

Robert J. Cook

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT

2020 MAR -2 P 12: 20

TOWN CLERK
EAST HARTFORD

MARCH 3, 2020

6:45 P.M. Executive Session

REVISED 03-02-20

=====
Announcement of Exit Locations (C.G.S. § 29-381)
=====

Pledge of Allegiance

7:30 p.m.

- 1. CALL TO ORDER
- 2. AMENDMENTS TO AGENDA
- 3. RECOGNITIONS AND AWARDS
- 4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
- 5. APPROVAL OF MINUTES
 - A. February 18, 2020 Executive Session
 - B. February 18, 2020 Regular Meeting
 - C. February 24, 2020 Budget Workshop/Police & Fire Departments
 - D. February 26, 2020 Budget Workshop/Inspections & Permits, Board of Education and Information Technology
 - E. February 29, 2020 Budget Workshop/Various Departments
- 6. COMMUNICATIONS AND PETITIONS
- 7. OLD BUSINESS
- 8. NEW BUSINESS
 - A. **Referral to Personnel & Pensions Subcommittee re:**
 - 1. **Revised Job Description: Legal Secretary**
 - 2. **Review of Non-Union Wage Chart for Non-Union, Classified Service Positions and Town Directors**
- 9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
- 10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. CHRO Claim Known as Mario Torres V. East Hartford Board of Education, Case No. 2040082, Involving Current Board of Education Employee, Mario Torres
- 11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
- 12. ADJOURNMENT (next meeting: March 17th)

Robert J. Park

2020 FEB 24 A 9:48

TOWN COUNCIL MAJORITY OFFICE

TOWN CLERK
EAST HARTFORD

FEBRUARY 18, 2020

EXECUTIVE SESSION

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

ALSO Scott Chadwick, Corporation Counsel
PRESENT Timothy Ward, Attorney, McGann, Bartlett & Brown

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:51 p.m.

MOTION By Esther Clarke
seconded by Don Bell
to **go into** Executive Session to discuss the following:

- The pending workers' compensation claim of former employee Iran Jackson in conjunction with the pending third party action known as Jackson v. Gonzalez, Docket No. HHD-CV-19-6120490-S.
- The pending personal injury claim of Lariah Jackson.

Motion carried 9/0.

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

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (7:26 p.m.)
Motion carried 9/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Robert J. Peck

EAST HARTFORD TOWN COUNCIL

2020 FEB 24 A 9:48

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

FEBRUARY 18, 2020

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

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:35p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Leclerc commented on the following: (1) the transfer of Columbus Circle Extension from the town to the East Hartford Housing Authority closed today; (2) the Senior Center project is underway and progressing nicely; and (3) the Public Works department is busy filling pot holes on the town's streets.

APPROVAL OF MINUTES

February 4, 2020 Executive Session

MOTION By Sebrina Wilson
seconded by Pat Harmon
to **approve** the minutes of the February 4, 2020 Executive Session.
Motion carried 9/0.

February 4, 2020 Public Hearing

MOTION By Sebrina Wilson
seconded by Connor Martin
to **approve** the minutes of the February 4, 2020 Public Hearing.
Motion carried 9/0.

February 4, 2020 Regular Meeting

MOTION By Sebrina Wilson
seconded by Pat Harmon
to **approve** the minutes of the February 4, 2020 Regular Meeting.
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

Pension Valuation and Investment Results Presentations:

Lee Griffin, Town Treasurer and Chair of the Pension & Retiree Benefit Board (Pension Board), stated that the Pension Board is not only a responsible guardian of the town's finances, but it provides oversight to make sure that the town maintains their long-term obligations to the town's retirees. Mr. Griffin indicated that how well the town meets its duties is reflected in the town's bond rating with credit rating agencies, such as Moody's. He also believes that the reason why the town's investments have done well is because the town moves very strategically in its approach to investing.

Fiduciary Investment Advisors: Discussion of Town's Portfolio – Fixed Income Side

Christopher Kachmar, Chief Investment Officer of Fiduciary Investment Advisors (FIA) addressed the Council on the returns of the fixed income side of the Town's portfolio. For the 2019 fiscal year, the fund had a return of 6.6% for the pension fund and a 7.7% for the OPEB trust. As of the end of December 2019, the pension fixed income allocation is approximately \$84M. The OPEB fixed income allocation, for the same time period, is approximately \$6.4M.

3D Asset Management: Discussion of the Town's Portfolio – Equity Side

John O'Connor, President of 3D Asset Management, Inc., and Ben Lavine, Chief Investment Officer of 3D Asset Management, Inc., presented the returns on the equity side of the Town's portfolio for the period from July 1, 2018 through June 30, 2019. 3D manages three accounts for the town: Pension Equity Account – which is a stock account, Other Post-Employment Benefits (OPEB) and a cash management account. The pension equity account returned .69% during FY19 and .13% for the OPEB trust. As of the end of June 2019, the equity allocation is approximately \$142M. The OPEB equity allocation, for the same time period, is approximately \$7M. Both Mr. O'Connor and Mr. Lavine stated that the next ten years of investments will not perform as well as the last ten years due to market conditions.

Segal Company: Pension Contributions for FY 2020-2021

Henry Nearing, Plan Actuary, reported that the Actuarially Determined Contribution (ADC) for FY2020-2021, after employee contributions, a 7.6% discount rate and a 3¼% amortization increase, is \$17,350,619. He also reported that if the discount rate is further reduced to 7.5% - with no change to the amortization rate increase - the ADC will be \$17,668,120. Some of the increase in the ADC is due to a preset 3¼% increase annually to build up reserves to meet the currently unfunded long term obligations under the pension plan.

NEW BUSINESS

CT DOT Highway Safety Grant: 2020 Distracted Driving

MOTION By Connor Martin
 seconded by Esther Clarke
 to **adopt** the following resolution:

WHEREAS the State of Connecticut Department of Transportation (CT DOT) and the National Highway Traffic Safety Administration (NHTSA) are offering grant funds to municipal police departments to participate in the 2020 Distracted Driving High Visibility Enforcement Campaign; and

WHEREAS this campaign will focus on motorists who choose to ignore Connecticut's hand-held mobile phone ban; and

WHEREAS in 2017, there were 3,166 people killed in motor vehicle crashes involving distracted drivers, according to the U. S Department of Transportation.

NOW THEREFORE LET IT BE RESOLVED That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by CT DOT and NHTSA as they pertain to the 2020 Distracted Driving High Visibility Enforcement Campaign.

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

OPM Regional Performance Incentive Program

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

WHEREAS Section 4-124s provides statewide incentive grants to regional planning organizations for projects that involve shared services; and

WHEREAS the Capitol Region Council of Governments is acting as a convener and facilitator of service sharing projects around the CRCOG region; and

WHEREAS on December 18th, 2019 the Policy Board of CRCOG passed resolutions authorizing development and submittal of an application packages to the State Office of Policy and Management for funding under the Regional Performance Incentive Grant Program, on behalf of the Council's member municipalities, and municipalities of other regions, which are participating in Council initiatives; and

WHEREAS the Chief Elected Officials and municipal staff of the Capitol Region have developed a list of service sharing project proposals that will be included in this application package, to the benefit of individual municipalities and the region as a whole; and

WHEREAS, the Town of East Hartford has expressed an interest in taking part in the project proposal(s) entitled

- CRCOG Region-wide Planimetric Data
- School-Municipal Back Office Consolidation Cost Benefit Analyses and Implementation Plans

NOW THEREFORE LET IT BE RESOLVED that the East Hartford Town Council does hereby endorse the above referenced Regional Performance Incentive Program project proposal and authorizes Marcia A. Leclerc, Mayor of the Town of East Hartford, to sign all necessary agreements and take all necessary actions to allow for the Town's participation in this program.

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

Referral to Ordinance Committee re: Revisions to §2-3b, Registrars of Voters Salary

MOTION By Sebrina Wilson
seconded by Pat Harmon
to refer to the Ordinance Committee the possible revisions to §2-3b entitled "Registrars of Voters Salary" that was approved by the Town Council on April 16, 2019, with instructions to review the proposed changes and report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

Appointments to Boards and Commissions

MOTION By Esther Clarke
seconded by John Morrison
to approve the following reappointments:

Veterans Commission

Richard Bates, 103 Timber Trail

term expires December 2021

Timothy Siggia, 145 Arbutus Street

term expires December 2021

Beautification Commission

Kathleen Cattanach, 97 Chipper Drive

term expires December 2022

Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke inquired on (1) the disposition of 240 Main Street, which is boarded up. *Mayor Leclerc* stated that the town intends to close on the property and tear it down. And (2) a recent letter from a former town employee who believes that blight is going unchecked and that the blight ordinance is not enforced as well as it should be. *The Mayor* stated that she has asked for additional funding in FY21 which would be allocated for increased staffing for blight enforcement.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Workers' Compensation Claim: Iran Jackson in conjunction with Jackson v. Gonzalez, Docket No. HHD-CV-19-6120490-S

MOTION By Sebrina Wilson
seconded by Don Bell
to accept in compromise of the Town's Workers' Compensation lien regarding former employee, Iran Jackson, the sum of \$4,190.55 to be received from the total settlement proceeds of \$16,000.00 in the third-party action known as Jackson v. Gonzalez, Docket No. HHD-CV-19-6120490-S.
Motion carried 9/0.

Personal Injury Claim of Lariah Jackson

MOTION By Sebrina Wilson
seconded by Don Bell
to **accept** the recommendation of Corporation Counsel to fully and
finally settle the pending automobile personal injury claim of Lariah Jackson,
for a total sum of \$15,000.00.
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (10:32 p.m.).
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be March 3rd.

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

Robert F. Kehoe

2020 FEB 27 A 9 40

TOWN COUNCIL CHAMBERS
EAST HARTFORD, CONNECTICUT

TOWN CLERK
EAST HARTFORD

FEBRUARY 24, 2020

BUDGET WORKSHOP/POLICE and FIRE DEPARTMENTS

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader Esther B. Clarke, Councillors Connor Martin, Angela Parkinson, Awet Tsegai, Patricia Harmon and John Morrison (arrived 6:38p.m.)

ALSO Mayor Marcia A. Leclerc

PRESENT Finance Director Linda Trzetzak
Fire Chief John Oates, Assistant Fire Chiefs Kevin Munson and Steven Alsup, and Chief Medical Officer Todd Lomento
Scott Sansom, Chief of Police
Deputy Chiefs of Police Mack Hawkins, Robert Davis and Christopher Davis
Lieutenant Josh Litwin, Chief of Staff and Lieutenant Paul Neves

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:34p.m. He announced the exit locations in accordance with C.G.S. §29-381 after which he led the Council in the Pledge of Allegiance.

Mayor Leclerc addressed the Council on her recommended budget for the Police and Fire Departments, as well as the budget in general. Chair Kehoe provided an overview of the Council's review of the Mayor's proposed budget, which will culminate in a projected adoption of the budget on March 10, 2020.

The Council reviewed the following departments' 2020-2021 budgets:

Police Department: (7:02p.m.)

Scott Sansom, Chief of Police presented an overview of the Police department's budget and the Telecommunicators' budget and answered questions from the Councillors.

Fire Department: (8:49p.m.)

Fire Chief Oates presented an overview of his department's budget and answered questions from the Councillors.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (10:25p.m.).
Motion carried 9/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Robert J. Keoh

2020 MAR -2 P 12: 20

TOWN COUNCIL CHAMBERS
EAST HARTFORD, CONNECTICUT

TOWN CLERK
EAST HARTFORD

FEBRUARY 26, 2020

BUDGET WORKSHOP

INSPECTIONS & PERMITS, BOARD OF EDUCATION and INFORMATION TECHNOLOGY

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

ALSO PRESENT Marcia Leclerc, Mayor
Linda Trzetzziak, Finance Director
Gregg Grew, Director, Inspections & Permits Department
Nathan Quesnel, Superintendent of Schools
Paul Mainuli, Director of Business Services, East Hartford Public Schools
Ben Whittaker, Facilities Manager, East Hartford Public Schools
Christopher Wethje, Human Resources, East Hartford Public Schools
Anne Marie Mancini, Deputy Superintendent of Schools
Elsie Torres, Assistant Superintendent of Schools
Sharon Bremner, Director of Pupil Personnel Services
Bryan R. Hall, Chair, Board of Education; Members: Marilyn Pet, Tom Rup, Harry Amadasun, Jr., and Vanessa Jenkins
Roberta Pratt, Town and Board of Education IT Director

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:34 p.m. He announced the exit locations in accordance with Connecticut General Statutes §29-381, after which he led the Town Council in the Pledge of Allegiance.

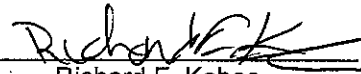
Director of Inspections & Permits Gregg Grew (6:39 p.m.) presented his proposed budget for FY 2020-2021 and answered questions from the Council.

Roberta Pratt, Town and Board of Education Information Technology Director, (7:15 p.m.), presented her proposed FY21 budget and answered questions from the Councillors.

East Hartford Board of Education Chair Bryan Hall and Superintendent Nathan Quesnel (7:50 p.m.), reviewed the Board's proposed 2020-2021 fiscal year budget and presented an overview of the operations of the East Hartford Public Schools with the Town Council.


ADJOURNMENT

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

Attest 
Richard F. Kehoe
Town Council Chair



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 3, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Salary Change-Legal Secretary

Enclosed for your review is a memorandum from the Human Resources Director recommending that the salary for the non-union position Legal Secretary in the Corporation Counsel's Office be revised from Salary Grade 5 (\$51,273 - \$57,675) to Salary Grade 7 (\$62,039 - \$69,785). This salary change is warranted for recruiting and retention purposes.

I recommend that the proposed revised job description salary for the position of Legal Secretary in the Corporation Counsel's Office be added to the Council agenda for their March 03, 2020 meeting for referral to the Personnel and Pension Subcommittee for their consideration.

CC: Scott Chadwick, Corporation Counsel
Santiago Malave, Human Resources Director

OFFICE OF HUMAN RESOURCES

DATE: 03/02/20

TO: MAYOR MARCIA A. LECERC

FROM: SANTIAGO MALAVE, HUMAN RESOURCES DIRECTOR

RE: SALARY CHANGE - LEGAL SECRETARY POSITION

A handwritten signature in black ink, enclosed in a hand-drawn oval. The signature appears to be 'S. Malave'.

The Corporation Counsel Office currently has a vacant non-union Legal Secretary position which is currently budgeted at salary grade 5 (\$51,273 - \$57,675) that the Town is having difficulty refilling. As such, the Corporation Counsel is requesting to revise the salary for this non-union position to Salary Grade 7 (\$62,039 - \$69,785) in order to make the salary of the position more competitive.

The proposed change to the salary for this position will be absorbed by the Corporation Counsel Office Budget. The Upgrade in salary grade is warranted for recruitment and retention purposes.

I recommend that the proposed revised Legal Secretary Job Description be added to the Council Agenda for their March 03, 2020 meeting for referral to the Personnel and Pension Subcommittee for their consideration.

CC: Scott Chadwick, Corporation Counsel

CHAPTER 15. Personnel

Sec. 15-8a. Annual Review
of Wage Chart.

Sec. 15-11. Interest.

Sec. 15-8a. Annual Review of Wage Chart.

On or before February 1, 2002 and annually thereafter, the Town Council shall review the wage chart for non-union classified service positions and town directors, and may make appropriate adjustments to the wage chart to maintain equitable wages for such positions.

Voted: 10-16-01
Published 10-26-01
Effective: 11-16-01

ARTICLE 2. CODE OF ETHICS.

Sec. 15-9. Declaration of Policy.

If local government is to maintain the public trust and confidence, then it must insist that public officials, officers, and employees be as far removed as possible from private and conflicting interests in the performance of their public responsibilities.

A comprehensive code of ethics is necessary to insure that public office not be pursued or used for the purpose of personal gain, and that public officials and employees have clear guidelines for ethical standards of conduct in the best interests of the Town. Public office and employment is an honored privilege and the sole loyalty of public officials and employees in the performance of their public duties should be to the people of East Hartford. Reasonable disclosure of private interests for major officials of the Executive Branch as indicated, and outside and future limitations on employment for certain public officials are necessary and desirable to safeguard the paramount public interest.

Sec. 15-10. Applicability.

The provisions of this Article shall apply to all officials, officers, and employees of the Town, whether subject to the personnel merit system or otherwise, and to the Corporation Counsel, Department Heads, and all other officers and employees.

Sec. 15-11. Interest.

Interest means direct or indirect pecuniary or material benefit accruing to public officials, officers, and employees as a result of a contract or transaction which is or may be the subject of an official act or action by or with the Town except of such contracts or transactions which by their terms and by the substance of their provisions confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. For the purposes of this Code, a public official, officer, or employee shall be deemed to have an interest in the affairs of:

- (a) any person related to him by blood or marriage in a degree closer than the fourth degree of consanguinity or affinity (determined by the civil law method), and a divorce or separation between spouses shall not be deemed to terminate any such relationship;

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

Robert J. Pasch

2020 FEB 27 A 10:02
(860) 291-7208

TOWN CLERK
EAST HARTFORD
FAX (860) 291-7389

DATE: February 27, 2020

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, March 3, 2020 6:45 p.m. Town Council Majority Office

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

Tuesday, March 3, 2020

6:45 p.m.

Town Council Majority Office

The purpose of the meeting is to meet in executive session to discuss the pending CHRO claim known as Mario Torres v. East Hartford Board of Education, CHRO Case No. 2040082, involving current Board of Education employee, Mario Torres.

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