection Agency's (EPA) Brownfield Assessment Program.

A Brownfields Assessment grant would give the Town (with the permission of the property owner) the ability to identify the nature of contamination (if any) and, in some cases, to estimate of the cost of cleaning up the site. This assessment can make former industrial properties more attractive to developers.

The Town intends to apply for the maximum amount (\$200,000) allowable under the grant program. There is no matching requirement.

Please place this resolution and information on the Town Council agenda for the meeting to be held on December 9, 2014 and approve by adopting the attached resolution as presented.

Cc: E. Buckheit, Development Director  
P. O'Sullivan, Grants Manager

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 9th day of December, 2014.

## **R E S O L U T I O N**

**WHEREAS**, the U.S. Environmental Protection Agency (EPA) has made funds available for the assessment of environmentally-compromised properties, known as Brownfields; and

**WHEREAS**, these assessments are a necessary step in the remediation and redevelopment of these properties; and

**WHEREAS**, cleaning up and reinvesting in these properties protects the environment, reduces blight and takes development pressure off greenspaces and working lands;

**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 EPA as they pertain to this Brownfields Assessment grant.

**AND I DO CERTIFY** that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

**IN WITNESS WHEREOF**, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_\_ day of December, 2014.


Seal

Signed: \_\_\_\_\_  
Angela M. Attenello, Council Clerk

## GRANTS ADMINISTRATION MEMORANDUM

---

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – Application for federal EPA Brownfields Funds

DATE: November 26, 2014

---

Attached is a draft Town Council resolution requesting authorization to apply for a grant from the U.S. Environmental Protection Agency's (EPA) Brownfields Assessment Program.

A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Cleaning up and reinvesting in these properties increases local tax bases, facilitates job growth, utilizes existing infrastructure, takes development pressures off of undeveloped, open land, and both improves and protects the environment.

A Brownfields Assessment grant would give the Town (with the permission of the property owner) the ability to identify the nature of contamination (if any) and, in some cases, to estimate of the cost of cleaning up the site. This assessment can make former industrial properties more attractive to developers.

The Town intends to apply for the maximum amount (\$200,000) allowable under the grant program. There is no matching requirement

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 9, 2014. Please contact me at extension 7206 if you have any questions.

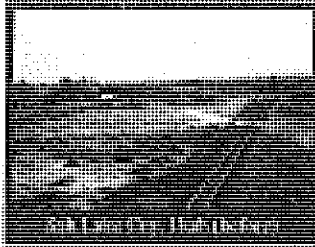
Attachments (2)

Cc: Eileen Buckheit, Development Director

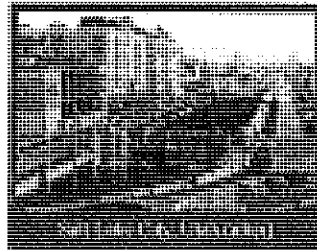


# EPA Brownfields Assessment Grants: Interested in Applying for Funding? *Here's what you need to know to get started...*

## *What is EPA's Brownfields Program?*



The U.S. Environmental Protection Agency's (EPA) Brownfields Program is designed to empower states, communities, and other stakeholders to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. EPA provides technical and financial assistance for brownfields activities through an approach based on four main goals: protecting human health and the environment, sustaining reuse, promoting partnerships, and strengthening the marketplace. Brownfields grants serve as the foundation of the Brownfields Program and support revitalization efforts by funding environmental assessment, cleanup, and job training activities. Thousands of properties have been assessed and cleaned up through the Brownfields Program, clearing the way for their reuse.



A brownfield is defined as: real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. The 2002 Brownfields Law further defines the term to include a site that is: "contaminated by a controlled substance; contaminated by petroleum or a petroleum product excluded from the definition of 'hazardous substance'; or mine-scarred land."

## *What are the Four Grant Types?*

- ✓ **Assessment grants** provide funding for brownfields inventories, planning, environmental assessments, and community outreach.
- ✓ **Revolving Loan Fund grants** provide funding to capitalize a revolving loan fund that provides loans and subgrants to carry out cleanup activities at brownfields.

- ✓ **Cleanup grants** provide direct funding for cleanup activities at specific sites.
- ✓ **Job Training grants** provide environmental training for residents of brownfields communities.

## *What are Assessment Grants?*

Assessment grants provide funding for a grant recipient to:

- ✓ **Inventory Sites:** Compile a listing
- ✓ **Characterize Sites:** Identify past uses
- ✓ **Assess Sites:** Determine existing contamination
- ✓ **Conduct Cleanup and Redevelopment Planning:** Scope and plan process
- ✓ **Conduct Community Involvement:** Inform and engage community

## For a Community-Wide Grant:

- ✓ An applicant may apply for a community-wide assessment grant if a specific site has not been identified or if the assessment will address more than one site within the community.
- ✓ Applicants electing to apply for up to \$200,000 for a community-wide hazardous substance assessment grant are not eligible for a site-specific hazardous substance assessment grant in the same grant competition. Applicants applying for up to \$200,000 for a community-wide petroleum or petroleum product assessment grant will not be eligible for a site-specific petroleum assessment grant.

## For a Site-Specific Grant:

- ✓ A site-specific assessment grant must be applied for if the assessment is limited to one, and only one, site. A site-specific assessment grant application must be made if a waiver of the funding limitation is requested.
- ✓ Applicants will not be allowed to substitute another site for a site-specific assessment grant where the subject site is determined to be ineligible.

**For the complete discussion of Brownfields Program grant funding, refer to the EPA Proposal Guidelines for Brownfields Assessment, Revolving Loan Fund, and Cleanup grants at: <http://www.epa.gov/brownfields/applicat.htm>**

## *How Do I Apply for an Assessment Grant?*


Applicants submit a proposal for each grant type that they are applying for (i.e., assessment, revolving loan fund, and/or cleanup). Each proposal must address the selection criteria outlined in the guidelines.

Important: This document is not intended as a substitute for the EPA Proposal Guidelines for Brownfields Assessment, Revolving Loan Fund, and Cleanup Grants document located on the Brownfields Act site or <http://www.epa.gov/brownfields/applicat.htm>





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

Date: December 1, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: America the Beautiful Grant Program

---

The State of Connecticut Department of Energy and Environmental Protection (DEEP) Division of Urban Forestry has made available funding to municipalities through an America the Beautiful (ATB) Grant Program which supports urban forestry efforts throughout the state. The Town will be applying for \$4,000 in funding through this program.

The grant will cover the Town's plan for the planting of approximately 12 trees (depending on cost) on Main Street and for the creation of an Urban Forestry page on the Town of East Hartford website.

The web page will fulfill a recommended educational component of the application, and will provide information on the progress of the tree planting project, as well as documents related to tree care and photos of events such as the Town's Arbor Day Celebration. The location of the new plantings will be determined using the Tree Inventory and Management Plan, which was partially funded by an ATB Grant awarded to the Town in 2012.

The grant requires a one-to-one match; in-kind costs will be allowed to address that requirement. This will be fulfilled by the Town's in-kind contribution of staff time necessary to plant and maintain the tree, create the web page, and administer the grant.

Please place this information on the agenda for the December 9, 2014 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution authorizing my signature on documents associated with this program

Cc: P. O'Sullivan, Grants Manager  
E. Buckheit, Development Director  
T. Bockus, Public Works Director

I, Angela M. Attenello, Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the Town Council of said corporation, duly held on the 9<sup>th</sup> day of December, 2014.

**WHEREAS**, the State Department of Energy and Environmental Protection has made funding available under the America the Beautiful (ATB) Urban Forestry Grant Program; and

**WHEREAS**, ATB Grants may be used to support urban forestry activities sponsored by municipalities for a wide range of activities; and

**WHEREAS**, the Town desires to strategically plant trees on Main Street to support and enhance the Downtown District,

**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 under the America the Beautiful Urban Forestry Grant Program.

**AND I DO CERTIFY** that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the corporate seal of the Town of East Hartford, Connecticut this \_\_\_\_ day of December, 2014.


Signed: \_\_\_\_\_  
Angela M. Attenello  
Town Council Clerk

seal

## GRANTS ADMINISTRATION MEMORANDUM

---

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – America the Beautiful Grant Program

DATE: December 1, 2014

---

Attached is a draft resolution authorizing you as Mayor to apply for funding to the State of Connecticut Department of Energy and Environmental Protection (DEEP) Division of Urban Forestry for an America the Beautiful (ATB) Grant.

The ATB program supports urban forestry efforts throughout out the state. The Town intends to apply for \$4,000 for the planting approximately 12 trees (depending on cost) on Main Street and for the creation of an Urban Forestry page on the Town of East Hartford website.

The location of the new plantings will be determined using the Tree Inventory and Management Plan, which was partially funded by a 2012 ATB Grant.

The web page is to fulfill a recommended educational component of the application. The web page will provide information on the progress of the tree planting project, documents related to tree care and photos of events such as the Town's Arbor Day Celebration.

The ATB program requires a one-to-one match, but does allow in-kind costs to address that requirement. Current plans call for this match to be fulfilled by the Town's in-kind contribution of staff time necessary to plant and maintain the tree, create the web page and administer the grant.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 9, 2014. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director  
Timothy Bockus, Public Works Director

### **Overview of the 2014 America the Beautiful Grants**

For this year, DEEP Forestry has \$100,000 available in grant funding for urban forestry projects. All grants must be completed by March 18, 2016. No extensions will be given. Funding for this grant program is through the Regional Greenhouse Gas Initiative, which has granted this funding to the DEEP Division of Forestry in support of Connecticut's urban forestry efforts. For more details on the RGGI program, visit [www.RGGI.org](http://www.RGGI.org). Incorporated 501-c-3 non-profit organizations, municipalities and other units of local government are eligible for these grants, providing they possess a valid Federal Employment Identification Number (FEIN).

Grant requests under the America the Beautiful (ATB) grant program may be for any amount up to \$12,000. The primary goal of the America the Beautiful Grant Program is to advance urban forestry within the State of Connecticut. Applicants must clearly identify how project proposals will work towards achieving this goal. Grant applicants are encouraged to become familiar with Connecticut's 2010 Forest Action Plan, including the vision for urban forestry as described on page 165 of that plan. The Forest Action Plan can be viewed on the DEEP Forestry web site: [www.ct.gov/deep/forestry](http://www.ct.gov/deep/forestry) . (See the listing at the top right corner.) Grants that are larger in size will not be favored over smaller grants, or vice versa. Applicants are encouraged to keep this in mind when submitting their applications. Please see the Review Criteria listed on page 8.


In most cases, the ATB grants are reimbursement grants. In other words, payment for the granted activity will occur after the grant project has been completed and only for expenditures made by the grant recipient in accordance with the grant agreement. Proof that payments have been made must be submitted before reimbursement will occur. Infrequently, and only when requested as a part of the application process, allowances may be made for the disbursement of a portion of the grant funding prior to the completion of the project. Such allowances will be held to a minimum. Applicants seeking partial payment in advance of completion of the grant must make that request as part of the application process. Once the successful grant applications have been selected, DEEP Forestry will begin the process of establishing a written contract between DEEP and the grant recipient. Under no circumstances may there be reimbursement for funds expended prior to the completion of the grant paperwork. When this paperwork is complete and the grant contract is fully executed, grant recipients will be notified.

It is a requirement for reimbursement that all expenditures are to be matched 50:50. This match may be a financial match, done through the expenditure of additional funds, or it may be achieved by the in-kind contributions of goods or services. A combination of additional expenditures and in-kind contributions is acceptable. Grant recipients will not be allowed to use funding from other federal sources as a match for this grant.

To be considered, a copy of the grant application must be received by **4:00 p.m. on Wednesday, December 18, 2014**. Grant applications may be submitted by mail, electronically or by fax. Grant applications may not be more than five pages in length. In addition, the application must include the Application Form that is at the end of this document. All projects must be completed March 18, 2016.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

Date: December 1, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Home Land Security 2014

---

The Town of East Hartford is once again eligible for funding under the federal Department of Homeland Security Emergency Management Performance Grant program through the administration of the State of Connecticut Department of Emergency Management & Homeland Security (DEMHS). This program provides funding for Municipal Emergency Operations Centers (EOC), staffing and other emergency management activities. An application must be filed by the Town to DEMHS to access this funding.

East Hartford's Federal Fiscal Year 2014 allocation amount is \$25,636. The program requires a cash or in-kind match from the municipality. The Town has participated in this annual grant program for more than 10 years.

Please place this information on the agenda for the December 9, 2014 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution authorizing my signature on documents associated with this program

Cc: P. O'Sullivan, Grants Manager  
Chief John Oates

## **RESOLUTION**

I, Angela Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, do hereby certify that the following is a true and correct copy of a resolution adopted by the East Hartford Town Council at its duly called and held meeting on December 9<sup>th</sup>, 2014, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

**RESOLVED**, that Town of East Hartford, Connecticut may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

**FURTHER RESOLVED**, that Marcia A. Leclerc, as Mayor of the Town of East Hartford, Connecticut, is authorized and directed to execute and deliver any and all documents on behalf of the Town of East Hartford and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that Marcia A. Leclerc now holds the office of Mayor and that she has held that office since January 10<sup>th</sup>, 2011.

**IN WITNESS WHEREOF:** The undersigned has executed this certificate this \_\_\_\_\_ day of December, 2014.

---

Angela M. Attenello, Town Council Clerk

## GRANTS ADMINISTRATION MEMORANDUM

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TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager *PSM*

SUBJECT: Council Resolution – Homeland Security Grant Application FFY 2014

DATE: December 1, 2014

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The Town of East Hartford is again eligible for funding under the federal Department of Homeland Security Emergency Management Performance Grant program through the administration of the State of Connecticut Department of Emergency Management & Homeland Security (DEMHS). This program provides funding for Municipal Emergency Operations Centers (EOC), staffing and other emergency management activities. An application must be filed by the Town to DEMHS to access this funding.

East Hartford's Federal Fiscal Year 2014 allocation amount is \$25,636. The program requires a 1 to 1 cash or in-kind (noncash) match from the municipality. The Town has participated in this annual grant program for more than 10 years.

Attached is a Resolution which will authorize you as Mayor to apply for these funds. I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 9<sup>th</sup>, 2014. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Chief John Oates

## EMPG Program Information

### Objectives (050):

The EMPG Program provides resources to assist state, local, tribal and territorial governments in preparing for all hazards, as authorized by Section 662 of the Post Katrina Emergency Management Reform Act (6 U.S.C § 762) and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. §§ 5121 et seq.). Title VI of the Stafford Act authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government and the states and their political subdivisions. The FY 2014 EMPG will provide federal funds to assist state, local, tribal and territorial emergency management agencies to obtain the resources required to support the National Preparedness Goal's (NPG's) (the Goal's) associated mission areas and core capabilities. The federal government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title to support a comprehensive all hazards emergency preparedness system.

The Emergency Management Performance Grant Program is to support a comprehensive, all-hazard emergency preparedness system by building and sustaining the core capabilities contained in the National Preparedness Goal.

Examples include:

- Completing the Threat and Hazard Identification and Risk Assessment (THIRA) process;
- Strengthening a state or community's emergency management governance structures;
- Updating and approving specific emergency plans;
- Designing and conducting exercises that enable whole community stakeholders to examine and validate core capabilities and the plans needed to deliver them to the targets identified through the THIRA;
- Targeting training and verifying identified capabilities;
- Initiating or achieving a whole community approach to security and emergency management.

*--Excerpted from Catalog of Federal Domestic Assistance*






## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

Date: December 1, 2014

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc 

RE: Job Description EHFD

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Attached is the amended job description for the position, Chief Medical Officer. I recommend the Council refer these changes to the Personnel and Pension Subcommittee for their consideration and approval.

The position, Chief Medical Officer, resides in the Fire Department and is an existing budgeted position. The job description was updated to make technical corrections ensuring the job description complies with current state regulation. The needed changes were identified in 2000 and had not been addressed. The salary grade and range for the position will remain the same. The job description changes were reviewed by Human Resources and the Fire Chief and meet their approval.

Please place this item on the Town Council agenda for December 9, 2014.

Cc: Chief Oates

## **TOWN OF EAST HARTFORD**

**TITLE:** Chief Medical Officer

**GRADE:** 71

**DEPARTMENT:** Fire

**DATE:** 6/96

### **POSITION DEFINITION:**

Under direct supervision of the Fire Chief or Assistant Fire Chief, performs administrative, supervisory, and field work in directing the delivery of Emergency Medical Services.

### **ESSENTIAL JOB FUNCTIONS:**

- Observes the department medical program in operation to determine that procedures and training are effectively carried out. Monitors the quality of emergency medical services provide to the community.
- Verifies medical records and reports for accuracy and proper use.
- Participates in continuous training and education programs to maintain medical knowledge.
- Attends meetings and seminars pertinent so as to maintain current medical certification at all levels.
- Coordinates scheduling of personnel to receive training.
- Investigates complaints of the delivery of medical services and endeavors to correct irregularities.
- Maintains the operational readiness and capability of the Emergency Medical System.
- Performs firefighting duties in case of multiple alarms if needed.

### **ADDITIONAL JOB FUNCTIONS:**

- Prepares and delivers public EMS education programs to the community.
- Inspects EMS response vehicle(s) and equipment for serviceability: coordinates preventive maintenance and servicing of department EMS equipment; maintains inventory of supplies and equipment; provides specifications and orders replacements as needed.
- Analyses, plans, and coordinates future direction of the EMS program; forwards data for budget consideration to the Chief; advises chief of changes which may affect the EMS program.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to be certified by the State of Connecticut as an EMSI (Emergency Medical Services Instructor). Certification must be maintained.
- Ability to be certified as a Cardiopulmonary Resuscitation (CPR) Instructor. Certifications must be maintained.
- Thorough knowledge of modern firefighting and other emergency techniques.
- Thorough knowledge of the rules, regulations, and procedures of the Fire Department.
- Ability to establish and maintain effective working relationships with other employees 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:**

- Works in areas where sustaining traumatic or thermal injuries is possible.
- Operates in environments of high noise, poor visibility, limited mobility, and in enclosed or confined spaces.
- Works in wet, icy, or muddy areas and performs a variety of tasks on slippery hazardous surfaces.
- Ability to access and reach difficult places and varied terrain for inspection purposes.

### **JOB QUALIFICATIONS:**

- High School Diploma or its equivalent.
- Possession of a Valid Motor Vehicle Operator's License.
- Ability to be certified by the State of Connecticut as an EMSI and EMT-P.
- Ability to be certified as a CPR Instructor.
- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a Chief Training Officer.
- Five (5) years as a member of the East Hartford Fire Department and a minimum of two (2) years as and EMT-P with the East Hartford Department.

**NOTE: The above tasks and responsibilities are illustrative only.**

## TOWN OF EAST HARTFORD

**TITLE:** Chief Medical Officer

**GRADE:** 71

**DEPARTMENT:** Fire

**DATE:** 2/2015

### POSITION DEFINITION:

Under direct supervision of the Fire Chief or Assistant Fire Chief(s), performs administrative, supervisory, and field-work in directing the department's delivery of Emergency Medical Services.

### ESSENTIAL JOB FUNCTIONS:

- Observes the department medical program in operation to determine that procedures and training are effectively carried out. Monitors the quality of emergency medical services provide to the community.
- Verifies medical records and reports for accuracy and proper use.
- Participates in continuous training and education programs to maintain medical knowledge.
- Attends meetings and seminars pertinent ~~so as to~~ to maintain current medical certification at all levels.
- Coordinates scheduling of personnel to receive training.
- Investigates complaints of the delivery of medical services and endeavors to correct irregularities.
- Maintains the operational readiness and capability of the Emergency Medical Services System.
- Plan and direct the work, and provide direct supervision of subordinates assigned to the Medical Division.
- Performs firefighting duties in case of multiple alarms if needed as directed by the Incident Commander.

### ADDITIONAL JOB FUNCTIONS:

- Prepares and delivers public EMS education programs to the community.
- Inspects EMS response vehicle(s) and equipment for serviceability; coordinates preventive maintenance and servicing of department EMS equipment; ~~maintains inventory~~ maintains inventory of supplies and equipment; provides specifications and orders replacements as needed.
- Analyses, plans, and coordinates future direction of the EMS program; ~~forwards;~~ forwards data for budget consideration to the Chief; ~~advises;~~ advises chief of changes which may affect the EMS program.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ~~Ability to be certified by the State of Connecticut as an EMSI (Emergency Medical Services Instructor). Certification must be maintained~~Licensed by the State of Connecticut as an EMT-Paramedic for the duration of appointment to the position.
- ~~Ability to be certified as a Cardiopulmonary Resuscitation (CPR) Instructor. Certifications must be maintained~~Ability to obtain Medical Control from the Department's Sponsor Hospital and authorization to operate as an EMT-Paramedic. Medical Control must be obtained and maintained for the duration of appointment
- ~~Thorough knowledge of modern firefighting and other emergency techniques~~Comprehensive understanding of modern fire service operated EMS System administration
- Proficiency in basic and advanced life support emergency medical care
- Maintains thorough knowledge of current and trending EMS System and emergency medical care models, techniques, tools, and technologies.
- ~~Ability to be certified by the State of Connecticut as an EMS-I (Emergency Medical Services Instructor). Certification must be obtained and maintained for the duration of appointment to the position.~~
- Ability to be certified as an Advanced Cardiac Life Support Instructor. Certification must be obtained and maintained for the duration of appointment to the position.
- Ability to be certified as a Pediatric Advanced Life Support Instructor. Certification must be obtained and maintained for the duration of appointment to the position.
- Ability to be certified in Emergency Medical Dispatch (EMD) and EMD QA. Certification must be obtained and maintained for the duration of the appointment to the position.
- Thorough knowledge of modern firefighting and other emergency techniques.
- Thorough knowledge of the rules, regulations, and procedures of the Fire Department.
- Ability to establish and maintain effective working relationships with other employees 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:**

- Works in areas where sustaining traumatic or thermal injuries is possible.
- Operates in environments of high noise, poor visibility, limited mobility, and in enclosed or confined spaces.
- Works in wet, icy, or muddy areas and performs a variety of tasks on slippery hazardous surfaces.
- Ability to access and reach difficult places and varied terrain for inspection purposes.

### **JOB QUALIFICATIONS:**

- High School Diploma or its equivalent.
- Possession of a Valid Motor Vehicle Operator's License.
- ~~Ability to be certified by the State of Connecticut as an EMSI and EMT-P.~~
- ~~Ability to be certified as a CPR Instructor.~~
- ~~Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a Chief Training Officer.~~
- Five (5) or more years of service as a member of the East Hartford Fire Department,
- and a minimum of two (2) or more years as and EMT-P with the East Hartford Department.
- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a Chief Training Officer.

- 

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**NOTE:** The above tasks and responsibilities are illustrative only.

## **TOWN OF EAST HARTFORD**

**TITLE:** Chief Medical Officer

**GRADE:** 71

**DEPARTMENT:** Fire

**DATE:** 2/2015

### **POSITION DEFINITION:**

Under direct supervision of the Fire Chief or Assistant Fire Chief(s), performs administrative, supervisory, and field work in directing the department's delivery of Emergency Medical Services.

### **ESSENTIAL JOB FUNCTIONS:**

- Observes the department medical program in operation to determine that procedures and training are effectively carried out. Monitors the quality of emergency medical services provide to the community.
- Verifies medical records and reports for accuracy and proper use.
- Participates in continuous training and education programs to maintain medical knowledge.
- Attends meetings and seminars pertinent to maintain current medical certification at all levels.
- Coordinates scheduling of personnel to receive training.
- Investigates complaints of the delivery of medical services and endeavors to correct irregularities.
- Maintains the operational readiness and capability of the Emergency Medical Services System.
- Plan and direct the work, and provide direct supervision of subordinates assigned to the Medical Division.
- Performs firefighting duties in case of multiple alarms if needed as directed by the Incident Commander.

### **ADDITIONAL JOB FUNCTIONS:**

- Prepares and delivers public EMS education programs to the community.
- Inspects EMS response vehicle(s) and equipment for serviceability; coordinates preventive maintenance and servicing of department EMS equipment; maintains inventory of supplies and equipment; provides specifications and orders replacements as needed.
- Analyses, plans, and coordinates future direction of the EMS program; forwards data for budget consideration to the Chief; advises chief of changes which may affect the EMS program.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Licensed by the State of Connecticut as an EMT-Paramedic for the duration of appointment to the position.
- Ability to obtain Medical Control from the Department's Sponsor Hospital and authorization to operate as an EMT-Paramedic. Medical Control must be obtained and maintained for the duration of appointment
- Comprehensive understanding of modern fire service operated EMS System administration
- Proficiency in basic and advanced life support emergency medical care
- Maintains thorough knowledge of current and trending EMS System and emergency medical care models, techniques, tools, and technologies.
- Ability to be certified by the State of Connecticut as an EMS-I (Emergency Medical Services Instructor). Certification must be obtained and maintained for the duration of appointment to the position.
- Ability to be certified as an Advanced Cardiac Life Support Instructor. Certification must be obtained and maintained for the duration of appointment to the position.
- Ability to be certified as a Pediatric Advanced Life Support Instructor. Certification must be obtained and maintained for the duration of appointment to the position.
- Ability to be certified in Emergency Medical Dispatch (EMD) and EMD QA. Certification must be obtained and maintained for the duration of the appointment to the position.
- Thorough knowledge of modern firefighting and other emergency techniques.
- Thorough knowledge of the rules, regulations, and procedures of the Fire Department.
- Ability to establish and maintain effective working relationships with other employees 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:**

- Works in areas where sustaining traumatic or thermal injuries is possible.
- Operates in environments of high noise, poor visibility, limited mobility, and in enclosed or confined spaces.
- Works in wet, icy, or muddy areas and performs a variety of tasks on slippery hazardous surfaces.
- Ability to access and reach difficult places and varied terrain for inspection purposes.

### **JOB QUALIFICATIONS:**

- High School Diploma or its equivalent.
- Possession of a Valid Motor Vehicle Operator's License.

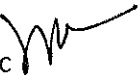


- Five (5) or more years of service as a member of the East Hartford Fire Department.
- Two (2) or more years as and EMT-P with the East Hartford Department.
- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a Chief Training Officer.

**NOTE: The above tasks and responsibilities are illustrative only.**



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 1, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: Referral to Real Estate Acquisition and Disposition – Main Street

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The State of Connecticut Department of Transportation has requested an easement for traffic signal equipment located on town property as described in Schedule A included with this memo.

Please place this request and information on the Town Council agenda for the meeting to be held on December 9, 2014 for referral to the Real Estate Acquisition and Disposition committee.

Thank you.

Cc: T. Bockus, Director of Public Works



## MEMORANDUM

**DATE:** November 24, 2013  
**TO:** Marcia A. Leclerc, Mayor  
**FROM:** Timothy Bockus, Director of Public Works *TJB*  
**RE:** Town Hall Parking Lot  
Proposed Easement for Traffic Signal Equipment  
740 Main Street

---

Please accept this memorandum as a request to place the above mentioned easement on the agenda for the next scheduled meeting of the East Hartford Town Council as a referral to the Real Estate Acquisition and Disposition Committee. The Connecticut DOT has requested this easement for traffic signal equipment located on Town owned property. Comments from the DOT regarding minor modifications to the signal included a request that this easement is granted. The DOT Right-of-Way Section has already reviewed the documents and approves of the form of the documents and the content of the easement map.

Please see the attached easement document and easement map.

cc: D. Horan, Town Engineer

**DEFINED TRAFFIC EASEMENT**

KNOW ALL MEN BY THESE PRESENTS, the Town of East Hartford, a Connecticut Municipal Corporation with an address at 740 Main Street, East Hartford, Connecticut hereunto duly authorized, for good and valuable consideration, received to its full satisfaction of the State of Connecticut, does hereby grant unto the State of Connecticut, its successors and assigns forever, that certain full and perpetual easement to construct and maintain traffic structures under, over and across portions of land of the Town of East Hartford situated in the Town of East Hartford, County of Hartford and State of Connecticut, more particularly bounded and described on Schedule A attached hereto and made a part.

TO HAVE AND TO HOLD the premises for the purpose aforesaid unto the State of Connecticut, its successors and assigns forever.

The easement herein conveyed is located upon portions of the premises conveyed to the Town of East Hartford and described in a Warranty Deed dated October 28, 1935 and recorded in Volume 112 at Page 97 of the East Hartford Land Records.

The Grantor herein reserves the right for itself, its successors and assigns, its employees, guests and invitees, to continue to use the land through which the aforementioned easement has been granted for any uses and purposes which do not interfere with the easement, including the purpose of ingress and egress to and from the land of the Grantor.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this \_\_\_\_ day of \_\_\_\_\_, 2014.

Town of East Hartford

\_\_\_\_\_  
Richard P. Gentile

\_\_\_\_\_  
Marcia A. Leclerc, Mayor

State of Connecticut

ss:

County of Hartford

On the \_\_\_\_ day of \_\_\_\_\_, 2015 before me, Richard P. Gentile, personally appeared Marcia A. Leclerc, Mayor of the Town of East Hartford, Connecticut, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that she executed the same for the purposes therein contained as her free act and deed and the free act and deed of the Town of East Hartford.

In Witness Whereof, I hereunto set my hand and official seal

\_\_\_\_\_  
Richard P. Gentile  
Commissioner of the Superior Court

#### SCHEDULE A

BEGINNING at a point in the Southeasterly monumented highway line of Main Street (Route 5), said point being located South  $21^{\circ} 42' 29''$  West 98.0 feet from a Connecticut Highway Department monument set near the intersection of said Main Street (Route 5) and Saunders Street and as shown on Right of Way Map 138 sheet 8 of 8 and thence continuing along said Southeasterly line of Main Street (Route 5) South  $21^{\circ} 42' 29''$  West 36.0 feet; thence turning an interior angle to the right of  $90^{\circ} 0' 0''$  and running Southeasterly 36.0 feet; thence turning an interior angle to the right of  $90^{\circ} 0' 0''$  and running Northeasterly 36.0 feet; thence turning an interior angle to the right of  $90^{\circ} 0' 0''$  and running Northwesterly 36.0 feet to the point of beginning.

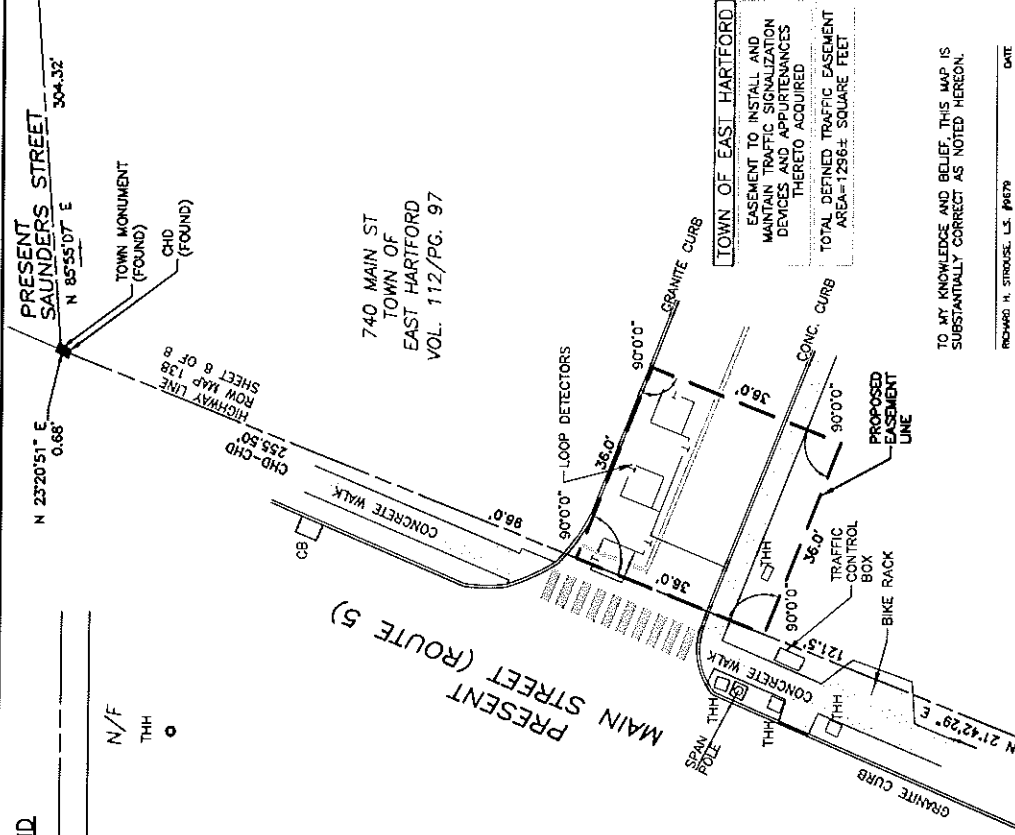
Being shown on "Compilation Plan Town of East Hartford Map showing easement acquired from Town of East Hartford by The State of Connecticut Department of Transportation Main Street (U.S. Route 5) Scale 1"=20' August 2014 Thomas A. Harley, P.E. Chief Engineer- Bureau of Engineering and Construction and certified "substantially correct" by Richard H. Strouse, L.S. #9679".

Said Map being filed of even date herewith in the East Hartford Town Clerk's Office.

# LEGEND

RIGHT OF WAY LINE (ROW)  
 EDGE OF PAVEMENT  
 NOW OR FORMERLY  
 TRAFFIC HAND HOLE  
 BOUNDARY POINT

N/F  
 THH  
 ○



## MAP REFERENCES

1.) BOUNDARY SURVEY OF LANDS OF THE TOWN OF EAST HARTFORD IN THE VICINITY OF THE EAST HARTFORD TOWN HALL AND FIRE STATION #1 SITUATED IN THE TOWN OF EAST HARTFORD, COUNTY OF HARTFORD, STATE OF CONNECTICUT PREPARED FOR: TOWN OF EAST HARTFORD DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION 740 MAIN STREET EAST HARTFORD, CT 06108 DATED DECEMBER 22, 2011 SCALE: 1"=30' SHEET 2 OF 2 PROJECT NO.:83419.08 BY BSC GROUP

## NOTES

1.) THIS SURVEY HAS BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300b-1 THROUGH 20-300b-20 AND THE STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT AS PREPARED AND ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS, INC. ON SEPTEMBER 26, 1996.  
 THE TYPE OF SURVEY PERFORMED IS A COMPILATION SURVEY CONFORMING TO THE STANDARDS OF ACCURACY FOR A HORIZONTAL CLASS D AND IS A DEPENDENT RESURVEY OF THE SUBJECT PROPERTY.  
 THIS SURVEY WAS PREPARED TO DEPICT THE RECENT DRIVEWAY IMPROVEMENTS ON THE SUBJECT PROPERTY.

2.) TOTAL AREA OF EASEMENT = 1296± SQUARE FEET.

3.) UNDERGROUND UTILITY, STRUCTURE AND FACILITY LOCATIONS DEPICTED AND NOTED HEREON HAVE BEEN COMPILED, IN PART, FROM RECORD MAPPING SUPPLIED BY THE RESPECTIVE UTILITY COMPANIES OR GOVERNMENTAL AGENCIES, FROM PAROL TESTIMONY AND FROM OTHER SOURCES. THESE LOCATIONS MUST BE CONSIDERED AS APPROXIMATE IN NATURE. ADDITIONALLY, OTHER SUCH FEATURES MAY EXIST ON THE SITE, THE EXISTENCE OF WHICH ARE UNKNOWN TO CME ASSOCIATES, INC. THE SIZE, LOCATION AND EXISTENCE OF ALL SUCH FEATURES MUST BE FIELD DETERMINED AND VERIFIED BY THE APPROPRIATE AUTHORITIES PRIOR TO CONSTRUCTION. CALL BEFORE YOU DIG 1-800-922-4455.



CME Associates, Inc.

32 Catlin Lane, Woodstock, CT 06281  
 100 East River Drive, East Hartford, CT 06106  
 50 Elm Street, Southborough, MA 01550  
 Phone: 860-251-3227  
 www.cmeengineering.com

## COMPILATION PLAN

TOWN OF EAST HARTFORD  
 MAP SHOWING EASEMENT ACQUIRED FROM  
 TOWN OF EAST HARTFORD

BY  
 THE STATE OF CONNECTICUT  
 DEPARTMENT OF TRANSPORTATION  
 MAIN STREET (U.S. ROUTE 5)

SCALE 1"=20' THOMAS A. HARLEY, P.E. AUGUST 2014  
 CHIEF ENGINEER - BUREAU OF ENGINEERING AND CONSTRUCTION

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS  
 SUBSTANTIALLY CORRECT AS NOTED HEREON.

RICHARD H. STROUSE, L.S. #4678 DATE

DATE	REVISION	REQ. BY

DRAWN BY	MR
DATE	08/25/2014
CHECKED BY	CB
DATE	

TOWN NO. 42

PROJECT NO. 42-000


SERIAL NO. 117

SHEET 1 OF 1 DATE 08/25/2014

F76c



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

Date: December 1, 2014  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: APPOINTMENTS- Boards and Commissions

---

The following name was submitted by the East Hartford Republican Town Chairman for appointment to Boards and Commissions.

### **FINE ARTS COMMISSION**

R      Jannette Rosa                      1882 Main Street                      12/19

Please place this item on the Town Council agenda for the December 9, 2014 meeting.

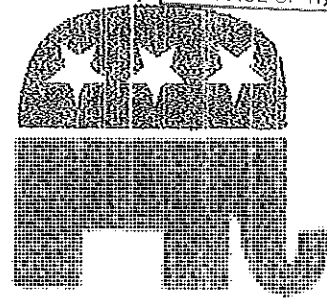
Thank you.

RECEIVED

NOV 12 2014

TOWN OF EAST HARTFORD  
OFFICE OF THE MAYOR

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



Republican Town Committee Chairman,

Please print and complete the following information in full-

1. Jannette Rosa  
Your name exactly as it appears on the E. Hfd. Voter Registration List
2. 1882 Main St 06108  
Street Address Zip Code
3. PARTY AFFILIATION ☒ REPUBLICAN ☐ UNAFFILIATED ☐ OTHER
4. \_\_\_\_\_  
Home Phone
5. 860 519 6621  
Cell Phone
6. jaja.antonaras@gmail.com  
Personal e-mail address
7. Secretary to VP  
Occupation
8. Windham Public Schools  
Employer
9. 123 Quarry St, Willimantic CT 06226  
Employer/Work Address
10. 860-465-2564  
Work Phone
11. 1 year college  
Formal Education Level Achieved
12. Hispanic  
Ethnicity (Optional)
13. 26 years  
Years as E. Hfd. Resident
14. Fine Arts Commission  
Name of Board or Commission you would like to serve on
15. Knights of Columbus  
\*Community based activities and/or civic/volunteer organizations activities you have participated in
16. Improve our town and the area arts  
\*Your reason for being interested in serving our Town in this capacity
17. Bi-Lingual, organized, interested in the arts  
\*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

18. Jannette Rosa  
YOUR SIGNATURE

19. 11/10/14  
DATE

THIS SPACE FOR USE BY REPUBLICAN TOWN COMMITTEE

Submitted for consideration by Town Committee Member  
Voter Registration Information Certified by Voter Registrar

Carolyn V Kronen  
Mary J. Maurey

11-12-14  
Date



OFFICE OF THE  
TOWN COUNCIL

**TOWN OF EAST HARTFORD**

740 Main Street  
East Hartford, Connecticut 06108

*Robert J. Pardo*

2014 DEC -5 (860) 291-7208

TOWNE FAX (860) 291-7389  
EAST HARTFORD

DATE: December 5, 2014

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, December 9, 2014 6:30 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, December 9, 2014**

**6:30 p.m.**

**Town Council Majority Office**

The purpose of the meeting is to meet in executive session to discuss the following cases:

- United Technologies Corporation, Pratt & Whitney Division v. Town of East Hartford Docket No. HHB-CV-12-6015707S Re: Personal Property (Manufacturing Exemption) – tax appeal
- New England Garden Center, LLC v Town of East Hartford Docket No. CV-12-6015713-S, involving real estate and buildings at 1375 Silver Lane – tax appeal
- Omar Tibby v Town of East Hartford, et al. Docket No. 3:11-CV-01480(SRU) – pending federal court action

Also, to discuss the tentative agreement between the Town of East Hartford and CSEA Local 2001, SEIU, CTW, CLC with respect to a new collective bargaining agreement.

cc: Mayor Leclerc  
Scott Chadwick, Corporation Counsel  
Brian Smith, Assessor  
Mike Walsh, Finance Director  
Santiago Malave, Human Resources Director