

*Robert J. Casak*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
JANUARY 15, 2019

2019 JAN 10 A 9 23

TOWN CLERK  
EAST HARTFORD

**7:00 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. January 2, 2019 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. Materials Innovation & Recycling Authority (MIRA): Possible Tip Fee Increase
  - B. OPEB Contribution for FY2018 re: §10-52 of the East Hartford Code of Ordinances
7. OLD BUSINESS
8. NEW BUSINESS
  - A. State Bond Commission Grant re: Athletic Fields at East Hartford High School and East Hartford Middle School
  - B. Referral to Ordinance Committee re: Increase of Cap for On-Call Service Contracts under §10-6a of the East Hartford Code of Ordinances
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. Pending Workers' Compensation claim of Police Officer Garrett Ostafin
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: February 5<sup>th</sup>)

*Robert J. Pratt*

EAST HARTFORD TOWN COUNCIL

2019 JAN -7 A 8:58

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

JANUARY 2, 2019

PRESENT Chair Richard F. Kehoe, Vice Chair Linda A. Russo, Majority Leader Ram Aberasturia, Minority Leader Esther B. Clarke, Councillors Marc Weinberg, Joseph R. Carlson, Shelby J. Brown, Patricia Harmon and Caroline Torres

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:37p.m. He wished all a Happy New Year. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc (1) wished the Council and the residents a Happy New Year; (2) is looking forward to the introduction of Roberta Pratt, the new joint Town of East Hartford and Board of Education Information Technology Director; (3) reminded viewers that Christmas trees will be picked up curbside by Public Works until January 11<sup>th</sup>; (4) recognized Sarah Morgan, Library Director, for the wonderful Holiday Programs at Raymond Library; (5) announced the 2019 Art Project Grant that Director Morgan applied for was approved; and (6) the Brian Aselton Road Race will be Sunday January 6<sup>th</sup> at Langford School.

APPROVAL OF MINUTES

December 11, 2018 Executive Session

MOTION By Ram Aberasturia  
seconded by Marc Weinberg  
to **approve** the minutes of the December 11, 2018 Executive Session.  
Motion carried 9/0.

December 11, 2018 Regular Meeting

MOTION By Ram Aberasturia  
seconded by Caroline Torres  
to **approve** the minutes of the December 11, 2018 Regular Meeting.  
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

Joint Town and Board of Education Information Technology Director

Mayor Leclerc introduced Roberta Pratt to the Council – the new Joint IT Director – who then gave a summary of her education and experience to the Councillors. Ms. Pratt stated that due to the security issues that came to light under the penetration test audit of the IT

department, the need for hiring a Joint IT Director became more significant. Since her employment with the Town and with the cooperation of the IT Department – both the Board and Town side – many of the security issues have been addressed. Ms. Pratt explained that there will always be “soft spots” which is the nature of technology, but that she will continue to monitor the town’s vulnerabilities to keep them at a low level.

#### Wickham Memorial Library Renovation

Mayor Leclerc introduced David Stein, a principal with Silver Petrucelli & Associates, the Architects who are designing the Wickham Library Expansion and Renovation project. Mr. Stein presented the Council with the plans for the new addition to the Library which will house the elevator and bathrooms. The addition will have 3 levels – basement level, main level and second floor level – with an ADA compliant bathroom on each of those levels. Also, the existing bathrooms will be renovated and the parking and exterior landscaping designs will tie into the Public Safety Complex, which is located just steps away. The estimated cost of this project is \$1.76M.

#### Senior Center Design Update

Mayor Leclerc introduced Christopher Williams, Principal with Christopher Williams Architects, LLC, and Portia Elmer, Architectural Designer with Christopher Williams Architects, LLC who provided the Council with a virtual tour of the proposed new Senior Center which will be located at 15 Millbrook Drive – the former Blessed Sacrament Church. The estimated cost of this project is \$6.8M. The anticipated completion date is Spring 2020.

#### DEEP Emissions Reduction Act Program Grant Awarded

Chair Kehoe announced that the Town was the recipient of the DEEP Emissions Reduction Act Grant, which was on the December 11<sup>th</sup> Council agenda. The funds received under this program – which is approximately \$90,000 – will be used for the scrapping and replacement of a 1999 backhoe and a 2001 tractor mower and a 2010 tractor mower.

#### NEW BUSINESS

##### Town Council – acting as the Committee of the Whole for the Real Estate Acquisition & Disposition Committee re: Conveyance of 67 Woodbridge Avenue

MOTION       By Joe Carlson  
                  seconded by Linda Russo  
                  that the East Hartford Town Council, acting as a Committee of the Whole for the Real Estate Acquisition & Disposition Committee, and in accordance with Section 7-163e of the Connecticut General Statutes, set a public hearing date of Tuesday, February 5<sup>th</sup> @ 7:15P.M. in Council Chambers to hear public comment on the possible transfer of 67 Woodbridge Avenue to Habitat for Humanity.  
                  Motion carried 9/0.

Referral to the Ordinance Committee re: (1) Public Act 1765 – Property Tax Exemption for Gold Star Parents and Spouses; (2) Raising Minimum Legal Sales Age to Purchase Tobacco Products to Twenty-one

MOTION By Linda Russo  
seconded by Esther Clarke  
to refer to the Ordinance Committee the following issues:

(1) a property tax exemption as outlined in State of Connecticut Public Act No. 17-65 entitled "An Act Concerning a Municipal Option Property Tax Exemption for Gold Star Parents and Spouses", which was enacted by the Senate and House of Representatives in the Connecticut General Assembly effective October 1, 2017; and (2) drafting a new ordinance for raising the minimum legal sales age for all tobacco products to twenty-one with instructions to investigate both matters and return to the Town Council with its recommendations, if any.  
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Caroline Torres is concerned about the number of vehicles that are still parking on front lawns. *Mayor Leclerc stated that the two community police officers are enforcing the local ordinance which prohibits parking on front lawns. The Mayor also went on to say that she is putting together a committee of her staff and Councillors to review the ordinances to ensure that they are actionable and understood by the residents.*

*The Mayor informed the Council that the new "My East Hartford" app is available to download. This is another way for residents to get involved by helping with reporting matters such as blight and code enforcement issues, animal issues, potholes, parking issues, construction issues, etc.*

Esther Clarke said that she has observed vehicles parking on the wrong side of the street all night for about over a week and no tickets were issued. *Mayor Leclerc said that this is where residents could help by reporting these matters to the police and they will respond.*

OPPORTUNITY FOR RESIDENTS TO SPEAK


None

ADJOURNMENT

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

The Chair announced that the next meeting of the Town Council will be January 15<sup>th</sup>.

Attest



Angela M. Attenello  
TOWN COUNCIL CLERK



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 9, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *me*  
RE: COMMUNICATION—MIRA Notice of Additional Costs Under Section 2.7

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Attached is a letter from the Materials Innovation and Recycling Authority (MIRA) providing notification that its CSWS trash-to-energy facility in Hartford' South Meadows suffered a serious mechanical failure on November 9, 2018. This left the CSWS facility without waste processing capability until the completion of necessary repairs. While MIRA has been working on repairs, costs to divert the waste during this event averaged over \$100 per ton. These additional costs may continue beyond the expected return of the facility and, if needed, will be incorporated into the tip fee for the coming fiscal year 2020 budget.

Accordingly, pursuant to section 22a-265 of the general statutes, MIRA is providing sixty (60) days' notice that its fiscal year 2019 adopted tip fees may increase as much as \$13 per ton. As circumstances develop, MIRA will release its fiscal position and determine fees. If the increase is determined to be necessary, it will occur no sooner than March 1, 2019. The attached letter includes the effective rates as established by MIRA.

Please place this item on the Town Council Agenda for the January 15<sup>th</sup>, 2019 Town Council meeting.

Thank you.

C: M. Walsh, Finance Director  
K. Chapman, Public Works Director



200 CORPORATE PLACE Suite 202 • Rocky Hill • CONNECTICUT • 06067 • TELEPHONE (860) 757-7700  
FAX (860) 757-7740

December 27, 2018



Via Email and Certified Mail

The Honorable Marcia Leclerc  
Mayor, Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Dear Mayor Leclerc:

On November 9, 2018 the Materials Innovation and Recycling Authority (MIRA) provided notice that its CSWS trash-to-energy facility in Hartford's South Meadows suffered a serious mechanical failure, leaving the CSWS facility without waste processing capability until repairs are completed. This constituted an event causing MIRA to incur Additional Costs under Section 2.7 of the Municipal Services Agreement between MIRA and your municipality.

Since the event, MIRA has been working diligently to expedite repairs and bring the CSWS facility back on line, while diverting municipal waste deliveries to alternate disposal sites and storing waste that cannot be diverted. Every town under agreement with MIRA has continued to receive uninterrupted MSW disposal and recycling service. However, MIRA's cost to divert waste during this event has averaged over \$100 per ton, well above the previously established net cost of operation municipal tipping fee as defined in the Municipal Services Agreement. These Additional Costs may continue beyond the expected return of the facility to limited service, and if necessary, will be incorporated into the tip fee for the coming fiscal year 2020 budget.

MIRA's ability to defer recouping these Additional Costs through use of reserves is presently challenged by a number of factors including increased repair costs and delays in the receipt of claims that will partially reimburse MIRA for costs associated with the underlying events. Accordingly, pursuant to section 22a-265

of the general statutes, MIRA is providing sixty (60) days' notice that its fiscal year 2019 adopted tip fees may increase by as much as \$13 per ton. If this increase is determined to be unavoidable it will occur no sooner than March 1, 2019. After such increase the effective rates may be established as follows:

- Tier 1 Long Term - \$85 per ton
- Tier 1 Short Term - \$87 per ton
- Tier 2 - \$89 per ton
- Tier 3 - \$85 per ton

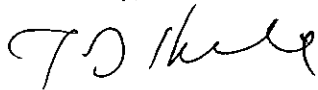
MIRA understands that this increase would place an added and unexpected burden on its municipal customers and we are making every effort to mitigate these Additional Costs. I want to reiterate that this is a **potential** increase in tipping fees and is provided, as required by the general statutes.

As circumstances evolve over the next several weeks, MIRA 's Board of directors will reassess its fiscal position and make a determination on the fee, including the potential to defer recouping Additional Costs to July 1, 2019 (the start of its fiscal year 2020). This reassessment will take into consideration the timing and receipt of insurance claim proceeds, the schedule for return to full operation, and changing costs of disposal diversions.

We invite you to a telephone conference to provide additional information and an opportunity to ask questions regarding this situation. That call is scheduled for Thursday, January 10, 2019 at 1:30 PM. To participate call: 1-888-808-6929, access code 7602926#.

We regret the necessity of this notice and are hopeful we can minimize any impact to the towns. We appreciate your patience and cooperation in dealing with this unprecedented facility casualty and look forward to a return to routine service.


Sincerely,



Thomas D. Kirk  
President



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 7, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: COMMUNICATION—Application of Ordinance 10-52—OPEB Contribution

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Attached is a memo from Finance Director, Mike Walsh, requesting a transfer of \$1,587,900 that will be processed in January and deposited into the OPEB Trust to meet the conditions of Ordinance 10-52. Attached is a worksheet which calculates the amount of transfer required from Fund Balance to meeting the conditions of the ordinance.

Please place this item on the Town Council Agenda for the January 15<sup>th</sup>, 2019 Town Council meeting.

Thank you.

C: M. Walsh, Finance Director



**CHAPTER 10. Finance  
and Taxation**

Sec. 10-7 Bidding  
Procedures

Sec. 10-7 Bidding  
Procedures

**Section 10-52. Retiree Benefit Trust Fund.**

(a) There is established a Retiree Benefit Trust Fund. The purpose of the fund is to provide funds to meet long-term obligations of the town of East Hartford regarding health benefits provided to retired town employees in accordance with provisions for such benefits contained in any agreement between town employees and the town of East Hartford.

(b) Income to such fund shall include any amounts appropriated to such fund by the town council or as provided in this subsection and any return on investments of such funds. If, at the close of any fiscal year, the undesignated reserve fund for the town exceeds ten percent of the total budget appropriation for such fiscal year, the budget surplus in such fiscal year, as verified by the town auditors, shall be appropriated to the Retiree Benefit Trust Fund.  
(Effective 01-31-17)

(c) Expenses of such fund shall include those expenses necessary for the maintenance and administration of the fund, including but not limited to actuary and consulting fees. Fund expenses shall not include compensation of any town employee or other general office-related expenses unless approved by the Town Council.  
(Effective 06-03-08)

(d) Beginning in fiscal year 2020, the budget contribution to the Retiree Benefit Trust Fund shall be equal to or greater than the five-year average of the paid claims issued from the Retiree Benefit Trust Fund. The budget contribution shall include amounts from the Town and Board of Education including their annual budget contribution, employee contributions, retiree and spouse premium shares, and any investment income which includes interest and dividends. Additionally, included in the budget contribution shall be an additional amount equal to or greater than .10% of the unfunded actuarial accrued liability for other post-employment benefits as calculated by the external actuaries and displayed in the most recent valuation. The funding level shall increase by .10 percentage points annually, for each successive fiscal year. Notwithstanding the foregoing, the Town Council may elect to forego budgeting for the unfunded actuarial liability for other post-employment benefits for the upcoming budget year, provided: (i) the tax rate adopted by the Council increases by a percentage greater than the Consumer Price Index for Urban consumers for the last full calendar year; (ii) the Town Council votes to forego the payment by a two thirds vote; and (iii) the vote and explanation is noted in the budget adoption motions and contains the following language: "The adopted budget does not adequately set aside funds for future liabilities which could result in significantly higher funding requirements in future budget years".


[Section 10-52(d) effective 10-16-18]



## MEMORANDUM

**DATE:** January 7, 2019

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

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

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

**RE:** **Application of Ordinance 10-52 - OPEB Contribution**

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In June of 2008, the Town Council adopted the following ordinance:

Section 10-52. Retiree Benefit Trust Fund.

(a) There is established a Retiree Benefit Trust Fund. The purpose of the fund is to provide funds to meet long-term obligations of the Town of East Hartford regarding health benefits provided to retired town employees in accordance with provisions for such benefits contained in any agreement between town employees and the Town of East Hartford.

(b) Income to such fund shall include any amounts appropriated to such fund by the town council or as provided in this subsection and any return on investments of such funds. If, at the close of any fiscal year, the undesignated reserve fund for the town exceeds eight (*recently amended to 10*) percent of the total budget appropriation for such fiscal year, the budget surplus in such fiscal year, as verified by the town auditors, shall be appropriated to the Retiree Benefit Trust Fund.

(c) Expenses of such fund shall include those expenses necessary for the maintenance and administration of the fund, including but not limited to actuary and consulting fees. Fund expenses shall not include compensation of any town employee or other general office-related expenses unless approved by the Town Council.

With respect to the aforementioned ordinance, specifically subsection (b), attached please find a worksheet which calculates the amount of transfer required from Fund Balance to meet the conditions of the ordinance. The transfer of \$1,587,900 will be processed in January and deposited into the OPEB Trust. Please forward this memo to the Town Council as a communication.

Should you have any questions or problems on the aforementioned, please feel free to contact me at 860-291-7246. Thank you in advance for your cooperation.

The Town of East Hartford  
 OPEB Contribution Calculation - Ordinance 10-52  
 For the Fiscal Year Ending June 30, 2018  
 Prepared as of December 6, 2018

	Ref.	Pre-Transfer	%	Post-Transfer	%
Revised Budget: June 30, 2018	RSI - 2	185,231,000		185,231,000	
Unassigned Fund Balance: June 30, 2018	Exhibit III	20,111,000	10.86%	18,523,100	10.00%
Revised Budget Appropriation - 10%		18,523,100	10.00%	18,523,100	10.00%
Excess Unassigned Fund Balance Over (Under) 10%		1,587,900		-	
Transferred to OPEB Trust		1,587,900			



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 4, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: RESOLUTION: State Bond Commission Grant—Renovations to EHHS and EHMS  
Athletic Fields

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On December 11, 2018, the State Bond Commission approved a \$1 million grant-in-aid for improvements with the State Department of Energy and Environmental Protection (DEEP) for funding for the athletic fields at East Hartford High School and East Hartford Middle School.

The planned changes include renovations to the soccer field and track areas at EHMS, removal of existing 1954 vintage bleacher system at EHMS, and 1960s vintage bleacher systems at EHHS, as well as the purchase and installation of new fully ADA-compliant bleacher systems for both schools' gymnasiums. A copy of the project scope sent to DEEP with more information is attached.

Please place this item on the agenda for the January 15th, 2019 Town Council meeting. I recommend that the Town Council approve and adopt the attached resolution as submitted.

Thank you.

C: E. Buckheit, Development Director  
P. O'Sullivan, Grants Manager  
P. Mainuli, Director of Business Services, EHPS  
B. Whittaker, Director of Facilities, EHPS

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, having its principal place of business at 740 Main Street, East Hartford, CT 06108, 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 15th day of January, 2019.

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

**WHEREAS;** the Connecticut Bond Commission has approved grant funding in the amount of \$1 million for improvements to the athletic fields at the East Hartford middle and high schools; 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 CERTIFY** that the above resolution has not been in any way altered, amended, or repealed, and is now in full force and effect.

**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 11, 2019. As the Mayor, Marcia A. Leclerc serves as the Chief Executive Officer for the Town of East Hartford, and on <Date of Signature>, 2019 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.

**IN WITNESS WHEREOF,** I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_\_ day of January, 2019.

Seal

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

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

Grant Description: State Bond Commission Grant for Renovations to Athletic Facilities at East Hartford High School and East Hartford Middle School.

Funder: State Bond Commission via state Department of Energy and Environmental Protection

Grant Amount: \$1 million

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?    N/A

From which account? N/A

Grant purpose: Renovations to Athletic Facilities at East Hartford High School (869 Forbes Street) and East Hartford Middle School (777 Burnside Ave)

Results achieved: Renovations to the soccer field and track area at EHMS, removal of existing 1954 vintage bleacher system at EHMS and 1960s vintage bleacher systems at EHHS and purchase and installation of new fully ADA-complaint bleacher systems for both gymnasiums.

Duration of grant: Two years from date of contract execution.

Status of application: Funding has been approved by the State Bond Commission

Meeting attendee: Paul F. Mainuli, Director of Business Services, EHPS, (860) 622-5135

Comments: This grant is coming before the Town Council because the language in the bond items specified the Town of East Hartford as the grant recipient. It is anticipated that East Hartford Public Schools will administer renovations project.

GRANTS ADMINISTRATION  
MEMORANDUM

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TO: Mayor Marcia A. Leclerc

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

SUBJECT: Council Resolution – State Bond Commission Grant for Renovations to Athletic Facilities at East Hartford High School and East Hartford Middle School.

DATE: January 4, 2019

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Attached is a draft Town Council resolution authorizing you as Mayor to execute a contract with the state Department of Energy and Environmental Protection for funding for the renovation of athletic facilities at East Hartford High School and East Hartford Middle School.

On December 11, 2018, the State Bond Commission approved a \$1 million grant-in-aid for improvements to the athletic facilities at the Town's middle and high schools. The planned changes include renovations to the soccer field and track area at EHMS, removal of existing 1954 vintage bleacher system at EHMS and 1960s vintage bleacher systems at EHHS and purchase and installation of new fully ADA-complaint bleacher systems for both gymnasiums. I have attached a copy of the project scope sent to DEEP for more information.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on January 15, 2019. Please contact me at extension 7206 if you have any questions.

Attachments (as stated)

Cc: Eileen Buckheit, Development Director  
Paul Mainuli, Director of Business Services, EHPS  
Ben Whittaker, Director of Facilities, EHPS

Scope for DEEP Grant- Renovations to Athletic Facilities- EHMS and EHHS

**Project:** The Town of East Hartford will complete improvements at the recreational facilities within the campuses of East Hartford Middle School ("EHMS") and East Hartford High School ("EHHS").

**Purpose:** The project referenced above (hereinafter the "Project") shall be undertaken by the Town of East Hartford (the "Municipality" or "Contractor") to complete renovations and upgrades to the soccer field and track on the campus of East Hartford Middle School and replace bleacher systems at both EHMS and EHHS.

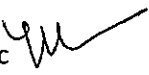
**Description:** Following the Execution of this Contract, the Contractor shall complete the Project as outlined in this Scope of Work. The responsibilities of the Municipality shall include:

- Renovations to the soccer field and track area at EHMS to include replacement of the existing track surface and curbing, removal of existing field top soil and replacing with proper soils, drainage, regrading, installing irrigation, laying sod, fencing, and installing a scoreboard and limited lighting. The renovation shall include all ancillary items required to achieve a total renovation of the area and create a fully-functioning and safe athletic complex. The renovation will take place on/near the same footprint as the existing facilities.
- Removal of existing 1954 vintage bleacher system at EHMS and 1960s vintage bleacher systems at EHHS. Purchase and installation of new fully ADA-complaint bleacher systems for both areas. Project shall include all ancillary trade work to facilitate the removal, installation, and proper operation of the systems.
- Landscaping / hardscaping of disturbed areas and to provide adequate ADA-complaint access to the project locations. Funds may not be used to purchase any plant/vegetation that is on the State of Connecticut invasive plant list.
- Associated work for the project shall include required surveying, design, bid package development, adverting, engineering, construction administration, architectural, permitting and landscape services.





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 8, 2019  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: REFERRAL—Ordinance Committee: On-Call Ordinance Change Request

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Attached is a memo requesting a referral to the Ordinance Committee in order to address the Town On-Call Service Ordinance. The current ordinance stipulates that the on-call service contract cannot exceed one hundred thousand dollars, or such lesser amount, as provided by such contract.


At this time, the Town is seeing a need to adjust the original \$100,000 threshold (dating back to its inception in 2002) in demand for architectural and engineering professional services. Please refer to the attached worksheet that is populated with annual CPI which points to an increase to \$150,000 in the upset limit.

Please place this item on the Town Council Agenda for the January 15<sup>th</sup>, 2019 Town Council meeting.

Thank you.

C: M. Walsh, Finance Director  
M. Enman, Purchasing Agent

**TOWN OF EAST HARTFORD  
PURCHASING DEPARTMENT  
MEMORANDUM**

**DATE:** December 18, 2018  
**TO:** Mike Walsh, Director of Finance  
**FROM:** Michelle Enman, Purchasing Agent   
**RE:** **On-Call Ordinance Changes**

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As you are aware, the Town on-call service ordinance allows all departments within the Town to enter into on-call professional service contracts for a period of not more than five years. This ordinance also stipulates that the on-call service contract cannot exceed one hundred thousand dollars or such lesser amount as provided by such contract.

This ordinance, which was adopted in September of 2002, has provided good controls for the use of on-call vendors. The Finance Department has been able to track the payments made to the on-call service vendor on a yearly basis. After payments totaling one hundred thousand dollars or five years, whichever comes first, the professional service is required to re-bid and new vendors are chosen from the submitted proposals.

At the current time, the Town is seeing a large need for on-call services with the increase in demand for architectural and engineering professional services. As a result, I would respectfully ask that the original \$100,000 threshold be adjusted for inflation dating back to its inception in 2002. I have attached a worksheet populated with the annual CPI which points to an increase to \$150,000 in the upset limit.

Please let me know if you need additional information or supporting materials for this initiative. Thank you.

Year	CPI Index	% Increase	\$ Increase	100,000
2002	179.9	1.60%	1,600	101,600
2003	184	2.30%	2,337	103,937
2004	188.9	2.70%	2,806	106,743
2005	195.3	3.40%	3,629	110,372
2006	201.6	3.20%	3,532	113,904
2007	207.3	2.90%	3,303	117,207
2008	215.3	3.80%	4,454	121,661
2009	214.5	-0.40%	(487)	121,175
2010	218.1	1.60%	1,939	123,114
2011	224.9	3.20%	3,940	127,053
2012	229.6	2.10%	2,668	129,721
2013	233	1.50%	1,946	131,667
2014	236.7	1.60%	2,107	133,774
2015	237	0.10%	134	133,908
2016	240	1.30%	1,741	135,648
2017	245.1	2.10%	2,849	138,497
2018*	250.5	2.20%	3,047	141,544

**Sec. 10-6a. On-Call Service Contracts.**

The town may enter into on-call service contracts for a period of not more than five years. No additional request for services pursuant to the contract shall be made once the payments to the contracted service provider exceeds one hundred thousand dollars or such lesser amount as provided in such contract. Within sixty days of the end of the fiscal year, the Finance Director shall report to the Town Council the amount expended by the town on each on-call service contract during that fiscal year. As used in this section, "on-call service contract" shall mean any contract for professional services including, but not limited to, architectural, engineering, computer, legal, real estate appraisal, plumbing, electrical and financial services, where the contractor agrees to provide services over a specified period of time as requested by the town.

Effective : 09-19-02.

*Robert J. Pook*

OFFICE OF THE  
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



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TOWN CLERK  
EAST HARTFORD

PHONE (860) 291-7208  
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DATE: January 10, 2019

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: **Tuesday, January 15, 2019 7:00 p.m. Town Council Majority Office**

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

**Tuesday, January 15, 2019**

**7:00 p.m.**

**Town Council Majority Office**

The purpose of the meeting is to meet in executive session to discuss the pending Workers' Compensation claim of Police Officer Garrett Ostafin.

C: Mayor Leclerc  
Scott Chadwick, Corporation Counsel  
Christine Sasen, Risk Manager