

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
February 20, 2024

Executive Session 7:00 PM

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Pursuant to Connecticut General Statutes § 1-225a this Town Council meeting is accessible through "**Microsoft Teams**" [929-235-8441](https://teams.microsoft.com/join/929-235-8441) **Conference ID: 620 665 150#** or [Click here to join the meeting](#)

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. February 6, 2024 Executive Session
- B. February 6, 2024 Regular Meeting

6. COMMUNICATIONS AND PETITIONS

- A. Overview of Town's Long Term Obligations
 - 1. Annual Pension and OPEB Fund Review
 - a. Segal Company- Pension Contributions for FY 2023-24
 - b. Freedom Investment Management: Discussion of the Town's Portfolio-Equity Side
 - c. Fiducient Advisors: Discussion of the Town's Portfolio- Fixed Income Side
 - 2. Finance Director
 - a. Expense and Projection Analysis - OPEB trust fund
 - b. Expense and Projection Analysis - Medical Claims / Health Insurance Trust Fund
 - c. Expense and Projection Analysis - Long Term Debt
 - d. Expense and Projection Analysis - Lease Purchase
 - e. Expense and Projection Analysis – Workers Compensation Fund
- B. Presentations by Development Department
 - 1. ARPA Small Business Assistance Program Update
 - 2. Report on State Training of Land Use Commission Members
- C. Section 10-3(c) of Town Ordinances: Disposition of Obsolete Town-Owned Equipment- Surplus 2006 Ford Taurus by Fire Department

7. OLD BUSINESS

8. NEW BUSINESS

- A. Addition of Naubuc Avenue Area Sidewalk Project to Town's 5-Year Capital Improvement Plan (CIP)
- B. State of Connecticut Office of Policy and Management / Local Capital Improvement Program (LoCIP) Grant Allocations
- C. Agreement between the Town of East Hartford and the East Hartford Supervisors' Union, Local 818, AFSCME, Council 4
 - 1. Approval of Contingency Transfer
 - 2. Reallocation of ARPA Funds
- D. Request for Bid Waiver re: Town Hall Enhancements
- E. Connecticut Department of Economic and Community Development (DECD) Brownfields Assessment Grant re: 164 School Street (United Steel, Inc.) and 1016 Main Street
- F. Transfer of ARPA Funds re: Affordable Connectivity Program (ACP) Support
- G. Amusement Permit Application re: Lung Force Walk 2024

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

- A. The pending Superior Court action known as JULIO R. CENTENO v. TOWN OF EAST HARTFORD, Docket No. HHD-CV-21-6140728-S.
- B. The pending tax assessment appeal known as RIVERVIEW PLAZA, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6072893-S -S, involving real property located at 20 Hartland Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- C. The pending notice to quit against and claim for relocation costs by JE Mart, LLC regarding the real property located at 818 Silver Lane, East Hartford, CT.

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

- A. Other Elected Officials
- B. Other Residents
- C. Mayor

12. ADJOURNMENT (next meeting: March 5, 2024 at Community Cultural Center)

OFFICE OF
THE TOWN COUNCIL

TOWN OF EAST HARTFORD

(860) 291-7207

740 Main Street

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

DATE: February 16, 2024
TO: Town Council Members
FROM: Rich Kehoe, Chair
RE: Tuesday, February 20, 2024 – 7:00 pm
Community Cultural Center Room 111

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

Tuesday, February 20, 2024 – 7:00 pm

The purpose of the meeting is to meet in Executive Session to discuss the following:

- A. The pending Superior Court action known as JULIO R. CENTENO v. TOWN OF EAST HARTFORD, Docket No. HHD-CV-21-6140728-S.
- B. The pending tax assessment appeal known as RIVERVIEW PLAZA, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6072893-S -S, involving real property located at 20 Hartland Street, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- C. The pending notice to quit against and claim for relocation costs by JE Mart, LLC regarding the real property located at 818 Silver Lane, East Hartford, CT.

cc: Mayor's Office
Melissa McCaw, Chief Administrative Officer and Finance Director
Office of Corporation Counsel
Christine Sasen, Risk Manager

Community Cultural Center Room 111

February 6, 2024

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader
Sebrina Wilson, Minority Leader John Morrison, Councilors Angela
Parkinson, Awet Tsegai (via Teams), Harry O. Amadasun, Jr. (arrived
via Teams at 6:40 p.m.), Thomas Rup and Travis Simpson

ABSENT

ALSO James Tallberg, Corporation Counsel
PRESENT Robert Fitzgerald, Assistant Corporation Counsel
Melissa McCaw, Chief Administrative Officer and Finance Director
Attorney Kristan Maccini, Maccini Voccio & Jordan, LLC
Attorney Katherine Rule, Howd & Ludorf, LLC
Mack Hawkins, Chief of Police

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:33 p.m.

MOTION By John Morrison
seconded by Don Bell

to **go into** Executive Session to discuss the following:

- A. The pending summary process eviction action known as TOWN OF EAST HARTFORD v. BROTHER'S APPLIANCE, LLC, HFH-CV23-6027036-S involving the real property located at 842-844 Silver Lane, East Hartford, CT.
- B. The pending notice to quit against and claim for relocation costs by Victoria T. Popik d/b/a CK Nails regarding 836 Silver Lane, East Hartford, CT.
- C. The pending notice to quit against and claim for relocation costs by Bare Bones Boxing EH, LLC involving the real property located at 826 Silver Lane, East Hartford, CT.
- D. The pending Law Enforcement Liability Claim known as JERMAINE FELICIANO V. EAST HARTFORD, No. 3:20-cv-01932(OAW).
- E. The pending Law Enforcement Liability Claim known as ESTATE OF LENETIS V. EAST HARTFORD, No. 3:20-cv-01834(JCH)

Motion carried 8/0

MOTION By John Morrison
seconded by Don Bell

to **go back to** Regular Session.

Motion carried 9/0

ADJOURNMENT

MOTION By John Morrison
 seconded by Don Bell

 to **adjourn** at 7:26 p.m.

 Motion carried 9/0

Attest _____
 Richard Kehoe
 Town Council Chair

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

February 6, 2024

PRESENT Chair Richard F. Kehoe, Vice Chair Don Bell, Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councilors Angie Parkinson, Travis Simpson, Thomas Rup, Awet Tsegai (via Teams) and Harry Amadasun, Jr.

ABSENT

ALSO Mayor Connor S. Martin
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
Eileen Buckheit, Director of Development
Doug Wilson, Town Engineer (via Teams)
Marissa Baum, Head of Communications

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:37 pm. The Chair stated that this meeting was also available to the public through the “Teams” platform.

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.

AMENDMENTS TO THE AGENDA

MOTION By Sebrina Wilson
seconded by Don Bell

to **remove** Item 8G1 “Connecticut Department of Economic and Community Development (DECD) Brownfields Assessment Grant re: 164 School Street (United Steel, Inc.)” from the Agenda

Motion carried 9/0

RECOGNITIONS AND AWARDS

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Martin

- wished all a good evening
- introduced Marissa Baum who has been hired by the Mayor’s Office as Head of Communications
- thanked all who attended the Community Town Hall presentation on February 1st. A recording of the presentation is available on the Town website and social media.
- FY24-25 Budget Workshops will begin on February 26th at the Community Cultural Center Auditorium. The full schedule by department is available on the Town Website. All are encouraged to attend.

Proposed Revision to Job Description, Paygrade Increase and Change in Title for Position of Administrative Clerk III (Police Department)

MOTION By Awet Tsegai
seconded by Tom Rup

to refer to the Personnel and Pensions Subcommittee Proposed Revision to Job Description and Paygrade Increase for Position of Administrative Clerk II (Fire Department) and the Proposed Revision to Job Description, Paygrade Increase and Change in Title for Position of Administrative Clerk III (Police Department) as provided in a memo from Mayor Connor S. Martin to Rich Kehoe, Town Council Chair dated January 19, 2024 with instructions to review the positions and report back to the full Council with its recommendations, if any.

Motion carried 9/0

Town Ordinance Section 10-52: Setting of Maximum Fund Balance Percentage for FY2023

MOTION By Sebrina Wilson
seconded by Don Bell

that the Town Council adopt the following:

If at the close of the fiscal year ending June 30, 2023, the undesignated reserve fund for the town exceeds eleven percent of the total budget appropriation for such fiscal year as verified by the Town's auditors in the Annual Comprehensive Financial Report, the amount in excess of 11% in such fiscal year shall be appropriated to the Retiree Benefit Trust Fund.

Motion Carried 9/0

Allocation of Funds from National Development Impact Payment for Main Street Development Projects

MOTION By Angie Parkinson
seconded by Tom Rup

to adopt the following resolution:

WHEREAS, on August 16, 2022, this Council approved a Memorandum of Understanding between the Town and ND Acquisitions LLC, whereby, in pertinent part, ND Acquisitions LLC provided the Town with a one-time impact payment contribution in the amount of \$1.50 per rentable square foot of space of two (2) warehouse and distribution buildings being constructed on approximately 300 acres of land commonly known as "Rentschler Field" in East Hartford, Connecticut; and

WHEREAS, said one-time impact payment contribution contemplated potential funding of planning, design and construction of the portion of the so-called "East

Coast Greenway” and in part towards the planning, design, construction, or renovation of one or more athletic or recreational facilities; and

WHEREAS, the Mayor of the Town of East Hartford and the Principal of ND Acquisitions LLC agree that the one-time impact payment contribution may be used for any project that benefits the Town of East Hartford; and

WHEREAS, the Town desires to allocate five hundred thousand dollars and zero cents (\$500,000.00) of the one-time impact payment contribution to efforts related to Main Street, downtown area, and business development.

THEREFORE, BE IT RESOLVED that the East Hartford Town Council:

1. Appropriates said \$500,000 for a development and traffic study of the Main Street corridor from the Torpey Bridge in the north to the I-84 overpass to the south (“Downtown East Hartford”); infrastructure improvements to facilitate the development of Complete Streets in Downtown East Hartford; and marketing and community events to spur activity in Downtown East Hartford, provided the mayor shall provide to the Town Council periodic reports on the expenditure of such funds;
2. Authorizes Mayor Connor S. Martin to make, execute and deliver all amendments and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

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

Local Transportation Capital Improvement Program (LOTICIP) Application re: Forbes Street Roundabout

MOTION By Angie Parkinson
seconded by John Morrison

to **adopt** the following resolution:

WHEREAS the Capitol Region Council of Governments (CRCOG) is inviting municipalities to submit proposals for transportation projects to be funded under the Local Transportation Capital Improvement Program (LOTICIP); and

WHEREAS the Forbes Street Roundabout Project is eligible for funding under this program;

WHEREAS roundabouts significantly reduce the frequency and severity of vehicle crashes and reduce the speed of traffic entering and exiting the roundabout without causing delays inherent in traffic signal operations;

NOW THEREFORE LET IT BE RESOLVED that the East Hartford Town Council strongly supports the Forbes Street Reconstruction Project and that Connor S. Martin, 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 CRCOG as they pertain to the above project and the LOTICIP Program.

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

Request for Short Term Bid Waiver from Fire Department re: Emergent Repairs to Fire Apparatus with Fleetmaster Sales and Service

MOTION By Sebrina Wilson
seconded by Travis Simpson

in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures through June 30, 2024 as required by Section 10-7(b) and allow the Fire Department to purchase emergent repairs to fire apparatus as necessary from Fleetmasters Sales and Service for an amount not to exceed \$40,000 in each occurrence, as detailed in a memo from Fire Chief Kevin Munson to Mayor Connor Martin dated January 18, 2024 as this vendor is the only factory-authorized Seagrave repair center in Connecticut and these timely repairs are necessary to maintain adequate levels of fire protection for the community.

Motion carried 9/0

Request for Bid Waiver for Per Diem Interim Assessor Services

MOTION By Sebrina Wilson
seconded by John Morrison

pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures required by Section 10-7(b) and further authorize the Town to obtain per diem interim assessor services from Joseph Ferraro, Certified Municipal Assessor, at a price not to exceed \$40,000.00 and further authorize Mayor Connor S. Martin to make, execute and approve on behalf of the Town, any and all contracts or amendments necessary as such waiver is in the best interest of the Town as it will allow the Finance Department to maintain certified assessor services until such time as a permanent Assessor is obtained.

Motion carried 9/0

Grant Applications

Connecticut Department of Economic and Community Development (DECD) Brownfields Assessment Grant re: 164 School Street (United Steel, Inc.)

This Item has been removed from the Agenda

Connecticut Department of Economic and Community Development (DECD) Brownfields Area-Wide Revitalization Grant re: Burnside and Church Street Village Study

MOTION By Angie Parkinson
seconded by John Morrison

to **adopt** the following resolution:

WHEREAS, pursuant to 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 \$200,000 in order to undertake the Burnside and Church Street Village study and to execute an Assistance Agreement.

NOW THEREFORE LET IT BE RESOLVED BY THE EAST HARTFORD TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites (including the match obligations) for the state financial assistance imposed by C.G.S Section 32-763;
2. That the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed \$200,000 is hereby approved and that Mayor Connor S. Martin 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, the motion carried 9/0

Amusement Permit Application re: Eversource Hartford Marathon

MOTION By Harry Amadasun
seconded by Tom Rup

that pursuant to Section 5-3(e) of the East Hartford Code of Ordinances, **approve** the outdoor amusement permit entitled "Eversource Hartford Marathon – 2024" submitted by Chief of Police Mack Hawkins on January 9th 2024 for the Hartford Marathon Foundation to conduct a marathon road race and outdoor musical entertainment on Saturday, October 19, 2024 from 7:30AM to 1:30PM, with music between the hours of 9:00AM 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

Appointment of Salema Davis to Fill Constable Vacancy

MOTION By John Morrison
seconded by Tom Rup

to **approve** the appointment of Salema Davis, 11 Springside Avenue to fill the vacant Republican Constable Position, term to expire November 2025.

Motion carried 9/0

Appointments to Boards and Commissions

MOTION By John Morrison
seconded by Tom Rup

to **approve** the following appointments to Boards and Commissions as follows:

Appointments:

Beautification Commission

- Florence Oten, 45 Orchard Street, term to expire December 2025

Public Building Commission

- Stephen Roczynski, 39 Fowler Lane, term to expire Dec 2028

Reappointment:

Board of Assessment Appeals

- Matthew Lauf, 26 Driver Road, term to expire Dec 2026

Motion carried 9/0

Refund of Taxes

MOTION By Harry Amadasun
seconded by Don Bell

to **approve** a total refund of taxes in the amount of \$15,934.19 pursuant to Section 12-129 of the Connecticut General Statutes.

Motion carried 9/0

Bill	Name/ Check Payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2021-04-0080062	ACOSTA MARTINEZ MARTA R	40 COLUMBUS ST	EAST HARTFORD, CT 06108-1709	2020/5NPD84LF6LH546245	0	-270.87
2021-03-0050819	ALFONSO ELITA	460 TALL TIMBERS RD	GLASTONBURY, CT 06033	2021/JF2SKAFCEMH507815	-18.95	-315.84
2022-03-0065814	ARKISON PAUL W	5423 HANOVER SQ DR	ST CLOUD, FL 34771	2015/5TFUX4EN5FX032919	0	-166.14
2022-03-0052168	AUDET MARIE G	34 SHAWNEE RD	EAST HARTFORD, CT 06118-2555	1989/1GCDC14K1KE120521	0	-67.78
2022-03-0053621	BIMONTE WILLIAM P	179 SANDRA DR	EAST HARTFORD, CT 06118-1956	2014/1C4NJDEB8ED528597	0	-191.76
2022-03-0054526	BROWN BARBARA A	229 WOODLAWN CIR	EAST HARTFORD, CT 06108-2801	2017/KMH74LF0HU384835	0	-9.70
2019-03-0055084	BUSSIERE JOSEPH M	73 MIDLAND RD	COVENTRY, CT 06238-2724	2012/1VWAP7A33CC063112	0	-207.00
2020-03-0054854	BUSSIERE JOSEPH M	73 MIDLAND RD	COVENTRY, CT 06238-2724	2012/1VWAP7A33CC063112	-27.09	-200.70
2022-03-0056382	CHAPMAN CRYSTAL D	157 SISSON ST	EAST HARTFORD, CT 06118-1539	2022/2T3A1RFV9NC270857	0	-7.65
2021-04-0081343	CLIFFORD JAMES A	139 COUNTRY LN	EAST HARTFORD, CT 06118-3511	2016/4T3BK3BB6GU124041	0	-57.00
2022-01-0003624	DAMBOISE MILDRED G	4 COLONIAL PARK RD	EAST HARTFORD, CT 06118	4 COLONIAL PARK RD	0	-151.17
2021-03-0061380	ESPINAR WENDY L	75 DANIEL TRCE	BURLINGTON, CT 06013	2021/1C6SRFLTOMN515104	0	-112.29
2018-03-0061799	FALVEY LINEN SUPPLY INC.	50 BURNHAM AVE	CRANSTON, RI 02910	2011/5PVNJ8JT8B4553136	0	-809.01
2022-03-0055100	FORD CREDIT PER. PROP. TAX	PO BOX 67000 DEPT 231601	DETROIT, MI 48267-2316	2019/3FAGPHD2KR227809	0	-282.92
2022-01-0000435	FERNANDEZ STACEY	171 GRANDE RD	EAST HARTFORD, CT 06108	182 COLBY DR	0	-2,686.88
2022-03-0066738	HOANG JOHN N	15 SAINT JOHN ST	MANCHESTER, CT 06040-3911	2021/454BTANCOM3165023	0	-434.32
2022-03-0067102	HONDA LEASE TRUST	11675 GREAT OAKS WAY SUITE 200	ALPHARETTA, GA 30022	2020/3HGGK5H84LM724499	0	-257.91
2022-04-0083378	JENKINS OLIVIA R	26 SUFFOLK DR	EAST HARTFORD, CT 06118-2652	2005/2T1KR32E45C364671	0	-64.53
2022-02-0040907	KIA OF EAST HARTFORD	99 ASH ST	EAST HARTFORD, CT 06108	99 ASH ST	0	-5,991.76
2021-01-0008260	LINLAR INC	21 HIGH ST	EAST HARTFORD, CT 06118	31 HIGH ST 4108	0	-1,458.84
2022-03-0071378	LUCAR MARIN KEVIN G	56 LANDERS RD	EAST HARTFORD, CT 06118-3318	2011/JA32W8FV0BU008313	0	-125.40
2021-03-0070893	MAHONEY KELLY A	163 SCHOOL ST APT E2-9	EAST HARTFORD, CT 06108-1842	2018/1FADP3F2JL280601	0	-6.51
2019-03-0073246	MCDERMOTT SANDRA A	58 OCONNELL DR	EAST HARTFORD, CT 06118	2007/KMHNC46C27U108674	0	-19.76
2022-03-0075324	MINH NGUYET LE	6 OVERBROOK DR	EAST HARTFORD, CT 06118-3142	2018/1HGCV2F99JA027663	0	-15.17
2021-04-0084560	MONRO INC	200 HOLLEDER PKWY	ROCHESTER, NY 14615	2016/1FM5K8GT7GGC55207	0	-9.55
2022-03-0075674	NISSAN INFINITI LT LLC	P O BOX 254648	SACRAMENTO, CA 95865	2020/1N48L4BW5LC254840	0	-236.60
2022-03-0078013	PETROLITO PHYLLIS M	131 COUNTRY LN	EAST HARTFORD, CT 06118-3511	2009/4T4BE46K59R054203	0	-5.37
2022-01-0011286	PIEROG WALTER	399 FORBES ST	EAST HARTFORD, CT 06108	399 FORBES ST	0	-900.00
2022-03-0078613	PRESSAMARITA ANNE M	35 ALEXANDER DR	EAST HARTFORD, CT 06118-3002	2006/JYAVP11E16A087715	0	-5.45
2022-03-0079170	RAMOS THOMAS	25 GOODWIN PL	EAST HARTFORD, CT 06108-3711	2011/WBAPH7G51BNN04626	0	-10.71
2022-03-0081320	ROSA ROBERT F JR	1882 MAIN ST	EAST HARTFORD, CT 06108-1023	1996/1FALP45X3TF218284	-2.00	-16.23
2022-03-0081321	ROSA ROBERT F JR	1882 MAIN ST	EAST HARTFORD, CT 06108-1023	2013/SALVP2BG0DH811594	-15.44	-343.10
2022-03-0081322	ROSA ROBERT F JR	1882 MAIN ST	EAST HARTFORD, CT 06108-1023	2007/5N3AA08C87N804935	-7.29	-161.98
2022-02-0041754	TRELEVEN KIMBERLY	775 SILVER LABE B10	EAST HARTFORD, CT 06118	775 SILVER LANE B10	-7.98	-106.35
2022-02-0041769	TRELEVEN KIMBERLY	775 SILVER LANE B10	EAST HARTFORD, CT 06118	775 SILVER LANE B10	-9.97	-132.94
2021-03-0087281	WILLIAMS MAXINE C	768 SILVER LN	EAST HARTFORD, CT 06118-1230	2009/JN8AZ18W09W142369	0	-6.28
SUBTOTAL					-\$88.72	-\$15,845.47
TOTAL						-\$15,934.19

[Reallocation of ARPA Funds re: Additional Town Hall Improvements](#)

MOTION By Don Bell
seconded by Tom Rup
to **adopt** the following resolution

WHEREAS; the Town has been awarded \$24,561,068 in American Rescue Plan Act (ARPA) funds from the U.S. Treasury; and

WHEREAS; in order to most effectively use these funds, the authorization of new projects is periodically necessary;

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to add the following to the approved list of ARPA Projects:

1. "Additional Town Hall Improvements;" which consist of the following:
 - Rekeying Lock System
 - Panic Alarm System
 - Vault Door Repair & Replacements
 - Furniture and Window Treatment Upgrades
 - Painting of Doors, Frames, & Trim
 - Employee Lounge & Bathroom Improvements
 - Commemorative Project Building Plaque
 - Cupola Repairs
 - Additional Carpeting & Flooring Upgrades
 - Directional Signage Improvements
 - Contingency for costs related to the transition from CCC to Town Hall

AND LET IT BE FURTHER RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make the following transfers among ARPA Accounts:

1. Transfer \$222,228.67 from "Small Business Support and Resources – Qualified Census Tracts" to "ARPA Unallocated Balance"
2. Transfer \$100,508.25 from "Small Business Support and Resources – Non-QCT" to "ARPA Unallocated Balance"
3. Transfer \$27,263.08 from "Goodwin U Storm Water Management Repair and Replace" to "ARPA Unallocated Balance"
4. Transfer \$350,000.00 from "ARPA Unallocated Balance" to "Additional Town Hall Improvements"

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

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councillor Simpson recently toured Town Hall with other members of the Council and is encouraged by the progress and improvements. *The Mayor shared that there is currently discussion for hosting an "open house" for residents of the building once Town Hall reopens to the public.*

Councillor Parkinson recommended that as part of the Main Street revitalization effort additional consideration for improved bus shelters and more greenery be considered, particularly in the area near Pratt and Whitney. *The Mayor stated that at a recent meeting*

with the Department of Transportation, as part of the Greater Hartford Mobility Study plans are in place to upgrade a number of Main Street bus shelters.

Chair Kehoe informed the Mayor that he and fellow Councillor Bell received a notice of an increase in their house assessment values in a non-revaluation year. The Chair recommended that the Town provide an explanation be included with the notice to residents. *Director McCaw stated that she will follow up with the Assessor's office and report back to the Council.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

The pending summary process eviction action known as TOWN OF EAST HARTFORD v. BROTHER'S APPLIANCE, LLC, HFH-CV23-6027036-S involving the real property located at 842-844 Silver Lane, East Hartford, CT.

MOTION By Don Bell
 seconded by Tom Rup

to **adopt** the following resolution

WHEREAS, On March 1, 2023, the Town of East Hartford became record owner of the real property located at 794 – 810 Silver Lane, East Hartford and 818 – 850 Silver Lane, East Hartford (hereinafter collectively “Silver Lane Plaza”);

WHEREAS, portions of the Silver Lane Plaza, at the time of acquisition, were occupied by various business entities;

WHEREAS, this Council desires to accept the recommendation of Corporation Counsel to fully and finally settle the pending summary process eviction action known as TOWN OF EAST HARTFORD v. BROTHER'S APPLIANCE, LLC, HFH-CV23-6027036-S involving the real property located at 842-844 Silver Lane, East Hartford, CT.

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

1. Notwithstanding the requirements of Town Ordinance 10-19, this Council acting as a committee of the whole for the Fees Committee authorizes the Town to enter into an agreement with Brother's Appliances, LLC for relocation benefits, settlement and release of claims, and occupancy regarding a portion of the Silver Lane Plaza; provided such agreement shall be in a form reviewed and approved by the Office of Corporation Counsel;
2. This Council waives the requirement of rent for Brother's Appliances, LLC through February 15, 2024, for the condition that Brother's Appliances, LLC will totally vacate the Premises located at 842-844 Silver Lane, East Hartford, CT by or before February 15, 2024;
3. The Town, in consideration for the release by Brother's Appliances, LLC of all past, present and future claims regarding the real property located at 842-844 Silver Lane, East Hartford, CT and in full and final settlement for such claim, will pay Brother's Appliances LLC the sum of twelve thousand dollars and zero cents (\$12,000.00); and

4. That Mayor, Connor S. Martin, is hereby authorized to make, execute and deliver all settlement agreements, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

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

The pending notice to quit against and claim for relocation costs by Victoria T. Popik d/b/a CK Nails regarding 836 Silver Lane, East Hartford, CT.

MOTION By Don Bell
seconded by Travis Simpson

to **adopt** the following resolution

WHEREAS, On March 1, 2023, the Town of East Hartford became record owner of the real property located at 794 – 810 Silver Lane, East Hartford and 818 – 850 Silver Lane, East Hartford (hereinafter collectively “Silver Lane Plaza”);

WHEREAS, portions of the Silver Lane Plaza, at the time of acquisition, were occupied by various business entities;

WHEREAS, this Council desires to accept the recommendation of Corporation Counsel to fully and finally settle the pending notice to quit against and claim for relocation costs by Victoria T. Popik d/b/a CK Nails regarding 836 Silver Lane, East Hartford, CT.

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

1. Notwithstanding the requirements of Town Ordinance 10-19, this Council acting as a committee of the whole for the Fees Committee authorizes the Town to enter into an agreement with Victoria T. Popik d/b/a CK Nails for relocation benefits, settlement and release of claims, and occupancy regarding a portion of the Silver Lane Plaza; provided such agreement shall be in a form reviewed and approved by the Office of Corporation Counsel;
2. This Council waives the requirement of rent for Victoria T. Popik d/b/a CK Nails through March 1, 2024, for the condition that Victoria T. Popik d/b/a CK Nails will totally vacate the Premises located at 836 Silver Lane, East Hartford, CT by or before March 1, 2024;
3. The Town, in consideration of the release by Victoria T. Popik d/b/a CK Nails of all past, present and future claims regarding the real property located at 836 Silver Lane, East Hartford, CT and in full and final settlement for such claim, will pay Victoria T. Popik d/b/a CK Nails the sum of twenty thousand dollars (\$20,000.00); and
4. That Mayor, Connor S. Martin, is hereby authorized to make, execute and deliver all settlement agreements, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

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

The pending notice to quit against and claim for relocation costs by Bare Bones Boxing EH, LLC involving the real property located at 826 Silver Lane, East Hartford, CT.

MOTION By Don Bell
 seconded by John Morrison

to **adopt** the following resolution

WHEREAS, On March 1, 2023, the Town of East Hartford became record owner of the real property located at 794 – 810 Silver Lane, East Hartford and 818 – 850 Silver Lane, East Hartford (hereinafter collectively “Silver Lane Plaza”);

WHEREAS, portions of the Silver Lane Plaza, at the time of acquisition, were occupied by various business entities;

WHEREAS, this Council desires to accept the recommendation of Corporation Counsel to fully and finally settle the pending notice to quit against and claim for relocation costs by Bare Bones Boxing EH, LLC involving the real property located at 826 Silver Lane, East Hartford, CT.

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

1. Notwithstanding the requirements of Town Ordinance 10-19, this Council acting as a committee of the whole for the Fees Committee authorizes the Town to enter into an agreement with Bare Bones Boxing EH, LLC for relocation benefits, settlement and release of claims, and occupancy regarding a portion of the Silver Lane Plaza; provided such agreement shall be in a form reviewed and approved by the Office of Corporation Counsel;
2. That Bare Bones Boxing EH, LLC has vacated the real property located at 826 Silver Lane, East Hartford, CT and this Council waives any claim for rents due;
3. The Town, in consideration of the release by Bare Bones Boxing EH, LLC of all past, present and future claims regarding the real property located at 826 Silver Lane, East Hartford, CT and in full and final settlement for such claim, will pay Bare Bones Boxing EH, LLC the sum of thirty-six thousand dollars and zero cents (\$36,000.00); and
4. That Mayor, Connor S. Martin, is hereby authorized to make, execute and deliver all settlement agreements, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

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

The pending Law Enforcement Liability Claim known as JERMAINE FELICIANO V. EAST HARTFORD, No. 3:20-cv-01932(OAW).

MOTION By Don Bell
 seconded by John Morrison



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 14, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: PRESENTATION: Long-Term Obligations

Please allocate time on the February 20, 2024, town council meeting for a series of presentations regarding the town's long-term obligations.

Please place this information on the Town Council agenda for the February 20, 2024 meeting.

C: M. McCaw, Finance Director



Town of East Hartford Pension Plan

July 1, 2023 Valuation Results for Town Council Meeting
(used to develop Contribution for Fiscal Year Ending June 2025)
February 20, 2024

Henry Nearing, FCA, MAAA, EA

9877389
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Agenda

Glossary

General Cost of a Pension Plan

Plan Population

Annual Benefit Payments

Plan Assets

Determination of Actuarial Value of Assets

Funded Status

Actuarially Determined Contribution (ADC)

Change in ADC

ADC by Employee Type

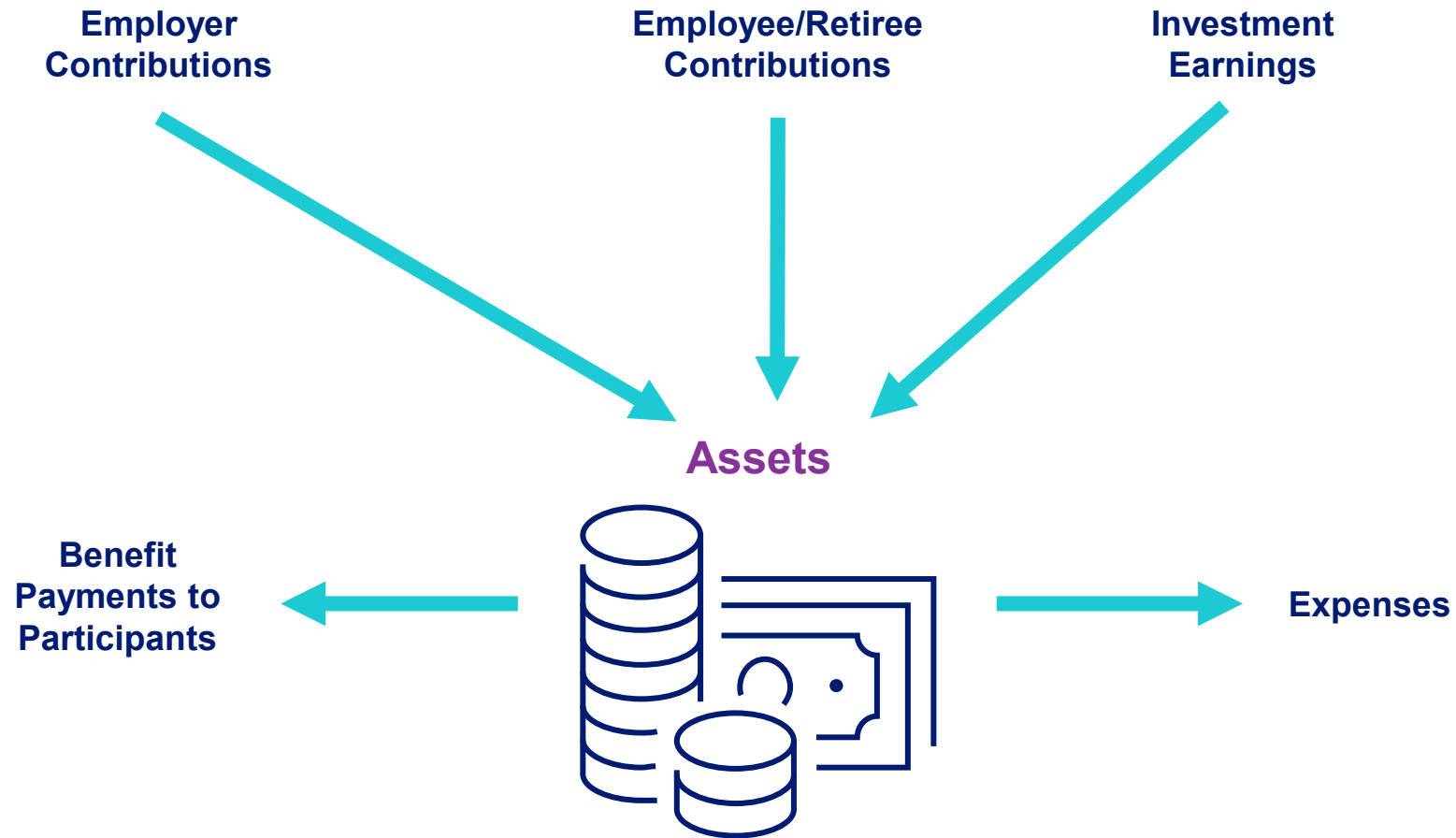
Town Contributions

Assumptions, Provisions, and Methodologies

Glossary of Pension Terms

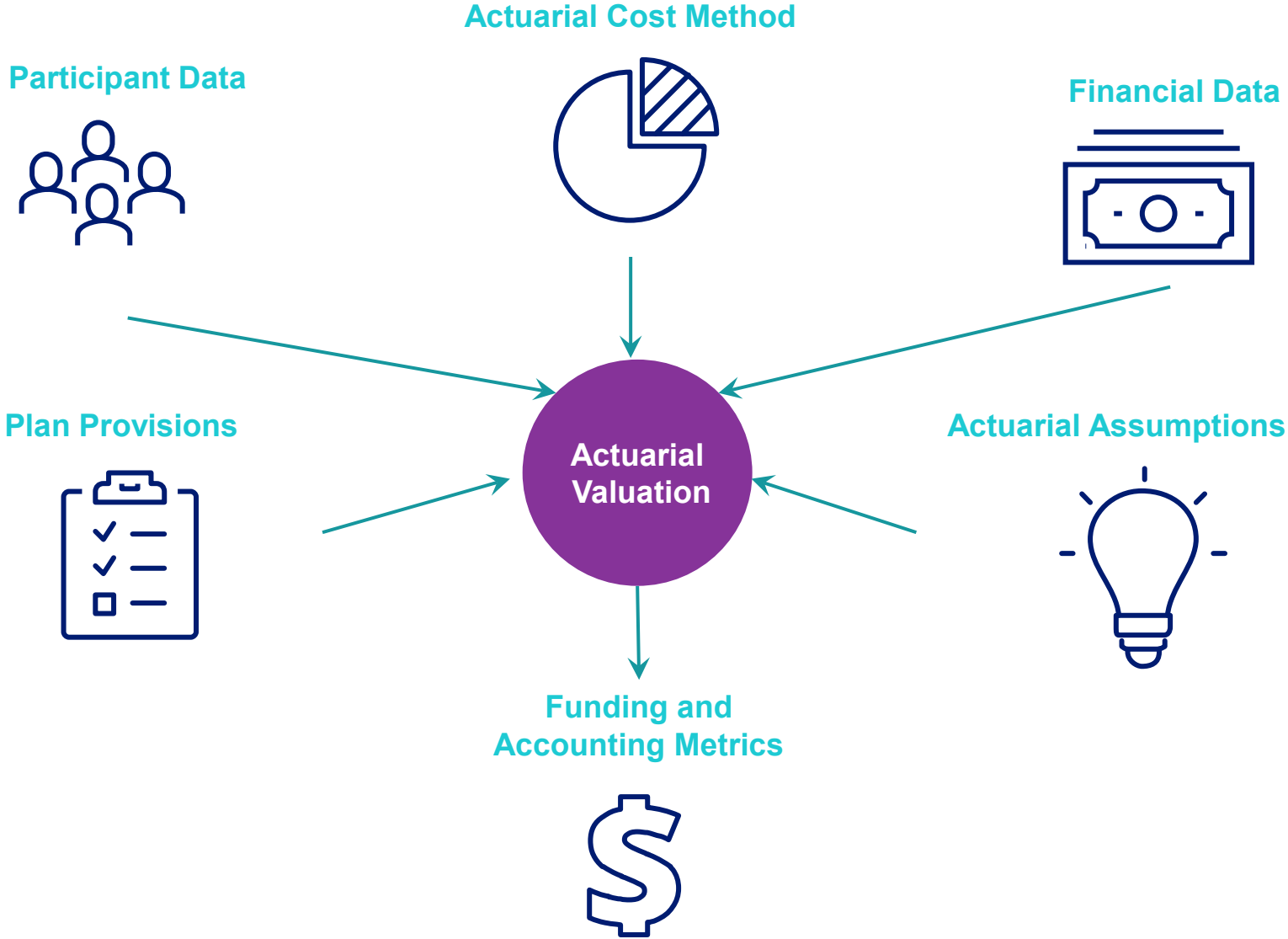
- **Actuarial Accrued Liability (AAL)** – For active participants, the equivalent of the accumulated normal costs allocated to the years before the valuation date. For annuitants, the single-sum value of lifetime benefits, taking into account life expectancies appropriate to the ages of the annuitants and the interest that the sum is expected to earn before it is entirely paid out in benefits.
- **Actuarial Value of Assets (AVA)** – The value of the Fund’s assets as of a given date, used by the actuary for valuation purposes. This value is smoothed over 5 years in order to reduce the year-to-year volatility of calculated results, such as the funded ratio and the ADC.
- **Unfunded Actuarial Accrued Liability (UAAL)** – The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets.
- **Actuarially Determined Contribution (ADC)** – The employer’s periodic contribution, expressed as a dollar amount or a percentage of covered plan compensation, determined under the Plan’s funding policy. The ADC consists of the Employer Normal Cost and the Amortization Payment.
- **Employer Normal Cost** – Equal to the Total Normal Cost, plus assumed administrative expenses, less expected member contributions. The Normal Cost is the portion of the Actuarial Present Value of pension plan benefits and expenses allocated to the valuation year.
- **Amortization Payment** – The portion of the ADC that is designed to pay interest on and to amortize the Unfunded Actuarial Accrued Liability (20 years remaining as of July 1, 2023)
- **Amortization Method** – A method for determining the Amortization Payment. East Hartford uses the Level Percentage of Pay method where the Amortization Payment is one of a stream of increasing payments that increase at 3.25% annually.

Ultimate Cost of Retirement Plan

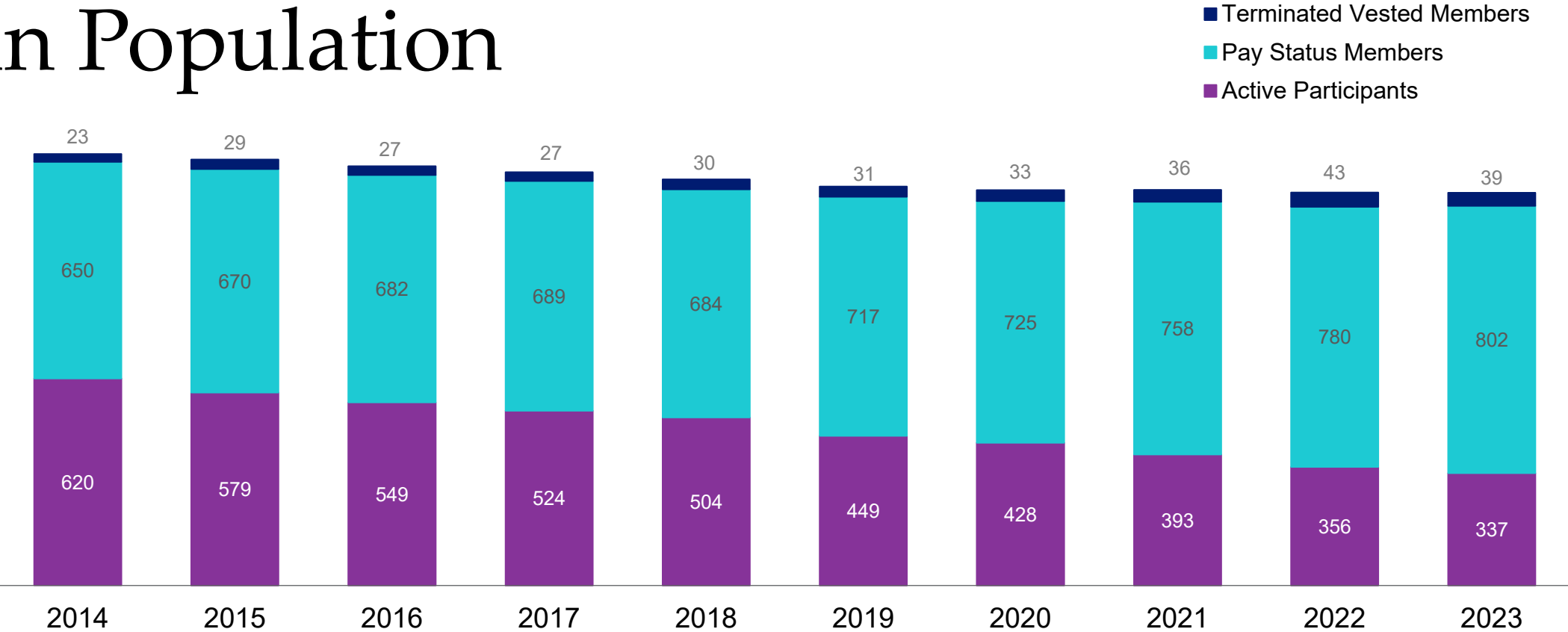


ULTIMATE TOTAL COST =
Benefits Paid + Expenses – Employee/Retiree Contributions – Investment Income

How are the Annual Plan Costs Determined?



Plan Population



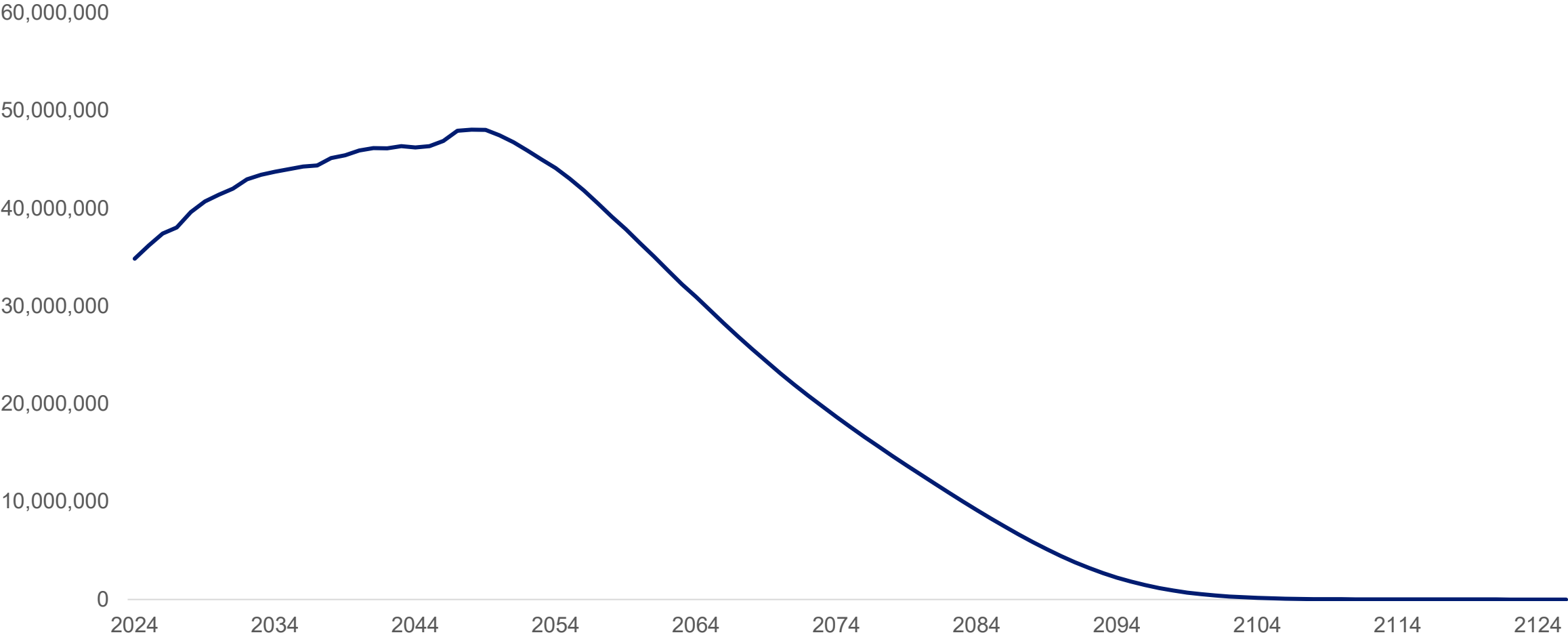
- The Plan was closed to new General employee and BOE entrants on July 1, 2006.
- The Plan was closed to Paraprofessional employees on July 1, 2015.
- The Plan is still open to Police, Fire and Dispatchers employees.
- The population of retirees and beneficiaries has generally grown over time.
- The terminated vested population has slowly grown over time, but overall counts remain low.
- As of July 1, 2023, there are 65 terminated non-vested former employees due a refund of employee money.
- The overall population has generally decreased over time.

Plan Population by Group

	General (Town & BOE)	Paras	Fire	Police	Dispatch
July 1, 2022 Counts	482	127	276	267	27
Additions to the plan (<i>e.g.</i> new hires, alternate payees, etc.)	2	0	7	10	3
Left the plan (<i>e.g.</i> death, lump sum, etc.)	10	1	4	6	2
July 1, 2023 Counts	474	126	279	271	28

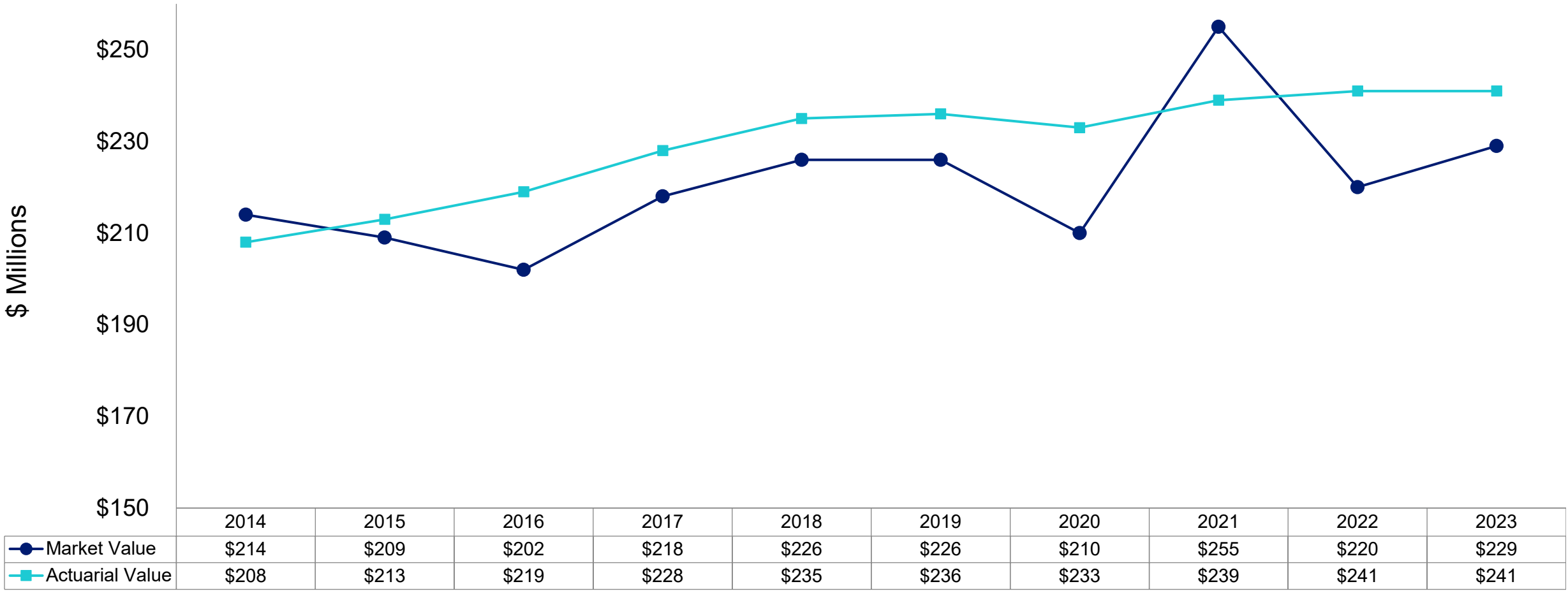
- Because the Town & BOE and Paraprofessional groups are closed to new hires, membership in these groups continues to decline.
- Membership in the Fire, Police, and Dispatch groups has remained relatively stable over time.

Annual Benefit Payments – Closed Group



- Peak benefit payments of \$48,000,000 are expected to occur in the year ending June 30, 2048.

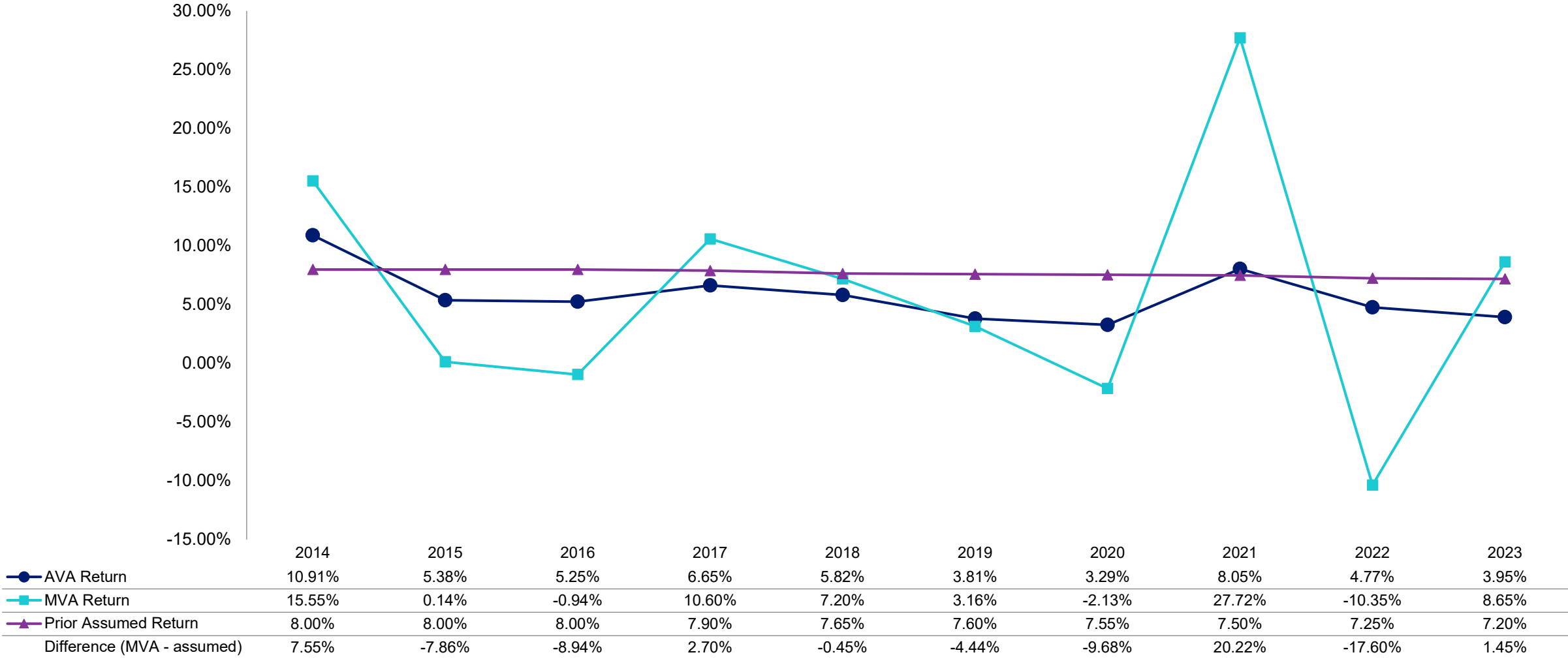
Plan Asset Values as of July 1



Actuarial Value of Assets is based on a 5-year average of the Market Value

As of June 30, 2023, there are \$11.7M in investment losses to be reflected in future years with a \$2.5M gain caused by 2022/2023 plan year

Plan Assets – Investment Return



Returns on the AVA generally below the assumption, demonstrating that the assumed return should be lowered

Determination of Actuarial Value of Assets for Year Ended June 30, 2023

1. Market value of assets , June 30, 2023						\$228,963,958
2. Calculation of unrecognized return	Actual AVA Returns	Actual MVA Returns	Initial Gain/(Loss)¹	Percent Deferred²	Unrecognized Amount³	
(a) Year ended June 30, 2023	3.95%	8.65%	\$3,109,909	80%	\$2,487,927	
(b) Year ended June 30, 2022	4.77%	-10.35%	(44,061,969)	60%	(26,437,182)	
(c) Year ended June 30, 2021	8.05%	27.72%	41,351,663	40%	16,540,666	
(d) Year ended June 30, 2020	3.29%	-2.13%	(21,349,837)	20%	(4,269,967)	
(e) Year ended June 30, 2019	3.81%	3.16%	(9,876,170)	0%	0	
(f) Total unrecognized return						(\$11,678,556)
3. Actuarial value of assets as of June 30, 2023: (1) – (2f)						\$240,642,514
4. Expected return on actuarial value of assets:						\$16,988,866
5. Actual return on actuarial value of assets:						\$9,314,917
6. Investment gain/(loss): (5) - (4)						(\$7,673,949)
7. Change in ADC due to investment gain/(loss): (6) / Amortization Factor ⁴ x 1.0325						\$553,000

¹ Total return minus expected return on a market value basis

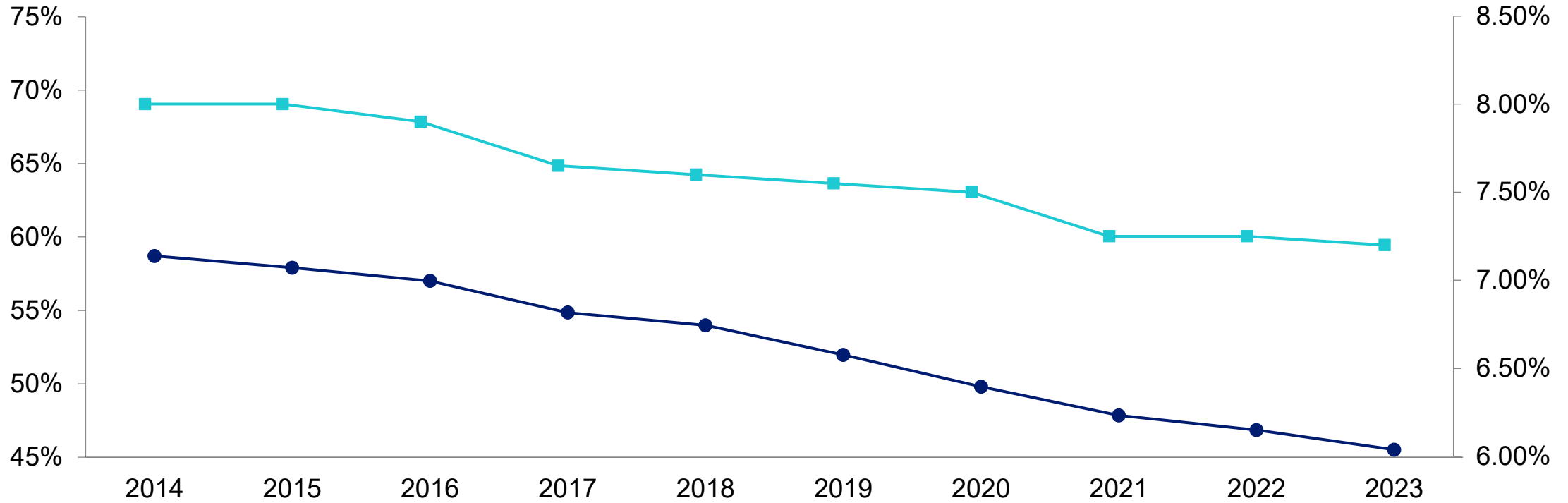
² Percent deferred applies to the current valuation year

³ Recognition at 20% per year over five years

⁴ Based on discount rate of 7.20%

Funded Status

Interest Rate



Funded %	59%	58%	57%	55%	54%	52%	50%	48%	47%	46%
Future Assumed Return (Interest Rate)	8.00%	8.00%	7.90%	7.65%	7.60%	7.55%	7.50%	7.25%	7.25%	7.20%

- Funded status each July 1 is the actuarial value of assets (AVA) divided by the actuarial accrued liability (AAL).
- Assumed rate of return affects the AAL and actuarially determined contribution for the following fiscal year.
- Funded level of the plan assuming a 7% interest rate would be 45%

Actuarially Determined Contribution (ADC)

	FYE 2024 ADC July 1, 2022 Val 7.20% Interest	FYE 2025 ADC July 1, 2023 Val 7.20% Interest	FYE 2025 ADC July 1, 2023 Val 7.10% Interest	FYE 2025 ADC July 1, 2023 Val 7.00% Interest
1) Net Employer Normal Cost	\$3,560,000	\$3,460,000	\$3,600,000	\$3,750,000
2) Actuarial Accrued Liability	\$516,180,000	\$528,770,000	\$534,330,000	\$539,990,000
3) Market Value of Assets (Funded %)	\$219,630,000 (43%)	\$228,960,000 (43%)	\$228,960,000 (43%)	\$228,960,000 (42%)
4) Actuarial Value of Assets (Funded %)	\$240,590,000 (47%)	\$240,640,000 (46%)	\$240,640,000 (45%)	\$240,640,000 (45%)
5) Unfunded Actuarial Accrued Liability (UAAL): (2) – (4)	\$275,590,000	\$288,120,000	\$293,680,000	\$299,340,000
6) Amortization of UAAL*	\$18,620,000	\$20,110,000	\$20,340,000	\$20,570,000
7) ADC: (1) + (6) (adjusted for timing)	\$22,900,000	\$24,340,000	\$24,720,000	\$25,100,000

* assumes 3.25% increase in amortization payment

All July 1, 2023 scenarios shown reflect the following assumption change and plan change since the July 1, 2022 valuation:

- The male mortality tables were projected an additional year
- Lowering COLA from 2.0% to 1.5% for Town employees retiring after July 2025

The investment return for the plan year ending June 30, 2023 on a market value basis was 8.65% and 3.95% on an actuarial basis, which results in an AVA loss of \$7.7M.

Change in Actuarially Determined Contribution (ADC)

ADC for Fiscal Year ending June 30, 2024	\$22,901,528
Expected Amortization Increase (based on 3.25% payroll growth) ¹	625,000
Change Due to Demographic Experience ²	192,000
Change Due to Recognition of Investment Loss ³	553,000
Change Due to Assumptions (summarized on page 12)	100,000
Change due to COLA plan change	(40,000)
Other Plan Actuarial Experience	<u>3,472</u>
Total Increase	<u>1,433,472</u>
ADC for Fiscal Year Ending June 30, 2025	\$24,335,000



¹ Final year expected amortization increase is \$1.24 million compared to \$0.62 million for current year.

² Includes gains and losses due to mortality, pay, turnover, and retirement different than expected (about 0.5% of liability/assumptions were 99.5% accurate).

³ See page 10 for details.

Decreasing discount rate from 7.20% to 7.00% would increase the ADC an additional \$0.8 million.

Actuarially Determined Contribution (ADC) by Employee Type

		Employee Type					
	Fiscal Year Beginning	General	Police	Fire	Para	Dispatchers	Total
ADC at 7.20%	July 1, 2023	\$6.1M	\$8.0M	\$8.2M	\$0.4M	\$0.2M	\$22.9M
ADC at 7.20%	July 1, 2024	\$6.4M	\$8.4M	\$8.8M	\$0.4M	\$0.3M	\$24.3M
ADC at 7.10%	July 1, 2024	\$6.4M	\$8.6M	\$9.0M	\$0.4M	\$0.3M	\$24.7M
ADC at 7.00%	July 1, 2024	\$6.5M	\$8.7M	\$9.2M	\$0.4M	\$0.3M	\$25.1M

Town Contributions

Year Ended June 30,	Actuarially Determined	Actual
2020	\$16,416,732	\$16,414,737
2021	\$17,508,860	\$17,508,860
2022	\$18,964,310	\$18,964,310
2023	\$21,464,439	\$21,464,439
2024	\$22,901,528	TBD
2025	\$24,335,000	TBD

- Town contribution for year ended June 30, 2025 is based on an Assumed Rate of Return of 7.20% and amortization increase of 3.25%
- The portion of the contribution attributable to the Paraprofessionals group is \$420,000

Assumptions, Provisions, and Methodologies

Preliminary ADC results are based on updated June 30, 2023 data. The plan provisions, assumptions, and methodologies used are the same as those noted in the July 1, 2022 valuation report (dated April 19, 2023), except as noted on page 12.

Future actuarial measurements may differ significantly from the current measurements due to such factors as the following: experience that deviates from the assumptions, changes in assumptions, increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional contribution requirements based on the plan's funded status) and changes in plan provisions or applicable law.

Segal valuation results are based on proprietary actuarial modeling software. The actuarial valuation models generate a comprehensive set of liability and cost calculations that are presented to meet regulatory, legislative and client requirements. Our Actuarial Technology and Systems unit, comprised of both actuaries and programmers, is responsible for the initial development and maintenance of these models. The models have a modular structure that allows for a high degree of accuracy, flexibility and user control. The client team programs the assumptions and the plan provisions, validates the models, and reviews test lives and results, under the supervision of the responsible actuary.

The projected costs contained in this presentation are intended to illustrate possible future events for your plans. They are based on various assumptions as to future events, and may not be appropriate for purposes other than those stated. Other assumptions could generate different results. Actual amounts will deviate from projected values to the extent the actual experience differs from the assumptions used in the projections. Estimates shown in the projections should be considered as point estimates within a wide range of results. A more detailed risk assessment should be performed. We are prepared to work with the Town to model additional scenarios.

The actuarial calculations were directed under Henry Nearing's supervision. He is a member of the American Academy of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein. To the best of his knowledge, the information supplied in this presentation is complete and accurate. Further, in his opinion, the assumptions (other than the expected return on assets) as approved by the Town are reasonably related to the experience of and the expectations for the Plan. In addition, in his opinion, the combined effect of these assumptions is expected to have no significant bias.

Fiscal 2024 Pension & OPEB Equity Account Review

2/20/2024

John O'Connor

President

Benjamin M. Lavine, CFA, CAIA, RICP

Chief Investment Strategist

Freedom Investment Management, Inc.

2/20/2024

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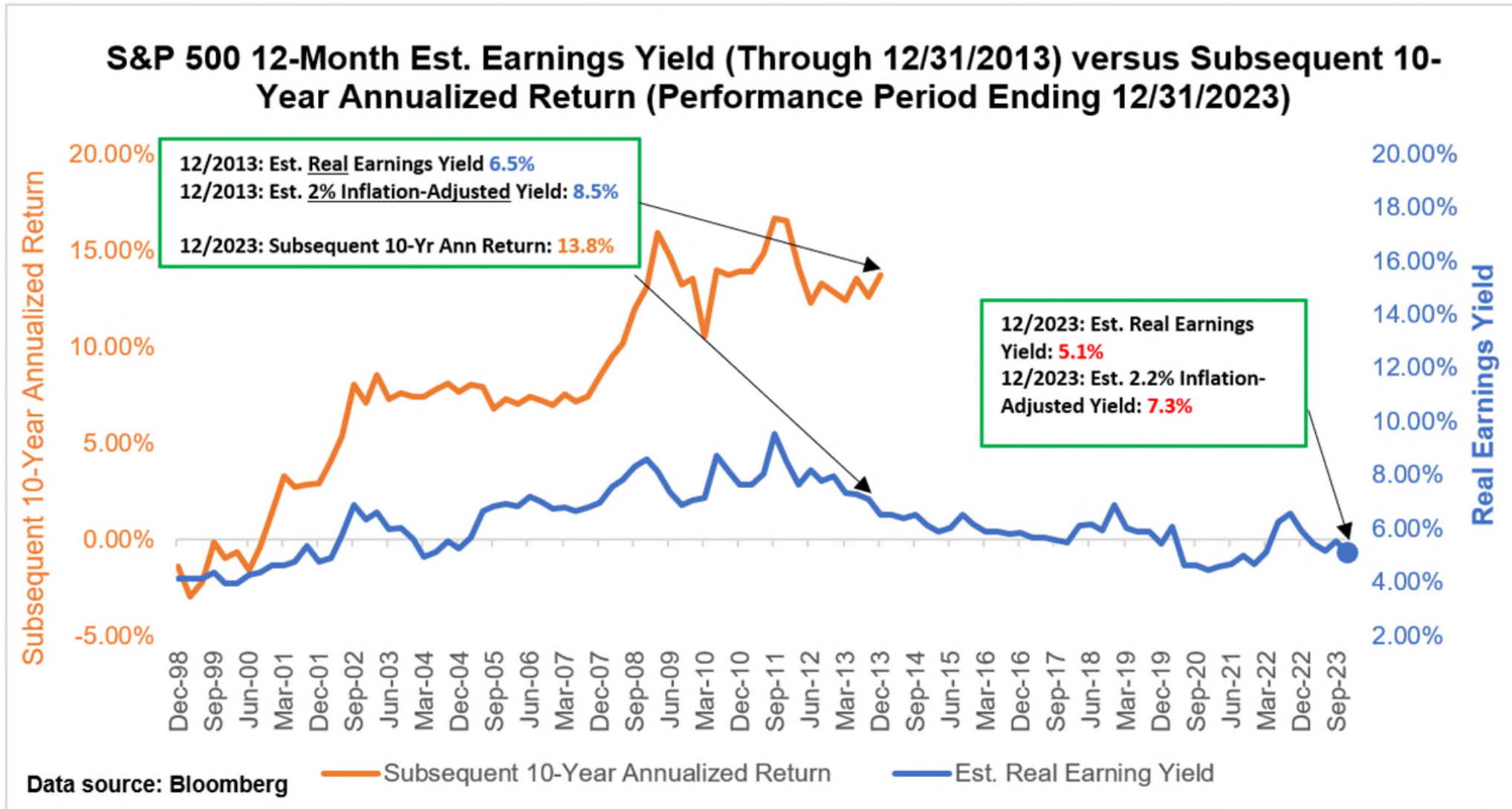
This presentation includes historical index performance. Investors cannot invest directly in an index. Indexes have no fees. Historical performance does not reflect trading in actual accounts and does not take into account transaction costs or other expenses associated with the management of actual portfolios. Actual performance of client accounts may also differ from the model allocations shown due to timing of cash flows in and out of a client’s account. Performance figures assume reinvestment of dividends and capital gains with annual portfolio rebalancing.

The information in this presentation is provided solely as background information and these materials should not be copied, reproduced, duplicated, or transmitted without prior written consent of Freedom Investment Management, Inc.

- Founded as 3D Asset Management in 2006 and headquartered in Hartford, CT. 3D is now registered as Freedom Investment Management following acquisition by Freedom Advisors, the parent company of Freedom Investment.
- AUM/AUA: \$2.4 billion (as of 12/31/23), overseeing \$190 million in municipal plan program assets.
- Freedom Advisors provides Turnkey Asset Management Program services to independent financial advisors and broker/dealers.
- Freedom Investment provides fiduciary services for retirement plan sponsors and pension plan programs as well as managed model investment solutions.

- In 2023, the S&P 500 returned +26.3%, following a -18.1% return in 2022.
- Starting valuations should matter: the price that you pay today is what can largely determine what you earn over the long run.
- On **6/30/2013**, the forward price/earnings (P/E) multiple of the S&P 500 was 13.8x, which translates into an inflation-adjusted earnings yield of 7.3%. Add 2% inflation, this comes out to a **9.3%** nominal annualized return forecast.
- For the 10 years ending **6/30/2023**, the S&P 500 Index returned an annualized **13.5%** (nominal terms).
- Notwithstanding 2022's downturn, today's market returns continue to enjoy tailwinds of lower valuations from 10 years ago.

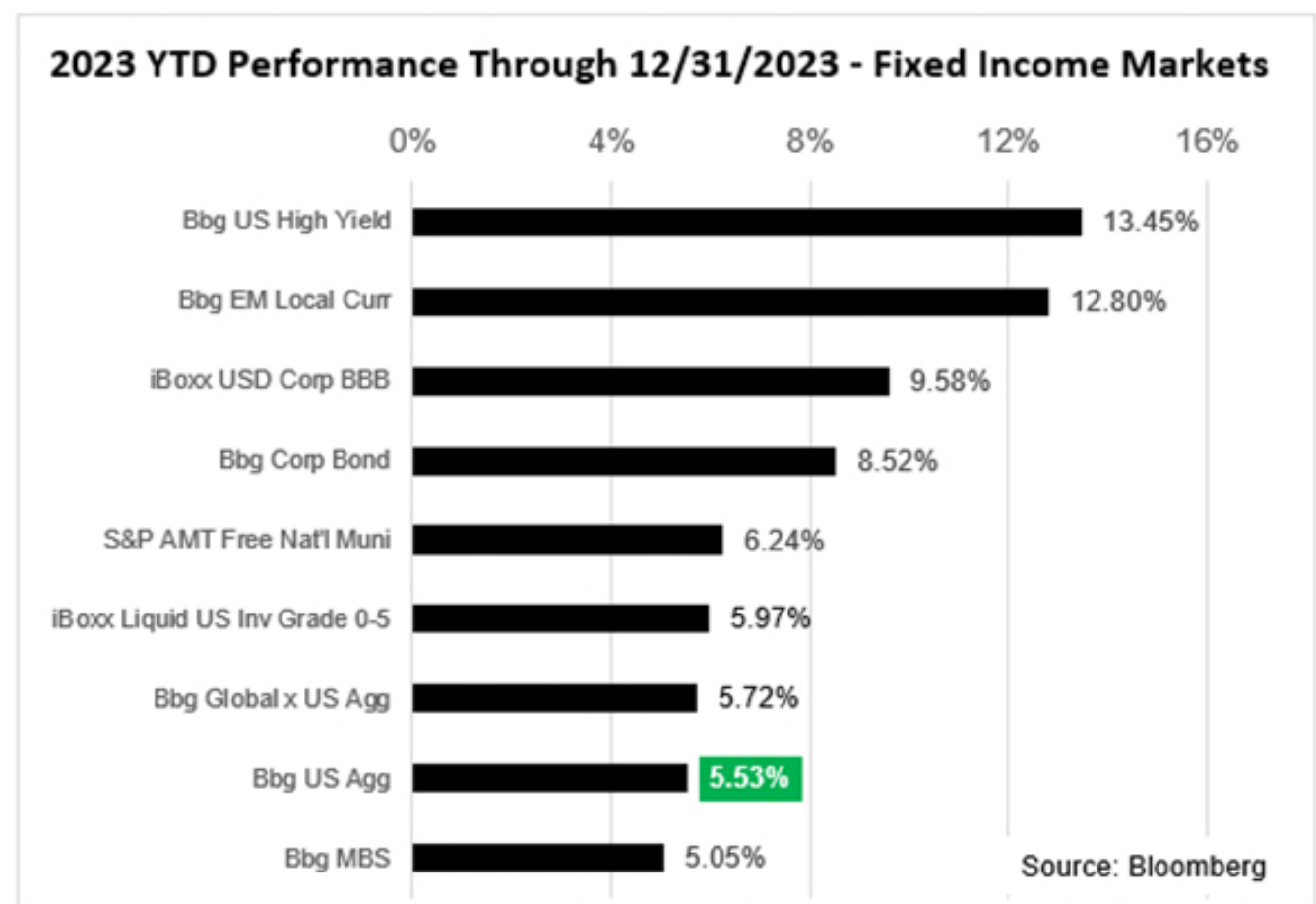
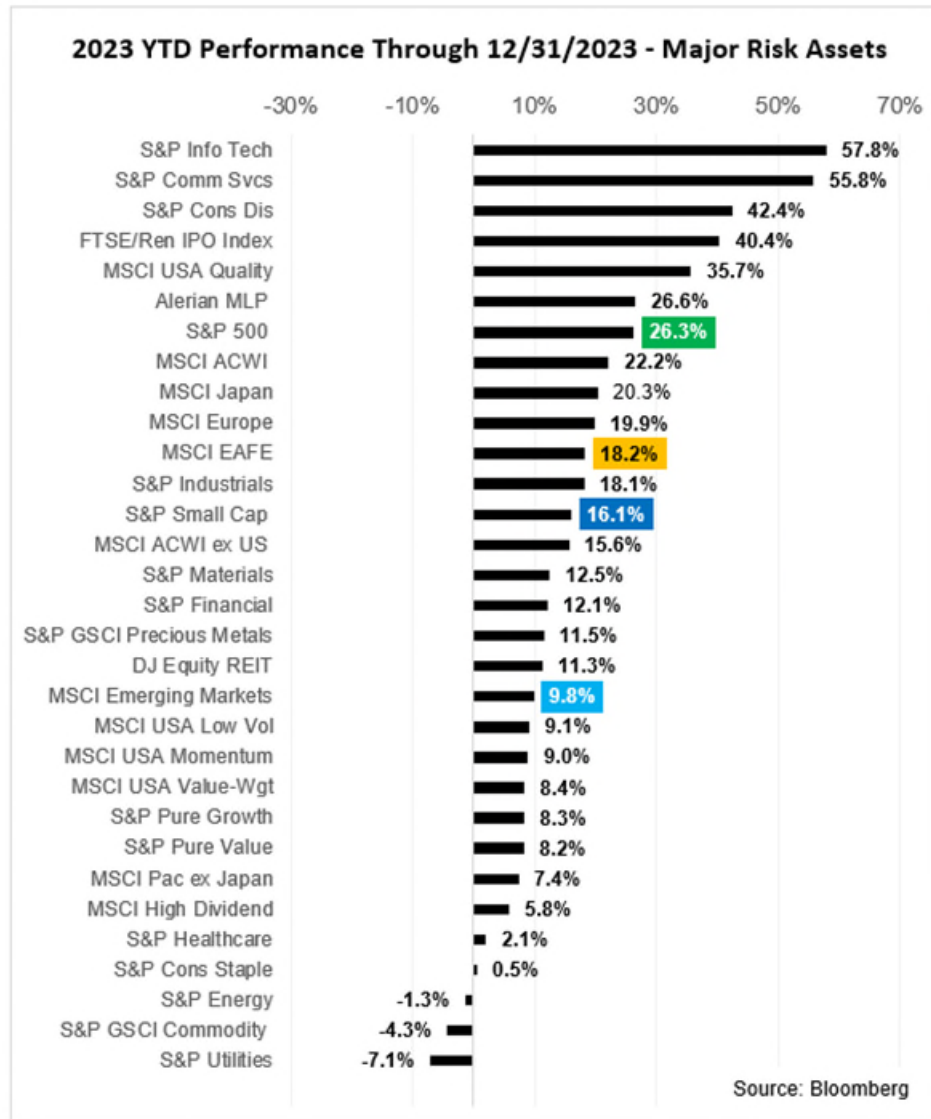
Enjoying the Tailwinds from 10 Years Ago



- Over the past 140 years*, the S&P 500 P/E averaged 15x, which corresponds to a 6.7% real rate of return on stocks. This is roughly the rate of return realized over this period.*
- At year-end 2023, the S&P 500 traded at **19.7x** Forward P/E, which corresponds to a **5.1%** real rate of return on stocks (**7.3%** with 2.2% inflation).
- At year-end 2023, the Bloomberg US Aggregate Bond Index yielded **4.5%**.
- A 65% / 35% U.S. Equity / Bond allocation implies a long-run nominal expected rate of return **6.3%**.
- To arrive at a nominal 7% expected return, the S&P would need to trade at 14x P/E and the investment grade bond market yielding 3.0%.

* Source: Siegel, Jeremy J., Univ of Pennsylvania (Wharton), "Stocks, Bonds and Future Returns", 2/1/2018 citing S&P Global Research (1/18/2018)

2023: A Narrow Market Dominated by Tech



Fiscal Year Review

Pension Plan Performance and Portfolio Update

Asset Allocation (12/31/2023)

Asset Allocation	Acct %	Bmark %
Cash	0.35	0.00
US Stock	65.84	62.86
Non US Stock	33.78	37.09
Bond	0.00	0.00
Other	0.03	0.05
Not Classified	0.00	0.00
	100.00	100.00

Equity Style

	Val	Core	Gro
Lrg	21	23	15
Mid	9	10	3
Sml	10	8	3

0%

- >50%
- 25-50
- 10-25
- 0-10

	% Stocks	Acct %	Bmark %	Rel Bmark
Sensitive		41.82	46.88	0.89
Communication Services		3.96	7.67	0.52
Energy		6.17	4.54	1.36
Industrials		15.08	10.24	1.47
Technology		16.61	24.43	0.68

	% Stocks	Acct %	Bmark %	Rel Bmark
Cyclical		37.48	32.53	1.15
Basic Materials		5.68	4.12	1.38
Consumer Cyclical		11.34	10.58	1.07
Financial Services		17.60	15.52	1.13
Real Estate		2.86	2.31	1.24
Defensive		20.69	20.59	1.00
Consumer Defensive		6.48	6.64	0.98
Healthcare		10.24	11.49	0.89
Utilities		3.97	2.46	1.61

	% Stocks	Acct %	Bmark %
Americas		68.87	66.82
North America		67.37	65.78
Latin America		1.49	1.04
Greater Europe		14.34	17.25
United Kingdom		3.08	3.44
Europe Developed		9.51	12.41
Europe Emerging		0.27	0.21
Africa/Middle East		1.49	1.19
Greater Asia		16.79	15.93
Japan		5.85	5.62
Australasia		1.00	1.82
Asia Developed		4.31	3.67
Asia Emerging		5.64	4.82
Not Classified		0.00	0.00

Market Maturity

	% Stocks	Acct %	Bmark %
Developed Markets		91.11	92.73
Emerging Markets		8.88	7.27
Not Available		0.00	0.00

Fiscal Year 2023 Performance



Name	Group Inception	Beginning Market Value	Ending Market Value	Period	Rolling 1-Year	Rolling 3-Year	Rolling 5-Year	Rolling 10-Year	Inception
CASH-Pen Trust	2008-11-11	356,872	2,003,544	0.47	0.47	0.17	0.33	0.19	0.17
INVESTMENT-Pen Trust	2008-11-03	133,320,734	141,014,343	13.93	13.93	12.30	5.21	7.35	10.18
<i>MSCI ACWI (TR Net)</i>	2008-11-11			16.53	16.53	11.00	8.10	8.76	9.64
<i>Bloomberg 1-3 Month T-Bill</i>	2008-11-03			3.72	3.72	1.31	1.54	0.96	0.69
OPEB-Pen Trust	2009-06-22	8,684,844	8,609,884	12.73	12.73	11.48	4.79	7.15	10.00
<i>MSCI ACWI (TR Net)</i>	2009-06-22			16.53	16.53	11.00	8.10	8.76	9.93

The performance returns stated above are gross of fees through 6/30/2023.

CY 2023 Performance

Name	Group Inception	Beginning Market Value	Ending Market Value	Period	Rolling 1-Year	Rolling 3-Year	Rolling 5-Year	Rolling 10-Year	Inception
CASH-Pen Trust	2008-11-11	356,872	5,652,935	1.63	2.28	0.82	0.65	0.39	0.29
INVESTMENT-Pen Trust	2008-11-03	133,320,734	154,571,638	14.39	16.66	7.65	9.16	6.55	10.35
<i>MSCI ACWI (TR Net)</i>	2008-11-11			<i>15.99</i>	<i>22.20</i>	<i>5.75</i>	<i>11.72</i>	<i>7.93</i>	<i>10.25</i>
<i>Bloomberg 1-3 Month T-Bill</i>	2008-11-03			<i>4.32</i>	<i>5.14</i>	<i>2.21</i>	<i>1.87</i>	<i>1.23</i>	<i>0.84</i>
OPEB-Pen Trust	2009-06-22	8,684,844	9,728,009	13.53	16.32	7.15	8.70	6.54	10.17
<i>MSCI ACWI (TR Net)</i>	2009-06-22			<i>15.99</i>	<i>22.20</i>	<i>5.75</i>	<i>11.72</i>	<i>7.93</i>	<i>10.10</i>

The performance returns stated above are gross of fees through 12/31/2023.



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FIDUCIENT
Advisors

Helping Clients Prosper

Town Council Meeting

East Hartford

February 2024

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Firm and Market Update



Fiducient Advisors at a Glance

200+ Associates

33% Investment Consultants
38% Research & Analytics
18% Operations & Compliance
11% Client Service

Assets Under Advisement

\$280+ billion

Public Pension Experience
Serve 60+ public pension plans with
more than \$10 billion
in assets.

Business Lines

Defined Contribution	Endowments &
Defined Benefit	Foundations
Financial Institutions	Private Clients

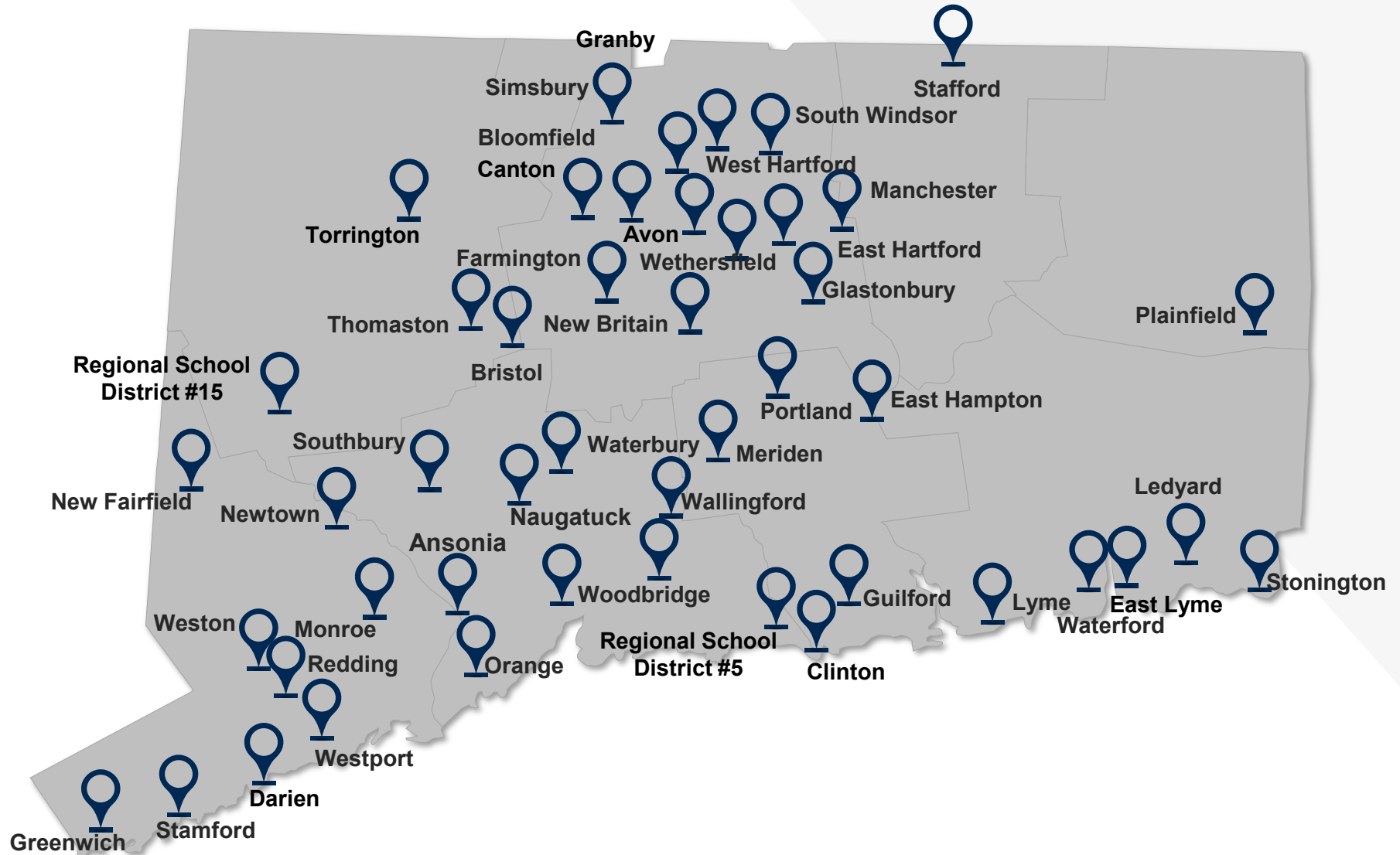
Associate Ownership

37 Partners
>16% of firm Associates
have ownership

As of June 30, 2023, percentages are approximate. There may be overlap in responsibilities of some research professionals.



CT Public Funds We Serve



As of January 1, 2023. The CT public fund clients listed have granted written permission to Fiducient Advisors to include their names. It is not known whether clients listed approve or disapprove of Fiducient Advisors' advisory services provided. References provided upon request.



Public Fund Industry Experience

Significant and Longstanding Presence Providing Advice to Public Funds



Active in numerous organizations dedicated to educating and assisting fiduciaries and decision makers

- Connecticut Government Finance Officers Association (GFOA)
- Connecticut Council of Small Towns (COST)
- Connecticut Public Pension Forum (CPPF) – founding member
- Mass Association of Contributory Retirement Systems (MACRS)
- Government Finance Officers Association (GFOA) of Pennsylvania
- Pennsylvania Association of Public Employee Retirement Systems (PAPERS)

Frequent speakers at national and local conferences on investing and fiduciary oversight for public pensions

- CPPF Webinar on POB's and COVID Implications
- Opal Financial Group's Annual Public Funds Summit East
- Pennsylvania Assoc. of Public Employee Retirement Systems Fall Workshop
- New England States GFOA Training Seminar
- Southern California CAIA Conference

Strive to look beyond the merely routine issues associated with public retirement systems

- Assist municipalities with the establishment of and the appropriate investment of proceeds from pension obligation bonds (POBs)
- Develop investment strategies for municipalities with reserve pools
- Assist municipalities in the creation of asset allocation strategies and portfolio design for newly established Other Post Retirement Benefits (OPEB) Trusts

Fixed Income Investment Review



Pension Allocation Review

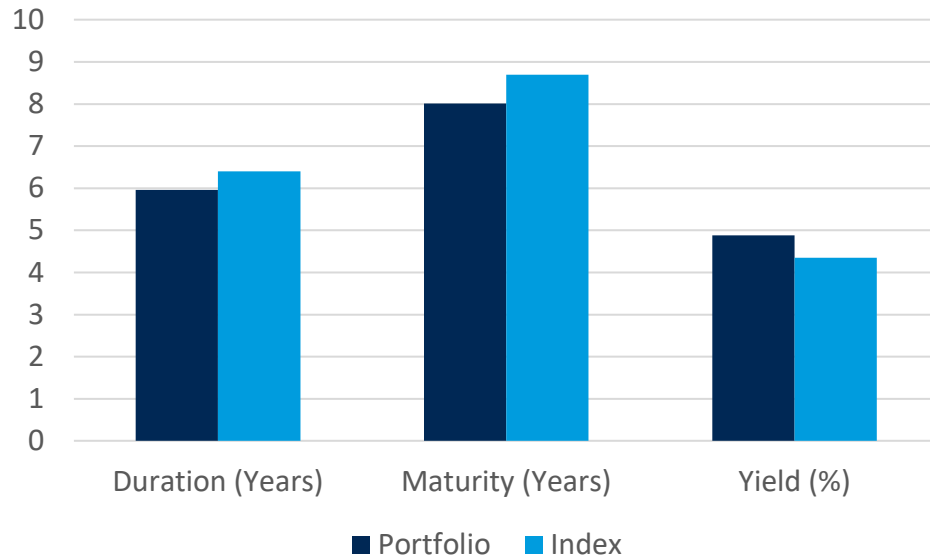
Investment Manager/Fund	Mandate	Market Value (\$)	Asset Allocation (%)	Target Allocation (%)
Vanguard Total Bond Market Index Inst	Index	\$19,261,228	22.2%	22.5%
Metropolitan West Total Return Plan Shares	Multi-Sector	\$23,702,293	27.3%	27.5%
Doubleline Total Return Bond Fund I	Amortizing Asset Focused	\$8,520,281	9.8%	10.0%
Loomis Sayles Investment Grade Bond N	Credit Focused	\$8,817,040	10.1%	10.0%
BlackRock Strategic Income Opportunities Fund	Unconstrained/Flexible	\$20,057,969	23.1%	22.5%
BradywineGlobal Global Opps Bond Fund IS	Global	\$6,574,225	7.6%	7.5%
Fixed Income Total		\$86,933,036	100.0%	100.0%

Source: Schwab Institutional; all values as of 12/31/2023

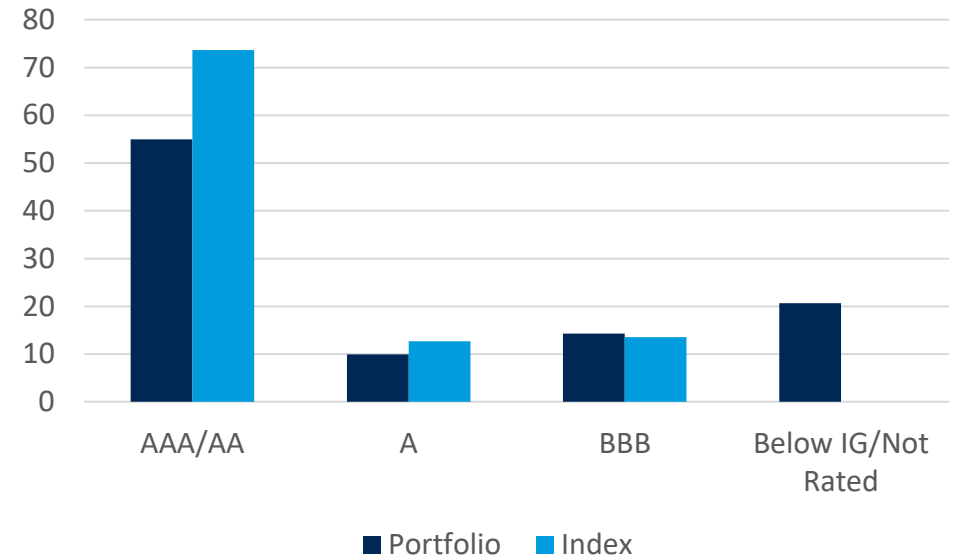


Pension Fixed Income Characteristics

Fixed Income Characteristics



Quality





Pension Performance vs Benchmark

Investment Manager/Fund	Portfolio Performance	Benchmark Performance	Relative Performance
Performance Since Inception (thru 12/31/2023)	3.3%	2.4%	0.9%
1 Year	6.4%	5.6%	0.8%
3 Year	-2.3%	-3.3%	1.0%
5 Year	1.6%	1.1%	0.5%
10 Year	2.0%	1.7%	0.3%
Fiscal Year Ending:			
June 30, 2024 (two quarters thru Dec. 2023)	4.0%	3.4%	0.6%

Investment Manager/Fund	Portfolio Performance	Benchmark Performance	Relative Performance
Performance Since Inception (thru 6/30/2023)	3.1%	2.3%	0.8%
3 Year	-2.2%	-3.8%	1.6%
5 Year	1.0%	0.7%	0.3%
10 Year	1.7%	1.4%	0.3%
Fiscal Year Ending:			
June 30, 2023	-0.2%	-0.9%	0.7%



OPEB Allocation Review

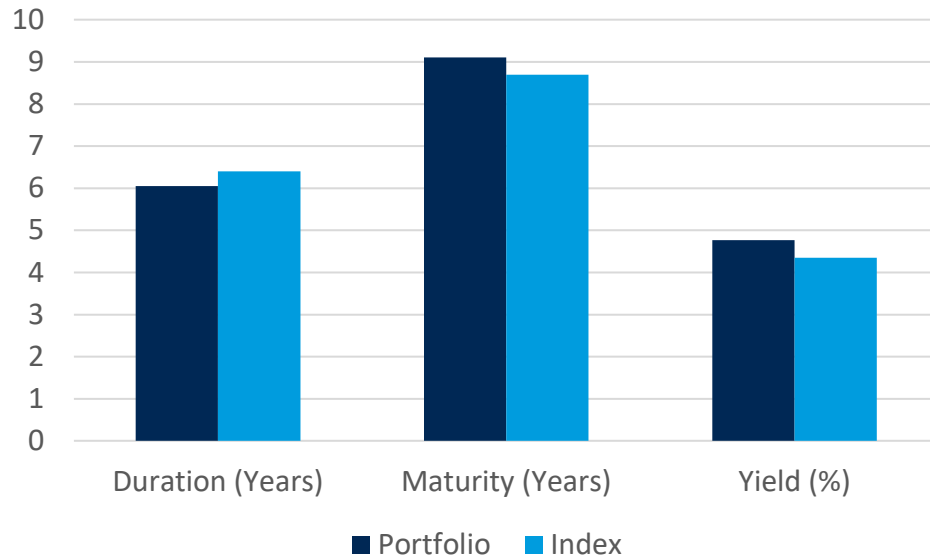
Investment Manager/Fund	Mandate	Market Value (\$)	Asset Allocation (%)	Target Allocation (%)
Cash		\$3,901	0.1%	0.0%
Western Asset Core Plus Bond IS	Multi-Sector	\$2,279,418	35.2%	35.0%
Metropolitan West Total Return Plan Shares	Multi-Sector	\$2,262,846	34.9%	35.0%
BlackRock Strategic Income Opportunities Fund	Unconstrained/Flexible	\$1,616,313	25.0%	25.0%
Vanguard Short-Term Inflation Protection Adm	Inflation Protected	\$315,073	4.9%	5.0%
Fixed Income Total		\$6,477,551	100.0%	100.0%

Source: Schwab Institutional; all values as of 12/31/2023

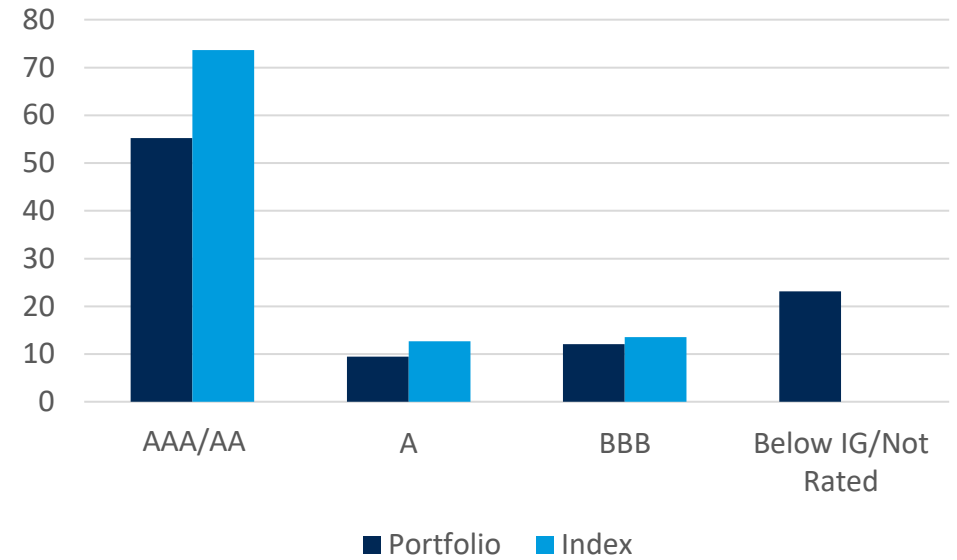


OPEB Fixed Income Characteristics

Fixed Income Characteristics



Quality





OPEB Performance vs Benchmark

Investment Manager/Fund	Portfolio Performance	Benchmark Performance	Relative Performance
Performance Since Inception (thru 12/31/2023)	3.4%	2.7%	0.7%
1 Year	6.8%	5.5%	1.3%
3 Year	-2.8%	-3.0%	0.2%
5 Year	2.0%	1.2%	0.8%
10 Year	2.2%	1.8%	0.4%
Fiscal Year Ending:			
June 30, 2024 (two quarters thru Dec. 2023)	4.2%	3.4%	0.8%

Investment Manager/Fund	Portfolio Performance	Benchmark Performance	Relative Performance
Performance Since Inception (thru 6/30/2023)	3.2%	2.5%	0.7%
3 Year	-2.7%	-3.7%	1.0%
5 Year	1.3%	0.9%	0.4%
10 Year	1.9%	1.5%	0.4%
Fiscal Year Ending:			
June 30, 2023	0.1%	-0.9%	1.0%

Asset Allocation Summary Analysis



2024 Allocation Updates

Y / Y
Change

Fixed Income

As the Federal Reserve continued its battle with inflation in 2023 and the market began to believe the rhetoric of "higher for longer". Yields rose across much of fixed income improving forward long-term return assumptions. Credit, specifically high yield, was one of the best performing fixed income asset classes in 2023. 2024 projections rose solely based on higher Treasury rates as spreads (the additional yield above Treasuries) fell over the year. Municipal bond forecasts rose as well based on higher rates, but so did interest rate risk given the structure of the market.

U.S. Bonds	▲▲
TIPS	▼
Dynamic Bonds	--
High Yield Bonds	▼
Global Bonds	▼
Muni Bond	▲
Muni High Yield	--

Global Equity

U.S. equity forecasts are nearly flat year over year driven by higher valuations and very modest earnings growth for 2023. International forecasts fell on a similar accord, but to a larger degree also driven by higher anticipated volatility outside of the U.S. Valuations outside the U.S. remain below their 20-year averages while the U.S. remains above.

U.S. Large Cap	▲
U.S. Mid/Small Cap	▼
Int'l Developed Equity	▼
Emerging Markets	▼

Real Assets & Alternatives

Real assets broadly struggled to keep up with equity markets as inflation fell throughout 2023. On the backs of lower prices and inflation remaining elevated, forecasts across real asset categories rose.

Real Estate	▼
Broad Real Assets	▲



2024-2033 Ten-Year Outlook

Fixed Income

As the Federal Reserve continued its battle with inflation in 2023 and the market began to believe the rhetoric of "higher for longer". Yields rose across much of fixed income improving forward long-term return assumptions.

Credit, specifically high yield, was one of the best performing fixed income asset classes in 2023. 2024 projections rose solely based on higher Treasury rates as spreads (the additional yield above Treasuries) fell over the year.

Municipal bond forecasts rose as well based on higher rates, but so did interest rate risk given the structure of the market.

	2024	2023	Y / Y Change
U.S. Bonds	5.7%	5.0%	0.6%
TIPS	5.2%	4.6%	0.6%
Dynamic Bonds ¹	6.5%	5.6%	0.9%
High Yield Bonds	7.7%	7.1%	0.6%
Global Bonds	5.6%	5.1%	0.5%
Muni Bond ²	6.3%	5.8%	0.5%
Muni High Yield ²	10.2%	9.9%	0.3%

Global Equity

U.S. equity forecasts are nearly flat year over year driven by higher valuations and very modest earnings growth for 2023. International forecasts fell on a similar accord, but to a larger degree also driven by higher anticipated volatility outside of the U.S. Valuations outside the U.S. remain below their 20-year averages while the U.S. remains above.

U.S. All Cap	6.5%	6.7%	-0.2%
Intl Developed Equity	8.2%	8.9%	-0.7%
Emerging Markets	10.1%	10.8%	-0.7%

Real Assets & Alternatives

Real assets broadly struggled to keep up with equity markets as inflation fell throughout 2023. On the backs of lower prices and inflation remaining elevated, forecasts across real asset categories rose.

Marketable alternatives forecasts benefited from higher base rates of returns earned in treasuries and higher expected volatility within and across asset classes.

Private equity forecasts are largely flat year over year based on the offsetting factors of improving private equity valuations and more modest earnings growth outlook.

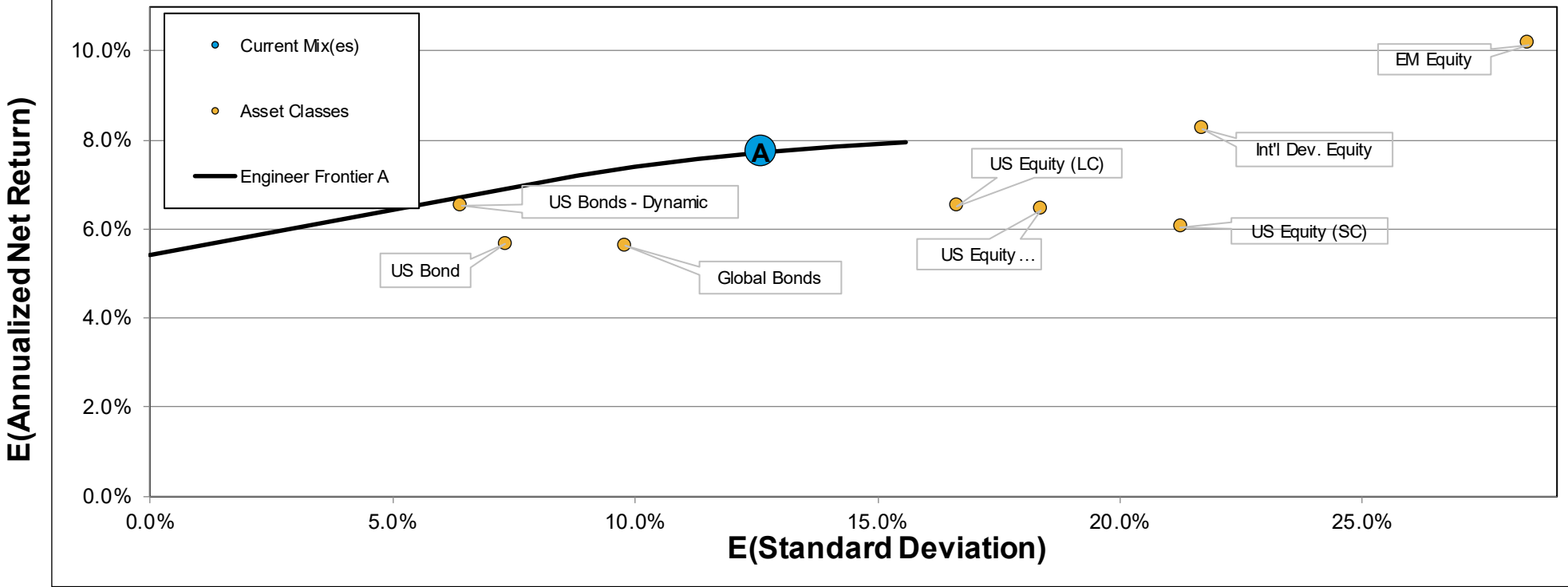
Real Estate	7.0%	6.4%	0.6%
Broad Real Assets ³	7.5%	6.8%	0.7%
Marketable Alts	8.4%	8.1%	0.3%
Private Equity	9.5%	9.7%	-0.2%

1) Dynamic bonds are a blend of 33% Cash, 33% Corp HY, and 34% Global Bonds. 2) Tax Equivalent yield based on highest marginal Federal tax rate (37%). 3) Broad Real Assets is 20% REITS, 20% Global Infrastructure, 20% Commodities, 20% US Bonds, 15% Corp High Yield, 5% TIPS Outputs and opinions are as of the date referenced and are subject to change based on market or economic conditions. Information is intended for general information purposes only and does not represent any specific investment recommendation. Please consult with your advisor, attorney and accountant, as appropriate, regarding specific advice. There is no guarantee that any of these expectations will become actual results. For additional information on forecast methodologies, please speak with your advisor. Please see Index Proxy Summary slide at the end of this presentation for summary of indices used to represent each asset class. Past performance does not indicate future performance and there is a possibility of a loss. Please see the Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information.



Frontier Engineer® Analysis

12/31/2023																Past (1/88-12/23)		
	Fixed Income	Equity	Real Assets	Alternatives	US Bond	US Bonds - Dynamic	Global Bonds	US Equity (LC)	US Equity (MC)	US Equity (SC)	Int'l Dev. Equity	EM Equity	Annualized Return	Annualized Volatility	Normal 100 Year Flood*	Non-Normal 100 Year Flood**	Annualized Net Return	Annualized Volatility
Current Target Allocation (A)	35%	65%			24.5%	7.9%	2.6%	26.0%	8.0%	6.0%	17.5%	7.5%	7.7%	12.6%	-21%	-26%	8.7%	10.4%

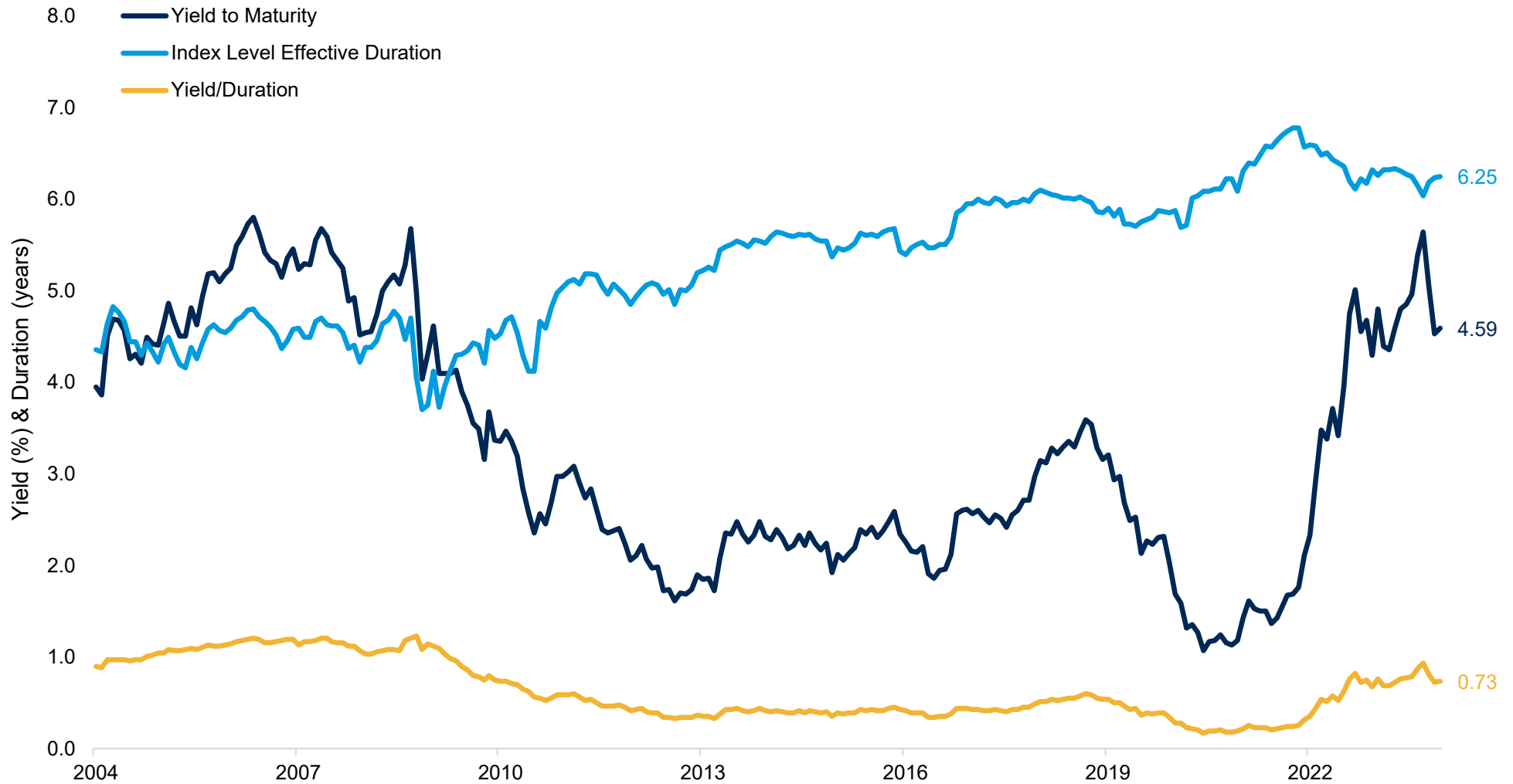


*The expected one in a hundred worst case calendar year return based on normally distributed capital market assumptions. Greater losses are possible (1% expected likelihood).
 **The expected one in a hundred worst case calendar year return based on non-normally distributed capital market assumptions (factoring in skewness & kurtosis). Greater losses are possible (1% expected likelihood).
 Historical Returns and Risk Metrics for each Mix represent back-tested calculations developed with the benefit of hindsight. Return calculations use an asset-weighted methodology based on the target asset allocation of each mix and the total return of index proxies used to represent each asset class and are net of fees. Historical returns are hypothetical and do not represent returns earned by a client. It is not possible to invest in an index. Please see the Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information, including index proxies used to represent each asset class. Please ask for a copy of Fiducient Advisors' white paper titled 10-Year Capital Market Forecasts. Past performance does not indicate future performance and it is possible to lose money when investing. Please refer to the Capital Markets Assumptions Slide for the hypothetical alpha and hypothetical fee inputs used in the calculation methodology.



Bloomberg U.S. Aggregate Yield & Duration Profile

Bloomberg US Aggregate Bond Yield and Duration



Sources: FactSet, Bloomberg. As of January 31, 2024.

See disclosures for list of indices representing each asset class. Past performance does not indicate future performance and there is a possibility of a loss. Indices cannot be invested in directly.



More Favorable Long-term Return Outlook for Fixed Income

Treasury Yields and Subsequent Fixed Income Performance



Sources: FactSet, Morningstar Direct, Fiducient Advisors. For the period January 1, 1976 to January 31, 2024.

See disclosures for list of indices representing each asset class. Past performance does not indicate future performance and there is a possibility of a loss. Indices cannot be invested in directly.



Historical Annual Total Return

<i>Annualized net returns as of 12/31/2023</i>	Fixed Income	Equity	Real Assets	Alternatives	Past 3 Months (Not Annualized)	1-Year Return	3-Year Return	5-Year Return	7-Year Return	10-Year Return	15-Year Return	20-Year Return	25-Year Return	30-Year Return	36-Year Return
Current Target Allocation (A)	35%	65%	0%	0%	9.7%	15.8%	3.2%	8.6%	7.5%	6.6%	8.8%	7.2%	6.7%	7.6%	8.7%
Cash	100%				1.4%	5.3%	2.2%	1.9%	1.8%	1.3%	0.9%	1.4%	1.8%	2.4%	3.0%
TIPS	100%				4.7%	3.9%	-1.0%	3.2%	2.5%	2.4%	3.5%	3.6%	4.8%	4.8%	5.8%
US Bond	100%				6.8%	5.5%	-3.3%	1.1%	1.3%	1.8%	2.7%	3.2%	3.9%	4.4%	5.4%
US Bonds - Dynamic	100%				4.9%	8.6%	0.8%	3.0%	2.7%	2.8%	4.4%	3.9%	4.1%	4.6%	5.6%
For. Dev. Bond	100%				7.9%	6.9%	-6.1%	-1.0%	0.3%	0.7%	1.4%	2.4%	3.0%	4.0%	4.7%
Global Bonds	100%				8.1%	5.7%	-5.5%	-0.3%	0.6%	0.4%	1.5%	2.4%	3.0%	3.9%	5.0%
HY Bond	100%				7.2%	13.4%	2.0%	5.4%	4.6%	4.6%	9.2%	6.6%	6.3%	6.7%	7.6%
EM Bond	100%				8.1%	12.7%	-3.2%	1.1%	1.9%	0.1%	2.7%	4.7%	6.6%	6.7%	7.7%
Global Equity		100%			11.1%	22.8%	6.2%	12.3%	10.6%	8.5%	10.8%	8.1%	6.4%	7.8%	8.1%
US Equity (AC)		100%			12.1%	26.0%	8.5%	15.2%	12.8%	11.5%	13.8%	9.7%	7.7%	10.0%	10.9%
US Equity (LC)		100%			11.7%	26.3%	10.0%	15.7%	13.4%	12.0%	14.0%	9.7%	7.6%	10.1%	10.9%
US Equity (MC)		100%			12.8%	17.2%	5.9%	12.7%	10.1%	9.4%	13.6%	9.8%	9.3%	10.6%	11.6%
US Equity (SC)		100%			14.0%	16.9%	2.2%	10.0%	7.3%	7.2%	11.3%	8.1%	7.9%	8.6%	9.7%
Non-US Equity (ACWI)		100%			9.8%	16.2%	2.0%	7.6%	6.8%	4.3%	7.2%	6.2%	5.2%	5.7%	5.9%
Int'l Dev. Equity		100%			10.5%	18.9%	4.5%	8.7%	7.4%	4.8%	7.4%	6.1%	4.9%	5.6%	5.8%
EM Equity		100%			7.9%	10.3%	-4.7%	4.1%	5.4%	3.0%	6.9%	7.2%	7.9%	4.8%	9.5%
Real Estate			100%		18.0%	11.4%	5.7%	7.6%	6.0%	8.0%	10.9%	8.3%	9.5%	9.5%	9.9%
Broad Real Assets			100%		8.9%	7.8%	3.9%	5.9%	4.8%	3.9%	6.9%	6.5%	8.4%	7.6%	6.6%
Marketable Alternatives				100%	3.1%	6.0%	2.1%	5.1%	4.1%	3.2%	3.8%	3.3%	4.4%	4.7%	6.9%
Private Equity				100%	0.0%	-0.2%	6.8%	13.3%	13.6%	12.6%	13.4%	13.0%	13.0%	15.1%	14.6%

¹The expected one in a hundred worst case calendar year return based on normally distributed capital market assumptions. Greater losses are possible (1% expected likelihood).

²The expected one in a hundred worst case calendar year return based on non-normally distributed capital market assumptions (factoring in skewness & kurtosis). Greater losses are possible (1% expected likelihood).

Historical Returns and Risk Metrics for each Mix represent back-tested calculations developed with the benefit of hindsight. Return calculations use an asset-weighted methodology based on the target asset allocation of each mix and the total return of index proxies used to represent each asset class and are net of fees. Historical returns are hypothetical and do not represent returns earned by a client. It is not possible to invest in an index. Please see the Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information, including index proxies used to represent each asset class. Please ask for a copy of Fiducient Advisors' white paper titled 10-Year Capital Market Forecasts. Past performance does not indicate future performance and it is possible to lose money when investing.



Calendar Year Total Return

Calendar Net Year Returns	Fixed Income	Equity	Real Assets	Alternatives	YTD 12/31/2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996	1995	1994	1993	1992	1991	1990	1989	1988	
Current Target Allocation (A)	35%	65%	0%	0%	16%	-15%	11%	14%	21%	-6%	17%	8%	-1%	6%	16%	13%	-1%	13%	26%	-27%	9%	15%	9%	13%	26%	-8%	-4%	-4%	17%	13%	15%	12%	22%	1%	19%	6%	27%	-5%	23%	18%	
Cash	100%				5%	2%	0%	1%	2%	2%	1%	0%	0%	0%	0%	0%	0%	0%	0%	2%	5%	5%	3%	1%	1%	2%	4%	6%	5%	5%	5%	5%	5%	6%	4%	3%	4%	6%	8%	9%	7%
TIPS	100%				4%	-12%	6%	11%	8%	-1%	3%	5%	-1%	4%	-9%	7%	14%	6%	11%	-2%	12%	0%	3%	8%	8%	17%	8%	13%	2%	4%	3%	4%	18%	-3%	10%	7%	16%	9%	15%	8%	
US Bond	100%				6%	-13%	-2%	8%	9%	0%	4%	3%	1%	6%	-2%	4%	8%	7%	6%	5%	7%	4%	2%	4%	4%	10%	8%	12%	-1%	9%	10%	4%	18%	-3%	10%	7%	16%	9%	15%	8%	
US Bonds - Dynamic	100%				9%	-7%	1%	5%	8%	1%	4%	7%	-1%	3%	2%	7%	4%	7%	19%	-7%	4%	7%	3%	6%	10%	3%	6%	3%	3%	6%	9%	8%	14%	0%	10%	9%	21%	1%	15%	8%	
For. Dev. Bond	100%				7%	-18%	-6%	8%	7%	1%	6%	3%	-2%	4%	-2%	4%	5%	4%	3%	9%	8%	5%	-2%	9%	10%	14%	1%	4%	-1%	15%	3%	8%	19%	1%	14%	6%	14%	9%	0%	6%	
Global Bonds	100%				6%	-16%	-5%	9%	7%	-1%	7%	2%	-3%	1%	-3%	4%	6%	6%	7%	5%	9%	7%	-4%	9%	13%	17%	2%	3%	-5%	14%	4%	5%	20%	0%	11%	6%	16%	11%	15%	8%	
HY Bond	100%				13%	-11%	5%	7%	14%	-2%	8%	17%	-4%	2%	7%	16%	5%	15%	58%	-26%	2%	12%	3%	11%	29%	-1%	5%	-6%	2%	2%	13%	11%	19%	-1%	17%	16%	46%	-10%	1%	13%	
EM Bond	100%				13%	-12%	-9%	3%	13%	-6%	15%	10%	-15%	-6%	-9%	17%	-2%	16%	22%	-5%	18%	15%	6%	23%	17%	14%	10%	13%	20%	-8%	11%	38%	27%	-19%	17%	16%	46%	-10%	1%	13%	
Global Equity		100%			23%	-18%	19%	17%	27%	-9%	25%	8%	-2%	5%	23%	17%	-7%	13%	35%	-42%	12%	22%	11%	16%	35%	-19%	-16%	-14%	27%	22%	15%	13%	19%	5%	25%	-4%	20%	-16%	18%	24%	
US Equity (AC)		100%			26%	-19%	26%	21%	31%	-5%	21%	13%	0%	13%	34%	16%	1%	17%	28%	-37%	5%	16%	6%	12%	31%	-22%	-11%	-7%	21%	24%	32%	22%	37%	0%	11%	10%	34%	-5%	29%	18%	
US Equity (LC)		100%			26%	-18%	29%	18%	31%	-4%	22%	12%	1%	14%	32%	16%	2%	15%	26%	-37%	5%	16%	5%	11%	29%	-22%	-12%	-9%	21%	29%	33%	23%	38%	1%	10%	8%	30%	-3%	32%	17%	
US Equity (MC)		100%			17%	-17%	23%	17%	31%	-9%	19%	14%	-2%	13%	35%	17%	-2%	25%	40%	-41%	6%	15%	13%	20%	40%	-16%	-6%	8%	18%	10%	29%	19%	34%	-2%	14%	16%	42%	-11%	26%	20%	
US Equity (SC)		100%			17%	-20%	15%	20%	26%	-11%	15%	21%	-4%	5%	39%	16%	-4%	27%	27%	-34%	-2%	18%	5%	18%	47%	-20%	2%	-3%	21%	-3%	22%	16%	28%	-2%	19%	18%	46%	-19%	16%	25%	
Non-US Equity (ACWI)		100%			16%	-16%	8%	11%	22%	-14%	28%	5%	-5%	-3%	16%	17%	-13%	12%	42%	-45%	17%	27%	17%	21%	41%	-15%	-19%	-15%	31%	14%	2%	7%	10%	7%	35%	-11%	14%	-23%	12%	28%	
Int'l Dev. Equity		100%			19%	-14%	12%	8%	23%	-13%	26%	2%	0%	-4%	23%	18%	-12%	8%	32%	-43%	12%	27%	14%	21%	39%	-16%	-21%	-14%	27%	20%	2%	6%	12%	8%	33%	-12%	12%	-23%	11%	29%	
EM Equity		100%			10%	-20%	-2%	19%	19%	-14%	38%	12%	-15%	-2%	-2%	19%	-18%	19%	79%	-53%	40%	33%	35%	26%	56%	-6%	-2%	-31%	66%	-25%	-12%	6%	-5%	-7%	75%	11%	60%	-11%	65%	40%	
Real Estate			100%		11%	-25%	41%	-5%	29%	-4%	9%	9%	3%	28%	3%	20%	8%	28%	28%	-38%	-16%	35%	12%	32%	37%	4%	14%	26%	-5%	-18%	20%	35%	15%	3%	20%	15%	36%	-15%	9%	13%	
Broad Real Assets			100%		8%	-10%	15%	1%	17%	-6%	11%	11%	-10%	5%	4%	14%	3%	15%	33%	-28%	11%	23%	10%	20%	26%	25%	-3%	28%	10%	-14%	2%	14%	14%	4%	4%	4%	4%	4%	-6%	2%	3%
Marketable Alternatives				100%	6%	-5%	6%	11%	8%	-4%	8%	1%	0%	3%	9%	5%	-6%	6%	11%	-21%	10%	10%	7%	7%	12%	1%	3%	4%	26%	-5%	16%	14%	11%	-3%	26%	12%	14%	18%	23%	19%	
Private Equity				100%	0%	-12%	40%	32%	16%	13%	16%	9%	8%	15%	23%	12%	12%	18%	10%	-20%	18%	25%	21%	22%	14%	-16%	-21%	10%	125%	21%	32%	33%	32%	14%	23%	14%	14%	4%	9%	9%	

Historical Returns for each Mix based on back-tested return calculations developed with the benefit of hindsight. Return calculations use an asset-weighted methodology based on the target asset allocation of each mix and the total return of index proxies used to represent each asset class and are net of fees. Historical returns used are hypothetical and do not represent returns earned by a client. It is not possible to invest in an index. Please see the Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information, including index proxies used to represent each asset class. For additional information on forecast methodologies, please ask for a copy of Fiducient Advisors' white paper titled 10-Year Capital Market Forecasts. Past performance does not indicate future performance and it is possible to lose money when investing.



Capital Market Assumptions

Return & Risk Assumptions (Forecasts)	Arithmetic Return	Geometric Return	Standard Deviation	Skewness	Kurtosis
US Bond	5.9%	5.7%	7.3%	-0.50	1.68
US Bonds - Dynamic	6.7%	6.5%	6.4%	-0.96	6.34
Global Bonds	6.1%	5.6%	9.8%	-0.27	1.12
US Equity (LC)	7.9%	6.5%	16.6%	-0.55	0.79
US Equity (MC)	8.1%	6.4%	18.4%	-0.67	2.02
US Equity (SC)	8.3%	6.0%	21.3%	-0.44	1.10
Int'l Dev. Equity	10.6%	8.2%	21.7%	-0.52	1.25
EM Equity	14.2%	10.1%	28.4%	-0.61	1.96

Correlation Assumptions (Forecasts)	US Bond	US Bonds - Dynamic	Global Bonds	US Equity (LC)	US Equity (MC)	US Equity (SC)	Int'l Dev. Equity	EM Equity
US Bond	1.00	0.57	0.74	0.22	0.22	0.13	0.19	0.11
US Bonds - Dynamic	0.57	1.00	0.53	0.61	0.66	0.59	0.56	0.57
Global Bonds	0.74	0.53	1.00	0.29	0.28	0.19	0.45	0.32
US Equity (LC)	0.22	0.61	0.29	1.00	0.94	0.84	0.70	0.66
US Equity (MC)	0.22	0.66	0.28	0.94	1.00	0.94	0.69	0.69
US Equity (SC)	0.13	0.59	0.19	0.84	0.94	1.00	0.63	0.66
Int'l Dev. Equity	0.19	0.56	0.45	0.70	0.69	0.63	1.00	0.71
EM Equity	0.11	0.57	0.32	0.66	0.69	0.66	0.71	1.00

October 31, 2023 Ten-Year Forecasted CMAs

*Historical mix return calculations assume a weighted average excess return assumption of 0.5% with a Fiducient Advisors' hypothesis.

For additional information on forecast methodologies, please speak with your advisor. Please see Index Proxy Summary slide at the end of this presentation for summary of indexes used to represent each asset class. Past performance does not indicate future performance. Please see the Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information.



Indices for Past Return & Risk Metrics

Indices used to generate historical risk and return metrics	Most Recent Index	Index Dates		Linked Index 1	Index Dates		Linked Index 2	Index Dates		Linked Index 2	Index Dates	
US Bond	Bloomberg US Agg Bond TR USD	12/23	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
US Bonds - Dynamic	*Custom Blend of Indices	12/23	- 2/90	Bloomberg US Agg Bond TR USD	1/90	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
Global Bonds	Bloomberg Global Aggregate TR USD	12/23	- 2/90	Bloomberg US Agg Bond TR USD	1/90	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
US Equity (LC)	S&P 500 TR USD	12/23	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
US Equity (MC)	Russell Mid Cap TR USD	12/23	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
US Equity (SC)	Russell 2000 TR USD	12/23	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
Int'l Dev. Equity	MSCI EAFE GR USD	12/23	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.
EM Equity	MSCI EM GR USD	12/23	- 1/88	MSCI EAFE GR USD	12/87	- 1/79	N.A.	N.A.	- N.A.	N.A.	N.A.	- N.A.

*US Bonds - Dynamic Index - 1/3 Bloomberg Gbl Agg Ex USD TR Hdg USD, 1/3 FTSE Treasury Bill 3 Mon USD & 1/3 Bloomberg US Corporate High Yield TR USD 0.25%.

Note: Private Equity Index is frequently 3-6 months behind the other indices. For historical return calculation purposes, it is given 0% returns during the most recent period where gaps may exist. Past performance, actual or hypothetical, is no guarantee of future results and there is a possibility of a loss. Please see Frontier Engineer Hypothetical Performance Disclosures at the end of the presentation for additional information, including index proxies used to represent each asset class.



Disclosure

The historical performance information derived from the Frontier Engineer and used or presented in charts, tables, or graphs represent simulated historical performance, which has been derived by retroactively applying an asset allocation modeling process in its most recently developed form with its most recently derived ten-year (forward-looking) capital market assumptions. Such historical return simulations (or back testing) was performed by simulating the combination of actual index returns for the historical period with a buy and hold strategy effective January 1, 1988 through the most recently available month-end date with simulated rebalancing occurring every month-end (with the reinvestment of dividends and capital gains from each index).

Back tested performance is hypothetical and does not reflect actual trades or actual client performance. As with all models, there are inherent limitations which are derived from the retroactive application developed with the benefit of hindsight, including the risk that certain factors such as material economic and market conditions could have contributed to materially different (either higher or lower) performance results than those depicted, or that certain material factors may have been included or excluded from consideration. As such, actual results during the applicable back tested period would have been different than those depicted.

The asset allocation modeling process currently used was initially developed in 2002, and was not offered as a strategy prior to that time. The output of a forward-looking model (or process) is a representation of allocation percentages among specific asset classes. Clients cannot invest directly in a target allocation, but rather, in underlying securities within designated asset classes. Advisor may change its models from time to time, and regularly updates its model as additional capital market assumption information becomes available or to increase or decrease relative weightings or emphasis on certain factors. Consequently, the Advisor may choose to deviate from a stated model over time as the model itself is revised, which could have a materially positive or negative impact on performance.

During the period represented, numerous modelling changes were made, including the regular changes in (ten-year) forward-looking expected returns, expected volatilities, expected non-normal return distribution assumptions, as well as tracking-error assumptions and risk budgets. Furthermore, such assumptions can be modified client-by-client depending on certain preferences, priorities, constraints or unique considerations applicable to each client.

Other economic and market factors may have impacted decision-making when using the model to manage client funds, including the list of approved asset classes by a client or client type as well as any client-directed or Advisor implemented constraints.

All investments bear the risk of loss, including the loss of principal. Past performance, actual or hypothetical, is no guarantee of future results.

The returns displayed on the preceding pages are gross of fees. Actual performance would be reduced by investment advisory fees and other expenses that may be incurred in the management of the client's portfolio. The collection of fees produces a compounding effect on the total rate of return net of management fees. As an example, the effect of investment management fees on the total value of a client's portfolio assuming (a) quarterly fee assessment, (b) \$1,000,000 investment, (c) portfolio return of 8% a year, and (d) 0.50% annual investment advisory fee would be \$5,228 in the first year, and cumulative effects of \$30,342 over five years and \$73,826 over ten years. Additional information on advisory fees charged by Fiduciant Advisors are described in Part 2 of the Form ADV.



INDEX DEFINITIONS

FTSE Treasury Bill 3 Month measures return equivalents of yield averages and are not marked to market. It is an average of the last three three-month Treasury bill month-end rates.

Bloomberg Barclays Capital US Treasury Inflation Protected Securities Index consists of Inflation-Protection securities issued by the U.S. Treasury.

Bloomberg Barclays Muni 5 Year Index is the 5 year (4-6) component of the Municipal Bond index.

Bloomberg Barclays High Yield Municipal Bond Index covers the universe of fixed rate, non-investment grade debt.

Bloomberg Barclays U.S. Aggregate Index covers the U.S. investment grade fixed rate bond market, with index components for government and corporate securities, mortgage pass-through securities, and asset-backed securities.

FTSE World Government Bond Index (WGBI) (Unhedged) provides a broad benchmark for the global sovereign fixed income market by measuring the performance of fixed-rate, local currency, investment-grade sovereign debt from over 20 countries,

FTSE World Government Bond Index (WGBI) (Hedged) is designed to represent the FTSE WGBI without the impact of local currency exchange rate fluctuations.

Bloomberg Barclays US Corporate High Yield TR USD covers the universe of fixed rate, non-investment grade debt. Eurobonds and debt issues from countries designated as emerging markets (sovereign rating of Baa1/BBB+/BBB+ and below using the middle of Moody's, S&P, and Fitch) are excluded, but Canadian and global bonds (SEC registered) of issuers in non-EMG countries are included.

JP Morgan Government Bond Index-Emerging Market Index (GBI-EMI) is a comprehensive, global local emerging markets index, and consists of regularly traded, liquid fixed-rate, domestic currency government bonds to which international investors can gain exposure.

JPMorgan EMBI Global Diversified is an unmanaged, market-capitalization weighted, total-return index tracking the traded market for U.S.-dollar-denominated Brady bonds, Eurobonds, traded loans, and local market debt instruments issued by sovereign and quasi-sovereign entities.

MSCI ACWI is designed to represent performance of the full opportunity set of large- and mid-cap stocks across multiple developed and emerging markets, including cross-market tax incentives.

The S&P 500 is a capitalization-weighted index designed to measure performance of the broad domestic economy through changes in the aggregate market value of 500 stocks representing all major industries.

Russell 3000 is a market-cap-weighted index which consists of roughly 3,000 of the largest companies in the U.S. as determined by market capitalization. It represents nearly 98% of the investable U.S. equity market.

Russell Mid Cap measures the performance of the 800 smallest companies in the Russell 1000 Index.

Russell 2000 consists of the 2,000 smallest U.S. companies in the Russell 3000 index.

MSCI EAFE is an equity index which captures large and mid-cap representation across Developed Markets countries around the world, excluding the US and Canada. The index covers approximately 85% of the free float-adjusted market capitalization in each country.

MSCI Emerging Markets captures large and mid-cap representation across Emerging Markets countries. The index covers approximately 85% of the free-float adjusted market capitalization in each country

The Wilshire US Real Estate Securities Index (Wilshire US RESI) is comprised of publicly-traded real estate equity securities and designed to offer a market-based index that is more reflective of real estate held by pension funds.

Alerian MLP Index is a float adjusted, capitalization-weighted index, whose constituents represent approximately 85% of total float-adjusted market capitalization, is disseminated real-time on a price-return basis (AMZ) and on a total-return basis.

Bloomberg Commodity Index (BCI) is calculated on an excess return basis and reflects commodity futures price movements. The index rebalances annually weighted 2/3 by trading volume and 1/3 by world production and weight-caps are applied at the commodity, sector and group level for diversification.

Treasury Inflation-Protected Securities (TIPS) are Treasury bonds that are indexed to inflation to protect investors from the negative effects of rising prices. The principal value of TIPS rises as inflation rises.

HFRI Fund of Funds Composite is an equal-weighted index consisting of over 800 constituent hedge funds, including both domestic and offshore funds.

Cambridge Associates U.S. Private Equity Index (67% Buyout vs. 33% Venture) is based on data compiled from more than 1,200 institutional-quality buyout, growth equity, private equity energy, and mezzanine funds formed between 1986 and 2015.

HFN Hedge Fund Aggregate Average is an equal weighted average of all hedge funds and CTA/managed futures products reporting to the HFN Database. Constituents are aggregated from each of the HFN Strategy Specific Indices.

Goldman Sachs Commodity Index (GSCI) is a broadly diversified, unleveraged, long-only composite index of commodities that measures the performance of the commodity market.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 14, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: PRESENTATION: ARPA Small Business Program

Please allocate time on the February 20, 2024, town council meeting for the ARPA Small Business Program presentation by Development Director Eileen Buckheit.

Please place this information on the Town Council agenda for the February 20, 2024, meeting.

C: E. Buckheit, Development Director



TO: Mayor Connor Martin

FROM: Eileen Buckheit, Development Director

DATE: February 9, 2023

RE: ARPA Small Business Assistance Program

I am requesting an item be placed on the Town Council agenda for February 20, 2024 as a communication.

Please reserve time for an update on the ARPA Small Business Assistance Program. My staff and I will be in attendance to discuss the program, provide updates on the projects, and answer any questions from the council.

Thank you.



**TOWN OF
EAST HARTFORD**



American Rescue Plan Act

Small Business Assistance Program

February 2024 Update



Program Overview

- Purpose is to assist East Hartford businesses that were impacted by the pandemic with initiatives that will aid in their recovery
- Funds can be used to expand infrastructure, purchase new equipment, renovate facades and/or hire employees
- Original allocation of \$3.8 million
- \$125,000 maximum award; applicants were awarded a percentage of their original requests based on priority scoring

Program Overview

- 52 applications approved totaling just over \$3 million
- Over \$2.5 million has been paid out as reimbursements or consortium vendor purchases
- Only three applications are still pending further documentation before approval
- \$525,000 returned for other ARPA projects from applicants who withdrew their applications after awards

C Town



442 Main Street
Supermarket

\$125,000

Towards total project cost of \$1.45 million
Facade renovations, parking lot expansion

Main Hardware Supply



1191 Main Street
Hardware store
\$93,750

Towards total project cost of over \$112,000
Facade renovations – to continue in spring



Bare Bones Boxing



467 Silver Lane
Boxing gym
\$125,000

Towards total project cost of \$280,575

Relocated from Silver Lane Plaza

Business expansion, signage, new equipment, hiring



Perfect Poundcakes



221 Burnside Avenue

Bakery

\$70,000

Baking and display equipment, food trailer



Costa East LLC



Before:

1016 Main Street

Former Eastwood Theater

\$93,750

Facade renovation and creation of new retail units



Carmine's



389 Main Street
Restaurant

\$37,000

New parking lot



Augie & Ray's



314 Main Street
Restaurant

\$47,000

New equipment



Charlie's Pizzeria



386 Prospect Street
Restaurant
\$93,750
New equipment



United Steel



164 School Street
Manufacturer
\$125,000
New equipment



Dave's Service Center

DAVE'S
SERVICE CENTER, INC.

330 Main Street
Auto repair garage
\$110,071
New wrecker truck



Bliss & Balance Healing Center

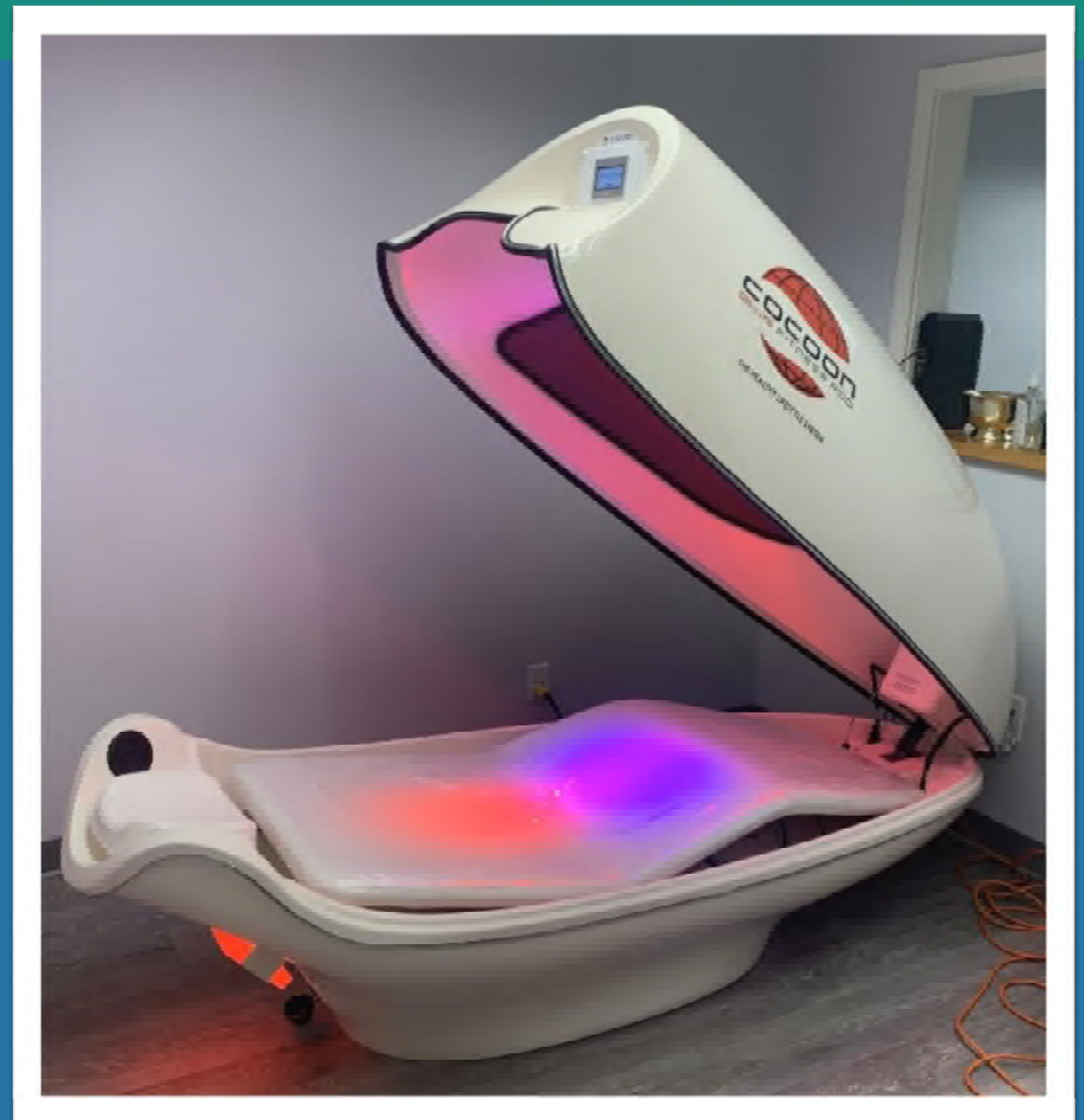


477 Connecticut Boulevard,
Suite 202

Wellness center

\$31,250

New equipment



Thank You!





TO: Mayor Connor Martin

FROM: Eileen Buckheit, Development Director

DATE: February 9, 2023

RE: Land Use Commissioner Training Report to Town Council

I am requesting an item be placed on the Town Council agenda for February 20, 2024 as a communication.

Please see memo attached from Deputy Director Steve Hnatuck regarding the mandatory land use training which the State of Connecticut now requires for all our land use board members. We are required to make this report to the Town Council by March 1st.

Steve has included the members and date of training as well as the state requirements. I will be in attendance if there are any questions.

Thank you.




TOWN OF EAST HARTFORD

Development & Planning Department

740 Main Street, East Hartford, CT 06108

Tel.: (860) 291-7300

MEMORANDUM

To: Eileen Buckheit, Development Director
From: Steve Hnatuk, Deputy Development Director 
Subject: Land Use Commissioner Training Compliance
Date: February 9th, 2024

As of January 1, 2023, land use commissioners including the Planning and Zoning Commission and Zoning Board of Appeals commissioners in the State of Connecticut are required to attend mandatory training. Commissioners who are in office as of 1/1/2023 must complete four hours of training by 1/1/2024, and once every four years thereafter, or once every term for which such member is elected or appointed if such term is longer than four years. Commissioners taking office after 1/1/2023 must complete four hours of training not later than one year after taking office, and once every four years thereafter, or once every term for which such member is elected or appointed if such term is longer than four years. At least one hour out of the four-hour biennial training requirement must be related to Affordable and Fair Housing Policies.

Pursuant to Connecticut General Statutes § 8-4c, a certification is required to be made to the Town Council by March 1, 2024, affirming compliance with the training requirement established by the new law.

The East Hartford Land Use commissioner training status is as follows:

1) Planning and Zoning Commission – Compliant with Commissioner Training Requirements

All members have completed required training except Valentine Pavinelli who has not sought re-appointment at the close of his term in December 2023. Valentine is anticipated to be replaced with a soon to be appointed member in February 2024. The commission is in compliance with Connecticut General Statutes § 8-4c.

2) Zoning Board of Appeals – Compliant with Commissioner Training Requirements

All members have completed the required training and the commission is not in compliance with Connecticut General Statutes § 8-4c.

Zoning Board of Appeals Member Training

Member	Date of Training	Training Title	Hours Complete	Affordable Housing Requirement	Training Status
James McElroy	1/27/2024	1. CLEAR Bias, Predisposition, and Conflicts 2. CLEAR Running a Meeting and Making a Decision 3. CLEAR Fair and Affordable Housing	4	Complete	Complete
David Repoli	2/6/2024	1. CLEAR Bias, Predisposition, and Conflicts 2. CLEAR Running a Meeting and Making a Decision 3. CLEAR Fair and Affordable Housing	4	Complete	Complete
Erwin Hurst, Sr	12/9/2023	1. CLEAR Land Use Academy Training	4	Complete	Complete
Daron Ross	11/16/2023	1. CLEAR Bias, Predisposition, and Conflicts 2. CLEAR Running a Meeting and Making a Decision 3. CLEAR Fair and Affordable Housing	4	Complete	Complete

Planning and Zoning Commission Member Training

Member	Date of Training	Training Title	Number of Hours of Training	Affordable Housing Requirement	Training Status
John Ryan	12/9/23	1. CLEAR Land Use Academy Advanced Training December 9 th , 2023	4	Complete	Complete
Hank Pawlowski	1/10/24	1. CLEAR Legal Requirements & Procedures, Roles & Responsibilities 2. CLEAR Fundamentals of Plan Reading 3. CLEAR, Bias Predisposition and Conflicts 4. CLEAR Running a Meeting and Making a Decision 5. CLEAR Fair and Affordable Housing	5	Complete	Complete
Sid Soderhom	12/9/23	1. CLEAR Legal Requirements & Procedures, Roles, and Responsibilities 2. CLEAR Fair and Affordable Housing 3. CLEAR Land Use Academy Advanced Training December 9 th , 2023 4. CLEAR Fundamentals of Reading Plans	8	Complete	Complete
Stephen Roczynski	1/7/24	1. CLEAR, Bias Predisposition and Conflicts 2. CLEAR Running a Meeting and Making a Decision 3. CLEAR Land Use Academy Advanced Legal Procedures Fair And Affordable Housing	4	Complete	Complete
Peter Marra	12/9/23	1. CLEAR, Bias Predisposition and Conflicts 2. CLEAR Running a Meeting and Making a Decision 3. CLEAR Land Use Academy Advanced Legal Procedures Fair And Affordable Housing	4	Complete	Complete
Wesaneit Tsegai	12/9/23	1. CLEAR Land Use Academy Advanced Training December 9 th , 2023	4	Complete	Complete
Valentine Povinelli	-	*Note: Term ended December 2023. Not seeking re-appointment.	-	-	Incomplete



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 13, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: Ordinance 10-3(c) Disposition of Obsolete or Broken Town-Owned Equipment

Pursuant to Section 10-3 (c), this memo serves as a notification of intent by the Fire Department to dispose of obsolete vehicle 2006 Ford Taurus vin 1FAFP5329-6A175680. The Finance Director deemed no value to the town in this vehicle so it will be auctioned off by the Public Works Department.

The memo has been circulated among all department and received no interest.

Please place this item on the Town Council agenda as a communication for the February 20, 2024 meeting.

C: K. Munson, Fire Chief
A. Trujillo, DPW Director

Sec. 10-3 (c):

(c) Notwithstanding the provisions of subsection (a) of this section, the Mayor may authorize the disposal of any furniture or equipment that is determined by the Finance Director to be unsuitable for town use and of any computer equipment that is determined by the Information Technology Manager to be unsuitable for town use because of obsolescence or damage, provided no Director has indicated an interest in the property within fourteen days of notice of intent to dispose by the Mayor, and provided further, that if such furniture or equipment has some use other than for town use, such furniture or equipment shall be disposed by auction or other means of sale. The Mayor shall notify in writing the Town Council of any disposal or auction of property pursuant to this section prior to such disposal or auction.

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON
FIRE CHIEF

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

February 7, 2024

TO: Melissa McCaw, Chief Administrative Officer and Finance Director
FROM: James Silver, Assistant Fire Chief
RE: Surplus Vehicle

CAO McCaw,

In accordance with Section 10-3 (c) of the Town of East Hartford Code of Ordinances, I am providing written notice of the fire department's intent to dispose of the vehicle noted below. This vehicle has reached the end of its serviceable use and repair costs far exceed the vehicle's value. We will deliver the vehicle to Public Works for disposal at a time mutually convenient to both departments.

The vehicle noted below has been removed from service and rendered as surplus.


2006 Ford Taurus vin 1FAFP5329-6A175680

Please contact me if you have any questions.

Cc: Connor Martin, Mayor
Ekaterine Tchelidze, Chief of Staff
Alex Trujilo, Public Works Director
Ed Walsh, Fleet Services Manager
Kevin Munson, Fire Chief

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Connor S. Martin

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – Add Naubuc Avenue Area Sidewalks Project to 5-Year Capital Improvement Plan (CIP)

DATE: February 9, 2024

Attached is a draft Town Council resolution authorizing the addition of the Naubuc Avenue Area Sidewalks Project to the Town's 5-Year Capital Improvement Plan (CIP) and approving the project for LoCIP funding.

The installation and rehabilitation of sidewalks in and around the Naubuc Avenue Local Historic District has been proposed as a possible Local Capital Improvement Program (LoCIP) project. In order to be eligible for LoCIP funding, a project must appear in a Town's 5-Year CIP. The attached resolution will make this addition to the CIP and authorize the Town to submit this project to OPM for authorization as a LoCIP project..

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on February 20, 2024. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

I, Jason Marshall, 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 20th day of February, 2024

R E S O L U T I O N

WHEREAS; the Town wishes to use Local Capital Improvement Program (LoCIP) funds to undertake installation/improvements of sidewalks on Naubuc Avenue and;

WHEREAS; terms of LoCIP funding require that all grant-funded projects be listed on the Town's Five-Year Capital Improvement Plan;

NOW THEREFORE LET IT BE RESOLVED; that the East Hartford Town Council does hereby approve the following project be added to the Five-Year Capital Improvement Plan:

- Naubuc Avenue Area Sidewalks \$257,000

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 February, 2024.

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 14, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: LoCIP Grant Allocations

The Local Capital Improvement Program (LoCIP) of the State of Connecticut Office of Policy and Management distributes funds to municipalities to reimburse the cost of eligible local capital improvement projects.

The following project has been identified for funding from LoCIP:

CIP #	Project Name	Amount	Description
2024-232	McAuliffe Park Irrigation	\$140,000	Installation of irrigation systems at one hardball field and four softball fields improve turf quality and increase safety of play.
2024-234	Parks Aluminum Bleachers	\$ 30,000	Replace existing wooden bleachers at athletic fields that are in poor condition and lack safety backing (presenting a safety hazard to our town residents and visitors).
2024-235	Fencing Replacement	\$ 25,000	Replace Town fencing at parks, ball fields, and open spaces. Fencing is regularly damaged due to car collisions and other mishaps, often resulting in unsafe and unsightly conditions.
2024-236	Martin Park Paving	\$300,000	Mill and pave the road and parking lot network in Martin Park, which are presently in poor and failing condition with numerous potholes, breaks in the pavement and eroding exposed earth surfaces.
	Naubuc	\$257,000	Installation and replacement of sidewalks in and around

	Avenue Area Sidewalks		the Naubuc Avenue Local Historic District
--	-----------------------	--	---

Please place this resolution on the Town Council agenda for the February 20, 2024 Town Council meeting.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
M. McCaw, Finance Director

I, Jason Marshall, 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 20th day of February, 2024.

RESOLVED: That Connor S. Martin, 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 as may be required by the State of Connecticut Office of Policy and Management to secure Local Capital Improvement Program funds (LoCIP) in the amount of \$752,000 for the following projects:

• McAuliffe Park Irrigation	\$140,000
• Parks Aluminum Bleachers	\$ 30,000
• Fencing Replacement at Town Parks & Fields	\$ 25,000
• Martin Park Paving	\$300,000
• <u>Naubuc Sidewalks</u>	<u>\$257,000</u>
	TOTAL: \$752,000

AND I DO FURTHER CERTIFY that the above resolution has not been in any ways 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 this ____ day of February, 2024.

Jason Marshall, Town Council Clerk

seal



MEMORANDUM

DATE: February 20, 2024

TO: Connor S. Martin, Mayor

FROM: Melissa N. McCaw, Chief Administrative Officer & Director of Finance

TELEPHONE: (860) 291-7246

RE: **Local No. 818 Contract Settlement and Fund Settlement Transfer**

By way of this memo, attached please find the financial analysis related to the Local No. 818 contract settlement. On November 29, 2023, the Town received the arbitration panel award settling all matters pertaining to the Local No. 818 Contract, for the period of July 1, 2022 through June 30, 2026.

The Town is required to provide retroactive pay to July 1, 2022. Therefore, the cost to be incurred in fiscal year 2024 covers two fiscal years (FY23 and FY24). To cover the costs related to the settlement, \$132,589 (rounded) will need to be transferred to the respective salary accounts by way of a **Contingency** Transfer. In addition, an additional ARPA allocation of \$11,200 is requested to support the Premium Pay provision of the settled contract.

Please note: Under Section 8.11 of the agreement concerning COVID Pay, bargaining unit members who were employed by the Town between March 1, 2020 and December 31, 2021, and are still employed by the Town at the time of issuance of the Award in Case No. 2023-MBA-149, shall receive a \$800 payment. All other bargaining unit members employed by the Town upon issuance of the Award in Case No. 2023-MBA-149 will receive \$400.

Please see a summary below of the financial requirements and associated transfers:

	Wage Cost
FY2023	72,845.68
FY2024	91,733.46
	164,579.14
Less: Existing ARPA	(20,800.00)
	143,779.14
Less: New ARPA Request	(11,200.00)
Rounding	10.00
Net General Fund Transfer	132,589.14

If approved, this funding will satisfy the contact settlement requirements through June 30, 2024, including all retroactive pay.

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

CONNOR S. MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS DIRECTOR
OFFICE OF HUMAN
RESOURCES

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

January 31, 2024

The Hon. Richard F. Kehoe & The Hon. Mayor Connor S. Martin
740 Main Street
East Hartford, CT 06108

Re: LOCAL NO. 818 OF COUNCIL NO.4

We reached an agreement with Local LOCAL NO. 818 OF COUNCIL NO.4

Attached is the agreement LOCAL NO. 818 OF COUNCIL NO.4, and the Binding Arbitration Award was on Tuesday, December 5.

Note that for the financials, the Union agreed to 8.5% general wage increases over four years and bi-weekly payroll. Additionally, effective upon ratification and Town Council approval, all active employees of the Bargaining Unit shall receive a one (1) Premium Pay lump sum payment of eight hundred fifty dollars (\$800).

INSURANCE AND PENSION

1. Effective July 1, 2022, bargaining unit members shall be required to contribute eleven percent (11%) of the cost of his or her insurance coverage.
2. Effective July 1, 2023, bargaining unit members shall be required to contribute eleven and one-half percent (11.5%) of the cost of his or her insurance coverage.
3. Effective July 1, 2024, bargaining unit members shall be required to contribute-twelve percent (12%) of the cost of his or her insurance coverage.
4. Effective July 1, 2025, bargaining unit members shall be required to contribute twelve and one-half percent (12.5%) of the cost of his or her insurance

The PPO will be replaced with the HDHP for all employees retiring on or after July 1, 2019. The deductible will be \$2,000 single, \$4,000 family.

Other Post-Employment Benefits (OPEB)

Effective July 1, 2025, the contribution will increase to 1.50%.

Please let me know if you have any questions or want to discuss the contract details in an executive session.

Thanks,

The Town of East Hartford
 For the Fiscal Year Ending June 30, 2024
 Settlement Fund Transfer - LOCAL NO. 818 OF COUNCIL NO.4
 Prepared as of February 7, 2024
 Binding Arbitration Award was on Wednesday, November 29, 2023

FROM

Account Number	Name	Amount
G9600-60201	Reserve - Contract Negotiations	\$ <u>132,589</u>

TO

Account Number	Name	Amount
G2400-60110	Permanent Services	\$ 4,360
G2600-60110	Permanent Services	\$ 2,287
G2950-60110	Permanent Services	\$ 5,685
G3200-60110	Permanent Services	\$ 6,824
G3300-60110	Permanent Services	\$ 5,464
G3700-60110	Permanent Services	\$ 5,529
G5203-60110	Permanent Services	\$ 3,410
G5400-60110	Permanent Services	\$ 9,485
G7200-60110	Permanent Services	\$ 5,777
G7300-60110	Permanent Services	\$ 26,831
G7400-60110	Permanent Services	\$ 5,263
G7700-60110	Permanent Services	\$ 5,270
G7800-60110	Permanent Services	\$ 9,004
G8100-60110	Permanent Services	\$ 4,698
G8200-60110	Permanent Services	\$ 16,385
G9100-60110	Permanent Services	\$ 4,482
G9200-60110	Permanent Services	\$ 396
G9300-60110	Permanent Services	\$ 4,697
G9400-60110	Permanent Services	\$ 2,547
G9430-60110	Permanent Services	\$ 4,195
		\$ <u>132,589</u>

The funds being transferred are certified as available and unobligated.

Melissa N. McCaw, Director of Finance

Connor S. Martin, Mayor

Jason Marshall, Town Council Clerk

Dated this 20th day of February, 2024

Reallocation of ARPA Funds re: Settlement Fund Transfer - LOCAL NO. 818 OF COUNCIL NO.4

To **adopt** the following resolution:

WHEREAS; the Town has been awarded \$24,561,068 in American Rescue Plan Act (ARPA) funds from the U.S. Treasury; and

WHEREAS; in order to most effectively use these funds, the authorization of new projects is periodically necessary;

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make the following transfers among ARPA Accounts:

1. Transfer \$11,200 from “Small Business Support and Resources – Qualified Census Tracts” to “ARPA Unallocated Balance”
2. Transfer \$11,200 from “ARPA Unallocated Balance” to “818 Premium Pay”

The Town of East Hartford
LOCAL NO. 818 OF COUNCIL NO.4
Prepared as of February 7, 2024
Binding Arbitration Award was on Wednesday, November 29, 2023

Budgeted Positions:	32
Active Employees:	30
Term of Contract: July 1, 2022 - June 30, 2026	4 Years

	Current Base - 6/30/22	Year 1 Eff. 7/1/22 FY2023	Year 2 Eff. 7/1/23 FY2024	Year 3 Eff. 7/1/24 FY2025	Year 4 Eff. 7/1/25 FY2026
Wages:		2.50%	2.00%	2.00%	2.00%
Health Insurance Contr. (Employee)	11%	11%	11.5%	12%	12.5%
OPEB Contribution:	1%	1%	1%	1%	1.50%

	6/30/22 Base*	FY2023 Year 1 @2.50% 6/30/23 Base	FY2024 Year 2 @2.00% 6/30/24 Base	FY2025 Year 3 @2.00% 6/30/25 Base	FY2026 Year 4 @2.00% 6/30/26 Base
Regular Wages	2,571,179	2,635,459	2,688,168	2,741,931	2,796,770
Overtime	342,648	351,214	358,238	365,403	372,711
Holiday Pay	-	-	-	-	-
Premium Pay (1) Lump sum	-	-	32,000	-	-
Total Wages	2,913,827	2,986,673	3,078,407	3,107,335	3,169,481
Annual Increase	2.913	72,846	91,733	28,928	62,147
% Increase		2.5%	3.1%	0.9%	2.0%

Healthcare Contribution (Employee)	(68,895)	(70,618)	(75,304)	(80,150)	(85,159)
Annual Increase		(1,722)	(4,686)	(4,846)	(5,009)
% Increase		2.5%	6.6%	6.4%	6.3%

Other Post-Employment Benefits (OPEB)	(9,120)	(9,348)	(9,535)	(9,726)	(9,920)
Annual Increase		(228)	(187)	(191)	(195)
% Increase		2.5%	2.0%	2.0%	2.0%

Net Annual Cost	2,844,932	2,916,055	3,003,102	3,027,185	3,084,322
Annual Increase		71,123	87,047	24,082	57,137
% Increase		2.5%	3.0%	0.8%	1.9%

Summary of Financial Impact

Year	Wage Incr. Per Year	Wage Incr. Total	Health Prem. Share Incr.	(1) Lump Sum Pmt	Ann. Net Increase	Cumulative Increase	% Incr. Annual
1	72,846	72,846	(1,722)	-	71,123	71,123	2.5%
2	91,733	164,579	(4,686)		87,047	158,170	3.0%
3	28,928	193,507	(4,846)		24,082	182,253	0.8%
4	62,147	255,654	(5,009)		57,137	239,390	1.9%
Total	255,654	686,586	(16,264)	-	239,390	650,937	8.2%

Average Annual % Increase 2.0%

*OPEB Contributions and Benefits apply to only eight (8) 818 employees.

**New Contract caps accumulated sick leave to 150 days. This will result in a lower liability for sick leave payout upon retirement, resulting in budgetary savings.

**AGREEMENT* BETWEEN
TOWN OF EAST HARTFORD**

and

**EAST HARTFORD SUPERVISORS UNION
LOCAL NO. 818 OF COUNCIL NO.4
AFSCME AFL-CIO**

July 1, 2022- June 30, 2026

* Based on Interest Arbitration Award dated November 29, 2023 re: Case No.: 2023-MBA-149

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WITNESSETH

This agreement is entered into between the Town of East Hartford, hereinafter referred to as the "Town" and Local #818 of Council #4, of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union".

ARTICLE I RECOGNITION

Section 1.0

The Town recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining on matters of wages, hours of employment and all other conditions of employment for all supervisory employees of the Town of East Hartford, excluding the Director of Libraries, Deputy Director of Finance, and Police and Fire Supervisors and Department Heads as defined by the Act. Reference is hereby made to decision No. 1769 of the Connecticut State Board of Labor Relations and to Memorandum of Agreement dated November 30, 1992.

The provisions of the Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, marital status, sexual orientation, race, color, creed, national origin, disability or any other class protected by law, political affiliation or union membership.

Section 1.1

Whenever used in this agreement, the word "his" shall be interpreted to include the word "her" and the word "employee" shall be interpreted to include the plural thereof.

ARTICLE II UNION SECURITY

Section 2.0

The Town agrees to deduct weekly Union dues in whatever sum is established by the Union as the regular monthly dues uniformly required as a condition of retaining membership therein, upon the receipt of an assignment. If, for any reason, a deduction was not made on the payday in which Union dues were to be deducted, a sufficient amount will be deducted in the first pay period in which the employee has sufficient funds due him to bring his deductions up to date. The sum which represents such weekly Union dues deductions shall be certified to the Town as constituting such by the duly authorized Financial Officer of the Union. If the sum once certified is changed, the amount deducted from the earnings of an employee who has authorized such deductions shall not be increased or decreased until thirty (30) days' written notice of such change has been received by the Town from the duly authorized Financial Officer of the Union.

Section 2.1

Deductions provided for in Section 2.0 shall be remitted to the duly authorized Financial Officer of the Union not later than one (1) week following the end of each month, following the pay period in which the deduction is made. The Town will simultaneously furnish the duly authorized Financial Officer of the Union, each month, a record of the employees from whose earnings deductions have been made.

Section 2.2

The Town agrees to deduct Union dues or service fees required to be paid pursuant to this Article, provided, however, that no deductions hereunder shall be made without the written authorization of the employee, which authorization shall be on a form mutually agreed to by the Town and the Union.

The Town's obligation to make such deductions shall terminate automatically upon termination of the employee who signed the authorization, or upon his transfer to a job not covered by this Agreement, or written revocation by the employee of the authorization, except that deductions shall be resumed if an employee, terminated by layoff, is rehired with seniority rights during the life of the contract then in existence and the authorization has not been revoked.

The Union agrees to indemnify and save the Town harmless against any and all claims, demands, suits or proceedings arising out of, or by reason of, any action taken or not taken by the Town in reliance upon the Union security and check-off provisions of this Agreement or on the correctness of any dues or service fee deduction authorization furnished by the Union to the Town. The Town shall call upon the Union to defend any suits or proceedings arising out of the foregoing indemnity and the Union shall promptly defend such suits or proceedings without cost to the Town and in the event the Union fails to defend such suits or proceedings, the Town shall undertake such defense and costs thereof shall be charged to the Union.

Section 2.3

All employees in the bargaining unit, who are members of the Union, shall tender regular periodic dues to the Union.

Upon receipt of an individually signed authorization, the Employer agrees to deduct monthly from the wages of employees who on the date of the Agreement are or thereafter become members of the Union or voluntarily elect to pay a service fee in lieu thereof, whatever sum is established by the Union as the regular monthly dues uniformly required as a condition of retaining membership therein.

The sum which represents such monthly dues deductions shall be certified to the Employer as constituting such dues deductions by the duly authorized financial officer of the Union. If the sum once certified is changed, the amount deducted from the earnings of an employee who has authorized such deductions shall not be increased until thirty (30) days written notice of such change has been received by the Employer from a duly authorized officer of the Union.

Section 2.4

At least one bulletin board shall be reserved, at an accessible place in each division, for the exclusive use of the Union for the posting of Official Union notices or announcements.

Section 2.5

The Town will provide the Union with sufficient copies of this Agreement, within thirty (30) days after the signing of this Agreement. The local Union will receive one (1) and Council #4 will receive two (2) originally signed copies of this agreement.

Section 2.6

In accordance with Public Act 21-15, the Town shall provide to the union, in an editable digital file format, and, if possible, in a format agreed to by the union, the following information:

- a. Name
- b. Job title
- c. Department
- d. Work location
- e. Work telephone number and
- f. The home address of any newly hired employee.

The public employer shall provide the union such information, if possible, with real-time electronic transmission of new hire data but in no event later than ten days after such employee is hired or the first pay period of the month following the hiring of such employee, whichever is earlier.

All new hires which are represented by the bargaining unit, within fifteen (15) days of their start date, shall be released from work, for one (1) hour without loss of pay, to attend a union orientation. Management shall not be present during the union's orientation.

ARTICLE III SENIORITY

Section 3.0

- (A) Each employee's seniority shall be determined by his length of service with the Town since the most recent date of hire. 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 December 1 of each year. Upon completion of their probationary period, new employees shall be added to this list.
- (B) Bargaining unit seniority as used in this agreement will be defined as length of service in this bargaining unit upon completion of the probationary period in Section 3.1.

Section 3.1

- (A) New employees shall serve a probationary period of six (6) months from the date of hire, which may be extended for three (3) months by mutual agreement between the department head and the Union, and they shall have no seniority rights during this period, but shall be subject to all other provisions of this Agreement. All employees who have completed their probationary period shall be full-time employees and shall acquire seniority as of the date of their employment.
- (B) Employees new to positions in this bargaining unit shall serve a probationary period of three (3) months from the date they come into this bargaining unit. 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. The supervisor may return the employee to his/her former position at the end of the six (6) month probationary period if the written evaluations show the employee is not performing well in the new position. They shall have no bargaining unit seniority rights during this period and shall be subject to all other provisions of this Agreement.

Section 3.2

At any time during the probationary period, the appointing authority may recommend, in writing, to the Human Resources Director, the removal of an employee if, in his opinion, the working test indicates that the employee is unable or unwilling to perform the duties of his position satisfactorily, or that his habits or dependability do not merit his continuing in the position. The reason for his dismissal shall be made in writing to the Human Resources Director, the employee and to the Union. The dismissal of an employee during the probationary period shall not be subject to the grievance procedure.

Section 3.3

(A) All vacancies and new positions shall be posted for a period of five (5) working days on bulletin boards to be provided for such purpose, prior to any action taken by the Town to fill such vacancies or new positions. Employees will not be permitted a lateral or demotional transfer outside of their division more than once in a twelve-month period. Employees wishing to be considered for assignment to such vacancies or new positions may, personally or through their Steward, submit their request to their supervisor in writing.

Employees requesting consideration and who were not selected for such assignment, in accordance with the provision of this Agreement, may appeal the action through the grievance procedure.

(B) Copies of each job posting and a list of the persons bidding for the job shall be sent to the Union Secretary at the end of the posting period.

Section 3.4

(A) When a vacancy exists or a new position is created, the employee with the highest department or division seniority from within the department or division wherein the vacancy or new position exists, shall be given the first opportunity to fill the position, provided he has the ability and qualifications to perform the work. If he/she refuses, it shall go to the next senior person who has the qualifications and ability to perform the work. If a promoted employee proves to be unable to perform the work within three (3) months, he shall be returned to a position in his former classification and shift in the department or division from which he came. This shall not have any effect on any future promotions.

(B) If no employee in the department or division wherein the vacancy or new position exists is qualified, the position shall be filled by an employee from other departments or divisions in the bargaining unit, provided that the employee is qualified.

(C) If no employees in the bargaining unit are qualified, the position may be filled through recruitment of applicants not employed by the Town.

(D) The person appointed to the vacancy or new position and the Union Secretary shall be notified, in writing, of the appointment and the vacancy shall be filled as soon as possible.

(E) Whenever an employee is temporarily promoted to another class having a higher maximum rate of pay, the rule for promotion as provided in Section 8.4 shall not apply. The rate of pay for such employee shall be his rate of pay in the former class; provided

however that, after such employee has worked a total of thirty (30) working days within the most recent two year period in said higher class, Section 8.4 shall apply to determine the level of compensation for the remainder of the temporary assignment. When the employee is returned to the former class, the rate of pay shall be at the step previously received before the temporary promotion plus any step increases that would have occurred during the interim.

- (F) In the absence of one or both Public Works superintendents, acting superintendents can be assigned at the discretion of the department head.
- (G) In the absence of the Park superintendent, an acting superintendent may be assigned at the discretion of the department head.

Section 3.5

Layoffs shall take effect as follows:

- (A) Part-time employees and temporary employees
- (B) Employees working twenty (20) hours a week but less than forty (40) hours per week.
- (C) Probationary employees.
- (D) The employees with the least bargaining unit seniority shall be laid off first within classification. An employee whose position is eliminated shall have the option to bump the least senior employee in the same classification. The least senior employee within the affected classification shall have the option to bump the least senior employee in any lateral or lower classification which either was previously held by the bumping employee, or for which the bumping employee is qualified.

Section 3.6

Laid-off employees with the most bargaining unit seniority shall be rehired first to any lower or lateral classification the laid-off employee has the ability to perform or any higher classification where the laid-off employee is qualified in accordance with the collective agreement, and no new employee shall be hired until all laid-off employees have been given an opportunity to return to work.

Section 3.7

Part-time employees are those employees who are not on the list furnished to the Union under 3.0 of this Article.

Section 3.8

Shift preference will be granted on the basis of department or division seniority within the classification as openings occur. Before vacancies are filled, employees in the classification will be given shift preference, as provided in this section.

Section 3.9

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

- (A) If he resigns.

- (B) If he is discharged for just cause.
- (C) If he has been laid-off for lack of work and such layoff continues for more than two (2) years.
- (D) If he fails to report to work within (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 to return within five (5) days.

Section 3.10

For all purposes, except layoff, the seniority rights of the Union President, Vice-President, Secretary and Treasurer, as well as Stewards, shall be exactly the same as the seniority rights of all other employees, except as provided below:

- (A) In the case of a layoff, the above-named Union Officials will have super-seniority during their term of office, provided they have the qualifications to fill the vacant positions.

**ARTICLE IV
HOURS OF WORK, OVERTIME AND HOLIDAY PAY**

Section 4.0

- (A) Except as otherwise provided, the regular hours of employment for employees represented by the union in the Public Works Department and Parks Department shall be forty (40) hours per week divided equally over five working days of eight (8) hours, Monday through Friday, beginning at 7:00 a.m. and ending at 3:30 p.m. with 1/2 hour for lunch. If there is a second shift it shall begin at 3:00 p.m. and end at 11:30 p.m. with 1/2 hour for supper. If there is a third shift it shall begin at 11:00 p.m. and end at 7:30 a.m. with 1/2 hour for supper.
- (B) The Collector of Revenue, Supervisor of Administration and Environmental Control, Information Technology Manager, Grants Administrator, Town Engineer, Assistant Director of Finance, Assessor, Assistant Director of Public Works, Supervisor of Nursing, and Police Records Supervisor shall normally work between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday with one (1) hour for lunch. The Assistant Library Director shall work five (5) days of seven (7) hours with one (1) hour for lunch. Normal work hours will be scheduled during library open hours and may include evening (12-8) and/or Saturday (9-5) shifts. This constitutes a regular work day of seven (7) hours and a regular work week of thirty-five (35) hours. Should the interests of the Town require it, the incumbents of the positions cited herein may either occasionally, seasonally, or periodically work a different schedule of hours provided the union and the affected employees concur.
- (C) For all Police Communications Supervisors, the work schedule is an 8.75 hour workday with 4-days-on and 3 days-off, rotating every eight (8) weeks. The Chief of Police, or his designee, will be responsible for assigning all Police Communications Supervisors to the appropriate shifts. Shift rotation is on a 56-day cycle. Initial placement on a shift is determined by seniority bidding. The bid period shall be for a period equal to 56 days times the number of Communications Supervisors employed at the time of the bidding.

At the end of 56 days, all shift assignments are rotated. The rotation is:

Relief to Eves
Eves to Days
Days to Mids
Mids to Relief

The swapping of assigned shifts will be administered as follows:

- 1) All exchanges must be requested in writing, signed by all involved parties, and received by the Chief of Police or his designee at least 24 hours in advance of the beginning of the desired swap period.
- 2) All exchanges shall be reviewed and approved or disapproved in advance by the Chief of Police or his/her designee.
- 3) The Department shall not incur any liability to pay overtime or compensatory time as a result of the swap. No swap shall be approved which would violate any applicable State or Federal regulations or laws regarding the payment of overtime. No swap shall be approved which would violate any requirement of the collective bargaining agreement regarding the payment of overtime or which imposes restrictions regarding the number of hours that may be worked.
- 4) Once a swap has been approved, the work schedule(s) shall be amended to reflect the change. Upon approval, the responsibility for the shift shall rest with the employee now scheduled to work. If the employee becomes ill and cannot work, he/she shall be charged with the sick time deduction, and the now-vacant shift will be filled in the same manner as any other vacant shift. Any and all types of approved time off will be deducted from the employee taking responsibility for the shift.
- 5) Except as described above, the exchanging of shifts, or a portion of any shift, is prohibited.

Section 4.1

Time and one-half shall be paid to non-exempt employees for:

- (A) All work performed in excess of the regularly scheduled hours of work in any one day and any work performed in excess of the regularly scheduled hours of work in any work week.
- (B) All work performed on Saturday (does not apply to Police Communication Supervisors).
- (C) When the Waste Services Supervisor and/or Foreman works on a Saturday, he shall be compensated for eight (8) hours or the total time worked, whichever is greater.

Section 4.2

Double time shall be paid for:

- (A) All work performed on Sunday (does not apply to Police Communication Supervisors).
- (B) All overtime work performed on the holidays listed in Article V, Section 5.0.

Section 4.3

- (A) When an employee is called in for work outside his regularly scheduled working hours, he shall be paid a minimum of four (4) hours at the applicable overtime rate.
- (B) When an employee is pre-scheduled to report for meetings of Town Boards or Commissions outside his regularly scheduled working hours, he shall be paid a minimum of two (2) hours at the applicable overtime rate.
- (C) A superintendent may, at the department head's discretion be authorized to work overtime whenever two or more Local 818 subordinates are called in for overtime work.

Section 4.4

- (A) All bargaining unit work will be done by bargaining unit employees unless there are no qualified bargaining unit employees available or if unforeseen circumstances occur which makes the use of bargaining unit employees impossible.
- (B) The Town agrees that the Assistant Director of Public Works shall not be assigned or perform bargaining unit duties of subordinate bargaining unit employees.

Section 4.5

All work performed on an overtime basis shall first be offered to employee(s) who regularly perform such work. Supervisory overtime in Police Communications will be performed only by qualified certified employees.

Section 4.6

Compensatory time shall not accumulate to more than ninety (90) hours. An employee may elect in lieu of overtime payment, compensatory time off for such overtime worked at the applicable overtime rate.

**ARTICLE V
HOLIDAYS**

Section 5.0

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

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

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.

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.

Section 5.1

(A) Holidays falling on Saturday shall be celebrated on the preceding day.

(B) Holidays falling on a Sunday shall be celebrated on Monday.

Section 5.2

Whenever any of these holidays shall occur 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 or division head with no charge to sick leave.

Section 5.3

When a holiday occurs while an employee is on vacation, said holiday shall not be charged against the employee's earned vacation time. The employee shall be granted an additional day off at a time mutually agreeable to the employee and the department or division head.

Section 5.4

Article V, Sections 5.0, 5.1, 5.2, 5.3, and any other contract language regarding holidays, shall not apply to Police Communications Supervisors. In lieu of days off with pay for holidays, Police Communications Supervisors shall receive an amount equal to 7% of their base wage, payable on the first payday of each December. This lump sum payment will be based upon the rate of pay in effect on December 1st and shall not become a part of base pay.

**ARTICLE VI
VACATIONS**

Section 6.0

Employees covered by this Agreement shall earn vacation at the current base rate of pay as follows:

(A) One week for six months but less than one (1) year of service.

(B) Two weeks for one (1) year but less than five (5) years of service.

(C) Three weeks for five (5) years of service.

(D) Four weeks for ten (10) years of service.

(E) One additional day of vacation after completing fifteen (15) full years of service for a total maximum of five (5) weeks for twenty (20) years or more of service.

(F) The employee's anniversary date will be used to determine the amount of vacation time due.

Section 6.1

The scheduling of vacation periods will be made by the Town, in accordance with the provisions of Section 6.2 and 6.3, no later than April 15th of the vacation year. However, employees shall have the right to change their vacation for good reason.

Section 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 Department Head, or his designee so as not to conflict with the emergency or peak workloads of the department or division.

Section 6.3

Whenever there shall be a conflict in requested date(s), preference will be given to employees according to seniority.

Section 6.4

When an employee has exhausted his/her sick leave, he/she must elect to use any other accumulated time unless the employee has requested and received a leave of absence as prescribed in Article 7, Section 7.6.

Section 6.5

When an employee is separated from Town service, he shall be paid his pro-rata accumulated vacation leave. In the event of an employee's death, such payment shall be made to the employee's estate.

Section 6.6

Effective 1 January 1989, the maximum accumulation of vacation leave permitted will be fifty (50) days. Employees hired prior to January 1, 1989 may accumulate more than fifty (50) days' vacation. However, they may not carry over more than fifty (50) vacation days from one anniversary date to another. Earned vacation leave will be credited to the employee's record on his/her anniversary date effective with calendar year 1989. No vacation beyond fifty (50) days will be paid by the Town at retirement or separation. No vacation leave may be used during the sixty (60) days prior to retirement without prior approval from the Town. When an employee is separated from Town Service, he/she shall be paid his/her pro-rata accumulated vacation leave to a maximum of fifty (50) days. Only forty (40) of the fifty (50) days shall be credited to the employee's pension calculation.

Section 6.7

In determining vacations the Town shall schedule vacations from the smallest practicable units in order to provide the greatest number of concurrent vacations possible. For Police Communications Supervisors, vacation weeks shall be the same as pay weeks, beginning on a Sunday and ending on the following Saturday. No more than one Communications Supervisor will be permitted to be on a vacation week at any time, however, exceptions may be made by the Chief or his designee.

Section 6.8

In the event that an employee becomes sick during his/her vacation, an employee may elect to charge 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.

ARTICLE VII LEAVE PROVISIONS

Section 7.0: Sick Leave

All employees shall earn paid sick leave at the rate of 1 1/4 days per month cumulative to 150 days. Bargaining unit members who have accumulated more than 150 days as of June 30, 2023, will not be subject to the 150 day cap until their accumulation drops below 150 days. 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 designated FMLA Leave (see Section 7.2).
- (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. Of the fifteen (15) potential sick days which can be accrued per year, one (1) can be used as a sick/personal day which 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 for perfect attendance.
- (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)** It shall be the responsibility of the employee to notify the department or division head in advance of sick leave usage, if possible, and in any event not later than 30 minutes before the workday begins, and if the absence exceeds five (5) working days, to provide the department or division head with a doctor's certificate on the approved form (Appendix C) or substantially equivalent information attesting to the need for absence. The signed form shall be presented to the department or division head immediately upon returning to work. Whenever possible, an employee who is absent for more than five (5) working days must notify his department or division head of his intention to return to work. In addition, the Town shall have the right to require a medical certificate (Appendix C) to substantiate the employee's request for sick leave for the following reasons: (a) any period of absence consisting of more than five (5) consecutive working days; (b) leave of any duration if absence from duty recurs frequently or habitually; (c) or leave of any duration when evidence indicates that sick leave is being abused and reasonable cause may exist for requiring such a certificate.
- (E)** 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 December, the department head shall notify all employees of the amount of vacation and sick leave to their credit and further shall submit copies of the same to the Human Resources Director who shall maintain a control file of such data.
- (F)** An employee with perfect attendance will earn one Personal Day for each calendar quarter of perfect attendance and an additional Personal Day for a perfect calendar year. No more than five (5) days may be accumulated. 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. Personal Days shall

be used at times mutually agreeable to the employee and department head. The Town will not provide payment to any employee who wishes to cash in unused personal days.

- (G) If an employee has unused sick leave at the time of his/her layoff, he/she shall be paid in a lump sum for each day of unused sick leave up to a maximum of ninety (90) days.
- (H) Employees who became members of this bargaining unit after 9/19/86 will receive payment for unused sick leave, up to a maximum of ninety (90) days, upon his/her retirement or death. For this section only, retirement is defined as retiring under a Normal, Early or Disability retirement from the Defined Benefit pension plan or reaching Normal Retirement Age of 65 years old and vested in the Defined Contribution plan.
- (I) In the event of an employee's death, the employee's estate shall receive, on the basis of the employee's current wages, full compensation for any of the employee's accumulation of sick leave up to a maximum of ninety (90) days.
- (J) Any current employee who belonged previously to AFSCME Local 1174 and had the opportunity to accumulate 130 days maximum terminal leave for unused sick leave will retain that benefit on the effective date of this agreement as long as he/she remains in this bargaining unit. The benefit will not apply to any employee who did not formerly belong to Local 1174 or to any employee who became a member of this unit after 9/19/86.
- (K) In the event of the death of any employee covered under (J) above, the employee's estate 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 120 days.
- (L) An employee shall be able to take time off without loss of pay to attend appointments with medical providers. Such paid time to attend appointments with medical providers shall not exceed two (2) hours in any given quarter.

Section 7.1: Special Leave with Pay:

The following types of leave with pay may be offered:

(A) **Workers' Compensation:**

The Town will comply with all applicable state legislation relating to Workers' Compensation.

Whenever an employee shall be absent because of a Town service connected injury or occupational disease they will be compensated under the provision of the Workers' Compensation Act of Connecticut. In addition to payments received under the Workers' Compensation Act, any employee with six (6) months of continuous service shall receive payment from the Town, which payment will equal the difference between his take-home pay (gross pay less deduction for pension, income tax and FICA) and the payments received under the Workers' Compensation Act for up to one year or maximum improvement, whichever comes first.

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.

Employees shall report all on-the-job illnesses and injuries, in accordance with Workers' Compensation Laws of the State of Connecticut. The Town shall post

prominently a notice designating the authority to which employees shall report illnesses and injuries.

(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 2:00 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 absences nor shall such provisions apply to employees who have volunteered for jury duty.

(C) Funeral Leave:

Four (4) days of special leave with full pay, within a period of seven (7) consecutive working days following the date of death or funeral, shall be granted for death in the employee's immediate family. Immediate family, for purposes of this section, is defined as parents, step-parents, grandparents, spouse, brother, sister, child (including foster and/or adopted children), 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 shall be granted leave in accordance with the Town's policy on Military Leave, effective April 20, 2022, a copy of which is attached hereto as Appendix I.

(E) Union officials shall be allowed the required time to attend official Union conventions and conferences up to a total maximum of twenty-two (22) days in a two-year period, commencing with this contract.

Section 7.2: Family Medical Leave

The Town will comply with the terms of the Federal Family Medical Leave Acts.

Section 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, vacation leave, or personal days.

(B) Except as provided for in 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 Veterans' 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

Section 8.0

Effective and Retroactive to July 1, 2022 all classifications represented by Local 818, wage rates and steps in effect on June 30, 2022 shall be increased by 2.5% (Appendix B).

Section 8.1

Effective and retroactive to July 1, 2023 all classifications represented by Local 818, wage rates and steps in effect on June 30, 2023 shall be increased by 2.0% (Appendix B-1).

Section 8.2

Effective July 1, 2024 all classifications represented by Local 818, wage rates and steps in effect on June 30, 2024 shall be increased by 2.0% (Appendix B-2).

Section 8.2 (a)

Effective July 1, 2025 all classifications represented by Local 818, wage rates and steps in effect on June 30, 2025 shall be increased by 2.0% (Appendix B-3).

Section 8.3

Employees working on a shift other than the regular day shift shall receive a shift differential of ten (10) percent. This section shall not apply to Police Communications Supervisors.

Section 8.4

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 rate of pay, he shall be paid at the lowest step in the higher range that produces an increase of not less than five percent (5%).

Section 8.5

Whenever an employee is permanently moved from a class or position in one grade to a different class in a grade having a lower maximum of pay, he shall be paid at the step in the lower range which coincides with the same step he received in the former.

Section 8.6

Employees shall be covered by the Unemployment Compensation Laws of the State.

Section 8.7

Employees who work on the second and third shifts will receive their weekly pay on Thursday.

Effective as soon as practical after Issuance of the Award in Case No. 2023- MBA-149, employees shall be paid on a 'bi-weekly' basis via direct deposit.

Section 8.8

Employees required to use a privately owned automobile for the conduct of Town business shall be reimbursed, once a month, for all mileage driven at the I.R.S. rate.

Section 8.9

- (A) Employees who hold Local 818 bargaining unit classifications that are currently eligible to use a Town vehicle for the purpose of commuting to and from work shall continue to receive said benefit.
- (B) If an employee who is truck eligible transfers to or is promoted to another position which was historically truck eligible said employee shall continue his/her truck eligibility. If an employee who is truck eligible transfers or promotes to a classification which is not truck eligible the employee shall lose the benefit.
- (C) Any new employees or present employees, who are not truck eligible as of June 11, 1992, or who lose their eligibility as aforesaid, shall enjoy the benefit of a Town-owned vehicle at the sole discretion of the Mayor.

Section 8.10

New employees and current employees new to this bargaining unit who begin on the Probationary Step will move to Step 1 in their grade upon completion of probation.

Section 8.11

Bargaining unit members who were employed by the Town between March 1, 2020 and December 31, 2021, and are still employed by the Town at the time of issuance of the Award in Case No. 2023-MBA-149, shall receive a \$800 payment. All other bargaining unit members employed by the Town upon issuance of the Award in Case No. 2023-MBA-149 will receive \$400.

ARTICLE IX INSURANCE AND PENSION

Section 9.0

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

(A) A High Deductible Health Plan (HDHP) with Health Savings Account (HSA) (\$2000/\$4000 100% in-network/80% out-of-network) with prescription drug coverage as described in Appendix H.

- i. Employees may contribute to the HSA on a pre-tax basis.
- ii. Employees ineligible for the HSA will be offered the alternative Health Reimbursement Account and Flexible Savings Account.
- iii. The Town shall implement a Wellness Program which offers a financial incentive for employees to take a more active role in their health. The Wellness Program requires employees to annually: (a) have their physician complete the Preventative Health Attestation form attached as Appendix G certifying that they have had medical screenings appropriate for their age; and (b) have their physician provide them with biometrical results; and (c) complete an on-line health risk assessment utilizing the biometrical results. Employees who fully comply with all of the Wellness Program requirements in a given year shall receive \$600 contribution toward their HDHP deductible for that plan year. Proof of compliance will be required.

(B) Triple Option Dental Plan, as described in Appendix D.

(C) Effective July 1, 2014 BlueView Vision Rider as described in Appendix E.

(D) The Town shall provide and pay for a Fifty Thousand (\$50,000) Dollar Life Insurance policy for each employee, with Accidental Death and Dismemberment coverage in the principal sum with double indemnity in the event of accidental death. Members of the Union who retire on or after the date of execution of this agreement will be provided life insurance coverage in the amount of Ten Thousand (\$10,000) Dollars.

(E) All members of the bargaining unit who elect coverage under Sections (A) and (C) above (health, prescription drug, vision) will contribute toward the cost of such insurance benefits on a weekly pre-tax basis in accordance with Section 125 of the Internal Revenue Service Code for each year of the contract as described below:

1. Effective July 1, 2022 bargaining unit members shall be required to contribute eleven percent (11%) of the cost of his or her insurance coverage.
2. Effective July 1, 2023, bargaining unit members shall be required to contribute eleven and one-half percent (11.5%) of the cost of his or her insurance coverage.
3. Effective July 1, 2024, bargaining unit members shall be required to contribute twelve percent (12%) of the cost of his or her insurance coverage.
3. Effective July 1, 2025 bargaining unit members shall be required to contribute twelve and one-half percent (12.5%) of the cost of his or her insurance coverage.

(F) 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 (Blue Cross & Blue Shield or any HMO), excluding Dental, will be as follows:

<u>Coverage Type</u>	<u>Payment Amount</u>
Individual	\$1,000.00
Individual plus one dependent	\$1,250.00
Individual plus two or more dependents	\$1,500.00

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 (\$250.00, \$312.50, \$375.00, 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 choose 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.
7. To be eligible for the opt-out payment, the employee shall not be receiving coverage under any other Town or East Hartford Board of Education policy.

Section 9.1

The Town reserves the option to change insurance carriers from time to time, but not more than once in any calendar year, through competitive bidding, for all insurance benefits. However, covered services shall not be reduced by any such change, and there shall be no loss of coverage due to pre-existing conditions. Any substitute plan shall have a high quality network, defined as one of the three (3) largest networks in the service area.

Section 9.2 Retiree Health Insurance

The term "Retired employee" will mean a former employee continuously employed by the Town until the commencement of a pension who meets the requirements to receive a Normal, Early Disability pension from the Town and who is receiving a pension provided for hereunder. The term "vested employee" is being added to the Retirement Plan and will mean any former employee who terminates employment and who subsequently qualified for a deferred pension benefit.

The East Hartford Retirement Plan as amended by agreement between the Union and the Town of East Hartford, dated August 24, 1988, covering all full time employees except Police and Firefighters shall remain unchanged and in full force and effect as it pertains to bargaining unit employees for the duration of this contract and as otherwise provided in said Agreement.

The Town shall provide and pay for the insurance benefits listed in Section 9.0 (A) for all eligible employees upon retirement. To be eligible for the retiree health and spousal insurance benefits set forth in this Section 9.2 the employee will have been hired prior to January 1, 2006 and must be actively employed by the Town of East Hartford until the commencement of retirement.

- (A)** For retired employees age 65 and over, who are eligible for Social Security, 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) for the retired employee's spouse, under the following conditions:
 - i. This coverage is only effective for the spouse of an employee retiring on or after January 1, 1984. Such coverage will not be provided to the spouse of an employee who retired prior to that date.
 - ii. The retired employee must attain age sixty (60) before his/her spouse will be eligible for this coverage.
 - iii. If the retired employee remarries, the new spouse will not be eligible for this coverage.
 - iv. The term "spouse" shall mean the retired employee's spouse who shall have been married and living with the employee as his/her spouse at the time of their retirement.
 - v. 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 the employee's pension check commencing with his 60th birthday, all coverage to the spouse shall cease and not be reinstated.

- vi. When the retired employee's spouse reaches age sixty-five (65) and enrolls in Medicare, the Town will pay 100% of the premium for Parts A and B Supplemental coverage.
- (C) The PPO will be replaced with the HDHP for all employees retiring on or after July 1, 2019. The deductible will be \$2000 single, \$4000 family (Appendix H). The Town will not contribute any portion of the annual plan deductible or offer the wellness incentive.

Section 9.3 Other Post-Employment Benefits (OPEB)

Upon ratification of this Agreement by both parties, employees eligible for a defined benefit pension (those hired prior to January 1, 2006) shall contribute one percent (1.0%) of their annual base pay (not including overtime) towards the Other Post-Employment Benefits (OPEB) Trust. This employee contribution shall be on a pre-tax basis. It is understood that existing employee required contributions toward retiree insurance (e.g., contributions for spousal and dependent benefits) remain. Effective July 1, 2020, the 1% contribution will increase to 1.25%. Effective July 1, 2025, the contribution will increase to 1.50%.

**ARTICLE X
SAFETY AND HEALTH**

Section 10.0

A joint safety committee shall be formed by the Town and the Union and said committee, which shall consist of not more than two (2) employees representing the Union and two (2) persons representing the Town, shall meet not less than once every other month, or at the request of the majority of the members to review and recommend safety and health conditions.

Section 10.1

The Town shall provide foul-weather gear, i.e., raincoats, rain hats, boots, gloves, etc. and for their care as necessary.

Section 10.2

The Town shall furnish safety helmets and safety glasses to any employee working in hazardous locations or with hazardous equipment. The Town will contribute up to \$150 (one hundred fifty dollars) toward the cost of safety shoes (steel toe) provided the employee's job requires them. In order to receive compensation, employees must turn in a valid receipt. Safety shoes and other equipment as required shall be worn at all times where hazardous conditions exist. Failure to do so will result in discipline which need not be preceded by a verbal or written warning.

The Town will provide 5 (five) sets of work uniforms per week for the waste services supervisor and foreman with cleaning services. The Town shall provide either two (2) sweatshirts or five (5) T-shirts annually to all other bargaining unit employees working in the Public Works and Parks Departments, excluding the Town Engineer and the Assistant Director of Public Works.

Section 10.3

The existing policies and practices concerning coffee breaks shall remain in effect.

Section 10.4

Employees who may be required to work overtime more than two (2) hours beyond the end of their regular shift will be permitted a one-half (1/2) hour lunch period with no interruption of pay for such ½ hour.

Section 10.5

The Town will furnish free to any employee, upon his request, medical injections for the prevention of poison ivy and poison oak reactions, tetanus and such other injections as may be recommended by the Town Health Officer.

Section 10.6

All employees shall be required to abide with all OSHA regulations. After the Town has provided the employees with safety equipment, the employee will be responsible for the replacement of this equipment, if lost or stolen. An employee shall not be responsible for equipment lost or stolen by virtue of other than his own carelessness or negligence.

Section 10.7

All employees in the classification of Police Communications Supervisor will be required to carry communication devices on a 24-hour per day basis. Communication devices will be provided by the Town, and may be used for personal matters while the employee is off duty.

**ARTICLE XI
DISCIPLINARY ACTION**

Section 11.0

- (A) Disciplinary action shall be for just cause and shall be applied in a fair manner and shall be consistent with the infraction for which the disciplinary action is being applied.

- (B) Disciplinary actions ordinarily shall be preceded by an oral warning and shall include:
 - 1. A written warning or reprimand
 - 2. Suspension for a period not to exceed five (5) days.
 - 3. Discharge

- (C) All disciplinary actions may be processed as grievances under Article XIII.

Section 11.1

At the time of any suspension or discharge, the employee and the President of the Union shall be furnished, in writing, a statement of the reasons for such action, the period of time for which any suspension is to be effective and the appeals procedure available under Article XIII.

**ARTICLE XII
SAVING CLAUSE**

Section 12.0

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 thereof, 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 be severally approved of the adopted provisions contained herein, separately and apart from

the other. The parties agree to immediately negotiate a substitute for the invalidated Article, Section, Sentence, Clause or Phrase.

ARTICLE XIII GRIEVANCE PROCEDURE

Section 13.0

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, unless specifically excluded by this Agreement, shall be settled in the following manner:

Step 1 Between the aggrieved party, who may be represented by not more than two (2) officers of the union, and the Director of the Department. The Director of the Department shall adjust the grievance at once, or notify the Union Steward of his decision within two (2) 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, 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 and,
- c. The violation, if any, of the Agreement which is claimed.

Step 2 If the decision of the Director of the Department involved in step 1 is not satisfactory, the Union may take an 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, and one (1) member of the Executive Committee. The Human Resources Director and the Union may include in the conference any individual(s) concerned and the Human Resources Director will give an answer, in writing, to the appealing employee within (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 grievance directly to this Step of the grievance procedure without the necessity of complying with procedures set forth in Step 1.

Step 3 If the grievance is not satisfactorily settled at Step 2, the Union 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 shall be final and binding on both parties.

Section 13.1

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

Section 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 changes 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 shall be received by the Town from the duly authorized officer of the Union. For the purposes of this Agreement, the term Chairman and President shall be synonymous.

Section 13.3

In addition to those specified, the Union or the Town may, at Steps 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.

Section 13.4

Nothing in this article is intended to prohibit the Town from processing a grievance through the grievance procedure up to and including arbitration. Any such grievance shall be submitted first to the Union President. If not satisfactorily settled within twelve (12) working days of its submission, the Town may submit the grievance to the Connecticut State Board of Mediation and Arbitration.

ARTICLE XIV MANAGEMENT RIGHTS

The rights, power, and authority heretofore held by the Town pursuant to applicable laws of the State of Connecticut concerning the nature of services offered by the Town; the direction of its work force; disciplinary action; lay off and recall of its employees; determine the standards of services to be offered by Town Departments; determine the standards of selection for Town employment; the issuance of reasonable rules and regulations after the concurrence of the Union; maintain the efficiency of governmental operations; determine the content of job classifications and to fulfill its legal responsibilities are retained, whether exercised or not, unless said rights, powers, and authorities are limited, modified, abridged, relinquished, or are in conflict with this agreement or any part thereof. The Town shall be free to exercise retained rights, powers, and authority subject to and in accordance with the Municipal Employees Relations Act (Section 7-467 et seq.) of the General Statutes of the State of Connecticut.

ARTICLE XV DURATION

Section 15.0

This Agreement shall be effective the date it is signed by all respective parties and shall continue in effect until June 30, 2026 except that it may be amended at any time by mutual agreement. Negotiations for a successor agreement shall commence in accordance with State Laws.

Section 15.1

Notwithstanding provisions of 15.0, any provision of this agreement which contains an effective date different than the date of execution of this agreement shall be effective on the date therein specified.

IN WITNESS WHEREOF, the parties have caused their names to be signed on this _____ day of _____, **2024**.

TOWN OF EAST HARTFORD

**EAST HARTFORD #818
SUPERVISORS UNION**

Connor Martin
Mayor

Christopher Sugar, Staff Representative

Tyron Harris
Director of Human Resources

President, Local #818

Local #818

Local #818

Local #818

APPENDIX A

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APPENDIX B
July 1, 2022 wages with 2.5% GWI

Effective upon ratification, the position of IT manager shall be upgraded from Grade 108 to Grade 111. The current incumbent shall be placed on Step 3 of the Grade 11 wage scale for the 2022-23 contract year. The position of Police Communications Supervisor shall be upgraded from Grade 104 to Grade 105. The position of Social Services Program Supervisor shall be upgraded from Grade 108 to 112.

Pay Grade	Job Title	Hours	Probationary Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
104	Police Record Spvrs.	35 hrs	\$ 67,415	\$ 68,331	\$ 70,161	\$ 71,992	\$ 73,822	\$ 75,653	\$ 77,482	\$ 79,313
104L	Fleet Repair Spvrs.	40 hrs	\$ 77,047	\$ 78,093	\$ 80,184	\$ 82,278	\$ 84,368	\$ 86,459	\$ 88,551	\$ 90,642
	Highway Svs. Spvrs.									
	Park Maint. Spvrs.									
	Spvrs. Of Wast Svs.									
	Supt. Of PSC									
105	Police Comm. Spvrs.	35 hrs	\$ 70,784	\$ 71,746	\$ 73,620	\$ 75,502	\$ 77,513	\$ 79,435	\$ 81,365	\$ 83,277
105L	Fleet Manager	40 hrs	\$ 80,900	\$ 81,998	\$ 84,194	\$ 86,386	\$ 88,586	\$ 90,782	\$ 92,980	\$ 95,172
	Construction Spvrs.									
	Parks Proj Coord & Mt. Spvrs.									
	Waste Svs. Mgr.									
106L		40 hrs	\$ 84,913	\$ 86,097	\$ 88,403	\$ 90,707	\$ 93,017	\$ 95,322	\$ 97,626	\$ 99,933
107L	Highway Svs. Mgr.	40 hrs	\$ 89,190	\$ 90,402	\$ 92,823	\$ 95,243	\$ 97,664	\$ 100,088	\$ 102,507	\$ 104,928
	Facility Manager									
	Supt. Of parks									
108	Asst. Library Director	35 hrs	\$ 81,944	\$ 83,056	\$ 85,281	\$ 87,505	\$ 89,731	\$ 91,954	\$ 94,179	\$ 96,402
	Envr. Health Spvrs.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec.									
108L	Supt. Of PW	40 hrs	\$ 93,648	\$ 94,920	\$ 97,465	\$ 100,006	\$ 102,550	\$ 105,092	\$ 107,634	\$ 110,179
109	Grants Manager	35 hrs	\$ 86,089	\$ 87,208	\$ 89,546	\$ 91,880	\$ 94,218	\$ 96,553	\$ 98,889	\$ 101,226
110	Collector of Revenue	35 hrs	\$ 90,944	\$ 91,570	\$ 94,023	\$ 96,474	\$ 98,928	\$ 101,380	\$ 103,835	\$ 106,287
111	Town Engineer	35 hrs	\$ 94,858	\$ 96,146	\$ 98,723	\$ 101,300	\$ 103,875	\$ 106,450	\$ 109,026	\$ 111,601
	Assessor									
	Community Health Educator									
	Info Tech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 99,803	\$ 100,955	\$ 103,689	\$ 106,364	\$ 109,068	\$ 111,772	\$ 114,475	\$ 117,181
	Deputy Dir. of Health & HS									
	Deputy Development Dir.									
	Soc. Svs. Program Spvrs.									
	Associate Directors (Exempt)	\$	140,938							

**APPENDIX B-1
July 1, 2023 wages with 2% GWI**

Pay Grade	Job Title	Hours	Probationary Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
104	Police Record Spvsr.	35 hrs	\$ 68,764	\$ 69,697	\$ 71,564	\$ 73,432	\$ 75,298	\$ 77,166	\$ 79,031	\$ 80,900
1041	Fleet Repair Spvsr.	40 hrs	\$ 78,588	\$ 79,656	\$ 81,787	\$ 83,923	\$ 86,055	\$ 88,188	\$ 90,322	\$ 92,455
	Highway Svs. Spvsr.									
	Park Maint. Spvsr.									
	Spvsr. Of Wast Svs.									
	Supt. Of PSC									
105	Police Comm. Spvsr.	35 hrs	\$ 72,200	\$ 73,181	\$ 75,143	\$ 77,104	\$ 79,063	\$ 81,024	\$ 82,982	\$ 84,943
1051	Fleet Manager	40 hrs	\$ 82,518	\$ 83,638	\$ 85,877	\$ 88,114	\$ 90,357	\$ 92,598	\$ 94,839	\$ 97,076
	Constiction Spvsr.									
	Parks Proj Coord & Mt. Spvsr.									
	Waste Svs. Mgr.									
1061		40 hrs	\$ 86,642	\$ 87,819	\$ 90,171	\$ 92,522	\$ 94,877	\$ 97,228	\$ 99,579	\$ 101,932
1071	Highway Svs. Mgr.	40 hrs	\$ 90,974	\$ 92,210	\$ 94,679	\$ 97,148	\$ 99,617	\$ 102,090	\$ 104,557	\$ 107,027
	Facility Manager									
	Supt. Of parks									
108	Asst. Library Director	35 hrs	\$ 83,582	\$ 84,717	\$ 86,987	\$ 89,255	\$ 91,525	\$ 93,793	\$ 96,063	\$ 98,330
	Envir. Health Spvsr.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec.									
1081	Supt. Of PW	40 hrs	\$ 95,521	\$ 96,819	\$ 99,415	\$ 102,006	\$ 104,601	\$ 107,194	\$ 109,787	\$ 112,383
109	Grants Manager	35 hrs	\$ 87,759	\$ 88,952	\$ 91,337	\$ 93,718	\$ 96,102	\$ 98,484	\$ 100,867	\$ 103,250
110	Collector of Revenue	35 hrs	\$ 92,150	\$ 93,402	\$ 95,904	\$ 98,404	\$ 100,906	\$ 103,407	\$ 105,911	\$ 108,413
111	Town Engineer	35 hrs	\$ 96,755	\$ 98,069	\$ 100,697	\$ 103,326	\$ 105,952	\$ 108,579	\$ 111,207	\$ 113,833
	Community Health Educator									
	Info Tech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 101,995	\$ 102,974	\$ 105,732	\$ 108,492	\$ 111,250	\$ 114,008	\$ 116,765	\$ 119,525
	Deputy Dir. of Health & HS									
	Deputy Development Dir.									
	Soc. Svs. Program Spvsr.									
	Assessor	35 hrs	\$ 118,941	\$ 121,468	\$ 123,994	\$ 126,521	\$ 129,047	\$ 131,574	\$ 134,100	\$ 136,627
	Associate Directors (Exempt)		\$ 143,756							

APPENDIX B-2
July 1, 2024 wages with 2% GWI

Pay Grade	Job Title	Hours	Probationary Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
104	Police Record Spvsr.	35 hrs	\$ 70,139	\$ 71,091	\$ 72,046	\$ 72,900	\$ 73,804	\$ 74,710	\$ 75,612	\$ 76,518
1041	Fleet Repair Spvsr.	40 hrs	\$ 80,160	\$ 81,248	\$ 82,323	\$ 83,402	\$ 84,476	\$ 85,552	\$ 86,628	\$ 87,704
	Highway Svs.Spvsr.									
	Park Maint. Spvsr.									
	Spvsr. Of Wast Svs.									
	Supt. Of PSC									
105	Police Comm. Spvsr.	35 hrs	\$ 73,644	\$ 74,644	\$ 75,646	\$ 76,646	\$ 77,644	\$ 78,645	\$ 79,642	\$ 80,642
1051	Fleet Manager	40 hrs	\$ 84,169	\$ 85,311	\$ 86,455	\$ 87,596	\$ 88,736	\$ 89,876	\$ 91,012	\$ 92,148
	Constiction Spvsr.									
	Parks Proj Coord & Mt. Spvsr.									
	Waste Svs. Mgr.									
1061		40 hrs	\$ 88,374	\$ 89,575	\$ 90,775	\$ 91,972	\$ 93,175	\$ 94,373	\$ 95,570	\$ 96,767
1071	Highway Svs. Mgr.	40 hrs	\$ 92,794	\$ 94,054	\$ 95,313	\$ 96,571	\$ 97,829	\$ 99,082	\$ 100,338	\$ 101,594
	Facility Manager									
	Supt. Of parks									
108	Asst. Library Director	35 hrs	\$ 85,254	\$ 86,411	\$ 87,566	\$ 88,720	\$ 89,874	\$ 91,028	\$ 92,182	\$ 93,336
	Envir. Health Spvsr.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec.									
1081	Supt. Of PW	40 hrs	\$ 97,481	\$ 98,755	\$ 100,028	\$ 101,301	\$ 102,574	\$ 103,848	\$ 105,121	\$ 106,394
109	Grants Manager	35 hrs	\$ 89,514	\$ 90,731	\$ 91,948	\$ 93,164	\$ 94,381	\$ 95,597	\$ 96,814	\$ 98,031
110	Collector of Revenue	35 hrs	\$ 93,998	\$ 95,270	\$ 96,542	\$ 97,814	\$ 99,086	\$ 100,358	\$ 101,630	\$ 102,902
111	Town Engineer	35 hrs	\$ 98,680	\$ 100,030	\$ 101,380	\$ 102,730	\$ 104,080	\$ 105,430	\$ 106,780	\$ 108,130
	Community Health Educator									
	Info Tech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 103,627	\$ 105,084	\$ 106,541	\$ 107,998	\$ 109,455	\$ 110,912	\$ 112,369	\$ 113,826
	Deputy Dir. of Health & HS									
	Deputy Development Dir.									
	Soc. Svs. Program Spvsr.									
	Assessor	35 hrs	\$ 121,320	\$ 123,897	\$ 126,474	\$ 129,051	\$ 131,628	\$ 134,205	\$ 136,782	\$ 139,359
	Associate Directors (Exempt)		\$ 146,631							

APPENDIX B-3
July 1, 2025 wages with 2% GWI

Pay Grade	Job Title	Hours	Probationary Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
104	Police Record Spvsr.	35 hrs	\$ 71,542	\$ 72,513	\$ 74,456	\$ 76,398	\$ 78,340	\$ 80,284	\$ 82,224	\$ 84,168
1041	Fleet Repair Spvsr.	40 hrs	\$ 81,763	\$ 82,873	\$ 85,092	\$ 87,314	\$ 89,532	\$ 91,751	\$ 93,971	\$ 96,190
	Highway Svs. Spvsr.									
	Park Maint. Spvsr.									
	Spvsr. Of Wast. Svs.									
	Supt. Of PSC									
105	Police Comm. Spvsr.	35 hrs	\$ 75,117	\$ 76,137	\$ 78,179	\$ 80,219	\$ 82,257	\$ 84,298	\$ 86,335	\$ 88,374
1051	Fleet Manager	40 hrs	\$ 85,852	\$ 87,017	\$ 88,347	\$ 91,673	\$ 94,008	\$ 96,339	\$ 98,671	\$ 100,998
	Construction Spvsr.									
	Parks Proj Coord & Mt. Spvsr.									
	Waste Svs. Mgr.									
1061		40 hrs	\$ 90,142	\$ 91,367	\$ 93,814	\$ 96,259	\$ 98,710	\$ 101,156	\$ 103,602	\$ 106,050
1071	Highway Svs. Mgr.	40 hrs	\$ 94,650	\$ 95,935	\$ 98,504	\$ 101,073	\$ 103,642	\$ 106,214	\$ 108,781	\$ 111,351
	Facility Manager									
	Supt. Of parks									
108	Asst. Library Director	35 hrs	\$ 86,959	\$ 88,139	\$ 90,501	\$ 92,861	\$ 95,223	\$ 97,582	\$ 99,944	\$ 102,308
	Envir. Health Spvsr.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec.									
1081	Supt. Of PW	40 hrs	\$ 99,380	\$ 100,730	\$ 103,431	\$ 106,127	\$ 108,827	\$ 111,525	\$ 114,222	\$ 116,923
109	Grants Manager	35 hrs	\$ 91,305	\$ 92,546	\$ 95,027	\$ 97,504	\$ 99,985	\$ 102,463	\$ 104,942	\$ 107,422
110	Collector of Revenue	35 hrs	\$ 95,873	\$ 97,175	\$ 99,778	\$ 102,379	\$ 104,983	\$ 107,585	\$ 110,190	\$ 112,798
111	Town Engineer	35 hrs	\$ 100,664	\$ 102,031	\$ 104,766	\$ 107,500	\$ 110,232	\$ 112,966	\$ 115,699	\$ 118,432
	Community Health Educator									
	InfoTech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 105,700	\$ 107,135	\$ 110,004	\$ 112,875	\$ 115,744	\$ 118,613	\$ 121,482	\$ 124,353
	Deputy Dir. of Health & HS									
	Deputy Development Dir.									
	Soc. Svs. Program Spvsr.									
	Assessor	35 hrs	\$ 123,746	\$ 126,375	\$ 129,003	\$ 131,632	\$ 134,260	\$ 136,890	\$ 139,518	\$ 142,147
	Associate Directors (Exempt)	\$ 149,564								

APPENDIX C

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

MEDICAL CERTIFICATE FORM

NAME OF DOCTOR _____

ADDRESS _____

TEL. NO. _____

TO: Human Resources Director
Town of East Hartford

FROM: _____

DATE: _____

As physician duly licensed by the State of _____, I hereby certify that _____ (name of employee) who was seen by me on _____ (date) was unable to work during the continuous period from _____ (date) to _____ (date).

He/she was under my care on or after _____ (date).

I also certify that said employee can return to duty with no restrictions on _____ (date).

Signature of Physician

Date

**APPENDIX D
TRIPLE OPTIONAL 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
PREVENTIVE SERVICES			
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%
DIAGNOSTIC SERVICES			
Oral Evaluation	100%	100%	70%
Radiographs	100%	100%	70%
Pulp Vitality Test (Included with Oral Evaluation)	100%	100%	70%
RESTORATIVE SERVICES			
Amalgam Fillings	100%	100%	50%
Resin Fillings	100%	100%	50%
ENDODONTICS			
Root Canal	100%	80%	50%
Apicoectomy	100%	80%	50%
ORAL SURGERY			
Simple Extractions	100%	100%	50%
Surgical Extractions and Impaction	50%	50%	50%
Treatment of Fractures & Dislocations	50%	50%	Not Covered
GENERAL SERVICES			
Consultation	60%	50%	Not Covered
General Anesthesia	60%	50%	Not Covered
Emergency Treatment	100%	100%	50%
PERIDONTICS			
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

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

*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 E
BLUEVIEW VISION RIDER**

BENEFIT PERIOD	Calendar Year
DEPENDENT AGE LIMIT	To the end of the month after which the child attains age 26.

COVERED SERVICES	COPAYMENTS/MAXIMUMS	
Prescription Lenses	Network Providers	Out-of-Network Providers
Standard: (including factory scratch coating, polycarbonate lenses for children under 19 years old and Photochromic lenses for children under 19 years old)		
Basic Lenses (pair)		
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).		
Frames		
(Limited to one frame per calendar year)	\$130 retail amount, then 20% off any remaining balance	Reimbursed up to \$64
Prescription Contact Lenses (traditional or disposable)		
Non-Elective Contact Lenses (availability once every calendar year)	Covered in full	Reimbursed up to \$210
Elective Contact Lenses (in lieu of eyeglass lenses allowances) (availability once every calendar year)	\$130 retail amount	Reimbursed up to \$105
Note: 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.		

Laser Vision Correction Services:

Participating Lasik/photorefractive keratectomy PRK surgical centers offer a discounted rate for Members enrolled under this plan. You are responsible for any remaining charges.

The Schedule of Benefits is a summary of the amount of benefits Anthem will pay 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 including any attachments or riders.

No prior authorization is required to receive covered vision services.

**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 is _____ (name of health insurance carrier). 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 \$1000 for individual employee coverage, \$1250 for employee plus one dependent coverage or \$1,500 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
ATTESTATION FOR \$600 WELLNESS REWARD**

THE ORIGINAL FORM SHOULD BE TURNED IN TO
OR MAILED DIRECTLY TO:
Town of East Hartford, Human Resources
Attention: Sandra Franklin
740 Main Street
East Hartford, CT 06108

Each employee covered by a Town of East Hartford High Deductible Health Plan has been asked to have an annual routine physical examination performed during each plan year. This routine physical should consist of the items listed below **as deemed appropriate by the employee's primary care provider.**

Once the exam is complete, please sign and date this form and return it to the patient so they may turn it in to HR. You may also mail the form directly. Please do not fax the form – we need the original signature. Please provide the employee with biometrical results of their exam and lab work. They may use this information to complete an online Health Risk Assessment with Anthem.

The Routine Physical Exam Should Include the Following:

- ❖ Preventive Physical Exam, which includes medical and family health history, assessment of lifestyle (diet, stress, exercise, etc.) general system examination (heart, lungs, throat, thyroid, ears, skin, joints, etc). and measurement of height and weight
- ❖ Routine blood pressure and urine screenings
- ❖ Cholesterol and lipid level screenings
- ❖ Blood glucose screening
- ❖ Eye chart vision screening
- ❖ Immunizations (tetanus every ten years, others as appropriate)
- ❖ Pelvic examination, Pap Smear, and Mammography screenings
- ❖ Prostate examination and prostate specific antigen blood test (PSA) (*males only*)
- ❖ Colorectal cancer screening

You, as the health care provider will determine which one of several types of screenings is most appropriate and at what age it should be done.

I certify that I performed a routine physical exam on Town of East Hartford Employee:

_____ **EMPLOYEE NAME**

Physician's Name: _____

Date of Physical: _____

Physician's Signature: _____

**APPENDIX H
HIGH DEDUCTIBLE HEALTH PLAN
SCHEDULE OF BENEFITS**

COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Covered Person Plan Year Deductible	* \$2000 SINGLE ** \$4000 FAMILY	
Covered Person Coinsurance	Not Applicable	20%
Covered Person Plan Year Out-of-Pocket Limit *Applies to Prescription Drug Copayments	single*** \$2000 family**** \$4000	\$4,000 single*** \$8,000 family****
Lifetime Maximum	Unlimited	Unlimited
<p>*Single Deductible – 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. **Family Deductible – 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. ***Single Out-of-Pocket Limit – 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. ****Family Out-of-Pocket Limit – 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	No Cost-Share	Deductible & Coinsurance
COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Immunizations and Vaccinations	No Cost-Share	Deductible & Coinsurance
HOSPITAL SERVICES		

All Inpatient Admissions	Deductible	Deductible & Coinsurance
Specialty Hospital 100 days per Member per Calendar Year	Deductible	Deductible & Coinsurance
Outpatient Surgery (including colonoscopy)	Deductible	Deductible & Coinsurance
DIAGNOSTIC SERVICES		
Diagnostic, Laboratory and X-Ray Services	Deductible	Deductible & Coinsurance
High Cost Diagnostic Tests MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
THERAPY SERVICES		
Outpatient Rehabilitation Outpatient rehabilitative and restorative physical, occupational, speech and chiropractic therapy for up to 60 combined visits per Calendar Year	Deductible	Deductible & Coinsurance
Other Therapy Services: 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
Allergy Office Visit/Testing	Deductible	Deductible & Coinsurance
Allergy Injections Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
MEDICAL EMERGENCY/URGENT CARE SERVICES		
Emergency Room Treatment Emergency Room Cost-Share waived if the Member is admitted directly to the	Deductible	Deductible

Hospital from the emergency room	Deductible	Paid as In-Network Emergency Room
Urgent Care Services		
Ambulance Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible
PHYSICIAN MEDICAL/SURGICAL SERVICES		
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
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES		
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
OTHER MEDICAL SERVICES		
Outpatient Surgery	Deductible	Deductible & Coinsurance
In a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Skilled Nursing Facility Up to 120 days per calendar year	Deductible	Deductible & Coinsurance
Immunizations and Vaccinations for Travel	Deductible	Deductible & Coinsurance
Prescription Drugs:	Deductible and then:	

<p>Retail Pharmacy: The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.</p> <p>Diabetic equipment, drugs and supplies</p> <p>Specialty Pharmacy: The maximum supply of a Specialty Drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.</p> <p>Mail Order Prescription Drug Program The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 1-90-day supply.</p> <p>Diabetic drugs & supplies</p>	<p>Tier 1 \$10 Copay per Covered Drug Tier 2 \$25 Copay per Covered Drug Tier 3 \$40 Copay per Covered Drug</p> <p>Tier 1 \$10 Copay per Covered Drug Tier 2 \$25 Copay per Covered Drug Tier 3 \$40 Copay per Covered Drug</p> <p>Tier 1 \$10 Copay per Covered Drug Tier 2 \$50 Copay per Covered Drug Tier 3 \$80 Copay per Covered Drug</p>	<p>Deductible & Coinsurance per prescription</p> <p>Deductible & Coinsurance per prescription</p> <p>Deductible & Coinsurance per prescription</p> <p>Deductible & Coinsurance per prescription</p>
<p>Human Organ and Tissue Transplant Services Unlimited maximum</p>	<p>Deductible</p>	<p>Deductible & Coinsurance</p>
<p>Home Health Care (including In-Home Hospice Care) Nursing and therapeutic services limited to 200 visits In the Home Hospice Medical Social Services under the direction of a physician up to \$420</p>	<p>Deductible</p> <p>Deductible</p>	<p>Deductible & Coinsurance</p> <p>Deductible & Coinsurance</p>
<p>COVERED SERVICE</p>	<p>IN-NETWORK SERVICES</p>	<p>OUT-OF-NETWORK SERVICES</p>
<p>Infusion Therapy Unlimited lifetime maximum</p>	<p>Deductible</p>	<p>Deductible & Coinsurance</p>
<p>Durable Medical Equipment and Prosthetic Devices</p> <p>Hearing Aid Coverage Available for dependent children age 12 years and under with a</p>	<p>Deductible</p>	<p>Deductible & 50% Coinsurance</p>

maximum of \$1,000 within a two year period.		
Diabetic equipment, and supplies		
Ostomy Related Services	Deductible	Deductible & 50% Coinsurance
Hospice Care (inpatient)	Deductible	Deductible & Coinsurance
Wig up to \$500 maximum per Member per Calendar Year	Deductible	Deductible & Coinsurance
Specialized Formula	Deductible	Deductible & Coinsurance
Infertility Services Please see Maternity /Family Planning Section		
Office Visit	Deductible	Deductible & Coinsurance
Outpatient Hospital	Same as Hospital Outpatient Cost-Share	Deductible & Coinsurance
Inpatient Hospital	Same as Hospital Inpatient Cost-Share	Deductible & Coinsurance
Infertility Drugs The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is 30 day supply	Deductible	Deductible & Coinsurance
Maternity	Deductible	Deductible & Coinsurance

This is a summary of benefits and is by its nature limited in detail and scope. Refer to the Summary Plan Document for full details of coverage.

APPENDIX I MILITARY LEAVE POLICY

Section 1

Employees will be entitled to Military Leave when they receive official Military Orders for time requiring active duty service. Employees shall be entitled to a maximum of 10 weeks per fiscal year under the following conditions;

- A. Military leave to attend training for Reservists or National Guard members will not exceed four weeks per fiscal year. The combination of Military and Town base pay and wages shall not exceed the employee's regular base pay. The Military Leave from the Town will be limited to the differential pay and wages required to maintain the employee's base pay after accounting for the base pay received from the Military.
- B. Employees will be required to provide documentation of Military orders and wage stubs to the Town for such benefit. The Military amount paid will be adjusted to arrive at a weekly equivalent and subtracted from the member's base pay to determine the differential.
- C. The differential amount will be paid until such time as the member returns to full duty with the Town.
- D. When the member returns to full duty, a copy of all the wage records with the Military should be provided to the employee's department and forwarded to the Human Resources Department and the Finance Department. A copy of the Military Order(s) concluding Military Leave should also be provided.
- E. In the event the amount paid by the Town exceeds the provisions of this section, the employee will need to reimburse the Town in one lump sum or over multiple weeks.

The term Military Leave shall mean the number of hours the employee was scheduled to work, beginning with the day on which the employee's orders require them to report to Military service and ending with the day on which the employee's orders discharge them from Military service.

Time on Military leave shall be included for purposes in computing seniority.

Section 2

Employees who carry the Town's health insurance may elect to continue such coverage for spouses and dependents on the plan at the commencement of active duty service, as reflected in the official Military Orders. If an employee elects to continue health insurance coverage for their spouse and dependents, said employee must pay the premium for the spouse and dependents to maintain such coverage. If the employee is not active on the payroll, payments for premiums will be recouped in a manner prescribed by Human Resources to maintain coverage.

Section 3

Notification of Leave

Unless giving notice is unreasonable or precluded by Military necessity, employees requiring a Military leave of absence should provide their Director and the Office of Human Resources with a written or verbal advance notice along with, if available, a copy of the Military Order; to the Director at least two weeks before the Military-Leave-of-Absence start date. On the day of receipt of their first Military paycheck, the employee shall transmit a copy of the document, pay stub or pay record to their Department Director, who shall forward it to Human Resources and Finance if the member receives a promotion or other subsequent increase in Military pay during the deployment that shall be communicated to the Director of the Department and Human Resources. Employees on Military Leave greater than one whole week (7 days) will have their accounts

temporarily disabled. Human Resources will notify IT of the leave period and return to work dates as soon as possible.

The Town of East Hartford may not insist on knowing exactly when the staff member will return to work; however, the employee can be asked to furnish the approximate beginning and concluding dates of their training. Final documentation of start and end dates is required for proper payment of wages.

DRAFT
January 30, 2024

Style Definition: TOC 1: Tab stops: 6.69", Right,Leader: ...

AGREEMENT* BETWEEN
TOWN OF EAST HARTFORD

and

EAST HARTFORD SUPERVISORS UNION
LOCAL NO. 818 OF COUNCIL NO.4
AFSCME AFL-CIO

July 1, ~~2019~~2022 - June 30, ~~2022~~2026

* Based on Interest Arbitration Award dated November 29, 2023 re: Case No.: 2023-MBA-149

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WITNESSETH

This agreement is entered into between the Town of East Hartford, hereinafter referred to as the "Town" and Local #818 of Council #4, of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union".

**ARTICLE I
RECOGNITION**

Section 1.0

The Town recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining on matters of wages, hours of employment and all other conditions of employment for all supervisory employees of the Town of East Hartford, excluding the Director of Libraries, Deputy Director of Finance, and Police and Fire Supervisors and Department Heads as defined by the Act. Reference is hereby made to decision No. 1769 of the Connecticut State Board of Labor Relations and to Memorandum of Agreement dated November 30, 1992.

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The provisions of the Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, marital status, sexual orientation, race, color, creed, national origin, disability or any other class protected by law, as defined under state law, political affiliation or union membership.

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Section 1.1

Whenever used in this agreement, the word "his" shall be interpreted to include the word "her" and the word "employee" shall be interpreted to include the plural thereof.

**ARTICLE II
UNION SECURITY**

Section 2.0

The Town agrees to deduct weekly Union dues in whatever sum is established by the Union as the regular monthly dues uniformly required as a condition of retaining membership therein, upon the receipt of an assignment. If, for any reason, a deduction was not made on the payday in which Union dues were to be deducted, a sufficient amount will be deducted in the first pay period in which the employee has sufficient funds due him to bring his deductions up to date. The sum which represents such weekly Union dues deductions shall be certified to the Town as constituting such by the duly authorized Financial Officer of the Union. If the sum once certified is changed, the amount deducted from the earnings of an employee who has authorized such deductions shall not be increased or decreased until thirty (30) days' written notice of such change has been received by the Town from the duly authorized Financial Officer of the Union.

Section 2.1

Deductions provided for in Section 2.0 shall be remitted to the duly authorized Financial Officer of the Union not later than one (1) week following the end of each month, following the pay period in which the deduction is made. The Town will simultaneously furnish the duly authorized Financial Officer of the Union, each month, a record of the employees from whose earnings deductions have been made.

Section 2.2

The Town agrees to deduct Union dues or service fees required to be paid pursuant to this Article, provided, however, that no deductions hereunder shall be made without the written authorization of the employee, which authorization shall be on a form mutually agreed to by the Town and the Union.

The Town's obligation to make such deductions shall terminate automatically upon termination of the employee who signed the authorization, or upon his transfer to a job not covered by this Agreement, or written revocation by the employee of the authorization, except that deductions shall be resumed if an employee, terminated by layoff, is rehired with seniority rights during the life of the contract then in existence and the authorization has not been revoked.

The Union agrees to indemnify and save the Town harmless against any and all claims, demands, suits or proceedings arising out of, or by reason of, any action taken or not taken by the Town in reliance upon the Union security and check-off provisions of this Agreement or on the correctness of any dues or service fee deduction authorization furnished by the Union to the Town. The Town shall call upon the Union to defend any suits or proceedings arising out of the foregoing indemnity and the Union shall promptly defend such suits or proceedings without cost to the Town and in the event the Union fails to defend such suits or proceedings, the Town shall undertake such defense and costs thereof shall be charged to the Union.

Section 2.3

All employees in the bargaining unit, who are members of the Union, shall tender regular periodic dues to the Union.

Upon receipt of an individually signed authorization, the Employer agrees to deduct monthly from the wages of employees who on the date of the Agreement are or thereafter become members of the Union or voluntarily elect to pay a service fee in lieu thereof, whatever sum is established by the Union as the regular monthly dues uniformly required as a condition of retaining membership therein.

The sum which represents such monthly dues deductions shall be certified to the Employer as constituting such dues deductions by the duly authorized financial officer of the Union. If the sum once certified is changed, the amount deducted from the earnings of an employee who has authorized such deductions shall not be increased until thirty (30) days written notice of such change has been received by the Employer from a duly authorized officer of the Union.

Section 2.4

At least one bulletin board shall be reserved, at an accessible place in each division, for the exclusive use of the Union for the posting of Official Union notices or announcements.

Section 2.5

The Town will provide the Union with sufficient copies of this Agreement, within thirty (30) days after the signing of this Agreement. The local Union will receive one (1) and Council #4 will receive two (2) originally signed copies of this agreement.

Section 2.6

In accordance with Public Act 21-15, the Town shall provide to the union, in an editable digital file format, and, if possible, in a format agreed to by the union, the following information:

- a. Name
- b. Job title
- c. Department
- d. Work location
- e. Work telephone number and
- f. The home address of any newly hired employee.

The public employer shall provide the union such information, if possible, with real-time electronic transmission of new hire data but in no event later than ten days after such employee is hired or the first pay period of the month following the hiring of such employee, whichever is earlier.

All new hires which are represented by the bargaining unit, within fifteen (15) days of their start date, shall be released from work, for one (1) hour without loss of pay, to attend a union orientation. Management shall not be present during the union's orientation.

ARTICLE III SENIORITY

Section 3.0

- (A)** Each employee's seniority shall be determined by his length of service with the Town since the most recent date of hire. 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 December 1 of each year. Upon completion of their probationary period, new employees shall be added to this list.
- (B)** Bargaining unit seniority as used in this agreement will be defined as length of service in this bargaining unit upon completion of the probationary period in Section 3.1.

Section 3.1

- (A)** New employees shall serve a probationary period of six (6) months from the date of hire, which may be extended for three (3) months by mutual agreement between the department head and the Union, and they shall have no seniority rights during this period, but shall be subject to all other provisions of this Agreement. All employees who have completed their probationary period shall be full-time employees and shall acquire seniority as of the date of their employment.
- (B)** Employees new to positions in this bargaining unit shall serve a probationary period of three (3) months from the date they come into this bargaining unit. 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. The supervisor may return the employee to his/her former position at the end of the six (6) month probationary period if the written evaluations show the employee is not performing well in the new position. They shall have no bargaining unit seniority rights during this period and shall be subject to all other provisions of this Agreement.

Section 3.2

At any time during the probationary period, the appointing authority may recommend, in writing, to the Human Resources Director, the removal of an employee if, in his opinion, the working test indicates that the employee is unable or unwilling to perform the duties of his position satisfactorily, or that his habits or dependability do not merit his continuing in the position. The reason for his dismissal shall be made in writing to the Human Resources Director, the employee and to the Union. The dismissal of an employee during the probationary period shall not be subject to the grievance procedure.

Section 3.3

(A) All vacancies and new positions shall be posted for a period of five (5) working days on bulletin boards to be provided for such purpose, prior to any action taken by the Town to fill such vacancies or new positions. Employees will not be permitted a lateral or demotional transfer outside of their division more than once in a twelve-month period. Employees wishing to be considered for assignment to such vacancies or new positions may, personally or through their Steward, submit their request to their supervisor in writing.

Employees requesting consideration and who were not selected for such assignment, in accordance with the provision of this Agreement, may appeal the action through the grievance procedure.

(B) Copies of each job posting and a list of the persons bidding for the job shall be sent to the Union Secretary at the end of the posting period.

Section 3.4

(A) When a vacancy exists or a new position is created, the employee with the highest department or division seniority from within the department or division wherein the vacancy or new position exists, shall be given the first opportunity to fill the position, provided he has the ability and qualifications to perform the work. If he/she refuses, it shall go to the next senior person who has the qualifications and ability to perform the work. If a promoted employee proves to be unable to perform the work within three (3) months, he shall be returned to a position in his former classification and shift in the department or division from which he came. This shall not have any effect on any future promotions.

~~Senior employees shall be given the first opportunity to train for higher classifications.~~

(B) If no employee in the department or division wherein the vacancy or new position exists is qualified, the position shall be filled by an employee from other departments or divisions in the bargaining unit, provided that the employee is qualified.

(C) If no employees in the bargaining unit are qualified, the position may be filled through recruitment of applicants not employed by the Town.

(D) The person appointed to the vacancy or new position and the Union Secretary shall be notified, in writing, of the appointment and the vacancy shall be filled as soon as possible.

- (E) Whenever an employee is temporarily promoted to another class having a higher maximum rate of pay, the rule for promotion as provided in Section 8.4 shall not apply. The rate of pay for such employee shall be his rate of pay in the former class; provided however that, after such employee has worked a total of thirty (30) working days within the most recent two year period in said higher class, Section 8.4 shall apply to determine the level of compensation for the remainder of the temporary assignment. When the employee is returned to the former class, the rate of pay shall be at the step previously received before the temporary promotion plus any step increases that would have occurred during the interim.
- (F) In the absence of one or both Public Works superintendents, acting superintendents can be assigned at the discretion of the department head.
- (G) In the absence of the Park superintendent ~~or the Golf Course superintendent~~, an acting superintendent may be assigned at the discretion of the department head.

Section 3.5

Layoffs shall take effect as follows:

- (A) Part-time employees and temporary employees
- (B) Employees working twenty (20) hours a week but less than forty (40) hours per week.
- (C) Probationary employees.
- (D) The employees with the least bargaining unit seniority shall be laid off first within classification. An employee whose position is eliminated shall have the option to bump the least senior employee in the same classification. The least senior employee within the affected classification shall have the option to bump the least senior employee in any lateral or lower classification which either was previously held by the bumping employee, or for which the bumping employee is qualified.

Section 3.6

Laid-off employees with the most bargaining unit seniority shall be rehired first to any lower or lateral classification the laid-off employee has the ability to perform or any higher classification where the laid-off employee is qualified in accordance with the collective agreement, and no new employee shall be hired until all laid-off employees have been given an opportunity to return to work.

Section 3.7

Part-time employees are those employees who are not on the list furnished to the Union under 3.0 of this Article.

Section 3.8

Shift preference will be granted on the basis of department or division seniority within the classification as openings occur. Before vacancies are filled, employees in the classification will be given shift preference, as provided in this section.

Section 3.9

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

- (A) If he resigns.
- (B) If he is discharged for just cause.
- (C) If he has been laid-off for lack of work and such layoff continues for more than two (2) years.
- (D) If he fails to report to work within (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 to return within five (5) days.

Section 3.10

For all purposes, except layoff, the seniority rights of the Union President, Vice-President, Secretary and Treasurer, as well as Stewards, shall be exactly the same as the seniority rights of all other employees, except as provided below:

- (A) In the case of a layoff, the above-named Union Officials will have super-seniority during their term of office, provided they have the qualifications to fill the vacant positions.

**ARTICLE IV
HOURS OF WORK, OVERTIME AND HOLIDAY PAY**

Section 4.0

- (A) Except as otherwise provided, the regular hours of employment for employees represented by the union in the Public Works Department and Parks Department, shall be forty (40) hours per week divided equally over five working days of eight (8) hours, Monday through Friday, beginning at 7:00 a.m. and ending at 3:30 p.m. with 1/2 hour for lunch. If there is a second shift it shall begin at 3:00 p.m. and end at 11:30 p.m. with 1/2 hour for supper. If there is a third shift it shall begin at 11:00 p.m. and end at 7:30 a.m. with 1/2 hour for supper.
- (B) The Collector of Revenue, Supervisor of Administration and Environmental Control, Information Technology Manager, Grants Administrator, ~~Assistant Library Director~~, Town Engineer, Assistant Director of Finance, Assessor, Assistant Director of Public Works, Supervisor of Nursing, and Police Records Supervisor shall normally work between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday with one (1) hour for lunch. The Assistant Library Director shall work five (5) days of seven (7) hours with one (1) hour for lunch. Normal work hours will be scheduled during library open hours and may include evening (12-8) and/or Saturday (9-5) shifts. This constitutes a regular work day of seven (7) hours and a regular work week of thirty-five (35) hours. Should the interests of the Town require it, the incumbents of the positions cited herein may either occasionally, seasonally, or periodically work a different schedule of hours provided the union and the affected employees concur.
- (C) For all Police Communications Supervisors, the work schedule is an 8.75 hour workday with 4-days-on and 3 days-off, rotating every eight (8) weeks. The Chief of Police, or his designee, will be responsible for assigning all Police Communications

Supervisors to the appropriate shifts. Shift rotation is on a 56-day cycle. Initial placement on a shift is determined by seniority bidding. The bid period shall be for a period equal to 56 days times the number of Communications Supervisors employed at the time of the bidding.

At the end of 56 days, all shift assignments are rotated. The rotation is:

Relief to Eves
Eves to Days
Days to Mids
Mids to Relief

The swapping of assigned shifts will be administered as follows:

- 1) All exchanges must be requested in writing, signed by all involved parties, and received by the Chief of Police or his designee at least 24 hours in advance of the beginning of the desired swap period.
- 2) All exchanges shall be reviewed and approved or disapproved in advance by the Chief of Police or his/her designee.
- 3) The Department shall not incur any liability to pay overtime or compensatory time as a result of the swap. No swap shall be approved which would violate any applicable State or Federal regulations or laws regarding the payment of overtime. No swap shall be approved which would violate any requirement of the collective bargaining agreement regarding the payment of overtime or which imposes restrictions regarding the number of hours that may be worked.
- 4) Once a swap has been approved, the work schedule(s) shall be amended to reflect the change. Upon approval, the responsibility for the shift shall rest with the employee now scheduled to work. If the employee becomes ill and cannot work, he/she shall be charged with the sick time deduction, and the now-vacant shift will be filled in the same manner as any other vacant shift. Any and all types of approved time off will be deducted from the employee taking responsibility for the shift.
- 5) Except as described above, the exchanging of shifts, or a portion of any shift, is prohibited.

Section 4.1

Time and one-half shall be paid [to non-exempt employees](#) for:

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- (A) All work performed in excess of the regularly scheduled hours of work in any one day and any work performed in excess of the regularly scheduled hours of work in any work week.
- (B) All work performed on Saturday (does not apply to Police Communication Supervisors).

- (C) When the Waste Services Supervisor and/or Foreman works on a Saturday, he shall be compensated for eight (8) hours or the total time worked, whichever is greater.

Section 4.2

Double time shall be paid for:

- (A) All work performed on Sunday (does not apply to Police Communication Supervisors).
- (B) All overtime work performed on the holidays listed in Article V, Section 5.0.

Section 4.3

- (A) When an employee is called in for work outside his regularly scheduled working hours, he shall be paid a minimum of four (4) hours at the applicable overtime rate.
- (B) When an employee is pre-scheduled to report for meetings of Town Boards or Commissions outside his regularly scheduled working hours, he shall be paid a minimum of two (2) hours at the applicable overtime rate.
- (C) A superintendent may, at the department head's discretion be authorized to work overtime whenever two or more Local 818 subordinates are called in for overtime work.

Section 4.4

- (A) All bargaining unit work will be done by bargaining unit employees unless there are no qualified bargaining unit employees available or if unforeseen circumstances occur which makes the use of bargaining unit employees impossible.
- (B) The Town agrees that the Assistant Director of Public Works shall not be assigned or perform bargaining unit duties of subordinate bargaining unit employees.

Section 4.5

All work performed on an overtime basis shall first be offered to employee(s) who regularly perform such work. Supervisory overtime in Police Communications will be performed only by qualified certified employees.

Section 4.6

Compensatory time shall not accumulate to more than ~~sixty (60)~~ ninety (90) hours. An employee may elect in lieu of overtime payment, compensatory time off for such overtime worked at the applicable overtime rate.

**ARTICLE V
HOLIDAYS**

Section 5.0

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

- | | | |
|-------------------------------|------------------|------------------|
| New Year's Day | Memorial Day | Veterans Day |
| Martin Luther King's Birthday | Independence Day | Thanksgiving Day |
| Lincoln's Birthday | Labor Day | Christmas Day |
| Washington's Birthday | Columbus Day | Good Friday |

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.

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.

Section 5.1

(A) Holidays falling on Saturday shall be celebrated on the preceding day.

(B) Holidays falling on a Sunday shall be celebrated on Monday.

Section 5.2

Whenever any of these holidays shall occur 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 or division head with no charge to sick leave.

Section 5.3

When a holiday occurs while an employee is on vacation, said holiday shall not be charged against the employee's earned vacation time. The employee shall be granted an additional day off at a time mutually agreeable to the employee and the department or division head.

Section 5.4

Article V, Sections 5.0, 5.1, 5.2, 5.3, and any other contract language regarding holidays, shall not apply to Police Communications Supervisors. In lieu of days off with pay for holidays, Police Communications Supervisors shall receive an amount equal to 7% of their base wage, payable on the first payday of each December. This lump sum payment will be based upon the rate of pay in effect on December 1st and shall not become a part of base pay.

**ARTICLE VI
VACATIONS**

Section 6.0

Employees covered by this Agreement shall earn vacation at the current base rate of pay as follows:

- (A) One week for six months but less than one (1) year of service.
- (B) Two weeks for one (1) year but less than five (5) years of service.
- (C) Three weeks for five (5) years of service.
- (D) Four weeks for ten (10) years of service.
- (E) One additional day of vacation after completing fifteen (15) full years of service for a total maximum of five (5) weeks for twenty (20) years or more of service.

(F) The employee's anniversary date will be used to determine the amount of vacation time due.

Section 6.1

The scheduling of vacation periods will be made by the Town, in accordance with the provisions of Section 6.2 and 6.3, no later than April 15th of the vacation year. However, employees shall have the right to change their vacation for good reason.

Section 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 Department Head, or his designee so as not to conflict with the emergency or peak workloads of the department or division.

Section 6.3

Whenever there shall be a conflict in requested date(s), preference will be given to employees according to seniority.

Section 6.4

When an employee has exhausted his/her sick leave, he/she must elect to use any other accumulated time unless the employee has requested and received a leave of absence as prescribed in Article 7, Section 7.6.

Section 6.5

When an employee is separated from Town service, he shall be paid his pro-rata accumulated vacation leave. In the event of an employee's death, such payment shall be made to the employee's estate.

Section 6.6

Effective 1 January 1989, the maximum accumulation of vacation leave permitted will be fifty (50) days. Employees hired prior to January 1, 1989 may accumulate more than fifty (50) days' vacation. However, they may not carry over more than fifty (50) vacation days from one anniversary date to another. Earned vacation leave will be credited to the employee's record on his/her anniversary date effective with calendar year 1989. No vacation beyond fifty (50) days will be paid by the Town at retirement or separation. No vacation leave may be used during the sixty (60) days prior to retirement without prior approval from the Town. When an employee is separated from Town Service, he/she shall be paid his/her pro-rata accumulated vacation leave to a maximum of fifty (50) days. Only forty (40) of the fifty (50) days shall be credited to the employee's pension calculation.

Section 6.7

In determining vacations the Town shall schedule vacations from the smallest practicable units in order to provide the greatest number of concurrent vacations possible. For Police Communications Supervisors, vacation weeks shall be the same as pay weeks, beginning on a Sunday and ending on the following Saturday. No more than one Communications Supervisor will be permitted to be on a vacation week at any time, [however, exceptions may be made by the Chief or his designee.](#)

Section 6.8

In the event that an employee becomes sick during his/her vacation, an employee may elect to charge 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.

ARTICLE VII LEAVE PROVISIONS

Section 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 cumulative to 150 days. Bargaining unit members who have accumulated more than 150 days as of June 30, 2023, will not be subject to the 150 day cap until their accumulation drops below 150 days.~~ 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 designated FMLA Leave (see Section 7.2).
- (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. Of the fifteen (15) potential sick days which can be accrued per year, one (1) can be used as a sick/personal day which 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 for perfect attendance.
- (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) It shall be the responsibility of the employee to notify the department or division head in advance of sick leave usage, if possible, and in any event not later than 30 minutes ~~after~~ before the workday begins, and if the absence exceeds five (5) working days, to provide the department or division head with a doctor's certificate on the approved form (Appendix C) or substantially equivalent information attesting to the need for absence. The signed form shall be presented to the department or division head immediately upon returning to work. Whenever possible, an employee who is absent for more than five (5) working days must notify his department or division head of his intention to return to work. In addition, the Town shall have the right to require a medical certificate (Appendix C) to substantiate the employee's request for sick leave for the following reasons: (a) any period of absence consisting of more than five (5) consecutive working days; (b) leave of any duration if absence from duty recurs frequently or habitually; (c) or leave of any duration when evidence indicates that sick leave is being abused and reasonable cause may exist for requiring such a certificate.

- (E) 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 December, the department head shall notify all employees of the amount of vacation and sick leave to their credit and further shall submit copies of the same to the Human Resources Director who shall maintain a control file of such data.
- (F) ~~For every calendar quarter of perfect attendance, an employee shall earn one Personal Day. If an employee has perfect attendance for four (4) consecutive quarters, the employee shall earn an additional Personal Day. An employee with perfect attendance will earn one Personal Day for each calendar quarter of perfect attendance and an additional Personal Day for a perfect calendar year. No more than five (5) days may be accumulated.~~ 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. Personal Days shall be used at times mutually agreeable to the employee and department head. The Town will not provide payment to any employee who wishes to cash in unused personal days.
- (G) If an employee has unused sick leave at the time of his/her layoff, he/she shall be paid in a lump sum for each day of unused sick leave up to a maximum of ninety (90) days.
- (H) Employees who became members of this bargaining unit after 9/19/86 will receive payment for unused sick leave, up to a maximum of ninety (90) days, upon his/her retirement or death. [For this section only, retirement is defined as retiring under a Normal, Early or Disability retirement from the Defined Benefit pension plan or reaching Normal Retirement Age of 65 years old and vested in the Defined Contribution plan.](#)
- (I) In the event of an employee's death, the employee's estate shall receive, on the basis of the employee's current wages, full compensation for any of the employee's accumulation of sick leave up to a maximum of ninety (90) days.
- (J) Any current employee who belonged previously to AFSCME Local 1174 and had the opportunity to accumulate 130 days maximum terminal leave for unused sick leave will retain that benefit on the effective date of this agreement as long as he/she remains in this bargaining unit. The benefit will not apply to any employee who did not formerly belong to Local 1174 or to any employee who became a member of this unit after 9/19/86.
- (K) In the event of the death of any employee covered under (J) above, the employee's estate 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 120 days.
- (L) An employee shall be able to take time off without loss of pay to attend appointments with medical providers. Such paid time to attend appointments with medical providers shall not exceed two (2) hours in any given quarter.

Section 7.1: Special Leave with Pay:

The following types of leave with pay may be offered:

(A) Workers' Compensation:

The Town will comply with all applicable state legislation relating to Workers' Compensation.

Whenever an employee shall be absent because of a Town service connected injury or occupational disease they will be compensated under the provision of the Workers'

Compensation Act of Connecticut. In addition to payments received under the Workers' Compensation Act, any employee with six (6) months of continuous service shall receive payment from the Town, which payment will equal the difference between his take-home pay (gross pay less deduction for pension, income tax and FICA) and the payments received under the Workers' Compensation Act for up to one year or maximum improvement, whichever comes first.

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.

Employees shall report all on-the-job illnesses and injuries, in accordance with Workers' Compensation Laws of the State of Connecticut. The Town shall post prominently a notice designating the authority to which employees shall report illnesses and injuries.

(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 2:00 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 absences nor shall such provisions apply to employees who have volunteered for jury duty.

(C) Funeral Leave:

~~Three (3)~~ Four (4) days of special leave with full pay, within a period of seven (7) consecutive working days following the date of death or funeral, shall be granted for death in the employee's immediate family. Immediate family, for purposes of this section, is defined as parents, step-parents, grandparents, spouse, brother, sister, child (including foster and/or adopted children), 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 shall be granted leave in accordance with the Town's policy on Military Leave, effective April 20, 2022, a copy of which is attached hereto as Appendix I, 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 summer training periods do not exceed two weeks.~~

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- (E) Union officials shall be allowed the required time to attend official Union conventions and conferences up to a total maximum of twenty-two (22) days in a two-year period, commencing with this contract.

Section 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 up to twelve (12) weeks of 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.~~
- ~~• Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty or notified of an impending call up to covered active duty.~~

~~(C) Employees may be eligible for up to twenty six (26) weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, child, parent, or next of kin to the eligible employee (Military caregiver leave).~~

~~(D) To qualify for FMLA leave, employees requesting such leave must explain the reason for the leave in writing to their department head so that the Town can determine if FMLA-qualified leave will be granted.~~

~~(E) The Town may require medical certification to document the reason for the leave, where provided by law.~~

~~(F) 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.~~

~~(G) 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, or Personal Days.~~

~~(H) 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.~~

Section 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.

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- (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, vacation leave, or personal days.
- (B) Except as provided for in 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 Veterans' 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**

Section 8.0

Effective and Retroactive to July 1, ~~2019~~2022 all classifications represented by Local 818, wage rates and steps in effect on June 30, ~~2019~~2022 shall be increased by ~~2.0%~~2.5% (Appendix B).

Section 8.0 (a)

~~All bargaining unit members on Step 2 of their salary grade will be moved to Step 3 of their salary grade effective and retroactive to June 30, 2019. Effective on July 1, 2019 all bargaining union steps for all grades shall be renumbered one (1) through nine (9) in Appendix B.~~

Section 8.1

Effective ~~and retroactive to~~ July 1, ~~2020~~2023 all classifications represented by Local 818, wage rates and steps in effect on June 30, ~~2020~~2023 shall be increased by 2.0% (Appendix B-1).

Section 8.1 (a)

~~Effective on July 1, 2020 all bargaining union steps for all grades shall be renumbered one (1) through eight (8) in Appendix B-2. Bargaining Unit members will remain on their current grade and step for the 2020 Fiscal year. Effective on each bargaining unit member's~~

~~anniversary date the union member's salary will be recalibrated in accordance with Appendix B-2.~~

Section 8.2

Effective July 1, ~~2021~~2024 all classifications represented by Local 818, wage rates and steps in effect on June 30, ~~2021~~2024 shall be increased by ~~1.25%~~2.0% (Appendix B-2).

~~Section 8.2 (a)~~

~~Effective on July 1, 2020 all bargaining union steps for all grades shall be renumbered one (1) through seven (7) in Appendix B-4. Bargaining Unit members will remain on their current grade and step for the 2021 Fiscal year. Effective on each bargaining unit member's anniversary date the union member's salary will be recalibrated in accordance with Appendix B-4.~~

Section 8.2 (a)

Effective July 1, 2025 all classifications represented by Local 818, wage rates and steps in effect on June 30, 2025 shall be increased by 2.0% (Appendix B-3).

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Section 8.3

Employees working on a shift other than the regular day shift shall receive a shift differential of ten (10) percent. This section shall not apply to Police Communications Supervisors.

Section 8.4

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 rate of pay, he shall be paid at the lowest step in the higher range that produces an increase of not less than five percent (5%).

Section 8.5

Whenever an employee is permanently moved from a class or position in one grade to a different class in a grade having a lower maximum of pay, he shall be paid at the step in the lower range which coincides with the same step he received in the former.

Section 8.6

Employees shall be covered by the Unemployment Compensation Laws of the State.

Section 8.7

Employees who work on the second and third shifts will receive their weekly pay on Thursday.

Effective as soon as practical after Issuance of the Award in Case No. 2023- MBA-149, employees shall be paid on a 'bi-weekly' basis via direct deposit.

Section 8.8

~~The Town agrees to pay all employees required to work on a paving (blacktop) operation a rate of one dollar (\$1.00) per hour added to their regular rate for the periods that they are required to work on this job.~~

Section 8.8

Employees required to use a privately owned automobile for the conduct of Town business shall be reimbursed, once a month, for all mileage driven at the ~~rate of twenty-one point five (21.5) cents per mile, or I.R.S. limit, whichever is greater.~~ I.R.S. rate.

Section 8.9

- (A) Employees who hold Local 818 bargaining unit classifications that are currently eligible to use a Town vehicle for the purpose of commuting to and from work shall continue to receive said benefit.
- (B) If an employee who is truck eligible transfers to or is promoted to another position which was historically truck eligible said employee shall continue his/her truck eligibility. If an employee who is truck eligible transfers or promotes to a classification which is not truck eligible the employee shall lose the benefit.
- (C) Any new employees or present employees, who are not truck eligible as of June 11, 1992, or who lose their eligibility as aforesaid, shall enjoy the benefit of a Town-owned vehicle at the sole discretion of the Mayor.

Section 8.10

New employees and current employees new to this bargaining unit who begin on the Probationary Step will move to Step 1 in their grade upon completion of probation.

Section 8.11

Bargaining unit members who were employed by the Town between March 1, 2020 and December 31, 2021, and are still employed by the Town at the time of issuance of the Award in Case No. 2023-MBA-149, shall receive a \$800 payment. All other bargaining unit members employed by the Town upon issuance of the Award in Case No. 2023-MBA-149 will receive \$400.

ARTICLE IX INSURANCE AND PENSION

Section 9.0

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

- (A) ~~Effective July 1, 2014,~~ A High Deductible Health Plan (HDHP) with Health Savings Account (HSA) ~~(\$1500/\$3000/\$2000/\$4000 100% in-network/80% out-of-network)~~ with prescription drug coverage as described in Appendix H. ~~Effective July 1, 2017, the HDHP deductibles will increase to \$2000/\$4000.~~
- i. Employees may contribute to the HSA on a pre-tax basis.
 - ii. Employees ineligible for the HSA will be offered the alternative Health Reimbursement Account and Flexible Savings Account.
 - iii. The Town shall implement a Wellness Program which offers a financial incentive for employees to take a more active role in their health. The Wellness Program requires employees to annually: (a) have their physician complete the

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Preventative Health Attestation form attached as Appendix G certifying that they have had medical screenings appropriate for their age; and (b) have their physician provide them with biometrical results; and (c) complete an on-line health risk assessment utilizing the biometrical results. ~~Effective July 1, 2014~~ ~~Employees who fully comply with all of the Wellness Program requirements in a given year shall receive \$250-\$600 contribution toward their HDHP deductible for that plan year. Proof of compliance will be required. Effective July 1, 2019 and thereafter, this wellness incentive will increase to \$600.~~

(B) Triple Option Dental Plan, as described in Appendix D.

(C) Effective July 1, 2014 BlueView Vision Rider as described in Appendix E.

(D) The Town shall provide and pay for a Fifty Thousand (\$50,000) Dollar Life Insurance policy for each employee, with Accidental Death and Dismemberment coverage in the principal sum with double indemnity in the event of accidental death. Members of the Union who retire on or after the date of execution of this agreement will be provided life insurance coverage in the amount of Ten Thousand (\$10,000) Dollars.

~~(E) Medicare Plan B for employees over sixty five (65) years of age.~~

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(F)(E) All members of the bargaining unit who elect coverage under Sections (A) and (C) above (health, prescription drug, vision) will contribute toward the cost of such insurance benefits on a weekly pre-tax basis in accordance with Section 125 of the Internal Revenue Service Code for each year of the contract as described below:

1. Effective July 1, ~~2019,2022~~ bargaining unit members shall be required to contribute ~~nine-eleven~~ percent ~~(9%)(11%)~~ of the cost of his or her insurance coverage.
2. Effective July 1, ~~2020,2023~~, bargaining unit members shall be required to contribute ~~ten-eleven and one-half~~ percent ~~(10%)(11.5%)~~ of the cost of his or her insurance coverage.
3. Effective July 1, ~~2021,2024~~, bargaining unit members shall be required to contribute ~~eleven-twelve~~ percent ~~(11%)(12%)~~ of the cost of his or her insurance coverage.
3. Effective July 1, ~~2021-2025~~ bargaining unit members shall be required to contribute ~~eleven-twelve and one-half percent~~ ~~(11%)(12.5%)~~ of the cost of his or her insurance coverage.

(G)(F) 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 (Blue Cross & Blue Shield or any HMO), excluding Dental, will be as follows:

<u>Coverage Type</u>	<u>Payment Amount</u>
Individual	\$1,000.00
Individual plus one dependent	\$1,250.00
Individual plus two or more dependents	\$1,500.00

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 (\$250.00, \$312.50, \$375.00, 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 choose 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.
7. [To be eligible for the opt-out payment, the employee shall not be receiving coverage under any other Town or East Hartford Board of Education policy.](#)

Section 9.1

The Town reserves the option to change insurance carriers from time to time, but not more than once in any calendar year, through competitive bidding, for all insurance benefits. However, covered services shall not be reduced by any such change, and there shall be no

loss of coverage due to pre-existing conditions. Any substitute plan shall have a high quality network, defined as one of the three (3) largest networks in the service area.

Section 9.2 Retiree Health Insurance

The term “Retired employee” will mean a former employee continuously employed by the Town until the commencement of a pension who meets the requirements to receive a Normal, Early Disability pension from the Town and who is receiving a pension provided for hereunder. The term “vested employee” is being added to the Retirement Plan and will mean any former employee who terminates employment and who subsequently qualified for a deferred pension benefit.

The East Hartford Retirement Plan as amended by agreement between the Union and the Town of East Hartford, dated August 24, 1988, covering all full time employees except Police and Firefighters shall remain unchanged and in full force and effect as it pertains to bargaining unit employees for the duration of this contract and as otherwise provided in said Agreement.

The Town shall provide and pay for the insurance benefits listed in Section 9.0 (A) for all eligible employees upon retirement. To be eligible for the retiree health and spousal insurance benefits set forth in this Section 9.2 the employee will have been hired prior to January 1, 2006 and must be actively employed by the Town of East Hartford until the commencement of retirement.

- (A) For retired employees age 65 and over, who are eligible for Social Security, 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) for the retired employee’s spouse, under the following conditions:
 - i. This coverage is only effective for the spouse of an employee retiring on or after January 1, 1984. Such coverage will not be provided to the spouse of an employee who retired prior to that date.
 - ii. The retired employee must attain age sixty (60) before his/her spouse will be eligible for this coverage.
 - iii. If the retired employee remarries, the new spouse will not be eligible for this coverage.
 - iv. The term “spouse” shall mean the retired employee’s spouse who shall have been married and living with the employee as his/her spouse at the time of their retirement.
 - v. 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 the employee’s pension check commencing with his 60th birthday, all coverage to the spouse shall cease and not be reinstated.
 - vi. When the retired employee’s spouse reaches age sixty-five (65) and enrolls in Medicare, the Town will pay 100% of the premium for Parts A and B Supplemental coverage.

(C) The PPO will be replaced with the HDHP for all employees retiring on or after July 1, 2019. The deductible will be ~~\$1500~~~~-\$2000~~ single, ~~\$3000~~~~-\$4000~~ family (Appendix H). The Town will not contribute any portion of the annual plan deductible or offer the wellness incentive.

Section 9.3 Other Post-Employment Benefits (OPEB)

Upon ratification of this Agreement by both parties, employees eligible for a defined benefit pension (those hired prior to January 1, 2006) shall contribute one percent (1.0%) of their annual base pay (not including overtime) towards the Other Post-Employment Benefits (OPEB) Trust. This employee contribution shall be on a pre-tax basis. It is understood that existing employee required contributions toward retiree insurance (e.g., contributions for spousal and dependent benefits) remain. Effective July 1, 2020, the 1% contribution will increase to 1.25%. Effective July 1, 2025, the contribution will increase to 1.50%.

**ARTICLE X
SAFETY AND HEALTH**

Section 10.0

A joint safety committee shall be formed by the Town and the Union and said committee, which shall consist of not more than two (2) employees representing the Union and two (2) persons representing the Town, shall meet not less than once every other month, or at the request of the majority of the members to review and recommend safety and health conditions.

Section 10.1

The Town shall provide foul-weather gear, i.e., raincoats, rain hats, boots, gloves, etc. and for their care as necessary.

Section 10.2

The Town shall furnish safety helmets and safety glasses to any employee working in hazardous locations or with hazardous equipment. The Town will contribute up to \$150 (one hundred fifty dollars) toward the cost of safety shoes (steel toe) provided the employee's job requires them. In order to receive compensation, employees must turn in a valid receipt. Safety shoes and other equipment as required shall be worn at all times where hazardous conditions exist. Failure to do so will result in discipline which need not be preceded by a verbal or written warning.

The Town will provide 5 (five) sets of work uniforms per week for the waste services supervisor and foreman with cleaning services. The Town shall provide either two (2) sweatshirts or five (5) T-shirts annually to all other bargaining unit employees working in the Public Works and Parks Departments, excluding the Town Engineer and the Assistant Director of Public Works.

Section 10.3

The existing policies and practices concerning coffee breaks shall remain in effect.

Section 10.4

Employees who may be required to work overtime more than two (2) hours beyond the end of their regular shift will be permitted a one-half (1/2) hour lunch period with no interruption of pay for such ½ hour.

Section 10.5

The Town will furnish free to any employee, upon his request, medical injections for the prevention of poison ivy and poison oak reactions, tetanus and such other injections as may be recommended by the Town Health Officer.

Section 10.6

All employees shall be required to abide with all OSHA regulations. After the Town has provided the employees with safety equipment, the employee will be responsible for the replacement of this equipment, if lost or stolen. An employee shall not be responsible for equipment lost or stolen by virtue of other than his own carelessness or negligence.

Section 10.7

All employees in the classification of Police Communications Supervisor will be required to carry communication devices on a 24-hour per day basis. Communication devices will be provided by the Town, and may be used for personal matters while the employee is off duty.

**ARTICLE XI
DISCIPLINARY ACTION**

Section 11.0

(A) Disciplinary action shall be for just cause and shall be applied in a fair manner and shall be consistent with the infraction for which the disciplinary action is being applied.

(B) Disciplinary actions ordinarily shall be preceded by an oral warning and shall include:

1. A written warning or reprimand
2. Suspension for a period not to exceed five (5) days.
3. Discharge

(C) All disciplinary actions may be processed as grievances under Article XIII.

Section 11.1

At the time of any suspension or discharge, the employee and the President of the Union shall be furnished, in writing, a statement of the reasons for such action, the period of time for which any suspension is to be effective and the appeals procedure available under Article XIII.

**ARTICLE XII
SAVING CLAUSE**

Section 12.0

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 thereof, 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 be severally approved of the adopted provisions contained herein, separately and apart from the other. The parties agree to immediately negotiate a substitute for the invalidated Article, Section, Sentence, Clause or Phrase.

**ARTICLE XIII
GRIEVANCE PROCEDURE**

Section 13.0

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, unless specifically excluded by this Agreement, shall be settled in the following manner:

Step 1 Between the aggrieved party, who may be represented by not more than two (2) officers of the union, and the Director of the Department. The Director of the Department shall adjust the grievance at once, or notify the Union Steward of his decision within two (2) 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, 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 and,
- c. The violation, if any, of the Agreement which is claimed.

Step 2 If the decision of the Director of the Department involved in step 1 is not satisfactory, the Union may take an 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, and one (1) member of the Executive Committee. The Human Resources Director and the Union may include in the conference any individual(s) concerned and the Human Resources Director will give an answer, in writing, to the appealing employee within (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 grievance directly to this Step of the grievance procedure without the necessity of complying with procedures set forth in Step 1.

Step 3 If the grievance is not satisfactorily settled at Step 2, the Union 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 shall be final and binding on both parties.

Section 13.1

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

Section 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 changes

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 shall be received by the Town from the duly authorized officer of the Union. For the purposes of this Agreement, the term Chairman and President shall be synonymous.

Section 13.3

In addition to those specified, the Union or the Town may, at Steps 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.

Section 13.4

Nothing in this article is intended to prohibit the Town from processing a grievance through the grievance procedure up to and including arbitration. Any such grievance shall be submitted first to the Union President. If not satisfactorily settled within twelve (12) working days of its submission, the Town may submit the grievance to the Connecticut State Board of Mediation and Arbitration.

**ARTICLE XIV
MANAGEMENT RIGHTS**

The rights, power, and authority heretofore held by the Town pursuant to applicable laws of the State of Connecticut concerning the nature of services offered by the Town; the direction of its work force; disciplinary action; lay off and recall of its employees; determine the standards of services to be offered by Town Departments; determine the standards of selection for Town employment; the issuance of reasonable rules and regulations after the concurrence of the Union; maintain the efficiency of governmental operations; determine the content of job classifications and to fulfill its legal responsibilities are retained, whether exercised or not, unless said rights, powers, and authorities are limited, modified, abridged, relinquished, or are in conflict with this agreement or any part thereof. The Town shall be free to exercise retained rights, powers, and authority subject to and in accordance with the Municipal Employees Relations Act (Section 7-467 et seq.) of the General Statutes of the State of Connecticut.

**ARTICLE XV
DURATION**

Section 15.0

This Agreement shall be effective the date it is signed by all respective parties and shall continue in effect until June 30, ~~2022-2026~~ except that it may be amended at any time by mutual agreement. Negotiations for a successor agreement shall commence in accordance with State Laws.

Section 15.1

Notwithstanding provisions of 15.0, any provision of this agreement which contains an effective date different than the date of execution of this agreement shall be effective on the date therein specified.

IN WITNESS WHEREOF, the parties have caused their names to be signed on this
_____ day of _____, ~~2023~~2024.

TOWN OF EAST HARTFORD

**EAST HARTFORD #818
SUPERVISORS UNION**

~~Michael P. Walsh~~ Connor Martin
Mayor

Christopher Sugar, Staff Representative

Tyron Harris
Director of Human Resources

President, Local #818

~~Floyd Dugas~~
For the Town

Local #818

~~Sandra L. Franklin~~
Benefits Administrator

Local #818

~~Asst. Chief Mack Hawkins~~

Local #818

~~Deputy Chief Robert Davis~~

~~The above and foregoing is a true and attested copy of the contract between the Town of East
Hartford and the East Hartford Supervisors Union.~~

ATTEST _____ (s)
Town Clerk

APPENDIX A

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APPENDIX B
July 1, 2022 wages with 2.5% GWI

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Effective upon ratification, the position of IT manager shall be upgraded from Grade 108 to Grade 111. The current incumbent shall be placed on Step 3 of the Grade 11 wage scale for the 2022-23 contract year. The position of Police Communications Supervisor shall be upgraded from Grade 104 to Grade 105. The position of Social Services Program Supervisor shall be upgraded from Grade 108 to 112.

Grade	Job Title	Step	2021	2022	2023	2024	2025	2026	2027
104	Video Record Spec.	30 hrs	\$7,850	\$8,200	\$8,550	\$8,900	\$9,250	\$9,600	\$9,950
105	Video Record Spec. Advisory Comm. Anti-Racism Comm. Spec. of Video Rec. Spec. of PD	40 hrs	\$10,400	\$10,800	\$11,200	\$11,600	\$12,000	\$12,400	\$12,800
110	Video Review Spec.	40 hrs	\$12,700	\$13,200	\$13,700	\$14,200	\$14,700	\$15,200	\$15,700
105L	Police Administrator Community Eng. Technical Comm. & Mgmt. Mentorship	40 hrs	\$10,200	\$10,600	\$11,000	\$11,400	\$11,800	\$12,200	\$12,600
106L	Police Admin. Spec.	40 hrs	\$11,200	\$11,600	\$12,000	\$12,400	\$12,800	\$13,200	\$13,600
107L	Gateway Sr. Mgr. Safety Manager Comm. Dir. Park	40 hrs	\$12,000	\$12,400	\$12,800	\$13,200	\$13,600	\$14,000	\$14,400
108	Police Community Director Comm. Outreach Spec. PHD Supervisor Public Safety Specialist Wash. Div. Program Dir. Mgt. Dir. Parks & Rec.	35 hrs	\$12,800	\$13,200	\$13,600	\$14,000	\$14,400	\$14,800	\$15,200
109L	Supv. of PMT	40 hrs	\$13,600	\$14,000	\$14,400	\$14,800	\$15,200	\$15,600	\$16,000
110	Officer Manager	40 hrs	\$14,000	\$14,400	\$14,800	\$15,200	\$15,600	\$16,000	\$16,400
110	Collection of Evidence	35 hrs	\$13,200	\$13,600	\$14,000	\$14,400	\$14,800	\$15,200	\$15,600
111	Officer Supervisor Adviser Community Health Educator Mgt. Director	35 hrs	\$14,800	\$15,200	\$15,600	\$16,000	\$16,400	\$16,800	\$17,200
112	Asst. Program Dir. Deputy Dir. of Health & S. Deputy Investigation Dir. Mgt. Dir. Community Eng.	35 hrs	\$15,200	\$15,600	\$16,000	\$16,400	\$16,800	\$17,200	\$17,600

Assistant Director (Fire) \$ 20,000

APPENDIX B-1
July 1, 2023 wages with 2% GWI

Pay Grade	Job Title	Hours	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
100	Police Record Spec	35 hrs	\$ 38,394	\$ 40,877	\$ 43,361	\$ 45,844	\$ 48,328	\$ 50,811	\$ 53,295
100	Asst. Insp. Spec Highway/Spec Spec Port Maint. Spec Spec. Off. Work Inv. Sup. L.O.I./O.C.	40 hrs	\$ 40,868	\$ 43,351	\$ 45,835	\$ 48,318	\$ 50,802	\$ 53,285	\$ 55,769
101	Police Comm. Superv.	35 hrs	\$ 42,391	\$ 44,874	\$ 47,358	\$ 49,841	\$ 52,325	\$ 54,808	\$ 57,292
105A	Asst. Manager Construction Spec Police Training & Mgt. Spec Mgmt. Spec. Inv.	40 hrs	\$ 42,508	\$ 45,001	\$ 47,494	\$ 49,987	\$ 52,480	\$ 54,973	\$ 57,466
106		40 hrs	\$ 46,682	\$ 49,175	\$ 51,668	\$ 54,161	\$ 56,654	\$ 59,147	\$ 61,640
107	Highway Sec. Mgr. Facility Manager Spec. IT Mgr.	40 hrs	\$ 47,574	\$ 50,067	\$ 52,560	\$ 55,053	\$ 57,546	\$ 60,039	\$ 62,532
108	Asst. Dir. (Gen. Director) Envt. Health Spec PWR Supervisor Elderly Services Coordinator Asst. Pol. Works Dir. Asst. Dir. Public & Rec.	35 hrs	\$ 48,362	\$ 50,855	\$ 53,348	\$ 55,841	\$ 58,334	\$ 60,827	\$ 63,320
109	Supv./IT Mgr.	40 hrs	\$ 52,571	\$ 55,064	\$ 57,557	\$ 60,050	\$ 62,543	\$ 65,036	\$ 67,529
109	Grants Manager	35 hrs	\$ 77,259	\$ 80,222	\$ 83,185	\$ 86,148	\$ 89,111	\$ 92,074	\$ 95,037
110	Collection of Revenue	35 hrs	\$ 92,191	\$ 95,154	\$ 98,117	\$ 101,080	\$ 104,043	\$ 107,006	\$ 110,000
111	Town Engineer Community Health Educator Info. Tech Mgr.	35 hrs	\$ 98,705	\$ 101,668	\$ 104,631	\$ 107,594	\$ 110,557	\$ 113,520	\$ 116,483
112	Asst. Finance Dir. Deputy Dir. of Health & HS Deputy Development Dir. Asst. Dir. Program Mgmt.	35 hrs	\$ 101,995	\$ 104,958	\$ 107,921	\$ 110,884	\$ 113,847	\$ 116,810	\$ 119,773
	Average	35 hrs	\$ 112,941	\$ 115,904	\$ 118,867	\$ 121,830	\$ 124,793	\$ 127,756	\$ 130,719
	Asst. Dir. (Gen. Director)		\$ 143,796						

APPENDIX B-2
July 1, 2024 wages with 2% GWI

Pay Grade	Job Title	Hours	2023	2024	2025	2026	2027	2028	2029	2030
100	Police Recruit/Spec.	35 hrs	\$ 10,139	\$ 10,341	\$ 10,546	\$ 10,753	\$ 10,962	\$ 11,173	\$ 11,386	\$ 11,601
1001	Fleet Repair Spec. Highway Rep/Spec Auto Maint. Spec. Spec. (2) Maint Sys. Spec. (1) PSC	40 hrs	\$ 10,000	\$ 10,208	\$ 10,418	\$ 10,630	\$ 10,844	\$ 11,060	\$ 11,278	\$ 11,498
1002	Police Comm. Spec.	35 hrs	\$ 11,644	\$ 11,864	\$ 12,086	\$ 12,310	\$ 12,536	\$ 12,764	\$ 12,993	\$ 13,224
1003	Fleet Manager Coordinator Training Liaison & M. Spec. Work Rel. Exp.	40 hrs	\$ 11,769	\$ 11,991	\$ 12,215	\$ 12,441	\$ 12,669	\$ 12,898	\$ 13,129	\$ 13,361
1004	Highway Spec. Mgr. Work Manager Spec. Chicago	40 hrs	\$ 12,024	\$ 12,251	\$ 12,480	\$ 12,711	\$ 12,944	\$ 13,178	\$ 13,414	\$ 13,651
1005	City Safety Officer Env. Health Coord. PDR Supervisor City/Spec. Coord. (Spec.) City & Public Works Div. Spec. City Parks & Rec.	35 hrs	\$ 12,174	\$ 12,401	\$ 12,630	\$ 12,861	\$ 13,094	\$ 13,329	\$ 13,565	\$ 13,802
1006	Supv. Of PW	40 hrs	\$ 12,000	\$ 12,236	\$ 12,474	\$ 12,714	\$ 12,956	\$ 13,200	\$ 13,445	\$ 13,691
1007	World Manager	40 hrs	\$ 12,500	\$ 12,731	\$ 12,964	\$ 13,200	\$ 13,438	\$ 13,678	\$ 13,920	\$ 14,163
1008	Cellular/Spec. Services	35 hrs	\$ 12,883	\$ 13,120	\$ 13,359	\$ 13,600	\$ 13,843	\$ 14,088	\$ 14,334	\$ 14,581
1009	Town Engineer Community Health Educator Info. Tech. Exp.	35 hrs	\$ 12,883	\$ 13,120	\$ 13,359	\$ 13,600	\$ 13,843	\$ 14,088	\$ 14,334	\$ 14,581
1010	Asst. Finance Dir. Deputy Dir. of Health & H. Community Development Dir. Spec. Sec. Preparation	35 hrs	\$ 12,600	\$ 12,834	\$ 13,070	\$ 13,308	\$ 13,548	\$ 13,790	\$ 14,033	\$ 14,277
1011	Assistant	35 hrs	\$ 11,323	\$ 11,557	\$ 11,794	\$ 12,032	\$ 12,272	\$ 12,514	\$ 12,757	\$ 13,001
Assistant Director (Exempt)			\$ 14,023							

APPENDIX B-3
July 1, 2025 wages with 2% GWI

Pay Grade	Job Title	Hours	2024	2025	2026	2027	2028	2029	2030	2031
001	Police Record Spcl	35 hrs	\$ 71,340	\$ 72,963	\$ 74,658	\$ 76,428	\$ 78,275	\$ 80,199	\$ 82,193	\$ 84,259
002	Fire Captain Spcl FD/Aviation Spcl Park Admin. Spcl S&SI - Mt West Wd Spec. Of PSC	40 hrs	\$ 81,960	\$ 83,873	\$ 85,882	\$ 87,988	\$ 90,103	\$ 92,228	\$ 94,363	\$ 96,509
003	Police Lt. / Driver	35 hrs	\$ 75,420	\$ 77,151	\$ 78,915	\$ 80,713	\$ 82,537	\$ 84,388	\$ 86,267	\$ 88,174
005	Forest Manager Correctional Servs. Park to Woodlands & Mt. Rainier Waste Svs. Mgr	40 hrs	\$ 85,350	\$ 87,371	\$ 89,484	\$ 91,689	\$ 93,900	\$ 96,127	\$ 98,371	\$ 100,632
006	Highway Ins. Insp	35 hrs	\$ 86,100	\$ 87,951	\$ 89,828	\$ 91,732	\$ 93,663	\$ 95,621	\$ 97,606	\$ 99,618
007	Highway Ins. Insp Facility Manager Supv. Of Parks	35 hrs	\$ 94,800	\$ 96,855	\$ 98,934	\$ 101,037	\$ 103,165	\$ 105,318	\$ 107,496	\$ 109,699
008	Asst. Library Director Basic Health Spcl PHN Supervisor Elderly Services Coordinator Asst. Pub. Works Dir. Asst. Dir. Parks & Rec.	35 hrs	\$ 85,980	\$ 87,739	\$ 89,520	\$ 91,323	\$ 93,149	\$ 95,000	\$ 96,876	\$ 98,778
009	Supv. Of PHN	40 hrs	\$ 95,380	\$ 97,394	\$ 99,431	\$ 101,491	\$ 103,575	\$ 105,684	\$ 107,818	\$ 110,000
010	Senior Manager	35 hrs	\$ 91,300	\$ 93,446	\$ 95,623	\$ 97,831	\$ 100,070	\$ 102,340	\$ 104,641	\$ 106,974
011	Collector of Licenses	35 hrs	\$ 95,640	\$ 97,875	\$ 100,141	\$ 102,438	\$ 104,766	\$ 107,125	\$ 109,515	\$ 111,937
012	Team Engineer Community Health Educator Info Technol.	35 hrs	\$ 100,680	\$ 102,982	\$ 105,315	\$ 107,679	\$ 110,074	\$ 112,500	\$ 114,957	\$ 117,446
013	Asst. Finance Dir Deputy Dir. of Health & Hl Deputy Assessment Dir Social Sv. Program Mgr	35 hrs	\$ 105,700	\$ 107,995	\$ 110,323	\$ 112,684	\$ 115,077	\$ 117,502	\$ 119,958	\$ 122,446
014	Assessor	35 hrs	\$ 123,480	\$ 126,051	\$ 128,658	\$ 131,301	\$ 133,980	\$ 136,695	\$ 139,446	\$ 142,234
Grand Total (Estimated)			\$ 442,664							

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APPENDIX B
July 1, 2022 wages with 2.5% GWI

Pay Grade	Job Title	Hours	Probationary							
			Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
101		35 hrs	\$ 61,799	\$ 62,637	\$ 64,316	\$ 65,997	\$ 67,673	\$ 69,351	\$ 71,029	\$ 72,707
		40 hrs	\$ 70,627	\$ 71,587	\$ 73,505	\$ 75,423	\$ 77,343	\$ 79,261	\$ 81,175	\$ 83,093
102		35 hrs	\$ 64,891	\$ 65,773	\$ 67,532	\$ 69,295	\$ 71,056	\$ 72,819	\$ 74,580	\$ 76,343
		40 hrs	\$ 74,166	\$ 75,170	\$ 77,179	\$ 79,192	\$ 81,206	\$ 83,223	\$ 85,233	\$ 87,247
103		35 hrs	\$ 68,139	\$ 69,063	\$ 70,908	\$ 72,760	\$ 74,610	\$ 76,460	\$ 78,309	\$ 80,159
		40 hrs	\$ 77,869	\$ 78,926	\$ 81,041	\$ 83,153	\$ 85,268	\$ 87,382	\$ 89,497	\$ 91,611
104	Police Records Spvsr.	35 hrs	\$ 71,541	\$ 72,514	\$ 74,455	\$ 76,399	\$ 78,340	\$ 80,283	\$ 82,225	\$ 84,167
1041	Fleet Repair Spvsr.	40 hrs	\$ 81,763	\$ 82,873	\$ 85,092	\$ 87,314	\$ 89,532	\$ 91,751	\$ 93,971	\$ 96,190
	Highway Svs. Spvsr.									
	Park Maint. Spvsr.									
	Spvsr. Of Waste Svs.									
	Supt. Of PSC									
105	Police Comm. Spvsr.	35 hrs	\$ 75,117	\$ 76,138	\$ 78,179	\$ 80,219	\$ 82,257	\$ 84,297	\$ 86,335	\$ 88,375
1051	Fleet Manager	40 hrs	\$ 85,851	\$ 87,017	\$ 89,347	\$ 91,674	\$ 94,008	\$ 96,339	\$ 98,672	\$ 100,996
	Construction Spvsr.									
	Parks Proj Coord & Mt. Spvsr.									
	Waste Svs. Mgr.									
1061		40 hrs	\$ 90,142	\$ 91,366	\$ 93,813	\$ 96,258	\$ 98,710	\$ 101,156	\$ 103,602	\$ 106,050
1071	Highway Svs. Mgr.	40 hrs	\$ 94,649	\$ 95,935	\$ 98,505	\$ 101,073	\$ 103,641	\$ 106,215	\$ 108,781	\$ 111,351
	Facility Manager									
	Supt. Of Parks									
108	Asst. Library Director	35 hrs	\$ 86,960	\$ 88,139	\$ 90,502	\$ 92,861	\$ 95,224	\$ 97,582	\$ 99,944	\$ 102,303
	Envir. Health Spvsr.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec									
1081	Supt. Of PW	40 hrs	\$ 99,380	\$ 100,729	\$ 103,430	\$ 106,127	\$ 108,827	\$ 111,525	\$ 114,223	\$ 116,924
109	Grants Manager	35 hrs	\$ 91,304	\$ 92,546	\$ 95,027	\$ 97,504	\$ 99,984	\$ 102,463	\$ 104,942	\$ 107,422
110	Collector of Revenue	35 hrs	\$ 95,873	\$ 97,174	\$ 99,777	\$ 102,378	\$ 104,983	\$ 107,586	\$ 110,191	\$ 112,793
111	Town Engineer	35 hrs	\$ 100,664	\$ 102,031	\$ 104,765	\$ 107,501	\$ 110,232	\$ 112,966	\$ 115,700	\$ 118,432
	Assessor									
	Info Tech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 105,700	\$ 107,134	\$ 110,004	\$ 112,874	\$ 115,743	\$ 118,613	\$ 121,481	\$ 124,353
	Soc. Svs. Program Spvsr.									

APPENDIX B-1
July 1, 2023 wages with 2% GWI

Job Title	Hours	Probationary							
		Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	35 hrs	\$ 59,399	\$ 60,205	\$ 61,819	\$ 63,434	\$ 65,045	\$ 66,658	\$ 68,271	\$ 69,883
	40 hrs	\$ 67,884	\$ 68,807	\$ 70,651	\$ 72,494	\$ 74,339	\$ 76,183	\$ 78,023	\$ 79,867
	35 hrs	\$ 62,372	\$ 63,219	\$ 64,910	\$ 66,604	\$ 68,297	\$ 69,991	\$ 71,684	\$ 73,378
	40 hrs	\$ 71,286	\$ 72,251	\$ 74,182	\$ 76,117	\$ 78,053	\$ 79,991	\$ 81,924	\$ 83,859
	35 hrs	\$ 65,493	\$ 66,381	\$ 68,155	\$ 69,934	\$ 71,713	\$ 73,491	\$ 75,269	\$ 77,046
	40 hrs	\$ 74,845	\$ 75,861	\$ 77,894	\$ 79,925	\$ 81,957	\$ 83,989	\$ 86,022	\$ 88,054
Police Records Spvsr.	35 hrs	\$ 68,763	\$ 69,698	\$ 71,564	\$ 73,432	\$ 75,298	\$ 77,166	\$ 79,032	\$ 80,899
Fleet Repair Spvsr.	40 hrs	\$ 78,588	\$ 79,655	\$ 81,788	\$ 83,924	\$ 86,055	\$ 88,188	\$ 90,322	\$ 92,455
Highway Svs. Spvsr.									
Park Maint. Spvsr.									
Spvsr. Of Waste Svs.									
Supt. Of PSC									
Police Comm. Spvsr.	35 hrs	\$ 72,200	\$ 73,181	\$ 75,143	\$ 77,104	\$ 79,063	\$ 81,024	\$ 82,982	\$ 84,943
Fleet Manager	40 hrs	\$ 82,518	\$ 83,638	\$ 85,877	\$ 88,114	\$ 90,358	\$ 92,598	\$ 94,840	\$ 97,075
Construction Spvsr.									
Parks Proj Coord & Mt. Spvsr.									
Waste Svs. Mgr.									
	40 hrs	\$ 86,642	\$ 87,819	\$ 90,171	\$ 92,521	\$ 94,877	\$ 97,228	\$ 99,579	\$ 101,932
Highway Svs. Mgr.	40 hrs	\$ 90,974	\$ 92,210	\$ 94,680	\$ 97,148	\$ 99,617	\$ 102,090	\$ 104,557	\$ 107,027
Facility Manager									
Supt. Of Parks									
Asst. Library Director	35 hrs	\$ 83,583	\$ 84,717	\$ 86,987	\$ 89,255	\$ 91,526	\$ 93,793	\$ 96,063	\$ 98,330
Envir. Health Spvsr.									
PHN Supervisor									
Elderly Services Coordinator									
Asst. Pub. Works Dir.									
Asst. Dir. Parks & Rec									
Supt. Of PW	40 hrs	\$ 95,521	\$ 96,818	\$ 99,414	\$ 102,006	\$ 104,601	\$ 107,194	\$ 109,787	\$ 112,383
Grants Manager	35 hrs	\$ 87,759	\$ 88,952	\$ 91,337	\$ 93,718	\$ 96,102	\$ 98,484	\$ 100,867	\$ 103,251
Collector of Revenue	35 hrs	\$ 92,150	\$ 93,401	\$ 95,903	\$ 98,403	\$ 100,907	\$ 103,408	\$ 105,912	\$ 108,413
Town Engineer	35 hrs	\$ 96,755	\$ 98,069	\$ 100,697	\$ 103,326	\$ 105,952	\$ 108,579	\$ 111,207	\$ 113,833
Assessor									
Info Tech Mgr.									
Asst. Finance Dir.	35 hrs	\$ 101,595	\$ 102,974	\$ 105,732	\$ 108,491	\$ 111,249	\$ 114,007	\$ 116,764	\$ 119,525
Soc. Svs. Program Spvsr.									

APPENDIX B-2
July 1, 2024 wages with 2% GWI

Pay Grade	Job Title	Hours	Probationary							
			Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
101		35 hrs	\$ 60,587	\$ 61,409	\$ 63,055	\$ 64,703	\$ 66,346	\$ 67,991	\$ 69,636	\$ 71,281
		40 hrs	\$ 69,242	\$ 70,183	\$ 72,064	\$ 73,944	\$ 75,826	\$ 77,707	\$ 79,583	\$ 81,464
102		35 hrs	\$ 63,619	\$ 64,483	\$ 66,208	\$ 67,936	\$ 69,663	\$ 71,391	\$ 73,118	\$ 74,846
		40 hrs	\$ 72,712	\$ 73,696	\$ 75,666	\$ 77,639	\$ 79,614	\$ 81,591	\$ 83,562	\$ 85,536
103		35 hrs	\$ 66,803	\$ 67,709	\$ 69,518	\$ 71,333	\$ 73,147	\$ 74,961	\$ 76,774	\$ 78,587
		40 hrs	\$ 76,342	\$ 77,378	\$ 79,452	\$ 81,523	\$ 83,596	\$ 85,669	\$ 87,742	\$ 89,815
104	Police Records Spvsr.	35 hrs	\$ 70,138	\$ 71,092	\$ 72,995	\$ 74,901	\$ 76,804	\$ 78,709	\$ 80,613	\$ 82,517
1041	Fleet Repair Spvsr.	40 hrs	\$ 80,160	\$ 81,248	\$ 83,424	\$ 85,602	\$ 87,776	\$ 89,952	\$ 92,128	\$ 94,304
	Highway Svs. Spvsr.									
	Park Maint. Spvsr.									
	Spvsr. Of Waste Svs.									
	Supt. Of PSC									
105	Police Comm. Spvsr.	35 hrs	\$ 73,644	\$ 74,645	\$ 76,646	\$ 78,646	\$ 80,644	\$ 82,644	\$ 84,642	\$ 86,642
1051	Fleet Manager	40 hrs	\$ 84,168	\$ 85,311	\$ 87,595	\$ 89,876	\$ 92,165	\$ 94,450	\$ 96,737	\$ 99,016
	Construction Spvsr.									
	Parks Proj Coord & Mt. Spvsr.									
	Waste Svs. Mgr.									
1061		40 hrs	\$ 88,375	\$ 89,575	\$ 91,974	\$ 94,371	\$ 96,775	\$ 99,173	\$ 101,571	\$ 103,971
1071	Highway Svs. Mgr.	40 hrs	\$ 92,793	\$ 94,054	\$ 96,574	\$ 99,091	\$ 101,609	\$ 104,132	\$ 106,648	\$ 109,168
	Facility Manager									
	Supt. Of Parks									
108	Asst. Library Director	35 hrs	\$ 85,255	\$ 86,411	\$ 88,727	\$ 91,040	\$ 93,357	\$ 95,669	\$ 97,984	\$ 100,297
	Envir. Health Spvsr.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec									
1081	Supt. Of PW	40 hrs	\$ 97,431	\$ 98,754	\$ 101,402	\$ 104,046	\$ 106,693	\$ 109,338	\$ 111,983	\$ 114,631
109	Grants Manager	35 hrs	\$ 89,514	\$ 90,731	\$ 93,164	\$ 95,592	\$ 98,024	\$ 100,454	\$ 102,884	\$ 105,316
110	Collector of Revenue	35 hrs	\$ 93,993	\$ 95,269	\$ 97,821	\$ 100,371	\$ 102,925	\$ 105,476	\$ 108,030	\$ 110,581
111	Town Engineer	35 hrs	\$ 98,690	\$ 100,030	\$ 102,711	\$ 105,393	\$ 108,071	\$ 110,751	\$ 113,431	\$ 116,110
	Assessor									
	Info Tech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 103,627	\$ 105,033	\$ 107,847	\$ 110,661	\$ 113,474	\$ 116,287	\$ 119,099	\$ 121,915
	Soc. Svs. Program Spvsr.									

APPENDIX B-3
July 1, 2025 wages with 2% GWI

Pay Grade	Job Title	Hours	Probationary							
			Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
101		35 hrs	\$ 61,799	\$ 62,637	\$ 64,316	\$ 65,997	\$ 67,673	\$ 69,351	\$ 71,029	\$ 72,707
		40 hrs	\$ 70,627	\$ 71,587	\$ 73,505	\$ 75,423	\$ 77,343	\$ 79,261	\$ 81,175	\$ 83,093
102		35 hrs	\$ 64,891	\$ 65,773	\$ 67,532	\$ 69,295	\$ 71,056	\$ 72,819	\$ 74,580	\$ 76,343
		40 hrs	\$ 74,166	\$ 75,170	\$ 77,179	\$ 79,192	\$ 81,206	\$ 83,223	\$ 85,233	\$ 87,247
103		35 hrs	\$ 68,139	\$ 69,063	\$ 70,908	\$ 72,760	\$ 74,610	\$ 76,460	\$ 78,309	\$ 80,159
		40 hrs	\$ 77,869	\$ 78,926	\$ 81,041	\$ 83,153	\$ 85,268	\$ 87,382	\$ 89,497	\$ 91,611
104	Police Records Spvsr.	35 hrs	\$ 71,541	\$ 72,514	\$ 74,455	\$ 76,399	\$ 78,340	\$ 80,283	\$ 82,225	\$ 84,167
1041	Fleet Repair Spvsr.	40 hrs	\$ 81,763	\$ 82,873	\$ 85,092	\$ 87,314	\$ 89,532	\$ 91,751	\$ 93,971	\$ 96,190
	Highway Svs. Spvsr.									
	Park Maint. Spvsr.									
	Spvsr. Of Waste Svs.									
	Supt. Of PSC									
105	Police Comm. Spvsr.	35 hrs	\$ 75,117	\$ 76,138	\$ 78,179	\$ 80,219	\$ 82,257	\$ 84,297	\$ 86,335	\$ 88,375
1051	Fleet Manager	40 hrs	\$ 85,851	\$ 87,017	\$ 89,347	\$ 91,674	\$ 94,008	\$ 96,339	\$ 98,672	\$ 100,996
	Construction Spvsr.									
	Parks Proj Coord & Mt. Spvsr.									
	Waste Svs. Mgr.									
1061		40 hrs	\$ 90,142	\$ 91,366	\$ 93,813	\$ 96,258	\$ 98,710	\$ 101,156	\$ 103,602	\$ 106,050
1071	Highway Svs. Mgr.	40 hrs	\$ 94,649	\$ 95,935	\$ 98,505	\$ 101,073	\$ 103,641	\$ 106,215	\$ 108,781	\$ 111,351
	Facility Manager									
	Supt. Of Parks									
108	Asst. Library Director	35 hrs	\$ 86,960	\$ 88,139	\$ 90,502	\$ 92,861	\$ 95,224	\$ 97,582	\$ 99,944	\$ 102,303
	Envir. Health Spvsr.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec									
1081	Supt. Of PW	40 hrs	\$ 99,380	\$ 100,729	\$ 103,430	\$ 106,127	\$ 108,827	\$ 111,525	\$ 114,223	\$ 116,924
109	Grants Manager	35 hrs	\$ 91,304	\$ 92,546	\$ 95,027	\$ 97,504	\$ 99,984	\$ 102,463	\$ 104,942	\$ 107,422
110	Collector of Revenue	35 hrs	\$ 95,873	\$ 97,174	\$ 99,777	\$ 102,378	\$ 104,983	\$ 107,586	\$ 110,191	\$ 112,793
111	Town Engineer	35 hrs	\$ 100,664	\$ 102,031	\$ 104,765	\$ 107,501	\$ 110,232	\$ 112,966	\$ 115,700	\$ 118,432
	Assessor									
	Info Tech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 105,700	\$ 107,134	\$ 110,004	\$ 112,874	\$ 115,743	\$ 118,613	\$ 121,481	\$ 124,353
	Soc. Svs. Program Spvsr.									

APPENDIX C

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

MEDICAL CERTIFICATE FORM

NAME OF DOCTOR _____

ADDRESS _____

TEL. NO. _____

TO: Human Resources Director
Town of East Hartford

FROM: _____

DATE: _____

As physician duly licensed by the State of _____, I hereby certify that _____ (name of employee) who was seen by me on _____ (date) was unable to work during the continuous period from _____ (date) to _____ (date).

He/she was under my care on or after _____ (date).

I also certify that said employee can return to duty with no restrictions on _____ (date).

Signature of Physician

Date

**APPENDIX D
TRIPLE OPTIONAL 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
PREVENTIVE SERVICES			
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%
DIAGNOSTIC SERVICES			
Oral Evaluation	100%	100%	70%
Radiographs	100%	100%	70%
Pulp Vitality Test (Included with Oral Evaluation)	100%	100%	70%
RESTORATIVE SERVICES			
Amalgam Fillings	100%	100%	50%
Resin Fillings	100%	100%	50%
ENDODONTICS			
Root Canal	100%	80%	50%
Apicoectomy	100%	80%	50%
ORAL SURGERY			
Simple Extractions	100%	100%	50%
Surgical Extractions and Impaction	50%	50%	50%
Treatment of Fractures & Dislocations	50%	50%	Not Covered
GENERAL SERVICES			
Consultation	60%	50%	Not Covered
General Anesthesia	60%	50%	Not Covered
Emergency Treatment	100%	100%	50%
PERIODONTICS			
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

	PPO IN NETWORK NO DEDUCTIBLE	FLEX DENTAL \$50 DEDUCTIBLE*	OUT OF NETWORK \$200 DEDUCTIBLE
PROSTHODONTICS			
Dentures Full and Partial	50%	Not Covered	Not Covered
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 E
BLUEVIEW VISION RIDER**

BENEFIT PERIOD	Calendar Year
DEPENDENT AGE LIMIT	To the end of the month after which the child attains age 26.

COVERED SERVICES	COPAYMENTS/MAXIMUMS	
Prescription Lenses	Network Providers	Out-of-Network Providers
Standard: (including factory scratch coating, polycarbonate lenses for children under 19 years old and Photochromic lenses for children under 19 years old)		
Basic Lenses (pair)		
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).		
Frames		
(Limited to one frame per calendar year)	\$130 retail amount, then 20% off any remaining balance	Reimbursed up to \$64
Prescription Contact Lenses (traditional or disposable)		
Non-Elective Contact Lenses (availability once every calendar year)	Covered in full	Reimbursed up to \$210
Elective Contact Lenses (in lieu of eyeglass lenses allowances) (availability once every calendar year)	\$130 retail amount	Reimbursed up to \$105
Note: 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.		

Laser Vision Correction Services:

Participating Lasik/photorefractive keratectomy PRK surgical centers offer a discounted rate for Members enrolled under this plan. You are responsible for any remaining charges.

The Schedule of Benefits is a summary of the amount of benefits Anthem will pay 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 including any attachments or riders.

No prior authorization is required to receive covered vision services.

**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 is _____ (name of health insurance carrier). 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 \$1000 for individual employee coverage, \$1250 for employee plus one dependent coverage or \$1,500 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
ATTESTATION FOR \$600 WELLNESS REWARD**

THE ORIGINAL FORM SHOULD BE TURNED IN TO
OR MAILED DIRECTLY TO:
Town of East Hartford, Human Resources
Attention: Sandra Franklin
740 Main Street
East Hartford, CT 06108

Each employee covered by a Town of East Hartford High Deductible Health Plan has been asked to have an annual routine physical examination performed during each plan year. This routine physical should consist of the items listed below **as deemed appropriate by the employee's primary care provider.**

Once the exam is complete, please sign and date this form and return it to the patient so they may turn it in to HR. You may also mail the form directly. Please do not fax the form – we need the original signature. Please provide the employee with biometrical results of their exam and lab work. They may use this information to complete an online Health Risk Assessment with Anthem.

The Routine Physical Exam Should Include the Following:

- ❖ Preventive Physical Exam, which includes medical and family health history, assessment of lifestyle (diet, stress, exercise, etc.) general system examination (heart, lungs, throat, thyroid, ears, skin, joints, etc.) and measurement of height and weight
- ❖ Routine blood pressure and urine screenings
- ❖ Cholesterol and lipid level screenings
- ❖ Blood glucose screening
- ❖ Eye chart vision screening
- ❖ Immunizations (tetanus every ten years, others as appropriate)
- ❖ Pelvic examination, Pap Smear, and Mammography screenings
- ❖ Prostate examination and prostate specific antigen blood test (PSA) (*males only*)
- ❖ Colorectal cancer screening

You, as the health care provider will determine which one of several types of screenings is most appropriate and at what age it should be done.

I certify that I performed a routine physical exam on Town of East Hartford Employee:

EMPLOYEE NAME

Physician's Name: _____

Date of Physical: _____

Physician's Signature: _____

APPENDIX H
~~ACTIVE EMPLOYEES~~ **HIGH DEDUCTIBLE HEALTH PLAN**
SCHEDULE OF BENEFITS
~~Effective July 1, 2017~~

COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Covered Person Plan Year Deductible	* \$2000 SINGLE ** \$4000 FAMILY	
Covered Person Coinsurance	Not Applicable	20%
Covered Person Plan Year Out-of-Pocket Limit	single*** \$2000 family**** \$4000	\$4,000 single*** \$8,000 family****
*Applies to Prescription Drug Copayments		
Lifetime Maximum	Unlimited	Unlimited
<p>*Single Deductible – 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>**Family Deductible – 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>***Single Out-of-Pocket Limit – 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>****Family Out-of-Pocket Limit – 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	No Cost-Share	Deductible & Coinsurance
COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Immunizations and Vaccinations	No Cost-Share	Deductible & Coinsurance

HOSPITAL SERVICES		
All Inpatient Admissions	Deductible	Deductible & Coinsurance
Specialty Hospital 100 days per Member per Calendar Year	Deductible	Deductible & Coinsurance
Outpatient Surgery (including colonoscopy)	Deductible	Deductible & Coinsurance
DIAGNOSTIC SERVICES		
Diagnostic, Laboratory and X-Ray Services	Deductible	Deductible & Coinsurance
High Cost Diagnostic Tests MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
THERAPY SERVICES		
Outpatient Rehabilitation Outpatient rehabilitative and restorative physical, occupational, speech and chiropractic therapy for up to 60 combined visits per Calendar Year	Deductible	Deductible & Coinsurance
Other Therapy Services: 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
Allergy Office Visit/Testing	Deductible	Deductible & Coinsurance
Allergy Injections Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
MEDICAL EMERGENCY/URGENT CARE SERVICES		
Emergency Room Treatment Emergency Room Cost-Share	Deductible	Deductible

waived if the Member is admitted directly to the Hospital from the emergency room		
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
PHYSICIAN MEDICAL/SURGICAL SERVICES		
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
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES		
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
OTHER MEDICAL SERVICES		
Outpatient Surgery	Deductible	Deductible & Coinsurance
In a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Skilled Nursing Facility Up to 120 days per calendar year	Deductible	Deductible & Coinsurance

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

Durable Medical Equipment and Prosthetic Devices Hearing Aid Coverage Available for dependent children age 12 years and under with a maximum of \$1,000 within a two year period. Diabetic equipment, and supplies	Deductible	Deductible & 50% Coinsurance
Ostomy Related Services	Deductible	Deductible & 50% Coinsurance
Hospice Care (inpatient)	Deductible	Deductible & Coinsurance
Wig up to \$500 maximum per Member per Calendar Year	Deductible	Deductible & Coinsurance
Specialized Formula	Deductible	Deductible & Coinsurance
Infertility Services Please see Maternity /Family Planning Section Office Visit Outpatient Hospital Inpatient Hospital Infertility Drugs 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
Maternity	Deductible	Deductible & Coinsurance

This is a summary of benefits and is by its nature limited in detail and scope. Refer to the Summary Plan Document for full details of coverage.

APPENDIX I
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (hereinafter, "Agreement") is by and between the Town of East Hartford (hereinafter, the "Town"), and Local 818, the Council 4, AFSCME, AFL-CIO Union, (hereinafter, the "Union") (collectively "the parties") in full and final settlement of grievance Case #2016-A-0311 agree to the following

- ~~1. Effective on the date this Agreement is executed an employee with perfect attendance (i.e., no time absent due to illness, unauthorized or authorized leave of absence, disciplinary suspension or tardiness), will earn one Personal Day for each calendar quarter of perfect attendance, and an additional Personal Day for a perfect calendar year. No more than five (5) days may be accumulated. MOVED TO ARTICLE VII, SECTION 7.0 (F)~~
- ~~2. Effective on the date this Agreement is executed an employee's birthday shall constitute an additional holiday.
 - ~~i. Employees shall be able to celebrate their birthday on or before the last day of the 2016-2017 Fiscal Year. With the prior approval of the Department Head, an employee may select another day on which to observe the birthday.~~
 - ~~ii. Effective on July 01, 2017 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. MOVED TO ARTICLE V SECTION 5.0~~~~
- ~~3. Effective on the date this Agreement is executed of the fifteen (15) potential sick days which can be accrued per year one can be used as a sick/personal day which 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 for perfect attendance. MOVED TO ARTICLE VII SECTION 7.0 (B)~~
- ~~4. Ronald Arpin, one of the grievants in Case #2016-A-0311, shall have two (2) earned days posted to his earned day total balance upon the execution of this Agreement. Said earned days shall be used by June 30, 2017.~~
- ~~5. All of the above benefit changes will take effect as indicated in each item. All said changes shall be incorporated into the appropriate Articles and Sections of the Successor Working Agreement between the parties that will be in effect beginning July 1, 2019.~~
- ~~6. This Agreement shall not establish a past practice or precedent between the parties and shall not be presented in any other forum except to enforce the terms of this Agreement.~~
- ~~7. In consideration for the above, the Union agrees to withdraw grievance 2016-A-3011.~~
- ~~8. Nothing herein shall create a binding practice or precedent.~~

This Memorandum of Agreement was renewed with the 2019-2022 contract.

Formatted: Strikethrough for Contracts

APPENDIX I MILITARY LEAVE POLICY

Section 1

Employees will be entitled to Military Leave when they receive official Military Orders for time requiring active duty service. Employees shall be entitled to a maximum of 10 weeks per fiscal year under the following conditions:

- A. Military leave to attend training for Reservists or National Guard members will not exceed four weeks per fiscal year. The combination of Military and Town base pay and wages shall not exceed the employee's regular base pay. The Military Leave from the Town will be limited to the differential pay and wages required to maintain the employee's base pay after accounting for the base pay received from the Military.
- B. Employees will be required to provide documentation of Military orders and wage stubs to the Town for such benefit. The Military amount paid will be adjusted to arrive at a weekly equivalent and subtracted from the member's base pay to determine the differential.
- C. The differential amount will be paid until such time as the member returns to full duty with the Town.
- D. When the member returns to full duty, a copy of all the wage records with the Military should be provided to the employee's department and forwarded to the Human Resources Department and the Finance Department. A copy of the Military Order(s) concluding Military Leave should also be provided.
- E. In the event the amount paid by the Town exceeds the provisions of this section, the employee will need to reimburse the Town in one lump sum or over multiple weeks.

The term Military Leave shall mean the number of hours the employee was scheduled to work, beginning with the day on which the employee's orders require them to report to Military service and ending with the day on which the employee's orders discharge them from Military service.

Time on Military leave shall be included for purposes in computing seniority.

Section 2

Employees who carry the Town's health insurance may elect to continue such coverage for spouses and dependents on the plan at the commencement of active duty service, as reflected in the official Military Orders. If an employee elects to continue health insurance coverage for their spouse and dependents, said employee must pay the premium for the spouse and dependents to maintain such coverage. If the employee is not active on the payroll, payments for premiums will be recouped in a manner prescribed by Human Resources to maintain coverage.

Section 3

Notification of Leave

Unless giving notice is unreasonable or precluded by Military necessity, employees requiring a Military leave of absence should provide their Director and the Office of Human Resources with a written or verbal advance notice along with, if available, a copy of the Military Order; to the Director at least two weeks before the Military-Leave-of-Absence start date. On the day of receipt of their first Military paycheck, the employee shall transmit a copy of the document, pay stub or pay record to their Department Director, who shall forward it to Human Resources and Finance if the member receives a promotion or other subsequent increase in Military pay during the deployment that shall be communicated to the Director of the Department and Human Resources. Employees on Military Leave greater than one whole week (7 days) will have their accounts

temporarily disabled. Human Resources will notify IT of the leave period and return to work dates as soon as possible.

The Town of East Hartford may not insist on knowing exactly when the staff member will return to work; however, the employee can be asked to furnish the approximate beginning and concluding dates of their training. Final documentation of start and end dates is required for proper payment of wages.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 14, 2024
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: BID WAIVER: Town Hall enhancements

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver for the following enhancements to the Town Hall Mechanical, Electrical, and Plumbing (MEP) upgrade and renovations project.

In each of the asterisked requests, we are using the existing vendor where the original contract was the subject of competitive bidding and the pricing of these contracts will be based on the original competitive bid.

1. **Whitford* – Rekeying lock system, Bid waiver \$12,225**
 - Whitford is the current Project vendor – this rekeying enhancement strengthens the security controls while they are still working in the building.
2. **Professional Painting* - Painting of Hallway Doors, Frames, & Trim, Bid waiver \$12,278**
 - Professional Painting is the current Project vendor – this will allow the Town to address this need before painting in Town Hall is completed.
3. **Transfer Enterprises – Furniture, Bid waiver \$10,000**
 - Transfer Enterprises is the current Project vendor for refurbished office furniture – this will allow the Town to address unanticipated furniture needs as a result of the town hall renovations in a timely manner prior to the final move. .
4. **Dupont – Finance Shelving, Bid waiver \$16,000**
 - Dupont is our existing Town Clerk vault vendor, the quote is based off of a State contract, that recently expired but pricing still being honored. .
5. **Adams & Ahern - Directional Signage Improvements, Bid Waiver \$49,200**
 - The town approached three vendors for this improvement but only Adams and Ahern could complete this project prior to reopening Town Hall. Adams & Ahern is our existing Town sign vendor and successfully completed the Town outdoor signage program.

The funding for these items was previously approved at the February 6, 2024 town council meeting. It was also shared during that meeting that many of the projects, if approved for funding, would likely require bid waivers in order to be implemented in the near future to potentially save on cost as well as time while the building is still empty, in order to avoid any disruption to town hall employees and citizens.

Attached are the proposed motions to waive the bid requirements as reviewed by Corporation Counsel.

Please place this information on the Town Council agenda for consideration at the February 20, 2024 meeting.

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

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Connecticut Brownfields Assessment Grant

Funder: State of CT Dept. of Economic and Community Development

Grant Amount: \$150,000

Frequency: One time Annual Biennial Other As funds are made available

First year received:	<u>2014</u>	
Last 3 years received:	<u>2017</u>	<u>2014</u>
Funding level by year:	<u>\$200,000</u>	<u>\$175,000</u>

Is a local match required? Yes No

If yes, how much? Not applicable From which account? Not applicable

Grant purpose: The state's brownfields program provides opportunities to investigate, clean up, and revitalize blighted properties that have fallen into disrepair and puts them back into productive use in ways that benefit local economies.

Results achieved: Assessment of 164 School Street (United Steel, Inc.) and (former Calvin Theater).

Duration of grant: Maximum two years from signing of grant contract


Status of application: Application under development

Meeting attendee: Eileen Buckheit, Development Director, x7303

Comments: Previous grants were for assessment and demolition of Daley Court complex.

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Connor S. Martin

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – CT Brownfields Assessment Grant Application

DATE: February 9, 2024

Attached is a draft Town Council resolution requesting authorization for you as Mayor, on behalf of the Town, to apply to the Connecticut Department of Economic and Community Development (DECD) for a Brownfields Assessment Grant in the amount of \$150,000 for the assessment of suspected environmental contamination at properties in Town.

The Town plans to use the funds to perform environmental site assessments (ESAs) at two properties: 164 School Street (United Steel), and 1016 Main Street (former Calvin Theater).

The United Steel site has been owned by Corneau Limited Partnership and operated as United Steel since 1996. Phase I and II environmental site assessments (ESAs) have already been performed at the site. This grant would fund a Phase III ESA, which is the next step in the assessment process. The Phase III will further evaluate the degree and extent of releases identified at the Site and prepare an order of magnitude opinion of probable remedial costs.

The former Calvin Theater site is in the initial stages of the assessment process. The grant will fund Phase I and Phase II assessments at the site. The intent of a Phase I report is to assess if current or historical property uses have impacted the soil or groundwater beneath the property and could pose a threat to the environment. A Phase II report involves a subsurface investigation to test soil, soil gas and/or groundwater to identify sources of environmental impacts.

The Brownfields initiative provides opportunities to investigate, clean up, and revitalize blighted properties that have fallen into disrepair and puts them back into productive use in ways that benefit local economies. The state has invested over \$223 million in more than 246 old or vacant factories, mills, warehouses, and other contaminated sites and structures under the program. These funds are for investigation ONLY. It does not involve any property transfer to the Town.

I respectfully request that this resolution be included on the Town Council agenda for the February 20, 2024 meeting. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 14, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: CT Brownfields Assessment Grant Application

The Town of East Hartford is looking to apply to the Connecticut Department of Economic and Community Development (DECD) for a Brownfields Assessment Grant in the amount of \$150,000 for the assessment of suspected environmental contamination at 164 School Street (United Steel, Inc.) and 1016 Main Street (former Calvin Theater).

No local match is required from the town.

Please place this item on the Town Council agenda for the February 20, 2024 meeting.

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

Office of Brownfield Remediation and Development
Municipal Grant Program (Assessment-only)
Notice of Funding Availability (NOFA)

January 5, 2024

Round 19AO (Assessment-only Grant)

Announcement: The [Office of Brownfield Remediation and Development](#) (OBRD) of the Dept. of Economic and Community Development (DECD) would like to announce the availability of funding under the Municipal Brownfield Grant Program (Assessment-Only) and is inviting applications for the same. The purpose of the Municipal Grant Program as per [C.G.S Section 32-763](#), is to provide grants for brownfield remediation and redevelopment. Additional program goals include encouraging public-private partnerships, leveraging the maximum amount of private funds to increase the economic impact of the State's investment, reactivating long-stalled sites and encouraging job creation.

OBRD has also simultaneously announced the availability of funding under the remediation and limited assessment grant and loan programs. The total funding pool available for all DECD Round 19 notices is up to \$25 million. The review and decision process for all programs will be simultaneous.

“Brownfield” Definition: As per [C.G.S Section 32-760](#), “Brownfield” means any abandoned or underutilized site where redevelopment, reuse or expansion has not occurred due to the presence or potential presence of pollution in the buildings, soil or groundwater that requires investigation or remediation before or in conjunction with the redevelopment, reuse or expansion of the property.

Maximum and Minimum Requests Per Application or Project:

- *For any project:* Maximum request: \$200,000; Minimum Request: \$100,000.
- *For Applicants who are Councils of Governments (COGs) and Brownfield Land Banks (BLBs) only:* Total grant requests of up to \$500,000 may be submitted per application and for multiple projects in one municipality or multiple municipalities. However, the maximum and minimum amounts thresholds per project will be as noted above. Please complete and submit the COG/BLB coversheet along with your project applications if you are submitting for multiple projects.

All applicants are welcome to submit multiple projects under separate applications. Municipalities can also submit for multiple unrelated sites under one application as long as the total request for the project is within the specified thresholds (minimum of \$100K and maximum of \$200K).

I, Jason Marshall, 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 and correct copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 20th day of February, 2024

R E S O L U T I O N

WHEREAS, pursuant to 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 \$150,000 in order to undertake the Brownfields assessment of several Town properties and to execute an Assistance Agreement.

NOW THEREFORE LET IT BE RESOLVED BY THE EAST HARTFORD TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites (including the match obligations) for the state financial assistance imposed by C.G.S Section 32-763;
2. That the filing of an application for State financial assistance by the Town of East Hartford in an amount not to exceed \$150,000 is hereby approved and that Mayor Connor S. Martin 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.

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 February, 2024.

Seal

Signed: _____
Jason Marshall, Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 14, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: Affordable Connectivity Program (ACP) Support with ARPA Funding


On January 29, 2024, the Federal Communications Commission (FCC) released wind-down guidance for Affordable Connectivity Program (ACP) Outreach Grant recipients. We have a \$250,000 grant through this program that was slated to fund a two-year regional outreach plan in partnership with the Hartford Public Library. Due to the wind-down of the ACP itself, which is expected to run out of funding in April unless Congress acts, we are required to conclude our grant-funded activities on February 7, 2024. Nearly 5,000 households in East Hartford are enrolled in the ACP and will lose their \$30/month subsidy when the ACP ends.

The Library Department and Department of Health & Human Services propose the use of American Recovery Plan Act (ARPA) funds that were originally allocated for health department operations to retain the full-time grant-funded employee, Malia Hunt, through the end of the fiscal year. Our forecasted expense for Ms. Hunt's wages for the remaining of fiscal year 2024 is \$23,000.

Please place this item on the Town Council agenda for the February 20, 2024 meeting.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
S. Morgan, Library Director
L. Burnsed, Health and Human Services Director

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Connor S. Martin
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – Transfer of ARPA Funding
DATE: February 9, 2024

Attached is a draft Town Council resolution authorizing you as Mayor to transfer funds among American Rescue Plan Act (ARPA) accounts to support the Town's digital connectivity and inclusion efforts.

Also attached is a memo from Director of Health & Human Services Laurence Burnsed explaining the need and rationale for the change.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on February 20, 2024. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

MEMORANDUM

TO: Mayor Connor S. Martin

FROM: Laurence Burnsed, Director of Health & Human Services

SUBJECT: Affordable Connectivity Program (ACP) Support with ARPA Funding

DATE: February 2, 2024

On January 29, 2024, the Federal Communications Commission (FCC) released wind-down guidance for Affordable Connectivity Program (ACP) Outreach Grant recipients. We have a \$250,000 grant through this program that was slated to fund a two-year regional outreach plan in partnership with the Hartford Public Library. Due to the wind-down of the ACP itself, which is expected to run out of funding in April unless Congress acts, we are required to conclude our grant-funded activities on February 7, 2024. Nearly 5,000 households in East Hartford are enrolled in the ACP and will lose their \$30/month subsidy when the ACP ends.

The Library Department and Department of Health & Human Services propose the use of American Recovery Plan Act (ARPA) funds that were originally allocated for health department operations to retain the full-time grant-funded employee, Malia Hunt, through the end of the fiscal year. Our forecasted expense for Ms. Hunt's wages for the remaining of fiscal year 2024 is \$23,000.

The Department of Health & Human Services supports the allocation of ARPA funds to this cover this program to assist in transitioning East Hartford households to their "next best" internet option. We are not permitted to use FCC grant funds for this purpose. Furthermore, the Town has been fortunate to receive COVID-19 response grant funding from the Connecticut Department of Public Health (DPH) as well as the Hartford Foundation for Public Giving that supports personnel, supplies, and community outreach for case investigation, contact management, and vaccine administration.

This limited allocation to support digital connectivity efforts will not impact our ongoing COVID-19 response program activities through 2026. Digital connectivity is essential to pandemic recovery: it provides access to COVID-19 resources and available services, access to healthcare resources, and allows residents to apply for basic needs programs to mitigate the economic impact due the pandemic.

Cc: Melissa McCaw, Chief Administrative Officer
Sarah Kline Morgan, Library Director

I, Jason Marshall, 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 20th day of February, 2024

R E S O L U T I O N

WHEREAS; the Town has been awarded \$24,561,068 in American Rescue Plan Act (ARPA) funds from the U.S. Treasury; and

WHEREAS; in order to most effectively use these funds, the transfer of funds between existing accounts is periodically necessary;

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make the following transfers among ARPA Accounts:

1. Transfer \$23,000.00 from “COVID Other Public Health Services” to “ARPA Unallocated Balance”

4. Transfer \$23,000.00 from “ARPA Unallocated Balance” to “Digital Inclusion Project Manager”

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 February, 2024.

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 14, 2024
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: AMUSEMENT PERMIT APPLICATION

The following Amusement Permit is before you due to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3 (e), passed by the Town Council:

Sec. 5-3 (e):

(e) If the application is submitted pursuant to subsection (b) of section 5-1 of the Town Ordinances, within one week of receipt of written comments from the Directors, the Chief of Police shall forward those comments to the Town Council. The Chief of Police shall also forward to the Town Council written comments pertaining to the impact the proposed amusement would have on the areas under the purview of the Police Department and any recommended changes in the planned operations, as well as a statement as to whether the Police Department can supply adequate police protection.

Please add the following amusement permit on the Town Council agenda for the February 20, 2024 meeting.

- **Lung Force Walk 2024**
 - Saturday, June 1, 2024 from 9 AM to 11 AM at Great River Park.

C: M. Hawkins, Interim Chief of Police

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

MACK S. HAWKINS
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

To: Mayor Connor Martin


From: Police Chief Mack S. Hawkins

Date: February 8, 2024

Re: **Amusement Permit Application**
“LUNG FORCE Walk 2024”

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.


Mack S. Hawkins
Chief of Police

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

MACK S. HAWKINS
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

February 8, 2024

Richard F. Kehoe, Chairman
East Hartford Town Council
740 Main Street
East Hartford, CT 06108

**Re: Outdoor Amusement Permit Application
"LUNG FORCE Walk"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **American Lung Association** by **Janeene Catalano, Development Manager**. The applicant seeks to conduct a walk along the CT River in support of those with lung disease on **Saturday, June 1, 2024** from **9am to 11am**. They will hold an opening ceremony at the **Amphitheater at Great River Park**. They will have a few vendors present and one of their sponsors, iHeart Radio, will provide music. They will provide water bottles and snacks for free with set-up at **6am** and **registration beginning at 9am**. This is a rain or shine event.

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed by the Directors of the Fire, Health, Parks & Recreation, Public Works Departments and the Offices of the Corporation Counsel and Finance.

The Risk Management and the Office of Corporation Counsel Departments approve the application as submitted.

The Fire Department approves the application as submitted and indicates there are **no anticipated costs to their Department**.

The Health, Parks & Recreation and Public Works Departments approve the application as submitted and state there are **no anticipated costs to their Departments**.

The Police Department conducted a review of the application and the following comments/recommendations are made:

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mack S. Hawkins', with a long horizontal flourish extending to the right.

Mack S. Hawkins
Chief of Police

Cc: Applicant

Rivera, Augustina

From: Sasen, Christine
Sent: Wednesday, January 24, 2024 7:51 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application - LUNG FORCE WALK

Okay with me.

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, January 24, 2024 7:29 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application - LUNG FORCE WALK

Good morning,

Attached please find the Director's Review & Notice along with the Outdoor Amusement Application for the "LUNG FORCE WALK" to take place on Saturday, June 1, 2024.

Please have your comments/reviews to me by Wednesday, February 7.

Thank you.

Tina

Augustina Rivera
Administrative Clerk 3
Support Services/Operations Bureau
East Hartford Police Department
31 School Street
East Hartford, CT 06108
Office: 860-291-7631 Fax: 860-610-6290
arivera@easthartfordct.gov
www.easthartfordct.gov/police-department

Rivera, Augustina

From: Fitzgerald, Robert
Sent: Wednesday, February 7, 2024 10:24 AM
To: Rivera, Augustina; Hawkins, Mack
Cc: Corp Counsel
Subject: RE: Outdoor Amusement Permit Application - LUNG FORCE WALK

Tina:

This is okay by me.

Thanks,

Robert Fitzgerald

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, February 6, 2024 7:29 AM
To: Trujillo, Alexander <atrujillo@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application - LUNG FORCE WALK

Good morning,

Just a friendly reminder that your comments for "Lung Walk" are due to me tomorrow.

Thank you and have a wonderful day.

Tina

From: Rivera, Augustina
Sent: Wednesday, January 24, 2024 7:29 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application - LUNG FORCE WALK

Good morning,

Attached please find the Director's Review & Notice along with the Outdoor Amusement Application for the "LUNG FORCE WALK" to take place on Saturday, June 1, 2024.

Please have your comments/reviews to me **by Wednesday, February 7.**



Mack S. Hawkins
Interim Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Connor Martin
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, June 1, 2024
Event: "LUNG FORCE WALK"
Applicant: American Lung Association
Janeene Catalano, Development Manager

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed and the following recommendation is made:

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
- Anticipated Cost(s) if known \$ _____

Stephen J. Alsup

Signature
Stephen J. Alsup, Assistant Fire Chief

01.25.24

Date

Comments:

**TOWN OF EAST HARTFORD
FIRE MARSHALS OFFICE
ADMINISTRATIVE REVIEW
Amusement Permit**

DATE: 1/24/24

APPLICATION FOR: Lung Force Walk

APPLICANT American Lung Association
45 Ash Street
East Hartford CT 06108
Janeene Catalano
860-838-4362/732-609-5556
Janeene.catalano@lung.org

DATE(S) OF EVENT: June 1st 2024 9am-11am

Pursuant to your request, a review of the above application was completed and the following recommendation is made:

- The application is approved as submitted.
- The application be revised. Approved conditionally.
- The application is disapproved.
- No application to the Connecticut Fire Safety Code

COMMENTS: will need an inspection of any food trucks or inflatables


**JOHN PELOW
FIRE MARSHAL
TOWN OF EAST HARTFORD**



Mack S. Hawkins
Interim Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Connor Martin
Mayor

Administrative Review of Amusement Permit

Event Date: Saturday, June 1, 2024

Event: "LUNG FORCE WALK"

Applicant: **American Lung Association**
Janeene Catalano, Development Manager

Pursuant to Town Ordinance (TO) 5-3, a review of the application was completed and the following recommendation is made:

- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ 0

Michael O'Connell
Signature _____ Date _____

Comments:

Rivera, Augustina

From: Dwyer, Sean
Sent: Wednesday, January 24, 2024 1:09 PM
To: Rivera, Augustina; Burnsed, Laurence; Fravel, Theodore; Munson, Kevin; Trujillo, Alexander
Cc: Alsup, Steve; Browning, Craig; Cohen, Bruce; Cummings, Kim; Davis, Robert; Drouin, Darrell; Fitzgerald, Robert; Hawkins, Mack; McCaw, Melissa; Neves, Paul; O'Connell, Michael; Pelow, John; Sasen, Christine
Subject: RE: Outdoor Amusement Permit Application - LUNG FORCE WALK

Good Morning Tina,

No Issues with Parks and Recreation.

Sean

Sean Dwyer

Assistant Director
East Hartford Parks and Recreation
50 Chapman Place
East Hartford, CT 06108
Phone: 860-291-7171
Fax: 860-282-8239
www.easthartfordct.gov

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, January 24, 2024 7:29 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application - LUNG FORCE WALK

Good morning,

Attached please find the Director's Review & Notice along with the Outdoor Amusement Application for the "LUNG FORCE WALK" to take place on Saturday, June 1, 2024.

Please have your comments/reviews to me by Wednesday, February 7.

Rivera, Augustina

From: Hawkins, Mack
Sent: Wednesday, February 7, 2024 10:37 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application - LUNG FORCE WALK

Tina,

I have reviewed the Outdoor Amusement Permit Application for LUNG FORCE Walk for 2024. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

Mack S. Hawkins

Chief of Police
East Hartford Police Department
31 School St.
East Hartford, CT 06108
Office 860 291-7597

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, February 6, 2024 7:29 AM
To: Trujillo, Alexander <atrujillo@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application - LUNG FORCE WALK

Good morning,

Just a friendly reminder that your comments for "Lung Walk" are due to me tomorrow.

Thank you and have a wonderful day.

Tina

From: Rivera, Augustina
Sent: Wednesday, January 24, 2024 7:29 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Connor Martin
Mayor

OUTDOOR AMUSEMENT PERMITS
31 SCHOOL STREET
EAST HARTFORD, CT 06108-2638
(860) 528-4401

OUTDOOR AMUSEMENT PERMIT APPLICATION



Mack S. Hawkins
Chief of Police

THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR

1. Name of Event:
LUNG FORCE Walk
2. Date(s) of Event:
June 1, 2024 (rain or shine event)
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
**Janeene Catalano on behalf of the American Lung Association
860-838-4362 | 732-609-5556
45 Ash Street, East Hartford, CT 06108
Janeene.Catalano@Lung.org**
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
American Lung Association, 55 W Wacker Dr, Suite 1150, Chicago, IL 60601
National Board of Directors attached on separate document.
5. List the location of the proposed amusement: (Name of facility and address)
Great River Park, 301 E River Drive, East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
**Saturday, June 1, 2024 (9am - 11am)
No location changes and no other dates**
7. Provide a detailed description of the proposed amusement:
LUNG FORCE Walk is simply a walk along the CT River in support of those with lung disease. We will have a ceremony at the beginning of the event in the amphitheater area. More attached on addt. paper.

8. Will music or other entertainment be provided wholly or partially outdoors?

✓ Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? **June 1, 2024 (9am-11am)**

9. What is the expected age group(s) of participants?

131+, some participants are 65+

10. What is the expected attendance at the proposed amusement:

(If more than one performance, indicate time / day / date and anticipated attendance for each.)

175 participants

11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:

a. Crowd size impact:

There will be roughly 175 participants for a brief period of time and we do not anticipate a large crowd.

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:

All streets will be open for community use, and the walk is along a walking path.

c. Parking plan on site & impact on surrounding / supporting streets:

Participants will be able to park in the American Eagle Financial Credit Union lot around the corner.

d. Noise impact on neighborhood:

There will be low music played, and we will not have much of a noise impact on the neighborhood.

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:

We actively use trash cans provided and collect any trash for removal before the end of the event.

f. List expected general disruption to neighborhood's normal life and activities:

No disruption to neighborhood expected.

g. Other expected influence on surrounding neighborhood:

no other influence to neighborhood.

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

Site will be fully accesible for emergency personnel.

b. Provisions for notification of proper authorities in the case of an emergency:

Crisis plan in place which includes appropriate communication of proper authorities.

c. Any provision for on-site emergency medical services:

We will have a lead medic onsite who will monitor and take appropriate action.

d. Crowd control plan:

We anticipate having 175 participants and do not anticipate a large crowd with control needed.

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:

We will remove all items brought to the Park in addition to walking the property to make sure all trash has been removed, and no damage has ocured.

f. Provision of sanitary facilities:

Riverfront Recapture has provided portajohns for us to use for the event.

13. Will food be provided, served, or sold on site:

a. Food available: Yes No AND

b. Contact has been made with the East Hartford Health Department Yes No.

14. Does the proposed amusement involve the sale and / or provision of alcoholic beverages to amusement attendees,

Yes No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

15. Include any other information which the applicant deems relevant (ie: time waivers and fee waiver requests should go here):

CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official duties.


a. False Statement is a Class A Misdemeanor.

b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

I declare, under the penalties of False Statement, that the information provided in this application is true and correct to the best of my knowledge:

American Lung Association

(Legal Name of Applicant)


(Applicant Signature)

Janeene Catalano

(Printed Name)

1/17/2024

(Date Signed)

Development manager

(Capacity in which signing)

• (Click button to send application electronically to ehpdpemits@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:

YES

NO

Liquor Permit Included:

YES

NO

Certificate of Alcohol Liability Included:

YES

NO

Time Waiver Request Included:

YES

NO

Fee Waiver Request Included:

YES

NO

Outdoor Amusement Permit Fees:

Sport, athletic contest, musical, operatic, dramatic, theatrical or pictorial performance or other exhibitions

\$ 10/performance §5-6

Parades

\$ 25/each parade §5-6

Fireworks display or air show

\$ 25/performance §5-6

Carnival, rodeo, circus, or tent show

\$ 100/day §5-6

Total Assessed Amusement Permit Fee

paid \$10 ch #320 2/6/24

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 1/31/2024 7 : 00 AM PM

Time remaining before event: 129 days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.

The LUNG FORCE Walk is a rain or shine event that is open to the public, but they must register when they arrive. The primary audience of our walk is those that are or know someone that is affected with a lung disease. Registration is free for individuals to attend, and those who register have the opportunity to fundraise for the association.

Equipment being used is primarily 10x10 tents supplied by the association, possibly a 10x20 tent, tables and chairs, and a blow up arch. We will also have sandwich boards for signage and lawn stakes. None of our vendors/sponsors will be bringing their own tents.

We will start setting up for the event at approx. 6am. Registration opens at 9am. This is when those who want to register day of can do so, or those already registered can check-in.

From 9am to 9:25am, people have the chance to walk around to our vendors (sponsors) that will be set up in the amphitheater area with 10x10 tents. These are tents that we have set up for them. None of the vendors will need electricity.

One of our sponsors, iHeart Radio, will be a vendor at the event. They usually come with speakers and supply music for the group. They usually just put on a radio station or Sirius XM depending on what they choose.

We will have a 'doggy station tent' as we allow participants to bring their animals. The tent will comprise of bandanas they can tie around their animal, doggy bags for cleanup, and water bowls so they can stay hydrated.

At 9:40am, we will have an opening ceremony to talk about lung disease, some our champions that have battled a disease, and recognize our top teams, top fundraisers, etc.

At 10am, we will hold a ribbon cutting to start the walk. We tie the ribbon to the arch we have, that either needs electricity or a generator to be blown up, and we use weights to secure down.

Participants will walk north along the CT River and come back to the amphitheater area. We typically have signs set up along the river, with a 10x10 tent at the halfway point with water bottles so participants can stop for a refreshment.

Regarding food, we typically try to buy grocery store items such as granola bars, and individually wrapped snacks, for our snack table. Participants can help themselves to whatever they wish, free of charge. We will also have plenty of water bottles throughout the event to hydrate. We have contacted the Health Department in the past and they have stated that no permit is needed on their end, and we are free to have those items.

We will roughly have 175 people at the event including staff members and volunteers.

Riverfront Recapture, who we have booked the date with, has documented that we need certain COI requirements per their standards, and have gotten the document based on what they require. If edits need to be made, we can absolutely do so.



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 702 King Farm Boulevard, Suite 210 Rockville MD 20850	CONTACT NAME: Julia Van De Wille PHONE (A/C, No, Ext): 301-795-6600 E-MAIL ADDRESS: Julia_VanDeWille@ajg.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED American Lung Association 55 W. Wacker Drive, Suite 1150 Chicago IL 60601	INSURER A: Continental Insurance Company	NAIC # 35289
	INSURER B: Transportation Insurance Company	NAIC # 20494
	INSURER C:	
	INSURER D:	
	INSURER E:	


COVERAGES **CERTIFICATE NUMBER:** 625829005 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	6078757486	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	6078757441	7/1/2023	7/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		6078757455	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	7/1/2023	7/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
LUNG FORCE Walk - 6/1/2024 - Great River Park, 301 E River Drive, East Hartford, CT 06108

The Town of East Hartford and the East Hartford Board of Education, its officials, employees, volunteers, boards and commissions are Additional Insured as respects General Liability, Auto and Umbrella policies, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

CERTIFICATE HOLDER The Town of East Hartford 740 Main Street East Hartford CT 06108	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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EVENT CONTRACT

Event Status: Definite

Client/Organization American Lung Association	Event Date 6/1/2024 (Sat)	Telephone (860) 838-4362	Fax () -	Event # E09185
Address 45 Ash Street		Booked 9/13/2023	Revised 9/13/2023 3:17:19 PM	Pln Guests 250

Party Name American Lung Association Walk	Booking Contact Janeene Catalano	Booking Email Janeene.Catalano@lung.org	Booking Cell () -
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<u>Event Details</u>							
Date	Arrival	Start	End	Departure	Banquet Room Description		
6/1/2024-Sat	6:00 am	6:00 am	12:00 pm	1:00 pm	Great River Park	Charity walk	
Food/Service Items					Price	Qty	Total
Facility Fee					300.00	7	2,100.00
<u>Comments</u>							
Walk will begin at Ampitheater and walk north on riverwalk and back to the Ampitheater.							

Notes
Certificate of Insurance must be received 14 days prior to event.

Subtotal	2,100.00	Next Deposit	500.00
Tax	0.00	Due Date	2/14/2023
Total Value	2,100.00	Balance	2,100.00

A \$500 non-refundable deposit is required to secure the event date. Full balance must be paid in full (30) days prior to event date.

To make a payment via credit card:
<https://riverfront.org/venuedeposit>

Mail Payments to:
Riverfront Recapture 50 Columbus Blvd., 1st Floor, Hartford, CT 06106-1984

I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum which I may sign.

Client:  Date: 9/19/2023

Please return this signed contract within 7 days of receipt. Thank you.