

*Arthur J. Bask*

TOWN COUNCIL AGENDA

2020 DEC 30 P 2:47

TOWN COUNCIL CHAMBERS/Microsoft "TEAMS"

TOWN CLERK  
EAST HARTFORD

740 MAIN STREET

EAST HARTFORD, CONNECTICUT

JANUARY 5, 2021

=====

**Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the January 5<sup>th</sup> Town Council meeting is accessible through "Microsoft Teams" 929-235-8441 Conference ID: 236 501 571 #**

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. December 15, 2020 Executive Session
  - B. December 15, 2020 Regular Meeting
  - C. December 21, 2020 Special Meeting/Tax Deferment Extension
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
  - A. TD Green Space Grant Program
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: January 19<sup>th</sup>)

*Robert J. Kehoe*

MICROSOFT "TEAMS"

2020 DEC 21 A 10: 29

DECEMBER 15, 2020

TOWN CLERK  
EAST HARTFORD

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Councillors Connor Martin and John Morrison  
In Chambers

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader  
Via Teams Esther B. Clarke, Councillors Angela Parkinson, Awet Tsegai and Patricia  
Harmon

ALSO Marcia A. Leclerc, Mayor  
PRESENT Scott Chadwick, Corporation Counsel  
Via Teams Jonathan Reik, Attorney, McGann, Bartlett and Brown

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:03 p.m.

MOTION By Esther Clarke  
seconded by Don Bell  
to **go into** Executive Session to discuss the pending Workers'  
Compensation claims of former employee, Julie Miller.  
Motion carried 9/0.

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

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Don Bell  
to **adjourn** (7:27p.m.)  
Motion carried 9/0.

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

*Robert J. Pash*

EAST HARTFORD TOWN COUNCIL

2020 DEC 21 A 10:29

TOWN COUNCIL CHAMBERS/ MICROSOFT "TEAMS" TOWN CLERK  
EAST HARTFORD

DECEMBER 15, 2020

PRESENT Chair Richard F. Kehoe, Councillors Connor Martine and John Morrison  
In Chambers

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority  
Via "Teams" Leader Esther B. Clarke, Councillors Angela Parkinson, Awet Tsegai and  
Patricia Harmon

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:33 p.m. The Chair announced that this was another "hybrid" meeting of the Council with three Councillors physically present and six available virtually via Microsoft "Teams". He then asked the Council to join him in the pledge of allegiance.

AMENDMENTS TO THE AGENDA

MOTION By Don Bell  
seconded by John Morrison  
to **amend** the agenda as follows:  
Add, under New Business, item 8.M. entitled  
"Bid Waiver: Fire Department COVID Testing."  
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

None

APPROVAL OF MINUTES

November 17, 2020 Regular Meeting

MOTION By Connor Martin  
seconded by John Morrison  
to **approve** the minutes of the November 17, 2020 Regular Meeting.  
Motion carried 9/0.

## COMMUNICATIONS AND PETITIONS

### Introduction of Laurence Burnsed, Director, Health & Social Services Department

Mayor Leclerc introduced Mr. Laurence Burnsed to the Councillors who then gave a brief summary of his credentials, experience and goals for East Hartford. Mr. Burnsed stated he believes that his calling is to public service and has accumulated 20 years of experience in Public Health as Regional Director in Emergency Preparedness for the state of Oklahoma. His priority for the town of East Hartford at this point is addressing the Covid-19 pandemic through testing, staffing, contact tracing and distribution of a vaccine.

### Post-election Budget Update

Linda Trzetzak, Finance Director, reviewed the accounting for the November 2020 elections. The Town received enough grant funding to cover the expenses for the departments of the Registrars of Voters, Town Clerk and Police. Additionally, approximately \$17,000 has been designated as unexpended state grant funds.

Robert Pasek, Town Clerk, stated that his budgeted expenses were less than projected for Staffing and Postage. The staffing reduction was due to some of the temporary staff working less hours and the postage reduction was due to the mailing of fewer absentee ballots as originally thought.

Registrars of Voters Stephen Watkins and Mary Mourey spoke to the extensive preparation needed from the Registrars due to the volume of citizens who voted in this past election, both by absentee ballot and in person. Mr. Watkins reported that it went remarkably well.

## OLD BUSINESS

### Town Council – Acting as a Committee of the Whole for the Real Estate Acquisition & Disposition Committee re: 103 Harvest Lane – postponed at the November 4<sup>th</sup> Town Council meeting

MOTION       By Awet Tsegai  
                  seconded by John Morrison  
                  that the Town Council, acting as a Committee of the Whole for the Real Estate Acquisition & Disposition Committee, **waive** the bid requirement of Town Ordinances Section 10-7(c) and the appraisal requirement of Town Ordinances Section 10-19(c), and, having received a favorable Report from the Town's Planning and Zoning Commission, **approves** the sale of 103 Harvest Lane to Richard and Sandra Marques for the sum of \$2,200.00.  
                  Motion carried 9/0.

NEW BUSINESS

Click It or Ticket Grant

MOTION By Don Bell  
seconded by Connor Martin  
to **adopt** the following resolution:

WHEREAS the Highway Safety Office of the state Department of Transportation (DOT) annually provides funding for the "Click-It or Ticket" seat belt enforcement program; and

WHEREAS the "Click-It or Ticket" enforcement campaign is a key tool in public awareness and enforcement of safety belt use.

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 Transportation as they pertain to this "Click-It or Ticket" program.

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

Bid Waiver: EHPD Marine Watercraft

MOTION By Connor Martin  
seconded by John Morrison  
to **waive** the bidding requirements in accordance with §10-7(c) of the Town of East Hartford Code of Ordinances to allow the East Hartford Police Department to purchase a new marine watercraft from Defender Industries, Waterford CT, in the amount of \$50,962.00, which will be partially paid by the Edward Byrne Memorial Justice Assistance Grant (JAG) Program Grant, that was approved by the Town Council at it August 18, 2020 meeting, such bid waiver being in the best interests of the town.  
Motion carried 9/0.

Recommendations from Personnel & Pensions Subcommittee:

Assistant Chief of Police

MOTION By Awet Tsegai  
seconded by Connor Martin  
to **recommend** that the Town Council approve the new job description entitled "Assistant Chief of Police"(see below)a non-bargaining position within the East Hartford Police Administration, as presented at the Personnel & Pensions Subcommittee meeting of December 9, 2020 by Human Resources Director Theresa Buchanan and Chief of Police Scott Sansom, with a pay grade of \$123,000 to \$140,000.  
Motion carried 9/0.

Title: Assistant Police Chief

Grade:

Salary Range - \$123,000 - \$140,000

Department: Police Department

Adopted Date: 12-15-2020

**POSITION DEFINITION:**

Supervision is received from the Police Chief who delegates the day-to-day planning, staffing, and decision-making functions to the Assistant Police Chief. Provides supervision and oversight of the Deputy Police Chiefs. This classification is distinguished from the Deputy Chief of Police rank by the considerably greater scope of managerial and administrative duties performed.

Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

**ESSENTIAL JOB FUNCTIONS:**

- Receives oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.
- Oversees Emergency Telecommunications Department and emergency medical dispatch
- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.
- Plans and organizes work according to department procedures.
- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

**ADDITIONAL JOB FUNCTIONS:**

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May act as official department representative at meetings and proceedings.
- Serves on regional, state and police professional organizations to remote and enhance services to the community.
- Prepares written materials or and speaks to social groups, civic organizations and private citizens on matters of law enforcement and public safety.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of municipal police practices and procedures.
- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town Officials and members of the public.
- Ability to supervise.
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and policies to individual, groups and the media.
- Ability to use human and department resources effectively.

**PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines, changing priorities and conditions.

- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

**JOB QUALIFICATIONS:**

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a Master's Degree in Criminal Justice, Police Science, Public or Business Administration, or some closely related field and three (3) years' experience at the command level of a major police division of a comparable municipality, state or federal agency at the rank of lieutenant or higher.

**LICENSING REQUIREMENTS:**

Valid Motor Vehicle Operator's License

Current State of Connecticut Police Officer Certification, per C.G. S. 7-294d.

- Position requires the physical ability to handle assigned weapons and meet firearm qualifications.

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

Deputy Chief of Police

**MOTION**

By Awet Tsegai

seconded by Connor Martin

to **recommend** that the Town Council approve the revised job description entitled "Deputy Chief of Police" (see below) a non-bargaining position within the East Hartford Police Administration, that was presented at the December 2<sup>nd</sup> Personnel & Pensions Subcommittee by Human Resources Director Theresa Buchanan and Chief of Police Scott Sansom, including a salary range of \$112,000 to \$135,000 and with the following two revisions added:

1. Under Essential Job Functions: "Oversees Emergency Telecommunications Department and Emergency Medical Dispatch"; and
2. Under Job Qualifications: "Position requires the physical ability to handle assign weapons and meet firearm qualifications".

Motion carried 9/0.

**Title:** Deputy Chief

**Grade:**

**Salary Range:** \$112,000 - \$135,000

**Department:** Police Department

**Adoption Date:** December 15, 2020

**POSITION DEFINITION:**

Works under the general supervision of and receives policy directions from the Chief. Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

**ESSENTIAL JOB FUNCTIONS:**

- Receives oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.
- Oversees Emergency Telecommunications Department and emergency medical dispatch
- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.
- Plans and organizes work according to department procedures.

- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

**ADDITIONAL JOB FUNCTIONS:**

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May act as official department representative at meetings and proceedings.
- Serves on regional, state and police professional organizations to remote and enhance services to the community.
- Prepares written materials or and speaks to social groups, civic organizations and private citizens on matters of law enforcement and public safety.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of municipal police practices and procedures.
- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town Officials and members of the public.
- Ability to supervise.
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and policies to individual, groups and the media.
- Ability to use human and department resources effectively.

**PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines, changing priorities and conditions.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

**JOB QUALIFICATIONS:**

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a Master's Degree in Criminal Justice, Police Science, Public or Business Administration, or some closely related field and three (3) years' experience at the command level of a major police division of a comparable municipality, state or federal agency at the rank of lieutenant or higher.

**LICENSING REQUIREMENTS:**

Valid Motor Vehicle Operator's License

Current State of Connecticut Police Officer Certification, per C.G. S. 7-294d.

- Position requires the physical ability to handle assigned weapons and meet firearm qualifications.

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



EHHS Roof Replacement Project

MOTION By Connor Martin  
seconded by John Morrison  
to adopt the following resolution:

**RESOLUTION TO AUTHORIZE AN APPROPRIATION, TO AUTHORIZE THE FILING OF A GRANT APPLICATION, AND TO SEND THE PROJECT TO THE PUBLIC BUILDING COMMITTEE**

WHEREAS, the Town of East Hartford Board of Education has identified that a roof replacement project at the East Hartford High School is a priority of the school district and qualified for State School Construction reimbursement; and

WHEREAS, the cost of the roof replacement including design and construction is anticipated to total \$6,976,008 with the State reimbursing 76.43% of eligible costs or \$4,657,747 leaving the School District to pay 23.57% of eligible costs or approximately \$2,318,261 which includes an amount for known and unforeseen ineligible costs; and

WHEREAS, the project has been approved in Town's 5-Year Capital Improvement Plan and the local share of the project was authorized via a bond referendum question in November 2020.

THEREFORE BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:

1. The appropriation of \$6,976,008 to fund the East Hartford High School Roof Replacement Project,
2. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the East Hartford High School Roof Replacement Project,
3. That the Town's Public Building Commission is hereby charged with the oversight and approval of the East Hartford High School Roof Replacement Project,
4. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the East Hartford High School Roof Replacement Project.

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

Sunset Ridge Middle School Roof Replacement Project

MOTION By Connor Martin  
seconded by Awet Tsegai  
to adopt the following resolution:

**RESOLUTION TO ADD A PROJECT TO THE TOWN'S 5-YEAR CAPITAL IMPROVEMENT PLAN, TO AUTHORIZE AN APPROPRIATION, TO AUTHORIZE THE FILING OF A GRANT APPLICATION, TO SEND THE PROJECT TO THE PUBLIC BUILDING COMMITTEE, AND TO FUND THE LOCAL SHARE OF THE PROJECT COST**

WHEREAS, the Town of East Hartford Board of Education has identified that a roof replacement project at the Sunset Ridge Middle School is a priority of the school district and qualified for State School Construction reimbursement; and

WHEREAS, the cost of the roof replacement including design and construction is anticipated to total \$549,745 with the State reimbursing 76.43% or \$420,169 leaving the School District to pay 23.57% or approximately \$140,000 which includes an amount for unforeseen ineligible costs.

THEREFORE BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the Sunset Ridge Middle School Roof Replacement Project in the amount of \$549,745,

2. The appropriation of \$549,745 to fund the Sunset Ridge Middle School Roof Replacement Project,
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Sunset Ridge Middle School Roof Replacement Project,
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the Sunset Ridge Middle School Roof Replacement Project,
5. That the East Hartford Board of Education has budgeted the local share for this project in the Board's FY 21 budget,
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the Sunset Ridge Middle School Roof Replacement Project.

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

1772 Foundation Partnership Grant: Goodwin Schoolhouse

MOTION      By Don Bell  
                   seconded by Esther Clarke  
                   to **adopt** the following resolution:

**WHEREAS** the Preservation Connecticut has made funding available under the 1772 Foundation Partnership Grants for Maintenance and Repair; and

**WHEREAS** these grants provide assistance for maintenance and repair projects on historic assets, including repairs and restoration of roofs and windows, exterior painting and masonry repointing.

**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 Preservation Connecticut as they pertain to this 1772 Foundation Partnership Program.

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

Eversource Hartford Marathon - 2021

MOTION      By Don Bell  
                   seconded by Connor Martin  
                   to **approve** the outdoor amusement permit entitled "Eversource Hartford Marathon – 2021" submitted by Josh Miller, Technical Director for the Hartford Marathon Foundation to conduct a marathon, road races and outdoor musical entertainment with volunteers and several thousand spectators and runners on Saturday, October 9, 2021 from 7:30AM to 1:30PM, with music between the hours of 9AM and 1:30PM, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.  
                   Motion carried 9/0.

Referral to Ordinance Committee re: Tree Warden and Tree Board

MOTION By Don Bell  
seconded by Esther Clarke  
to refer to the Ordinance Committee the revisions to Chapter 20 as suggested by Assistant Corporation Counsel Rich Gentile; such revisions would update the town's existing ordinance to be consistent with state statutes, with instructions to review the issue and report back to the Town Council with its recommendations if any.  
Motion carried 9/0.

Referral to Real Estate Acquisition & Disposition Committee re: Congress Street

MOTION By Awet Tsegai  
seconded by John Morrison  
to refer to the Real Estate Acquisition & Disposition Committee the possible discontinuance and eventual sale of Congress Street, with instructions to investigate the issue and report back to the Town Council with its recommendations, if any.  
Motion carried 9/0.

2021 Town Council Meetings Schedule

MOTION By Awet Tsegai  
seconded by Connor Martin  
to approve the 2021 Town Council meeting dates, which will be held – unless indicated otherwise – on Tuesdays in the Town Council Chambers or virtually with access information posted on the agenda and the start time for regular meetings is 7:30PM as follows:

January 5	July 13
January 19	August 3
February 2	August 17
February 16	September 8 (Wednesday due to Rosh Hashanah)
March 2	September 21
March 16	October 5
April 6	October 19
April 20	November 8 (Monday, Organizational)
May 4	November 16
May 18	November 30
June 1	December 14
June 15	

Motion carried 9/0.

FY2021-2022 Budget Workshops Schedule

MOTION By Don Bell  
seconded by Connor Martin  
to **approve** the FY2021-2022 Town Council Budget Workshops schedule  
which will be held either in person in the Town Council Chambers or  
virtually with access information posted on the agenda, and the start time  
for each workshop shall be as follows:

**TOWN COUNCIL CHAMBERS**

Monday, February 22, 2021

Mayor's Summary of Budget

6:30 p.m.

Police Department

Chief Sansom

Police Administration  
Operations  
Criminal Investigation  
Police Capital Improvements

Public Safety Complex

Chief Sansom

Public Safety Communications

Fire Department

Chief Oates

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

Wednesday, February 24, 2021

Inspections and Permits

Administration

Gregg Grew

6:30 p.m.

Board of Education

Superintendent of Schools  
Information Technology

Nathan Quesnel  
Roberta Pratt

Saturday, February 27, 2021

Town Treasurer

Lee Griffin

8:30 a.m.

Town Council

Rich Kehoe

Town Clerk

Robert Pasek

Registrars of Voters

Mary Mourey & Steve Watkins

Selectmen

Probate Court

Scott Chadwick

Corporation Counsel

Scott Chadwick

**Development**

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

Eileen Buckheit

**Finance**

Administration  
Accounts and Control  
Purchasing  
Assessor  
Revenue and Collections  
Employee Benefits  
Risk Management  
Debt Services  
Contingency  
Capital Improvements  
Revenues

Linda Trzetzak

**Five Year Capital Improvement Plan: Summary**

Project Narratives  
Finance  
Public Library  
Other Departments

**Boards and Commissions**

Beautification Commission	Veterans Commission
Inland/ Wetlands/Environment Commission	Board of Assessment Appeals
Personnel Board of Appeals	Historic District Commission
Emergency Medical Services	Commission on Culture & Fine Arts
Zoning Board of Appeals	Public Building Commission
Board of Ethics	Pension & Retiree Benefit Board
Commission on Aging	The Hockanum River Commission
Commission on Services for Persons w/Disabilities	

**Lunch Break**

**12:30 p.m.**

**Executive**

Office of the Mayor  
Human Resources  
Public Library  
Youth Services

Marcia Leclerc  
Theresa Buchanan  
Sarah Morgan  
Cephus Nolen

**Monday, March 1, 2021**

**Public Works**

Administration  
Engineering  
Highway Services  
Flood Protection  
Waste Services  
Fleet Services  
Building Maintenance  
Metropolitan District Commission  
Park Maintenance  
Public Works Capital Improvements  
Library

John Lawlor

**6:30 p.m.**

**Parks and Recreation**

Administration Ted Fravel  
Other Facilities  
Senior Services  
Park Special Program  
Parks & Recreation Capital Improvements  
Services for Seniors

**Health and Social Services**

Administration Laurencè Burnshed  
Community Health & Nursing Services  
Environmental Control  
Social Services

<b>Regular Meeting</b>	<b>Tuesday, March 2, 2021</b>	<b>7:30 p.m.</b>
<b>Public Hearing – Budget</b>	<b>Wednesday, March 3, 2021</b>	<b>7:00 p.m.</b>
<b>Special Meeting – Budget</b>	<b>Tuesday, March 9, 2021</b>	<b>7:00 p.m.</b>

Motion carried 9/0.

**Refund of Taxes**

MOTION By Connor Martin  
seconded by John Morrison  
to refund taxes in the amount of \$5,259.23  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2019-03-0052626	BALFOUR DONALD A	2007/2HNYD28477H528094	0	-8.46
2019-03-0052660	BANDELA RAMESH	2008/1HGFA16558L038559	0	-41.49
2019-03-0068699	BENNETTIERI LIZA	2018/JF2GTAMC7J8292430	0	-393.08
2018-03-0054196	BREAULT JASON G	2005/2C4GP54L95R562598	0	-21.77
2019-03-0054915	BURGOS JEANETTE	2009/4T1BK46K69U588362	0	-84.90
2017-03-0056001	CARRILLO AMY	2007/1HGCM66507A079117	-25.37	-241.65
2018-03-0055681	CARRILLO AMY	2007/1HGCM66507A079117	-42.56	-218.25
2017-03-0056005	CARRILLO JESSIE	1995/1HGEJ1223SL001055	0	-22.50
2017-03-0056006	CARRILLO JESSIE	2008/1HGCP26758A022124	0	-248.85
2018-03-0055685	CARRILLO JESSIE	1995/1HGEJ1223SL001055	0	-11.25
2018-03-0055686	CARRILLO JESSIE	2008/1HGCP26758A022124	0	-222.75
2019-03-0057782	COOPER ANDREA E	2007/1D4GP24R17B170786	0	-24.32
2019-03-0058743	DAIMLER TRUST	2017/WDCTG4GB9HJ319842	0	-194.26
2018-03-0059330	DELEON ANAMEL	2014/2HGFB2F60EH507741	-48.18	-336.15
2019-03-0061677	ENTERPRISE FM TRS	2017/JN8AT2MVXHW006933	0	-127.22
2019-03-0061678	ENTERPRISE FM TRS	2018/1C4RDJAG1JC225492	0	-358.20

2019-03-0061683	ENTERPRISE FM TRS	2017/1N6BF0KM6HN806167	0	-136.22
2019-03-0061697	ENTERPRISE FM TRS	2019/1C6RRFFGXKN753312	0	-367.88
2019-03-0063630	GAMBLE JAMES E JR	2001/2C8GT64L91R100472	0	-98.68
2019-03-0068185	JETOBRA INC ATTN: ACCT PYBL	2020/16VFX1829L2008841	0	-171.90
2019-03-0070510	LAZODELAVEGA JUAN	2015/2T1BPRHE5FC397972	0	-10.83
2019-03-0070511	LAZODELAVEGA JUAN	2011/2T3BF4DV7BW160007	0	-2.30
2017-03-0075606	NEGRON LEE S	2012/2T1BU4EE8CC911826	-23.13	-256.95
2017-03-0075607	NEGRON LEE S	2003/1HGCM56363A092456	-13.32	-148.05
2018-03-0074985	NEGRON LEE S	2003/1HGCM56363A092456	-7.86	-130.95
2018-03-0074986	NEGRON LEE S	2012/2T1BU4EE8CC911826	-15.04	-250.65
2017-03-0076731	OLIVERAS TARA A	2010/5J6RE4H33AL087465	0	-231.23
2019-03-0080928	ROBLERO-DIAZ MARCO A	2007/WBANE73527CM50200	0	-14.85
2019-03-0082771	SANTIAGO GILBERT A	2004/1D7HG32N24S675129	0	-19.30
2018-04-0088174	SOUSA JOSEPH A JR	2007/MMWWMF73517TL87339	0	-38.16
2019-03-0086921	TURNER JIMMIE L	2004/1N4AL11D84C105480	0	-90.00
2019-03-0089279	WILLIAMS PETER	2014/ZAM57RTA4E1085920	-31.74	-528.98
	<b>SUBTOTAL</b>		<b>-207.20</b>	<b>-5052.03</b>
	<b>TOTAL</b>			<b>\$ (5,259.23)</b>

Bid Waiver: EHFD Covid Testing

MOTION By Don Bell  
seconded by John Morrison  
to **waive** the bidding requirements in accordance with §10-7(c) of the Town of East Hartford Code of Ordinances and allow the East Hartford Fire Department to contract with Jackson Labs, Farmington CT to create a Covid-19 testing program for critical infrastructure employee groups; such groups to include symptomatic persons in the Police, Fire and Public Works Departments as well as Town Hall employees whose absence could affect the normal flow of Town government; such bid waiver being in the best interests of the town.

MOTION By Don Bell  
seconded by Angie Parkinson  
to **amend** the motion to read as follows:  
  
to **waive** the bidding requirements in accordance with section 10-7(c) of the Town of East Hartford Code of Ordinances and allow the East Hartford Fire

Department to contract with Jackson Labs of Farmington, Connecticut to provide Covid-19 testing for critical infrastructure employees where the town is requiring such employee to be tested and such test results shall be provided in an expedited manner; such bid waiver being in the best interests of the town.

Motion carried 9/0.

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

#### OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

John Morrison asked for an update on the new Senior Center. *The Mayor reported that the furniture order was placed and that the gym equipment was delivered. The town is still on time and on budget for this project.*

Awet Tsegai would like an update on the new signage for Town and School buildings. *The Mayor stated that all the signs for town buildings have been designed but not yet constructed. She has not received the projected delivery date for them. There are no plans to integrate the signage to school buildings.*

#### COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Workers Compensation Claim of former employee, Julie Miller

MOTION      By Don Bell  
                  seconded by Conner Martin  
                  to **accept** the recommendation of Corporation Counsel  
                  to fully and finally settle all outstanding workers' compensation  
                  claims of former employee, Julie Miller, for a total sum of  
                  \$263,722.03, subject to contribution from the Second Injury Fund.  
                  Motion carried 9/0.

#### OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc commented on (1) Al Roker, from the Today Show, broadcasted from Rentschler Field on the "Feeding America" project; (2) the Mayor met with her team on the pending nor'easter that is predicted for this Wednesday/Thursday; (3) work was started on the Hockanum River Walkway behind Town Hall, but will need to be rescheduled due to the pending snowstorm; (4) Billy Casper Golf is being bought out by Troon Golf – they will be known as Indigo Golf. Troon Golf is a highly reputable golf course operator worldwide; (5) the town's Directors, under the auspices of the Connecticut Working Cities and underwritten by the Boston Federal Reserve, will attend a series of racial and ethnic equity training programs beginning January 14<sup>th</sup>; (6) recognized the efforts of Riverpoint members, the East Hartford Police Department, Sunset Estates and many of the town's residents for their significant contributions to the Social Services Department to help families in need at this holiday season; and (7) the signage project for both the town and school buildings is funded through LoCIP.

The Chair wished all Happy and Safe Holidays.

Minority Leader Esther Clarke wished all a Merry Christmas and looks forward to a new year.



ADJOURNMENT

MOTION By Esther Clarke  
seconded by Don Bell  
to **adjourn** (9:52 p.m.).  
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be January 5, 2021.

Attest



Angela M. Attenello  
TOWN COUNCIL CLERK

*Robert J. P...*

2020 DEC 22 A 8:34

TOWN CLERK  
EAST HARTFORD

MICROSOFT "TEAMS"

DECEMBER 21, 2020

SPECIAL MEETING/TAX DEFERMENT EXTENSION

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina  
Via Teams Wilson, Minority Leader Esther B. Clarke, Councillors Connor Martin, Angela  
Parkinson, Awet Tsegai, Patricia Harmon and John Morrison

ALSO Marcia A. Leclerc, Mayor  
PRESENT Rich Gentile, Assistant Corporation Counsel  
Via Teams Linda Trzetzkiak, Finance Director

CALL TO ORDER

Chair Kehoe called the meeting to order at 5:41 p.m.

Linda Trzetzkiak explained that the town was only recently notified that the Governor issued an executive order allowing towns to extend the payment for taxes due on January 1, 2021 until April 1, 2021, provided that any late payments after that date would have interest charged retroactive to January 1, 2021. Taxpayers do not have to file any request for the extension although landlords will have to file a new application in order to qualify for such extension.

Unfortunately, the tax bills were already issued with the January 1, 2021 due date so if the Town Council acts on the resolution, the town will issue press releases and place prominent notices on the website in order to let the taxpayers know of this extension of time.

MOTION By Sebrina Wilson  
seconded by Awet Tsegai  
to **adopt** the following resolution:

**Whereas** in response to the COVID-19 Pandemic, Governor Ned Lamont issued Executive Order 7S on April 1, 2020 (the "April 1, 2020 Executive Order"); and

**Whereas** paragraph 6 of the April 1, 2020 Executive Order, required the East Hartford Town Council (the "Town Council") to select at least one of two programs designed to provide support to those who have been economically impacted by the COVID 19 crisis; and

**Whereas** such programs are described in the April 1, 2020 Executive Order as the Deferral Program and the Low Interest Rate Program; and

**Whereas** after review of such programs, the ability of the Town to implement such programs, and with the goal of meeting the desired result of relief for taxpayers whose ability to pay taxes was impacted by the COVID-19 pandemic, the Town Council on April 21, 2020 resolved:

1. The Town of East Hartford shall participate in the Deferment Program as set forth in paragraph 6 a. of the Executive Order; and
2. Eligibility for the Deferment Program shall be open and extended to all: (i) taxpayers, businesses, nonprofits, and residents; and (ii) landlords who comply with the provisions of paragraph 6 c. of the Executive Order; and
3. The Deferment Program shall not apply to Escrow Payments as set forth in paragraph 6 d. of the Executive Order; and

**Whereas** Governor Ned Lamont issued Executive Order 9R on December 16, 2020 (the "December 16, 2020 Executive Order"); and

**Whereas**, the December 16, 2020 Executive Order provides for the continuation of the Deferment Program and Low Interest Rate Program for tax bills that become due and payable on January 1, 2021; and

**Whereas**, the December 16, 2020 Executive Order allows for the Town Council to make a new election concerning the Deferment Program and Low Interest Rate Program, or to continue to participate in the same program that it elected pursuant to the April 1, 2020 Executive Order.

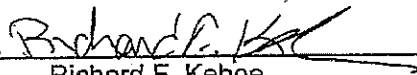
**NOW THEREFORE, BE IT RESOLVED:**

That pursuant to, and consistent with, Section 1 of the December 16, 2020 Executive Order, the Town Council elects that the Town of East Hartford continue to participate in the Deferment Program, on the same terms and conditions as set forth in its April 21, 2020 resolution, for tax bills that become due and payable on January 1, 2021.

On call of the vote, motion carried 9/0

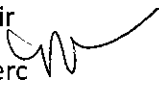
ADJOURNMENT

MOTION By Esther Clarke  
seconded by Don Bell  
to adjourn ( 5:53 p.m.)  
Motion carried 9/0.

Attest   
Richard F. Kehoe  
Town Council Chair



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 30, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: TD Green Space Grant Program

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The Town is eligible to apply for funding under the TD Green Space Grant Program in the amount of \$20,000. If successful, the grant funds will be used to revitalize and rededicate the Veterans Memorial at Bicentennial Square.

Please place this item on the agenda for the January 4<sup>th</sup>, 2021 Town Council meeting. I recommend that the Town Council approve this request as submitted.

Thank you.

C: 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 5<sup>th</sup> day of January, 2021

## RESOLUTION

**WHEREAS;** the Arbor Day Foundation and TD Bank have made grant funding available for the planting of trees and the strategic development and enhancement of green spaces and natural areas, and;

**WHEREAS;** the Town wishes to revitalize Bicentennial Square through the planting of memorial trees and the replacement of benches and other items to honor East Hartford residents who have fallen in the line of duty,

**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 Arbor Day Foundation as they pertain to this TD Green Space 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 January, 2021.

Seal

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

**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: TD Green Space Grants

Funder: The Arbor Day Foundation and TD Bank

Grant Amount: \$20,000

Frequency:     One time     Annual     Biennial     Other \_\_\_\_\_

First year received:	<u>N/A</u>		
Last 3 years received:	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
Funding level by year:	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

Is a local match required?     Yes     No

If yes, how much?    Not applicable

From which account? Not applicable

Grant purpose:    TD Green Space Grants support green infrastructure development, tree planting, forestry stewardship, and community green space expansion as a way to advance environmental and economic benefits toward a low-carbon economy.

Results achieved:    If successful, the Town intends to use the grant funds to revitalize and rededicate the Veterans Memorial at Bicentennial Square through the planting of memorial trees.

Duration of grant:    Projects must be completed by Fall 2021

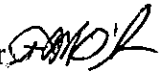
Status of application: Submitted\*

Meeting attendee:    To be determined

Comments:    Grant deadline did not allow for Council consideration prior to application due date. If Council approval is not secured, application will be withdrawn.

GRANTS ADMINISTRATION  
MEMORANDUM

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**TO:** Mayor Marcia A. Leclerc  
**FROM:** Paul O'Sullivan, Grants Manager   
**SUBJECT:** Council Resolution – Application to the Arbor Day Foundation for Funding Under the TD Green Space Grant Program  
**DATE:** December 24, 2020

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Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Arbor Day Foundation for funding under the TD Green Space Grant Program.

TD Green Space Grants support green infrastructure development, tree planting, forestry stewardship, and community green space expansion as a way to advance environmental and economic benefits toward a low-carbon economy. Through the program, municipalities in the United States and Canada are eligible to receive grants in support of local forestry projects in areas of great need within a community.

If successful in this application, the Town intends to use the grant funds to revitalize and rededicate the Veterans Memorial at Bicentennial Square. As part of the inaugural dedication of the Square in October, 1983, 19 memorial trees were planted, each one representing one of the 19 East Hartford residents who died in the Vietnam War. Unfortunately, time, weather (particularly Tropical Storm Isaias in August) and disease have all taken their toll on the trees, resulting in the need for a complete replanting project.

Priority for funding will go to communities with a Tree City USA designation and projects located in low-to-moderate income areas. East Hartford has been a Tree City USA community since 1996 and Bicentennial Square is located in a low-to-moderate income census tract.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on January 5, 2021. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director



## TD Green Space Grant Information

TD Green Space Grants support green infrastructure development, tree planting, forestry stewardship, and community green space expansion as a way to advance environmental and economic benefits toward a low-carbon economy. Through the program, municipalities in the United States and Canada are eligible to receive \$20,000 (USD) – \$25,000 (CAD) grants in support of local forestry projects in areas of great need within a community.

The 2021 theme for the program is, *“Building Resilience: Green infrastructure solutions for communities disproportionately impacted by Covid-19.”*

TD Bank Group is supporting this program through its corporate citizenship platform, The Ready Commitment, which aspires to help create a more inclusive and sustainable tomorrow.

To be eligible for a TD Green Space Grant, your project must take place within TD’s footprint in the United States or Canada, with priority being given to projects in areas that primarily serve low- to moderate-income residents or take place in underserved communities. A list of eligible states and provinces can be found within the Eligibility Requirements.

This is a reimbursement grant — funds will be provided upon completion of your project and a final report. No more than 50% of the proposed funding may be used to purchase new trees.

For communities applying within the U.S., preference will be given to currently recognized Tree City USA communities or those interested in becoming a Tree City USA community over the next calendar year.