

TOWN COUNCIL AGENDA  
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"  
50 Chapman Place  
EAST HARTFORD, CONNECTICUT  
March 5, 2024

**REVISED 3/4/2024**

Executive Session 7:15 PM

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Pursuant to Connecticut General Statutes § 1-225a this Town Council meeting is accessible through "**Microsoft Teams**" **929-235-8441** **Conference ID: 234 270 911#** 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 20, 2024 Executive Session
  - B. February 20, 2024 Regular Meeting
  - C. February 26, 2024 FY2024-25 Budget Workshop
  - D. February 28, 2024 FY2024-25 Budget Workshop
6. COMMUNICATIONS AND PETITIONS
  - A. ARPA Small Business Assistance Program Update by Development Department
  - B. Resignations from Boards and Commissions
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Port Eastside Development Agreement
    1. Presentation
    2. Approval of Development Agreement
  - B. 860 Main Street (Church Corners Inn)
    1. **Request for Bid Waiver re: Pre-Construction Coordinator**
    2. **Referral of Purchase and Sale Agreement and Development Agreement to Real Estate Acquisition and Disposition Committee**
  - C. Resolution re: CT Department of Energy and Environmental Protection (DEEP) Recreational Trails Grant Program
  - D. Recommendations from Personnel and Pensions Subcommittee

1. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Accounting Assistant, Finance
  2. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Payroll Coordinator
  3. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary III (Public Works)
  4. Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Head of Children's and Teen Services)
  5. Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Reference & Cultural Assets Adult Services)
  6. Proposed Revision to Job Description and Pay Grade for Position of Administrative Clerk II (Fire Department)
  7. Proposed Revision to Job Description, Paygrade Increase and Change in Title for Position of Administrative Clerk III (Police Department)
  - E. Amusement Permit Application re: Memorial Day Parade
  - F. Appointments and Reappointments to Boards and Commissions
  - G. Refund of Taxes
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
- A. The pending summary process eviction action known as TOWN OF EAST HARTFORD v. TOOTH TIME DENTISTRY, LLC, Docket No: HFH-CV23-6027035-S, involving the real property located at 800 Silver Lane, Suite 222, East Hartford, CT, 06118.
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
- A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: March 19, 2024 at Community Cultural Center)

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- C. Mayor

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OFFICE OF  
THE TOWN COUNCIL

# TOWN OF EAST HARTFORD

(860) 291-7207

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

**DATE:** March 1, 2024  
**TO:** Town Council Members  
**FROM:** Rich Kehoe, Chair  
**RE:** Tuesday, March 5, 2024 – 7:15 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, March 5, 2024 – 7:15 pm

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

- A. The pending summary process eviction action known as TOWN OF EAST HARTFORD v. TOOTH TIME DENTISTRY, LLC, Docket No: HFH-CV23-6027035-S, involving the real property located at 800 Silver Lane, Suite 222, East Hartford, CT, 06118.

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

Community Cultural Center Room 111

February 20, 2024

EXECUTIVE SESSION

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

ABSENT

ALSO PRESENT James Tallberg, Corporation Counsel  
Robert Fitzgerald, Assistant Corporation Counsel  
Melissa McCaw, Chief Administrative Officer and Finance Director  
Attorney Alan Dembiczak, Howd & Ludorf, LLC

CALL TO ORDER

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

MOTION By John Morrison  
seconded by Don Bell

to **go into** 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, 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.

Motion carried 9/0

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 7:22 p.m.  
  
Motion carried 9/0

Attest \_\_\_\_\_  
Richard Kehoe  
Town Council Chair

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

February 20, 2024

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

ABSENT

ALSO Mayor Connor S. Martin  
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director  
Eileen Buckheit, Director of Development (via Teams)  
Laurence Burnsed, Director of Health and Human Services (via Teams)  
Paul O’Sullivan, Grants Administrator (via Teams)  
Ekaterine Tchelidze, Chief of Staff (via Teams)  
John Murphy, Town Treasurer and Chair of Pension and Retiree Benefits Board  
Henry Nearing, Vice President & Consulting Actuary for Segal Company  
John O’Connor, President, Freedom Investment Management, Inc.  
Ben Lavine, Chief Investment Strategist, Freedom Investment Management, Inc. (via Teams)  
Christopher Kachmar, Chief Investment Officer, Fiducient Investment Advisors

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:35 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 **6B1**: ARPA Small Business Assistance Program Update:  
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
- East Hartford's annual budget workshops for the fiscal year 2024-2025 will begin on February 26th. Access details are listed on the public meeting calendar on the Town Council webpage.
- The third annual East Hartford's Memorial Day Parade will take place Monday, May 27, 2024 at 10 AM, proceeding from 9 Riverside Drive to the Fallen Star Memorial located at Goodwin University. Information for sponsorship, volunteers, vendors and participation in the parade is available on the Town website.

APPROVAL OF MINUTES

February 6, 2024 Executive Session

MOTION By Sebrina Wilson  
seconded by Don Bell

to **approve** the minutes of the February 6, 2024 Executive Session

Motion carried 9/0

February 6, 2024 Regular Meeting

MOTION By Sebrina Wilson  
seconded by Don Bell

to **approve** the minutes of the February 6, 2024 Regular Meeting

Motion carried 9/0

COMMUNICATIONS AND PETITIONS

Overview of Town's Long Term Obligations

Annual Pension and OPEB Fund Review

The Chair indicated there will be a number of presentations to the Council regarding the Town's Long Term Obligations which combine to make up for a significant portion of the Town's annual budget. These obligations include the town's commitment to its employees for pensions, health benefits for both active employees and retirees, the town's bonded debt, the town's short term debt for lease purchases such as police cruisers, furniture, IT equipment and workers' compensation benefits.

John Murphy, Town Treasurer and Chair of the Town's Pension and Retiree Benefit Board, thanked those involved for their efforts to support of the Town's retirees.

Segal Company- Pension Contributions for FY 2023-24

Henry Nearing, Vice President & Consulting Actuary for Segal Company first clarified for the Council that the data provided in this presentation is for the purpose of a recommendation for the Town's pension contribution for fiscal year 2024-25 (which begins

July 1, 2024). Data gathered for the valuation is based on financial results through July 1, 2023.

Mr. Nearing reported that the Actuarially Determined Contribution (ADC) for FY2024-2025, after employee contributions, a 7.20% assumed investment rate of return and a 3.25% increase in paying for the current difference between what we have saved and what we need to pay long term pension benefits, is \$24,335,000. If the town wishes to continue to reduce the expected rate of return (which advisors strongly recommend), the ADC would be higher.

Overall Plan Population will continue to gradually decrease as recent Town and Board of Education hires are not eligible for pension benefits. As of June 30, 2023 there are \$11.7M in unrecognized difference between what we expected to earn on our investments and what we actually earned. Future investment gains will likely offset these shortfalls.

#### Freedom Investment Management: Discussion of the Town's Portfolio- Equity Side

John O'Connor, President of Freedom Investment Management, Inc., and Ben Lavine, Chief Investment Strategist of Freedom Investment Management, Inc., presented the investment returns on the equity portion of the Town's pension and OPEB portfolio for the period from July 1, 2022 through June 30, 2023. 3D/L manages three accounts for the town: Pension Equity, Other Post-Employment Benefits (OPEB) and a cash management account. Asset allocations are balanced between sensitive, cyclical and defensive sectors. The current market's returns currently enjoy benefits of lower market valuations from 10 years ago, notwithstanding 2022 downturn. In 2023, the S&P 500 was up +26.3% vs. a -18.1% return in 2022.

#### Fiducient Advisors: Discussion of the Town's Portfolio- Fixed Income Side

Christopher Kachmar, Chief Investment Officer of Fiducient Advisors addressed the Council on the annual investment returns of the fixed income portion of the Town's pension and OPEB trust funds. Inflation in 2023 and market yields rose across much of fixed income which improves forward long-term return assumptions.

#### Finance Director

Melissa McCaw, Finance Director provided expense and projection analysis on the Town's Long Term Obligations.

#### Expense and Projection Analysis - OPEB trust fund

Per town ordinance section 10-52(d), the Town's budget contribution is required to be sufficient to maintain at least a 5 yr. avg. of actual claims paid plus an increase of 0.1% of the unfunded accrued liability. Effective as of February 2024, any portion of the unassigned fund balance in excess of 11% is a mandatory contribution to OPEB fund. The Town's net OPEB liability as of 7/1/21 was \$139 million. The director recommends an increase of approximately \$44,000 to the town's contribution as part of the FY2025 budget to meet the ordinance requirements and maintain a healthy balance in the fund.

#### Expense and Projection Analysis - Medical Claims / Health Insurance Trust Fund

The director recommends a flat budget contribution of \$5,500,000 for the town to the health fund for FY2025. Medical claims have remained fairly flat for the past several years and the fund balance is several million dollars more than the minimum requirement as set out in town ordinances. A flat funding amount along with a good fund balance should ensure the town is protected from any unexpected increase in medical claims.

#### Expense and Projection Analysis - Long Term Debt

The director stated that as of 7/1/23, the Town of East Hartford had \$44.4 million in debt outstanding, all of which will be fully retired in 2032. The increase in debt service from FY2023 to FY2024 is estimated at \$1.6 million. The FY2024 appropriation for debt service is \$9.72 million. With the 2023 Bond Issuance of \$25M in December of 2023, as of 7/1/24 the Town will have \$66.5 million in debt outstanding that will be fully retired in 2034. This \$25 million bond will go to replenish the town's fund balance which previous mayors had used to pay for capital improvements authorized by bond approvals but had not issued any bonds. Essentially this bond issue is simply to catch up on previously paid expenses.

Looking forward in 2024, existing and projected Capital Improvement expenditures including the town hall renovation, road repaving and Silver Lane development, the director is recommending that an additional bond issuance of \$20 million to accommodate these cash-flow requirements. Leveraging Grand List growth and transferring fees from the National Development project to the debt service capital reserve will reduce impact on mill rate. The council will further discuss how to address increasing debt service.

#### Expense and Projection Analysis - Lease Purchase

The Director reviewed a schedule of leases payable for the fiscal year ending in June 2025. Because there is a significant amount of lease payments completed this current fiscal year, the director projects that there will be enough money available to pay for capital needs next year while maintaining a slight increase in the annual contribution for such expenses.

#### Expense and Projection Analysis – Workers Compensation Fund

The Director recommends a budget contribution of \$2,182,000 for FY2025, an increase of \$41,000 from the previous year. Ordinance requires contributing 50% of the 5-year average of claim expenses and 20% of unfunded liability which equals \$1.67M. The proposed budget will be sufficient to maintain a fund of \$2.15M which exceeds the town ordinance minimum.

#### Presentations by Development Department

##### ARPA Small Business Assistance Program Update

*This item was removed from the Agenda*

##### Report on State Training of Land Use Commission Members

The Chair stated that State Law requires that all Land Use Commissioners take mandatory training. The Development Department has provided the Council with a report

that shows that the Planning and Zoning Commission and Zoning Board of Appeals are both compliant with Commissioner training requirements.

Section 10-3(c) of Town Ordinances: Disposition of Obsolete Town-Owned Equipment-Surplus 2006 Ford Taurus by Fire Department

Per Ordinance, the Administration is required to provide the Council with notice when the Administration is disposing of property. The Fire Department intends to dispose of an obsolete 2006 Ford Taurus that will be auctioned off by the Public Works Department.

OLD BUSINESS

NEW BUSINESS

Addition of Naubuc Avenue Area Sidewalk Project to Town's 5-Year Capital Improvement Plan (CIP)

MOTION By Angie Parkinson  
seconded by Awet Tsegai

to adopt the following resolution:

**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

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

State of Connecticut Office of Policy and Management / Local Capital Improvement Program (LoCIP) Grant Allocations

MOTION By Angie Parkinson  
seconded by Don Bell

to adopt the following resolution:

**LET IT BE 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
- Naubuc Sidewalks \$257,000

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**TOTAL: \$752,000**

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

Agreement between the Town of East Hartford and the East Hartford Supervisors' Union, Local 818, AFSCME, Council 4

Approval of Contingency Transfer

MOTION By Don Bell  
seconded by Tom Rup

to approve a contingency fund transfer to cover the costs related to the settlement of the East Hartford Supervisors' Union, Local 818, AFSCME, Council 4 contract as presented and attached to a memo from Melissa McCaw, Chief Administrative Officer to Council Chair Ricard F. Kehoe dated February 20, 2024.

Transfers are as follows:

FROM

Account Number	Name	Amount
G9600-60201	Reserve - Contract Negotiations	\$ 132,589

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	\$	<u>4,195</u>
		\$	<u>132,589</u>

The funds being transferred are certified as available and unobligated.

Motion carried 9/0

Reallocation of ARPA Funds

MOTION By Don Bell  
seconded by John Morrison

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”

*On call of the vote, the motion carried*

Request for Bid Waiver re: Town Hall Enhancements

MOTION By Awet Tsegai  
seconded by Don Bell

**WHEREAS,** during October of 2022, this Council authorized the Town Hall Mechanical Engineering, Plumbing, and Renovations project (the “Project”) to modernize the East Hartford Town Hall;

**WHEREAS,** the Project is nearing substantial completion;

**WHEREAS,** on February 6, 2024, this Council authorized the transfers of ARPA funds for certain additional listed Town Hall Improvements (“Improvements”); and

**WHEREAS,** in order to complete the Improvements in a manner that saves on costs as well as in order to avoid any disruption to Town Hall employees and Town citizens the Town desires to seek the following bid waivers for the Town Hall Improvements.



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*

Transfer of ARPA Funds re: Affordable Connectivity Program (ACP) Support

MOTION By Harry Amadasun  
seconded by Don Bell

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

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

Amusement Permit Application re: Lung Force Walk 2024

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 “Lung Force Walk 2024” on Saturday, Jun 1, 2024 from 9:00AM to 11:00AM at Great River Park, including an Opening Ceremony at the Amphitheater with music and vendors, with set-up at 6:00AM and registration beginning at 9:00 AM as submitted by Chief of Police Mack Hawkins on February 8<sup>th</sup> 2024, 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

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

The pending Superior Court action known as JULIO R. CENTENO v. TOWN OF EAST HARTFORD, Docket No. HHD-CV-21-6140728-S.

MOTION By Don Bell  
seconded by Tom Rup

to accept the recommendation of Corporation Counsel to fully and finally settle the pending Superior Court action known as JULIO R. CENTENO v. TOWN OF EAST HARTFORD, Docket No. HHD-CV-21-6140728-S, for a total sum of \$25,000.00.

Motion carried 9/0

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.

MOTION By Don Bell  
seconded by

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as RIVERVIEW PLAZA , LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6072893-S, involving real property located at 20 Hartland Street, East Hartford to adjust the Appraised Parcel Value of \$5,700,100.00 to \$4,000,000.00 for the Grand List year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$48,792.87 for Grand List year 2021, and a refund or reduction of \$50,625.58 for Grand List year 2022.

Motion carried

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.

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 JE Mart, LLC involving the real property located at 818, 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 JE Mart, 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 Je Mart, LLC has vacated the real property located at 818 Silver Lane, East Hartford, CT and this Council waives any claim for rents due;
3. The Town, in consideration of the release by JE Mart, LLC of all past, present and future claims regarding the real property located at 818 Silver Lane, East Hartford, CT and in full and final settlement for such claim, will pay JE Mart, LLC the sum of forty-one thousand three-hundred thirty-eight dollars and seventy-five cents (\$41,338.75); 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*

OPPORTUNITY FOR RESIDENTS TO SPEAK

No one came forward.

ADJOURNMENT

MOTION       By John Morrison  
                  seconded by Don Bell

to **adjourn** (10:40 pm)  
Motion carried

The Chair wished all a good evening and announced that the next meeting of the Town Council will be held on Tuesday March 5th. The Town Council review of the mayor's recommended budget for fiscal year 2024-2025 will begin on Monday, February 26, 2024.

Attest \_\_\_\_\_  
                                                Jason Marshall  
                                                TOWN COUNCIL CLERK

COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

EAST HARTFORD, CONNECTICUT

FEBRUARY 26, 2024

BUDGET WORKSHOP / MAYOR'S SUMMARY, POLICE AND FIRE DEPARTMENTS

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

ALSO Mayor Connor Martin  
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director  
Ekaterine Tchelidze, Chief of Staff  
Marissa Baum, Head of Communications  
Rich Gentile, Probate Judge  
James Tallberg, Corporation Counsel  
Mary Mourey, Republican Registrar of Voters  
Veronica Rosario, Democratic Registrar of Voters  
Mack Hawkins, Chief of Police  
Robert Davis, Deputy Chief EHPD  
Joshua Litwin, Deputy Chief EHPD  
Donald Olson, Deputy Chief EHPD  
Lieutenant Paul Neves, Support Services, EHPD  
Kevin Munson, Fire Chief  
Steve Alsup, Assistant Chief EHFD  
Jay Silver, Assistant Chief EHFD  
John Pelow, Fire Marshal  
Josh Recker, Chief Medical Officer  
Steve Purcell, Chief Training Officer  
Brian Jennes, Emergency Management Captain

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:37 p.m. 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 and those in attendance joined him in the pledge of allegiance.

Chair Kehoe provided an overview of the Council's process for reviewing the Mayor's proposed budget, which will include 4 budget workshops, a public hearing on March 6, 2024 and a projected adoption of a final budget on March 11, 2024.

Mayor Martin addressed the Council with a presentation on the Administration's process for developing the proposed budget and highlighted initiatives that have been completed or are moving forward based on the FY2025 budget.

Melissa McCaw, Finance Director, provided an introductory breakdown of the FY2025 budget with proposed revenue and expenditures of \$221,482,324.

The Town Council reviewed the mayor's recommended budget. The following departments and agencies provided presentations on their activities for the year and goals for the future. The Town Council reviewed the mayor's proposed budget for each department and asked questions about the budget line items and major initiatives the department is implementing.

Office of the Mayor (6:53 pm)	Connor Martin Ekaterine Tchelidze
Town Clerk (7:01 pm)	Connor Martin on behalf of Kelly Bilodeau
Probate Court (7:09 pm)	Rich Gentile
Corporation Counsel (7:27 pm)	James Tallberg
Town Treasurer (7:45 pm)	Rich Kehoe on behalf of John Murphy
Town Council (7:48 pm)	Rich Kehoe
Registrars of Voters (7:52 pm)	Mary Mourey and Veronica Rosario
Selectmen (8:10 pm)	Rich Kehoe on behalf of Board of Selectmen
Police Department (8:11 pm)	Mack Hawkins Paul Neves
Fire Department (9:03 pm)	Kevin Munson Steve Alsup Jay Silver

#### ADJOURNMENT

MOTION      By John Morrison  
                  seconded by Don Bell  
                  to adjourn 10:10 p.m.  
                  Motion carried 9/0

Attest \_\_\_\_\_  
                                Jason Marshall  
                                Town Council Clerk



COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"

EAST HARTFORD, CONNECTICUT

FEBRUARY 28, 2024

BUDGET WORKSHOP

BOARD OF EDUCATION / HUMAN RESOURCES / PUBLIC WORKS

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angela Parkinson, Awet Tsegai, Thomas Rup, Travis Simpson and Harry Amadasun, Jr.

ALSO Mayor Connor Martin  
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director  
Tyron Harris, Board of Education Chair, East Hartford Public Schools and Town Human Resources Director  
Thomas Anderson, Superintendent of Schools  
Tea Culani, Acting Finance Director, East Hartford Public Schools  
Jim Rovezzi, Director of Facilities, East Hartford Public Schools  
Roberta Pratt, Chief Information Officer, EHPS  
Nicole Damiata, Director of Human Resources, EHPS  
Anne Marie Mancini, Deputy Superintendent, EHPS  
Elsie Torres, Assistant Superintendent of Elementary Schools, EHPS  
Craig Outhouse, Director of Pupil Personnel Services, EHPS  
Laura Roberts, Communications and Marketing Specialist, EHPS  
Patrick Biggins, Member - Board of Education  
Chris Tierinni, Member - Board of Education  
Jaclyn Clarke, Member - Board of Education  
Alexander Trujillo, Director of Public Works  
Allyn Tarbell, Associate Director, Highway Operations  
Gary McKeone, Associate Director, Parks and Grounds  
Douglas Wilson, Town Engineer  
Justin Stanziale, Facilities Manager

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:36 p.m. 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 and those in attendance joined him in the Pledge of Allegiance.

Chair Kehoe provided an overview of the Council's review process for the Mayor's proposed budget, which will include a Public Hearing on March 6, 2024 and projected adoption of the Fiscal Year 2024-2025 Town Budget on March 11, 2024.

The following departments provided presentations on their activities for the year and goals for the future. The Town Council reviewed the proposed budget for each of the following departments and asked questions about the budget line items and major initiatives the department is implementing.

Board of Education (6:38 pm)

Tyron Harris  
Thomas Anderson  
Tea Culani

Human Resources (7:50 pm)

Tyron Harris

Department of Public Works  
(8:24 pm)

Alexander Trujillo  
Doug Wilson  
Allyn Tarbell

ADJOURNMENT

MOTION      By John Morrison  
                  seconded by Don Bell  
                  to adjourn 10:11 p.m.  
                  Motion carried 9/0.

Attest \_\_\_\_\_  
                  Jason Marshall  
                  Town Council Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

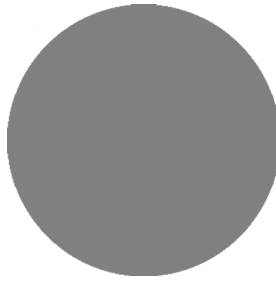
DATE: February 26, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Connor S. Martin, Mayor  
RE: PRESENTATION: ARPA Small Business Program

---

Please allocate time on the March 5, 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 March 5, 2024, meeting.

C: E. Buckheit, Development Director



TO: Mayor Connor Martin

FROM: Eileen Buckheit, Development Director

DATE: February 26, 2024

RE: ARPA Small Business Assistance Program

---

I am requesting an item be placed on the Town Council agenda for March 5, 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

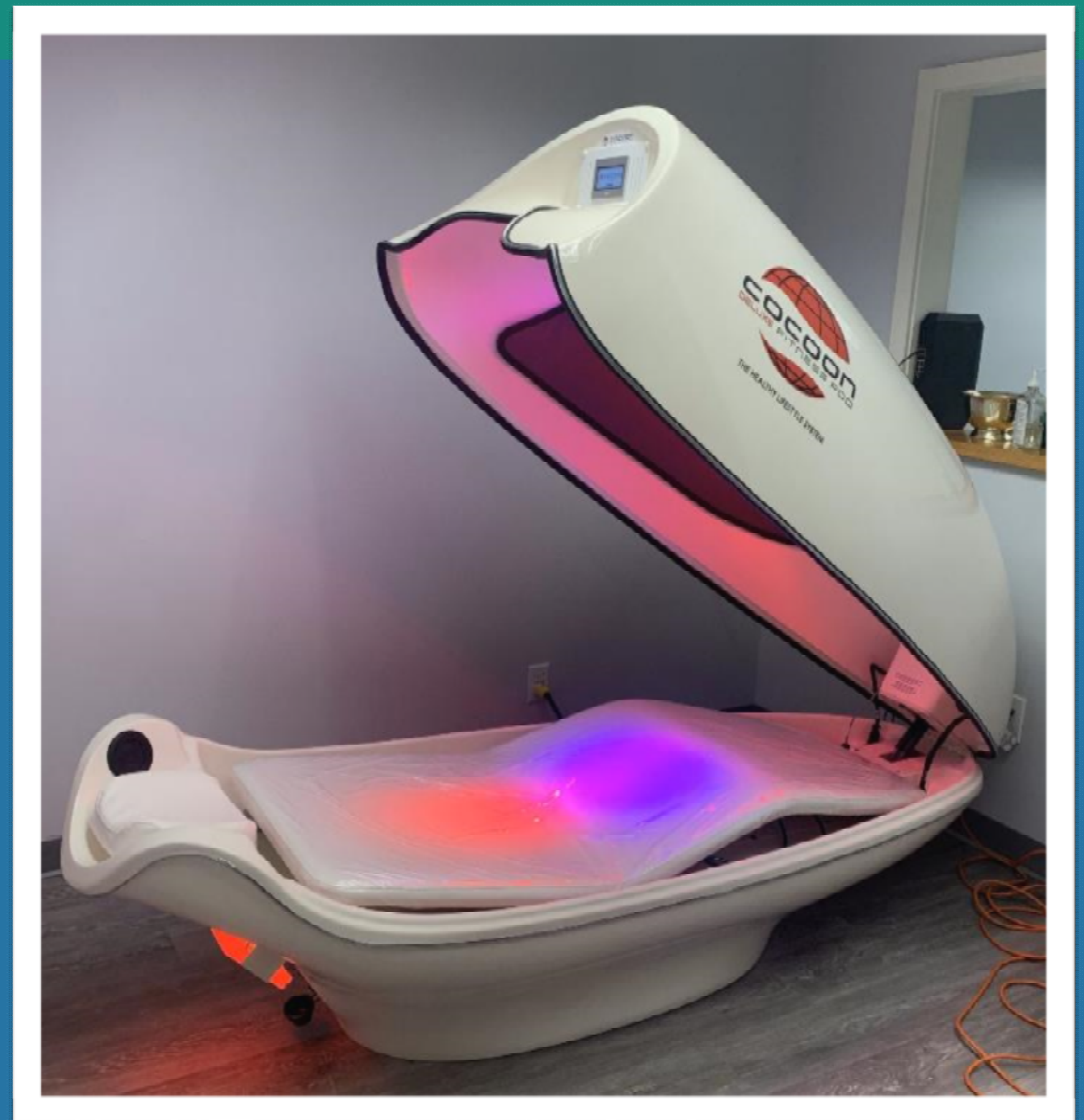


477 Connecticut Boulevard,  
Suite 202

Wellness center

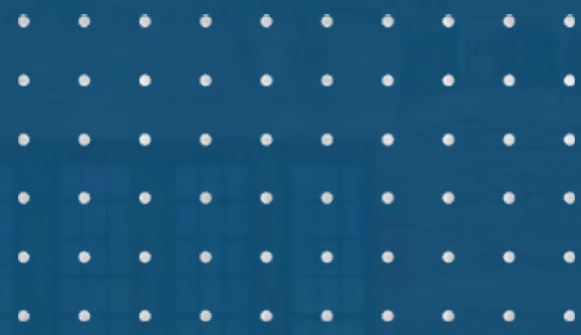
\$31,250

New equipment





# Thank You!





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 15, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RE: RESIGNATIONS: Boards and Commissions

---

Attached is communication received by my office from the Chair of the Commission on Culture and Fine Arts Rosamond White regarding resignations of the following members:

- **Emilio Estrella**                      **Full Member**                      **12/23**
- **Prescille Yamamoto**                      **Full Member**                      **12/23**

Attached is communication received by my office regarding the resignation of Valentine Povinelli from the Planning and Zoning Commission and Fady El-Hachem from Zoning Board of Appeals.

- **Valentine Povinelli**                      **Full Member**                      **12/23**
- **Fady El-Hachem**                      **Full Member**                      **12/23**

Please place these resignations on the March 5, 2024, Town Council agenda and share our appreciation as a community for the valuable service this member has provided by volunteering her time on the above-mentioned commission.

C:        K. Bilodeau, Town Clerk



## Marshall, Jason

---

**From:** Tchelidze, Ekaterine  
**Sent:** Thursday, February 29, 2024 12:00 PM  
**To:** Marshall, Jason  
**Subject:** FW: Commission on Culture and Fine Arts

Please add this to resignations supporting materials

**Ekaterine Tchelidze**  
**Chief of Staff**  
**Office of the Mayor**  
**Town of East Hartford**  
**(o)860-291-7202**  
**(c)860-817-8590**

*Customer Service. Collaboration. Communication.*

**FB: [Town of East Hartford, CT – Government](#)**

**FB: [Mayor Connor Martin](#)**

**[www.easthartfordct.gov](http://www.easthartfordct.gov)**



---

**From:** White, Rosamond <rwhite@easthartfordct.gov>  
**Sent:** Thursday, February 15, 2024 9:28 AM  
**To:** EHMAYORSOffice <ehmayorsoffice@easthartfordct.gov>  
**Subject:** Commission on Culture and Fine Arts

D	Emilio	Estrella	Commission on Culture and Fine Arts (5yr)	Full Member	Sep-21	Dec-23	23	Pas Dri
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R	Prescille	Yamamoto	Commission on Culture and Fine Arts (5yr)	Full Member	Mar-94	Dec-23	23	
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Please note the following members are resigning from the commission.

Emilio Estrella works in Bridgeport and is unable to attend meetings since September 2023

Prescille Yamamoto term is over and she is no longer an East Hartford resident.



**Roz White**  
**Human Resources Administrator**  
**Town of East Hartford**  
**860-291-7220 Office**  
**FB: [Town of East Hartford, CT – Government](#)**  
**[www.easthartfordct.gov](http://www.easthartfordct.gov)**

*Customer Service. Collaboration. Communication.*

**GETTING**  
**THINGS DONE!**  
**BY DOING IT DIFFERENTLY!**

## Marshall, Jason

---

**From:** Tchelidze, Ekaterine  
**Sent:** Thursday, February 29, 2024 12:00 PM  
**To:** Marshall, Jason  
**Subject:** FW: PZC Commissioner Terms

Please add this to resignation memo supporting materials

---

**From:** Val Povinelli <[vpovinelli@aol.com](mailto:vpovinelli@aol.com)>  
**Sent:** Wednesday, February 28, 2024 9:32 PM  
**To:** Shaw, Carlene <[cshaw@easthartfordct.gov](mailto:cshaw@easthartfordct.gov)>  
**Subject:** Re: PZC Commissioner Terms

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

---

Carlene,

In early December I informed Prescille Yamamoto, EHRTC Chairperson, that my second term on the Planning and Zoning Commission would run to the end of December 2023 and I would need a replacement. Prescille was going to notify the Town Clerk and find a replacement. I have enjoyed my time on the P&Z and wish the new and old members find it as worthwhile as I did for the good of East Hartford.

Val.

***Information regarding this Agenda Item is forthcoming.***





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

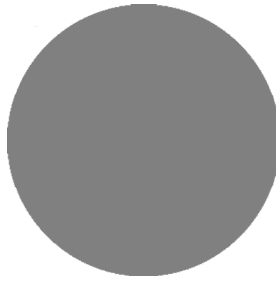
DATE: February 26, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Connor S. Martin, Mayor  
RE: BID WAIVER: 860 Main Street

---

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request and supporting materials from Development Director Eileen Buckheit to use Parker Benjamin as the Town's agent to conduct the work which will be identified in a scope of work for the \$760,000-line item in our budget for the Church Corners Inn project.

Please place this information on the Town Council agenda for the March 5, 2024 meeting.

C: M. McCaw, Finance Director  
M. Enman, Purchasing Agent  
E. Buckheit, Development Director



TO: Mayor Connor Martin

FROM: Eileen Buckheit, Development Director

DATE: February 23, 2024

RE: 860 Main Street bid waiver

---

I am respectfully requesting an item for the March 5<sup>th</sup> Town Council agenda. I am requesting a bid waiver for the firm Parker Benjamin to act as the town's agent for work related to Church Corners Inn.

As a review, here is the property description given to the Council in 2022. Church Corners Inn located at 860 Main Street is a mixed-use Rooming House and Commercial Building located in the Central Business District (B5 – Downtown East Hartford), and is adjacent to the U.S. Post Office building and one block from Town Hall. The site consists of 0.40 acres and is a 4-story building of 24,820 square feet, of which 6,000 square feet is ground floor commercial space. The upper floors of the building consist of a 53-unit rooming house with the first floor occupied by a 6,000 square foot restaurant. The Town acquired the property in January 2023.

As you will recall, the Town was the recipient of a \$2.5 million state grant from the Community Investment Fund (CIF) for this project. This grant award has enabled the Town to acquire the property, relocate the tenants, clean out and secure the building, and seek out a private developer. We have identified a developer for the property which is Parker Benjamin. This company has agreed to comply with the terms of the State CIF grant, which will result in 24 new apartments (two deeded as affordable), and retail on the first floor.

DECED is requiring the Town to complete several items before the transfer of the site, which includes expending \$760,000- in the CIF budget identified as "predevelopment" activities. Since the Town was the recipient of the grant and owner of the building, we cannot transfer the grant to the new owner of the building. Those activities can include but not limited to structural investigations, select demolition, remediation, site cleanup, or any other tasks which the developer may deem necessary to begin construction.

I am requesting a bid waiver in order to use Parker Benjamin as the Town's agent to conduct the work which will be identified in a scope of work for the \$760,000-line item in our budget. The company has demonstrated success in renovations of historic properties, relationships with the State Historic Preservation Office, and further, has agreed to the terms outlined in the State grant. In addition, they will be the future owners of the building and thus should direct these tasks. As stated earlier, Parker

Benjamin will comply with all state requirements in our agreement, including State bidding requirements for the CIF funding.

As our agent, they will work closely with the Town, similar to our relationships with other firms which act as our owner's rep or the Capital Regional Development Authority when they provide support services in our Town. Upon completion of the tasks, we will proceed to a closing, as long as the terms of our agreements are met, and are satisfactory and approved by the Town.

I am available for comments and questions.  
Thank you



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

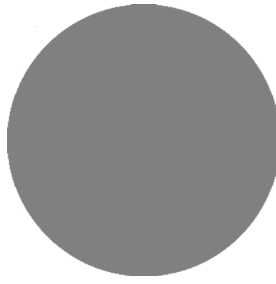
DATE: March 1, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RE: REFERRAL: Real Estate Acquisition and Disposition Committee

---

Please see the attached letter and accompanying documents for referral to the Real Estate Acquisition and Disposition Committee regarding the Church Corners Inn property at 860 Main Street.

Please place this item on the town council agenda as a referral to the Real Estate Acquisition and Disposition Committee for the March 5, 2024 meeting.

C: R. Gentile, Assistant Corporation Counsel  
E. Buckheit, Development Director



TO: Mayor Connor Martin

FROM: Eileen Buckheit, Development Director

DATE: February 23, 2024

RE: 860 Main Street referral

---

I am respectfully requesting a referral to the Real Estate and Acquisition Committee for 860 Main Street, a.k.a Church Corners Inn. We will be reviewing the purchase and sales agreement and the development agreement with Parker Benjamin.

As a review, here is the property description given to the Council in 2022. Church Corners Inn located at 860 Main Street is a mixed-use Rooming House and Commercial Building located in the Central Business District (B5 – Downtown East Hartford), and is adjacent to the U.S. Post Office building and one block from Town Hall. The site consists of 0.40 acres and is a 4-story building of 24,820 square feet, of which 6,000 square feet is ground floor commercial space. The upper floors of the building consist of a 53-unit rooming house with the first floor occupied by a 6,000 square foot restaurant.

Since that time, much work has been done to acquire the site, relocate the tenants and clear the building. We have also selected a developer Parker Benjamin, who will construct 24 new apartments and retail on the first floor. We are working to spend our remaining state grant funds and intend to transfer the property to the developer.

Thank you.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 22, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RE: RESOLUTION: DEEP Recreational Trails Grant

---

The Town of East Hartford is looking to apply to the CT DEEP for funding under the 2024 Recreational Trails Grant Program.

The current request for applications makes \$10 million available to improve Connecticut's trail infrastructure, which has seen significant usage increases since the onset of the pandemic.


Funds will be sought to perform design and permitting work to improve the lower Great River Park walkway between the parking lot and Charter Oak Landing. The project would seek to address serious erosion problems on the walkway and to enhance trail accessibility by making connections to American Eagle Federal Credit Union, CREC Magnet and housing development.

Please place this item on the Town Council agenda for the March 5, 2024 meeting.

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

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Connor S. Martin  
**FROM:** Paul O'Sullivan, Grants Manager   
**SUBJECT:** Council Resolution – 2024 DEEP Recreational Trails Grants  
**DATE:** February 24, 2024

---

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the CT Dept. of Energy and Environmental Protection (DEEP) for funding under the 2024 Recreational Trails Grant Program.

Funds from this program may be requested for planning, design and construction of new trails and maintenance and restoration of existing trails. The current request for applications makes \$10 million available to improve Connecticut's trail infrastructure, which has seen significant usage increases since the onset of the pandemic.

Funds will be sought to perform design and permitting work to improve the lower Great River Park walkway between the parking lot and Charter Oak Landing. The project would seek to address serious erosion problems on the walkway and to enhance trail accessibility by making connections to American Eagle Federal Credit Union, CREC Magnet and housing development.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on March 5, 2024. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

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

Grant Description: 2024 Recreational Trails Grants

Funder: CT Dept. of Energy and Environmental Protection (DEEP)

Grant Amount: \$262,748.16

Frequency:     One time     Annual     Biennial     Other As funding permits

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

Is a local match required?     Yes     No

If yes, how much? 20 percent of project cost

From which account? To the extent practicable, matching funds will be provided as in-kind services. Contributions to required matching funds will also be sought from application partners, including American Eagle Financial Credit Union, CREC Academy of Computer Science and Engineering and Simon Konover.

Grant purpose: Connecticut Recreational Trails Program funds may be requested for planning, design and construction of new trails and maintenance and restoration of existing trails.

Results achieved: Funds will be sought to perform design and permitting work to improve the lower Great River Park walkway between the parking lot and Charter Oak Landing. The project would seek to address serious erosion problems on the walkway and to enhance trail accessibility by making connections to AEFCU, CREC Magnet and housing development.

Duration of grant: To be determined

Status of application: Under development

Meeting attendee: TBD

Comments: None



I, Jason Marshall, Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the Town Council of said corporation, duly held on the 5th day of March, 2024.

**WHEREAS**, the CT Dept. of Energy and Environmental Protection (DEEP), has made funding available under the Recreational Trails Grants Program; and

**WHEREAS**, these funds could be used to address serious erosion issues at the lower Great River Park walkway and to construct trail connections with educational and commercial partners;

**NOW THEREFORE LET IT BE 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, contracts, and amendments as may be required under the Recreational Trails Grants Program.

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

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the corporate seal of the Town of East Hartford, Connecticut this \_\_\_\_ day of March, 2024.

Signed: \_\_\_\_\_

Jason Marshall  
Town Council Clerk

seal

(//DEEP)

# Connecticut Department of Energy & Environmental Protection

[CT.gov Home](#) (//) [Department of Energy & Environmental Protection](#) (//DEEP) [News Releases](#) (//DEEP/About/News--Releases) [DEEP Requests Proposals for Recreational Trails Grants](#)

## Press Releases



### News Release Department of Energy and Environmental Protection

79 Elm Street  
Hartford, CT 06106

12/11/2023

## DEEP Requests Proposals for Recreational Trails Grants

### Program to Allocate \$10 Million; Applications due by March 11, 2024

(HARTFORD, CT) — The Connecticut Department of Energy and Environmental Protection (DEEP) is now accepting proposals for the State's Recreational Trails Program Grants. This request for applications is the largest funding round in the history of the Recreational Trails Grant program since it was established in 1997. It will make \$10 million available to improve Connecticut's trail infrastructure, which has seen significant usage increases since the onset of the pandemic. Applications will be accepted through March 11, 2024.

Nonprofit organizations, municipalities, state agencies, and tribal governments may apply. This grant program aims to help support communities managing the trail usage increases that have endured as more residents and visitors become familiar with the more than 2,500 miles of multi-use trails and greenways that crisscross the state.

"The dramatic increase in demand since the onset of the pandemic has served as an important reminder that Connecticut has so many outdoor recreation opportunities spread throughout the state. That popularity has also focused our efforts on improving those resources to serve a wide variety of uses, and making them even more accessible," **said DEEP Commissioner Katie Dykes**. "With nearly 46,000 people working in outdoor recreation in the state, these grants are important long-term investments in what makes Connecticut an enjoyable place to work and raise a family."

DEEP revamped the application and scoring in 2022 to create more equitable competition for projects connecting Environmental Justice communities to the outdoors, and DEEP encourages organizations supporting these communities to apply. The updated application reviews whether proposed projects are in Connecticut Department of Economic and Community Development ([DECD](#)) [distressed municipalities](#) (<https://portal.ct.gov/DEEP/Environmental-Justice/05-Learn-More-About-Environmental-Justice-Communities>), evaluates "community connections" enhanced by proposals, and ensures community engagement in the project planning process.

Connecticut [awarded a total of approximately \\$9 million in trail grants to 50 projects](https://portal.ct.gov/Office-of-the-Governor/News/Press-Releases/2023/05-2023/Governor-Lamont-Announces-State-Grants-For-50-Recreational-Trails#:~:text=(HARTFORD%2C%20CT)%20%E2%80%93%20Governor,multi%2Duse%20trails%20across%20Connecticut) ([https://portal.ct.gov/Office-of-the-Governor/News/Press-Releases/2023/05-2023/Governor-Lamont-Announces-State-Grants-For-50-Recreational-Trails#:~:text=\(HARTFORD%2C%20CT\)%20%E2%80%93%20Governor,multi%2Duse%20trails%20across%20Connecticut](https://portal.ct.gov/Office-of-the-Governor/News/Press-Releases/2023/05-2023/Governor-Lamont-Announces-State-Grants-For-50-Recreational-Trails#:~:text=(HARTFORD%2C%20CT)%20%E2%80%93%20Governor,multi%2Duse%20trails%20across%20Connecticut)) earlier this year during the last call for proposals. Those grants were selected by the Connecticut Greenways Council from among more than 100 applications, and awarded amounts that ranged from \$10,000 to \$616,000. Examples of the various projects selected included:

- The Town of Oxford: design and construction of an adaptive mountain bike trail system
- The City of Hartford: Study, identify, and plan vital trail connectivity opportunities between interior Keney Park trails and the Hartford Riverwalk
- Hop River Trail Alliance: design and install signage along the entire 20-mile length of the State-owned Hop River State Park Trail

Connecticut Recreational Trails Program funds may be requested for uses including:

- Planning and design of trails
- Construction of new trails (motorized and non-motorized)
- Maintenance and restoration of existing recreational trails (motorized and non-motorized)
- Access to trails by persons with disabilities
- Purchase and lease of trail construction and maintenance equipment
- Acquisition of land or easements for a trail, or for trail corridors
- Operation of educational programs to promote safety and environmental protection as related to recreational trails

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

February 27, 2024

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun Jr. and Tom Rup

ALSO Tyron Harris, Human Resources Director  
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 6:04 pm

APPROVAL OF MINUTES

January 2, 2024

MOTION By Tom Rup  
seconded by Harry Amadasun

to **approve** the minutes of the January 2, 2024 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Accounting Assistant, Finance

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Payroll Coordinator

Director Harris recapped the conversation regarding these two positions at the most recent Personnel and Pensions Committee meeting held on January 2<sup>nd</sup>. Both positions within the Finance Department are under consideration for changes to their job descriptions based on increased responsibilities and necessary skills and subsequently, the Administration is recommending pay grade increases for each position based on the current job market for comparable roles. To more properly reflect the level of each position, changes in title for each position are also recommended: with the Accounting Assistant provided a new title of "Accountant" and the Payroll Coordinator provided a new Title of "Payroll Manager."

The Committee reiterated concerns on the overall process of evaluating job descriptions, particularly with regards to pay grade changes and the additional cost to the Town on an annual basis. The position of Accounting Assistant has been recommended to increase from a Grade 8 in the CSEA Union (range \$53,870-65,477 for FY24-25) to a Grade 12 (range \$70,473-85,665) and the Payroll Coordinator from a Grade 10 (range \$61,497-74,752) to a Grade 12 (range \$70,473-85,665). After consulting with the Director of Finance and the Mayor, the Director stated that the consensus is that these changes are needed to retain and

attract qualified candidates. The Director also confirmed that the Town is able to accommodate for the recommended paygrade changes with minimal financial impact to the annual budget.

MOTION By Tom Rup  
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Accounting Assistant with a new Title of “Accountant” in the Finance Department dated December 1, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

MOTION By Harry Amadasun  
Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Payroll Coordinator with a new Title of “Payroll Manager” in the Finance Department dated December 1, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

## NEW BUSINESS

### Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary II (Fire Department)

Director Harris stated that pending further discussion with the department director, the job description for the position of Administrative Secretary II in the Fire Department will be tabled at this time.

MOTION to **table** item 8A: “Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary II (Fire Department)” pending further discussion.  
By Tom Rup  
Seconded by Harry Amadasun

Motion carried 3/0

### Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Secretary III (Public Works)

Upon evaluation of this job description, the Director has made recommendations to change the position definition to more accurately reflect the increased clerical work and complexity of the support functions required by the Administrative Secretary III and also to reflect the specialized components of the role as required within the Department of Public Works. An increase in paygrade from level 6 in the CSEA Union (\$47,357-57,565 for FY24-25) to level 7 (\$53,870-65,477) has also been recommended.

MOTION By Tom Rup  
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Administrative Secretary III with the new title of “Administrative Secretary III- Public Works” in the Department of Public Works, dated January 28, 2024, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Head of Children’s and Teen Services)

Proposed Revision to Job Description and Change in Title for Position of Librarian 2 (Reference & Cultural Assets Adult Services)

Director Harris stated that the Administration is proposing to remove the individualized functions of these two positions within the Library and combine the two separate job descriptions into a singular description under the revised title of “Librarian 2” as the core functions of the positions are increasingly similar in scope. Additional knowledge, skills and ability requirements were added to the description, particularly around best practices and knowledge of the library profession.

MOTION By Harry Amadasun  
Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Change in Title for the Position of Librarian 2 (Head of Children’s and Teen Services) with the new title of “Librarian II” in the Library Department, dated December 28, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

MOTION By Tom Rup  
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Change in Title for the Position of Librarian 2 (Reference & Cultural Assets Adult Services) with the new title of “Librarian II” in the Library Department, dated December 28, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

Proposed Revision to Job Description and Paygrade Increase for Position of Administrative Clerk II (Fire Department)

Upon review, revisions to this job description that had not been updated since 2010 were required to more accurately reflect increased responsibilities in the role which include payroll support, creation of media content, vendor relations and maintaining financial records. The

position is also recommended for an increase from CSEA Union paygrade 3 (\$39,318-47,790 for FY24-25) to grade 4 (\$41,795-\$50,797).

MOTION        By Harry Amadasun  
                      Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description and Paygrade Increase for the Position of Administrative Clerk II in the Fire Department, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

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

Changes to this job description reflect additional responsibilities supporting collaboration with other Town Departments and outside vendors and general financial reporting. The position is also recommended for an increase from CSEA Union paygrade 4 (\$41,795-\$50,797 in FY24-25) to a grade 5 (\$44,468-54,052).

MOTION        By Tom Rup  
                      Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Paygrade Increase for the Position of Administrative Clerk III with the new title of "Administrative Clerk III- Accounts Payable" in the Police Department as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION        By Tom Rup  
                      Seconded by Harry Amadasun

to **adjourn** (6:53 pm)

Motion carried 3/0

C:        Town Council  
          Mayor Martin  
          Tyron Harris, Human Resources Director  
          Melissa McCaw, Chief Administrative Officer  
          Alex Trujillo, Director of Public Works  
          Sarah Morgan, Library Director  
          Mack Hawkins, Chief of Police  
          Kevin Munson, Fire Chief



**TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: December 8, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RE: REFERRAL: Personnel and Pensions Subcommittee

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Please see the attached proposed revisions to the job descriptions and recommendation of paygrade and title changes to the following positions as prepared by HR Director Tyron Harris

Accounting Assistant, Finance with the new title of Accountant  
Payroll Coordinator with the new title of Payroll Manager

Please place this item on the Town Council agenda for the December 12, 2023, meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director  
M. McCaw, Finance Director

MICHAEL P. WALSH  
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

November 30, 2023

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Accounting Assistant, Finance

Dear Mr. Martin:

Please see the attached job description for the Accounting Assistant, Finance with a new title of Accountant.

Our Chief Administrator Officer, Deputy Finance Director and myself have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## GENERAL DESCRIPTION

This position is responsible for recording the receipt of all income (checks, cash, credit card payments, grants, wires and other electronic deposits) in the Town's General Ledger. This position is critical in ensuring the completeness and accuracy of the transactions that occur in the Town's numerous bank accounts, investment statements and other accounts in order to produce an accurate financial position and year end comprehensive financial statements. The position also requires complete knowledge of Accounts Payable duties. This position also has the responsibility for making difficult cash management, accounts payable/receivable technical decisions, including monitoring cash balances and notifying management when transfers are required to meet liabilities, such as payroll and accounts payable.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare purchase order maintenance entries. Prepare budget amendments and maintenance as needed.
- Record Board of Education accounts payable and payroll journal entries. May record BOE cashbook credits.
- Review and process the monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.
- Deposits Board of Education State and Federal checks on an as-needed basis and record any necessary journal entries.
- Prepares journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.
- Reviews the balance sheets on a monthly basis to ensure all accounting adjustments are completed.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the balance sheet and the associated accounting and the normal balance of debits and credits.
- Considerable knowledge of the accounting equation (assets, liabilities and fund balance) and understanding in the interpretation and intuition of and impact of journal entries.



- Demonstrates independent professional and accurate judgement in the administration of accounting entries and functions.
- Considerable knowledge of the interfund matrix and relationship of the Town's funds and the associated accounting necessary to properly record transactions. Requires logical reasoning to ensure appropriate follow-up and maintenance of each fund's respective balance sheet.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Accountant

**GRADE:** ~~8~~-12

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**DEPARTMENT:** Finance

**DATE:** 12/1/2023

### GENERAL DESCRIPTION

Performs responsible and accurate accounting clerical and bookkeeping work involving the maintenance of department accounts including cash management and investment.

Work involves responsibility for preparing standard journal entries for accounting functions. Duties include verifying calculations, confirming purchase orders and invoices, ~~and~~ reconciling accounts receivable to the general ledger, and preparing and inputting this data into a computerized financial management system. This position is responsible for recording the receipt of all income (checks, cash, credit card payments, grants, wires and other electronic deposits) in the Town's General Ledger. This position is critical in ensuring the completeness and accuracy of the transactions that occur in the Town's numerous bank accounts, investment statements and other accounts in order to produce an accurate financial position and year end comprehensive financial statements. The position also requires complete knowledge of Accounts Payable duties. This position also has the responsibility for making difficult cash management, accounts payable/receivable technical decisions, including monitoring cash balances and notifying management when transfers are required to meet liabilities, such as payroll and accounts payable. The work requires that the employee have considerable knowledge, skill, and ability in accounting, accounts payable and accounts/ receivable functions. This position processes all invoice payment batches for accounts payable and reviews back-up for thorough documentation and signatory authority. This position is responsible for printing of the Town's accounts payable checks and requires trust and integrity in protecting the assets of the Town. This position also monitors the internal control structure of selected government functions including, but not limited to, the parking ticket collection system. The position requires comprehensive knowledge of payroll functionality and serves as a backup to the Payroll Administrator. The position also requires complete knowledge of Accounts Payable duties. This position is responsible for adjustments to Purchase Orders and identifies any requests for Purchase Order adjustments that may be out of compliance with the Town's Purchasing Ordinances and policies. This position is responsible for recording the Board of Education. This position supports the Town's Bank Reconciliation process by monitoring transactions and ensure timely recording consistent with GASB best practices.

### SUPERVISION RECEIVED

Works under the general supervision of the Assistant Finance Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide full charge bookkeeping and accounting functions.
- Maintain accounting for ~~operating units~~all Town Funds: Prepares standard journal entries for general accounting functions including but not limited to cash, grant, checks and other electronic receipts, ~~cash check or other electronic~~ disbursements, and investments. Prepares daily deposits, tax collection receipts, follow-up and redeposit of NSF checks.
- Prepare purchase order maintenance entries. Prepare budget amendments and maintenance as needed.
- Record Board of Education accounts payable and payroll journal entries. May record BOE cashbook credits.

- Prepares monthly bank account reconciliations or depository information for at least four Town accounts in several banks. Reconcile Town Ledgers and Sub-ledgers including Board of Education Payroll and Accounts Payable.
- Maintain and reconcile investment, [flexible spending](#), [insurances](#) and retirement accounts.
- Record the daily financial transactions including interest, deposits, and withdrawals for [over](#) 15 different bank accounts- and investment and retirement accounts.
- Assist with payroll processing, payroll tax reporting, payroll audits and analytics, and other payroll duties. [Perform payroll processing in the absence of the Payroll Administrator.](#)
- Using available accounting software, calculating, posting, and verifying transactions in processing financial data. Resolves discrepancies as needed. Processes corrections and runs appropriate reports.
- Using available accounting software, prepares summary information of cash on hand for investment decisions and for timely payments of recurring and long-term obligations. Transfers funds as required. Prepares monthly summary of expenditure information for various programs. Prepare monthly and quarterly retirement reports to the Finance Director and Retirement Board.
- Assists in preparing various financial analyses, including but not limited to investment analysis, debt service schedule and grant administration, for budget recommendations. Setup account budgets and perform increase and decrease maintenance as needed.
- Supports and periodically acts as the backup to the Payroll [Coordinator-Administrator](#) and Accounts Payable Clerk, to run general weekly payroll, bi-weekly accounts payable check runs, and other related transactions.
- Prepares monthly journal entries for several accounts, ~~such as~~ [including but not limited to](#), WIC, [CDBG](#), Police Contra and Emergency Management Accounts.
- [Review and process the monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.](#)
- Deposits Board of Education State and Federal checks on an as-needed basis [and record any necessary journal entries.](#)
- [Prepares journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.](#)
- [Reviews the balance sheets on a monthly basis to ensure all accounting adjustments are completed.](#)
- Prepares monthly reports and draw downs for CDBG – Community Based Block Grant Program.
- Screens telephone calls and inquiries, ascertains nature of business, refers to appropriate person.
- Record online credit card payments across multiple different platforms.
- Complete monthly tax department income reconciliation and journal entries.
- Prepare quarterly statements along with interest, contributions, and distributions calculations for Deferred Compensation and Pension.
- Prepare quarterly dog fund calculation and subsequent payment to the State of Connecticut.
- Assist in fiscal year end deliverables including yearly audit preparation and analysis for multiple funds.
- Assist in calendar year end deliverables including but not limited to 1099 reports and verifications.
- Supports the annual audit of the Towns accounts and works with external auditors to provide needed information for the annual audit and the annual Financial Statement Report. Delivery of the required information must be completed by the end of September of each fiscal year.
- Supports the Finance Director in preparing annual Employee Benefit reports to stay in compliance with the Affordable Care Act, ERISA, and IRS (5500) reporting.
- Prepare month-end and year-end activities.
- Communicate Finance deliverables verbally and in writing to employees and departments.
- Provide accounting support and training across departments.

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk' [maintains standard operating procedures for all areas of responsibility and standard journal entries for the position.](#)
- [Performs adjustments to Purchase Orders in the Town's Accounting system and identifies any requests for Purchase Order adjustments that may be out of compliance with the Town's Purchasing Ordinances and policies.](#)
- Perform other accounting and administrative tasks assigned.

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

- Considerable knowledge of the principles and practices of bookkeeping, including accounts payable, accounts receivable, and [basic-basic to intermediate](#) accounting.
- [Considerable knowledge of the balance sheet and the associated accounting and the normal balance of debits and credits.](#)
- [Considerable knowledge of the accounting equation \(assets, liabilities and fund balance\) and understanding in the interpretation and intuition of and impact of journal entries.](#)
- [Demonstrates independent professional and accurate judgement in the administration of accounting entries and functions.](#)
- [Considerable knowledge of the interfund matrix and relationship of the Town's funds and the associated accounting necessary to properly record transactions. Requires logical reasoning to ensure appropriate follow-up and maintenance of each fund's respective balance sheet.](#)
- Considerable knowledge of spreadsheet software applications and word processing software applications.
- [Maintains professional judgement and conduct in an office environment.](#)
- Very good skill in using standard office machines including calculator and computer.
- 
- Very good skill in mathematical computations.
- Considerable ability to establish and maintain effective working relationships with coworkers, associates, and the general public.
- Very good ability in oral and written communication.
- Very good ability to maintain detailed, [organized](#) and accurate financial records.
- Very good ability to handle a high volume of paperwork accurately and efficiently.

### **QUALIFICATIONS**

A bachelor's degree in accounting or a closely related field, plus two years of responsible bookkeeping or accounting records keeping work (preferably in a government setting) involving the use of a computer or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

- CPA or CPA track a plus, but not required.
- Public accounting experience a plus, but not required.
- Strong technical tax skills and analytic capabilities.
- Demonstrated proficiency with Microsoft Products Suite including ease using Excel and manipulating workbook.

### **SPECIAL REQUIREMENTS**

None.

### **TOOLS AND EQUIPMENT USED**

Computer, calculator, typewriter, copy machine and other standard office equipment, spreadsheet, and word processing applications software.

### **PHYSICAL AND MENTAL DEMANDS**

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

- While performing the duties of this job, the employee is frequently required to sit and talk and listen.
- Must be able to sit at a desk or stand and work continuously for extended periods of time and occasionally required to walk.
- Ability to use hands to finger, handle or feel objects, tools, or controls.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required for this job include close vision and the ability to adjust focus.
- Must be able to read and interpret government regulations as they pertain to tax collections and be able to effectively present information and respond to questions from management and the general public.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Must show willingness and flexibility for occasional overtime work to fulfill business needs.
- This position requires the ability to apply common sense understanding in carrying out instructions furnished in written or oral form and the ability to deal with problems including several concrete variables in standardized situations.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is conducted in typical office working conditions with virtually no disagreeable features. ~~The noise level in the work environment is not generally quiet.~~

### **GENERAL GUIDELINES**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **EEO/AA Statement**

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

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

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

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December 8, 2023

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Payroll Coordinator, Finance

Dear Mr. Martin:

Please see the attached job description for the Payroll Coordinator, Finance, with the new title of Payroll Manager.

Our Chief Administrator Officer, Deputy Finance Director, and I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## POSITION DEFINITION:

The Payroll Manager is responsible for preparing and administrating the Town of East Hartford Payroll System for all town personnel. Responsible for the setup and maintenance of employees in the Tyler Munis system, including activation and termination, maintenance of dates (birth, hire, service, permanent and permanent), salary tables, deductions, pay codes, special payments (severance), and pay type including check or direct deposits. Responsible for maintenance of Employee Master and the accuracy thereof. Responsible for accurate and timely payrolls to Town personnel, including vacation, sick, and other accrued leave payouts. Responsible for maintaining the employee database and detailed history. Responsible for administering leave accruals and timely set-up or deactivation of employees in the Novatime system.

## GENERAL DUTIES:

- Performs role independently with limited supervisor(s) verbal or written direction.
- Plans and organizes work by federal and state laws, standard procedures, and general professional judgment
- Demonstrates mastery of the complex payroll and accounting system for the Town of East Hartford.
- Establishes priorities within work assignments.
- Works in tandem with the Department of Human Resources.
- Prepares employee payrolls by collective bargaining agreements for employees weekly, bi-weekly, and monthly. Prepares payrolls accurately and timely, including on-time payment of all town personnel with correct wage amounts and deductions.
- Maintains Munis and Novatime (where applicable) Employee module to ensure pay codes, deductions, salary tables, accruals, and other items are accurately set up and reflect collective bargaining agreement provisions.
- Ensures accurate transmittal of payments for payroll-related federal, state, FICA/Medicare, unemployment, 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Ensures the accurate posting of transactions to employee accounts with various vendors. Follows up in a timely manner for any errors or unreconciled differences.

ADDITIONAL DUTIES: .

- Prepares projections for retirement.
- Prepares all retirement/termination payouts. Including Drop Plan for Police and Fire
- Administrates worker's compensation payments and wage verification forms.
- Processes wage increase.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Assists in the implementation of new benefit plans. Administers changes in labor contracts, including salary increases, retro payments, and benefit changes. Assists in the preparation of W2s. Assists with budget to prepare salary budget projections / personal services.
- Responds to inquiries from employee organizations, state or federal officials, and representatives of insurance carriers.

SUPERVISED BY: Receives general supervision from the Director of Finance, Deputy Finance Director and Assistant Director of Finance

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change and title change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

# TOWN OF EAST HARTFORD

**TITLE:** Payroll ~~Coordinator~~ Manager

**GRADE:** ~~10 1312~~

**DEPARTMENT:** Finance  
December 1<sup>st</sup> 2023

**DATE:** July 1, ~~1987~~ 2023

## POSITION DEFINITION:

The Payroll Administrator/Manager is responsible for the preparation and administration of the Town of East Hartford Payroll System for all town personnel. The typical job duties for this position include but are not limited to:

- Responsible for the set up and maintenance of employees in the Tyler Munis system to include activation and termination, maintenance of dates (birth, hire, service, permanent and permanent), salary tables, deductions, pay codes, special payments (severance), pay type including check or direct deposits. Responsible for maintenance of Employee Master and the accuracy thereof. Responsible for accurate and timely payrolls to Town personnel, including vacation, sick and other accrued leave payouts. level tables to include direct deposits, union benefits, deductions and dues, and other general deductions. Responsible for processing and validation of special payments such as severance, stock options, commissions, FLSA overtime.
- Responsible for maintaining the employee database and detailed history. Responsible for running/administering leave accruals and timely set-up or deactivation of employees in the Novatime system.
- Responsible for country specific set up and maintenance based on role
- Responsible for timely weekly payment of the payroll federal, state, FICA/Medicare, unemployment (quarterly), 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Responsible for accurate processing of Workers compensation related payments to ensure accurate W-2 statements. Responsible for preparing the Town's 941 quarterly Tax Return and calendar year end reporting requirements.

- Administers Automated Clearing House banking activities, (Electronic Funds Transfers (EFT), rejects, recalls, stop payments) related to payroll.
- Responds to inquiries from employees and external customers.
- Responsible for processing manual payments for new hires, leave of absence time entry corrections, terminations, and more while ensuring federal, state and local taxes, pre and post-tax deductions, and wage assignments are properly withheld.
- Assist employees with Workday self-service functions for direct deposit, retirement and tax election changes
- Resolve timekeeping system access issues, prepare and validate time entry exception reports and process corrections as needed
- Review daily maintenance and on-cycle payroll validation reports

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Prepare employee payroll historical information for outside agencies and internal management  
Process voluntary deduction adjustments, and prepares related state and federal payroll information reports. Responsible for weekly input, earnings adjustments, classification changes, deductions reporting, general account distribution and all payroll related management systems reporting.

**GENERAL DUTIES:**

- Performs role independently with limited. Receives oral or written direction from supervisor(s).
- Plans and organizes work in accordance with federal and state laws, standard procedures and general professional judgement according to standard procedures.
- Demonstrates mastery of the complex payroll and accounting system for the Town of East Hartford.
- Establishes priorities within work assignment.
- Works in tandem with Department of Human Resources.
- Prepares employee payrolls in accordance with collective bargaining agreements for employees on a weekly, bi-weekly, and monthly basis. Prepares payrolls accurately and timely, including on-time payment of all town personnel with correct wage amounts and deductions.
- Maintains Munis and Novatime (where applicable) Employee module to ensure pay codes, deductions, salary tables, accruals, and other items are accurately set-up and reflect collective bargaining agreement provisions.
- Ensures accurate transmittal of payments for payroll related federal, state, FICA/Medicare, unemployment, 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Ensures the accurate posting of transactions to employee accounts with various vendors. Follows-up timely for any errors or unreconciled differences.
- Ensures payroll journal entries are recorded within the payroll week. Resolves issues in a timely manner.
- Maintains the employee database and detail history.
- Receives and reviews time sheets from units. Departments for accuracy and completeness. Ensures accurate posting to the general ledger organization and accounts.
- Performs journal entries at month end timely to record expenses in various grants and ensure accurate reporting to grantors.
- Performs calculating, posting, and verifying duties to obtain financial data for payroll deductions, including withholding taxes, social security, retirement, group ~~insurances~~ insurance, union dues, and other payments.
- Prepares and transmits payroll information for processing into an automated payroll system.
- Receives and reconciles payroll register.
- Receives payroll checks , reviews for accuracy-, and distributes to employees.
- Posts payments and prepares monthly and annual ~~payments vouchers for deductions to charitable, federal~~ payment vouchers for deductions to charitable, federal, and state governments, unions, and various carriers.

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- Prepares monthly, quarterly, and annual statistical and narrative reports for withholding taxes, social security, ~~payments~~ payments, and town and state retirement programs.
  - Projects payroll and related benefit cost figures for budget-making, cost control, and planning ~~purposes~~.
  - Prepares regular statistical and narrative reports for the supervisor upon request.
  - Reports work accomplished to supervisor.
  - Prepares and process longevity, fire holiday and police holiday payments.
  - Ensures all ~~Performance~~ personnel Action Forms are recorded, indexed and stored in the Munis and central file.
  - Prepares analysis and journal entry for year-end payroll accrual.
  - Prepares the Town's 941 quarterly Tax Return and calendar year end reporting requirements.
- 
- Respond to routine inquiries concerning payroll processing, deductions and earnings
  - Maintains Sick / Vacation time.
    - Maintains 457s and 401a retirement processing.
    - Stays up-to-date with changes in tax regulations and labor laws.
    - Assists with policy development and enforcement.
    - Generates and analyzes payroll-related metrics and statistics.
    - Assists with year-end payroll reconciliation and reporting.
    - Performs fiscal year end / start tasks including Munis pay master, job pays, wage rates, overtime rates (incl Fire), differentials, deduction updates, vacation and sick leave changes, pension max to stop, health insurance updates, Directors deferred compensation changes, employer HSA / HDHP amounts.
- 
- Respond to any unemployment ~~claims~~ payment issues.
  - Process and Administer Wage garnishments.
  - Maintain unemployment payments and reports.
  - Administrate Prepaid Vacation
  - File 1094C and 1095C filings for ACA
  - Maintains confidentiality of personnel matters.

**ADDITIONAL DUTIES:**

- ~~Prepares federal income tax checks and gross payroll and expense checks for Board of Education.~~
- ~~Process and Administrate Wage garnishments.~~
- ~~Maintain unemployment payments and reports.~~
- ~~Administrate Military Buy Backs~~
- ~~Administrate Prepaid Vacation~~
- ~~File 1094C and 1095C filings for ACA~~
- Prepares projections for retirement.
- Prepares all retirement / termination payouts. Including Drop Plan for Police and Fire

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- ~~Completes workers compensation and wage verification forms. Administrates workers compensation payments and wage verification forms.~~
- Processes wage ~~attachments~~ increase.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Assists in the implementation of new benefit plans.
- ~~Administers changes in labor contracts including salary increases, retro payments, including salary increases, retro payments, and benefit changes.~~ assists in preparation of W2s.
- Assists with Budget to prepare salary budget projections / prepares personal services.
- Responds to inquiries from employee organizations, state or federal officials, and representatives of insurance carriers.

**SUPERVISED BY:**

Receives general supervision from the Director of Finance, Deputy Finance Director and Assistant Director of Finance.

**QUALIFICATIONS PROFILE:**

- The skills and knowledge required would generally be acquired with an Associate's Degree ~~In Business~~ in business Administration, Accounting, or some closely related field with three years of increasingly responsible office accounting or bookkeeping experience.
  - 5+ years of solid multi-state payroll and benefits rules, regulations and practices per IRS and basic accounting experience.
  - Must have strong Mathematical and Accounting aptitude.
- Relevant work experience in payroll administration, bookkeeping, or office accounting — may be substituted for college training on a year-for-year basis.
- Thorough knowledge of basic bookkeeping, payroll ~~and record keeping, and record-keeping~~ procedures.
- Ability to perform complex arithmetic computations.
- Ability to complete narrative and statistical reports.
- Ability to acquire basic knowledge of data processing applications.
- Ability to learn automated payroll system.
  - Ability to handle heavy workload on a daily basis
  - Must be deadline oriented with the ability to multi-task
  - Proficient/intermediate use of Microsoft Excel and Word
  - Knowledge of payroll processes including data entry, pay calculations, tax and benefits
- Ability to learn payroll provisions of Union Contracts
  - Strong work ethic and ability to work well in a team environment
  - Completion of

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**LICENSE OR CERTIFICATE:**

**Certified Payroll Professional (CPP)-Optional**

Not applicable-

**EEO/AA Statement**

~~In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal opportunity workplace.~~

**EEO/AA Statement**

- ~~In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.~~

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

**Responsibilities for payroll processor**

~~Responsible for set up and maintenance of employee level tables to include direct deposit, union benefits/deductions and dues, expatriate hypo tax, and other general deductions such as auto use and computer loans, Responsible for processing and validation of special payments such as severance, stock options, commissions, FLSA overtime, Responsible for running leave accruals  
Responsible for country specific set up and maintenance based on role  
Responsible for Automated Clearing House banking activities, (Electronic Funds Transfers (EFT), rejects, recalls, stop payments)  
Responds to inquiries from employees and external customers  
Responsible for processing manual payments for new hires, leave of absence time entry corrections, terminations, and more while ensuring federal, state and local taxes, pre and post tax deductions, and wage assignments are properly withheld~~

Payroll Coordinator, Finance

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~~Assist employees with Workday self-service functions for direct deposit and tax election changes~~

~~Resolve timekeeping system access issues, prepare and validate time entry exception reports and process corrections as needed~~

~~Review daily maintenance and on-cycle payroll validation reports~~

~~Prepare employee payroll historical information for outside agencies and internal management~~

~~Process voluntary deduction adjustments~~

~~Prepare and/or update the various changes for the employee pay affecting payroll (contract modifications, personal details, ) on a monthly basis according to company policy and proper approval level~~

~~Prepare the monthly payroll for approval~~

~~Prepare and submit tax and third party payments~~

~~Provide information to the Business for month end journals and internal reporting~~

~~Accurately process payroll for all employees including timesheet verification, tax setup and garnishments~~

~~Process employee changes including new hires, reviews, status changes, transfers and terminations~~

~~Support offices and field management with requests regarding financial or personal needs~~

~~Field requests from field, operations, and home office departments for data housed in Ultipro~~

~~Record and track 90 day and annual reviews~~

~~Track vacation for both hourly and salary employees~~

**Qualifications for payroll processor**

~~Must have strong Mathematical and Accounting aptitude~~

~~Ability to handle heavy workload on a daily basis~~

~~Must be deadline oriented with the ability to multi-task~~

~~Human Resources experience and/or Human Resources degree/coursework~~

~~5+ years of payroll experience in processing payroll, data entry, taxes (multi-state), garnishments, and year-end processing~~

~~Education — 4 years college degree or 10 years' experience and some college course work~~

~~Associates degree or comparable knowledge in payroll-related field~~

~~3+ years payroll processing experience with automated systems, (ADP, Ceridian, Paychecks, Pro Business, ) including report writing tools~~

~~Strong work ethic and ability to work well in a team environment~~

~~Accounting/Finance/Business Degree or related discipline is a must~~

~~Good knowledge of French is preferred~~

~~Advanced competency with Excel and Microsoft Office~~

~~Data entry and audit of employee pay data, direct deposit, W4, general deduction, additional pay entry~~

~~PeopleSoft Employee Pay Data processes, including general deductions, employee taxes and tax distribution and additional pay processing, Paysheet Entry and Reporting / Query tools~~

~~Proficient use of Microsoft Excel and Word~~

Payroll Coordinator, Finance

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Knowledge of payroll processes including data entry, pay calculations, tax and benefits  
Working knowledge of Union Contracts  
Experience in processing Payroll using Oracle PeopleSoft System

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## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 26, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Connor S. Martin, Mayor  
RE: REFERRAL: Personnel and Pensions Subcommittees

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Please see a series of attached job descriptions for a variety of positions within several departments, submitted by HR Director Tyron Harris.

Positions are

- Assistant Director of Parks and Rec
- Administrative Secretary II in the Fire Department
- Administrative Secretary III, Public Works

Please place this item on the Town Council agenda for the January 2, 2024 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

MICHAEL P. WALSH  
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

December 11, 2023

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Administrative Secretary III Public Works

Dear Mr. Martin:

Please see the attached job description for the Administrative Secretary III, Public Works.

Our Public Works Director and I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## **POSITION DEFINITION:**

Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major department. Exercises judgment in selecting and applying established procedures correctly and determining when to refer situations. Requires the ability to make complex decisions related to administrative support functions. Handles a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses.

## **GENERAL DUTIES:**

- Prepares Highway contract renewals for snow plowing.
- Input, monitor, and follow all catch basins, potholes, street sweeping, and other highway-related claims tracking through the Q-Alert system.
- Submit mailbox complaints and provide refunds to residents as necessary
- Assists in preparing department budget by compiling information and typing budget proposals.
- Types and transcribes letters, reports, and meeting minutes from rough drafts, shorthand notes, or transcription equipment.
- Provides secretarial services to assigned boards or commissions as required.
- Tracks training for all 1174 members. Enters all certificates and specialized training as needed. Coordinates training with OSHA and Risk Management.
- Composes and types routine correspondence and reports.
- Schedules evictions daily with Marshal's. Holds Town auctions twice a month for evicted parties. Keeps track of monies for all evictions and auctions.
- Communicates with emergency radio with police dispatch daily (examples)
- Dispatches utility for dead animals
- Stop signs for automobile accidents

## **QUALIFICATIONS PROFILE:**

- Education: High school graduate or equivalent, preferably with business/secretarial training beyond high school. Skills and Experience: Three or more years of related experience. Secretarial/office experience preferred. Computer skills and ability to pass standard typing test required. May be tested on appropriate computer skills as required. Keyboarding speed (wpm)



may be required as appropriate to job duties. Shorthand and Dictaphone experience may be required.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of their current classification and (b) the change in their duties are so substantial that the position in question is of a different classification than their current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Administrative Secretary III [Public Works](#) **GRADE:** ~~6~~ to ~~7~~ -6

**DEPARTMENT:** ~~As Assigned~~ [Public Works](#) **DATE:**  
~~07/01/87~~ [1/28/2024](#)

### POSITION DEFINITION:

Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major department. ~~Exercises judgment in selecting and applying established procedures correctly, and in~~ and determining when to refer situations. Requires the ability to make complex decisions related to administrative support functions. Handles a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses.

### GENERAL DUTIES:

- Receives oral and written instructions from a department head.
- Plans and organizes work according to established office or standard procedures.
- Determines priority of work tasks.
- Assigns work to clerical staff or ~~to~~ temporary staff.
- Relieves supervisor of office administrative detail work.
- Compiles and coordinates data for action by supervisor.
- Prepares statistical and narrative reports of some complexity.
- ~~Transmits and explains supervisor's directions to proper persons, and follows up to assure compliance, completeness and follow up to ensure compliance, completeness,~~ and conformance with deadlines.
- [Prepares Highway contract renewals for snow plowing.](#)
- ~~Input, monitor and follow all catch basin, pothole, street sweeping and other highway related, and follow all catch basin, pothole, street sweeping, and other highway-related claims tracking through-~~, and follow all catch basins, potholes, street sweeping, and other highway-related claims tracking through the [Q-Alert system](#).
- [Submit mailbox complaints and provide refunds to residents as necessary](#)
- ~~Assists in the preparation of department budget by compiling information, preparing department budget by gathering information,~~
- [Assisted in preparing the department budget by compiling information](#) and typing budget proposals.
- Types and transcribes letters, reports, and meeting minutes from rough ~~draft~~ drafts, shorthand notes, or transcription equipment.
- Provides secretarial services to assigned boards or commissions as required.
- [Tracks training for all 1174 members. Enters all certificates and specialized training as needed. Coordinates training with OSHA and Risk Management.](#)
- Composes and types routine correspondence and reports.

- Schedules evictions on a daily basis with Marshal's basis with Marshal. Holds Town auctions twice a month for evicted parties. Keeps track of monies for all evictions and auctions.
- Communicates with emergency radio with police dispatch on a daily basis (examples)
- Dispatches utility for dead animals
- Stop signs for automobile accidents
- Traffic light outages
- Dispatches salt truck for emergency areas during winter storms, inclement weather and road trucks for emergency areas during winter storms, inclement weather, and road trucks for emergency areas during winter storms, inclement weather, and road spills.
- Downed trees and limbs.
- Screens telephone calls or greets visitors, ascertains nature of business, and refers to appropriate office/person as possible.
- Arranges meetings and schedules appointments for Arrange meetings and schedule appointments for the supervisor.
- Maintains the running record of line item accounts.
- Prepares and ~~process~~ processes purchase orders.
- Performs special assignments, studies, and routine administrative functions as directed.
- Meets the public and provides information on subjects such as department or town services.
- Responsible for processing work orders for specific town events
- Staff backup support for Payroll for 5 Departments, street light entering. Cemetery deeds, and waste services support.
- Assists— with updating of manuals, handbooks manuals, handbooks, and brochures.
- Works at Municipal events to educate hundreds of residents on how to appropriately recycle thus acquiring a reduction in costs for the Town municipal events to inform hundreds of residents on how to recycle, thus reducing costs for the town appropriately.
- Receives and records fees.
- Performs related bookkeeping functions.
- Reports work accomplished to supervisor.

#### **ADDITIONAL DUTIES:**

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

### **SUPERVISED BY:**

- ~~Receives general supervision from a department head-Director of Public Works.~~
- Receives assignments from and maintains close working relationships with the Public Works Director, Asst. Public Works Director and Public Works. Works independently under general supervision and the guidance of applicable federal, state and local statutes, regulations, town ordinances and codes, and departmental policies

### **QUALIFICATIONS PROFILE:**

- ~~The skills and knowledge required would generally be acquired with a high school education with course work in Business English, and Commercial Arithmetic with four years of progressively responsible secretarial or office administrative work, or in lieu thereof and Commercial Arithmetic with four years of progressively responsible secretarial or office administrative work, or in lieu thereof, an Associate's degree in Secretarial Science and two years of progressively responsible secretarial or office administration work.~~
- Education: High school graduate or equivalent, preferably with business/secretarial training beyond high school. Skills and Experience: Three or more years'-years of related experience. seeretarialSecretarial/office experience preferred. Computer skills and ability to pass standard typing test required. May be tested on appropriate computer skills as requiredneeded. Keyboarding speed (wpm) may be required as appropriate to job duties. Shorthand and/orand Dictaphone experience may be required.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence ~~and~~, reports, etc. in shorthand.
- Ability to establish and maintain complex files and record systems.
- Ability to work with a minimum of supervision.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to accurately process large ~~amount~~ amounts of paperwork. Accurately and efficiently.
- Ability to supervise.
- Ability to relate positively to those contacted.
- Ability to learn to operate data and word processing equipment.
- Ability to compile data as requested.
- Ability to acquire a working knowledge of the functions and responsibilities of the department.
- Ability to perform basic bookkeeping skills.
- Ability to supervise clerical staff and operations.

### **LICENSE OR CERTIFICATE:**

- Municipal or other government experience preferred.
- Proficient in the use of computerized information systems: word processing, spreadsheets, computerized record keeping and file management applications including Microsoft Office required

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Not applicable.

**EEO/AA Statement**

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

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

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

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January 2<sup>nd</sup> 2024

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Librarian II

Dear Mr. Martin:

Please see the attached job description for the Librarian II. We've taken functions from the Librarian 2 (Head of Children's and Teen Services) and Librarian 2 (Reference & Cultural Assets Adult Services) job descriptions and created one Librarian II, as this is a common practice in surrounding towns.

I have provided both job descriptions and a clean version for your reference.

## **GENERAL DESCRIPTION:**

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library.

## **ESSENTIAL JOB FUNCTIONS:**

- Establishes task priorities within the working unit.
- Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- Coordinates program schedule. Develops and conducts programs.
- Initiates and maintains community partnerships.
- Supports collection management functions, including materials selection and weeding.
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.
- Opens and closes library buildings according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.

## **ADDITIONAL JOB FUNCTIONS:**

- Assumes responsibility for the library in the absence of the Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

## **JOB QUALIFICATIONS**

- Master's Degree in Library Science, including coursework in specialty, and three years of library experience, including one year of supervisory experience or equivalent experience.

The Librarian II job description has not been updated since 2010, and the role has evolved. I have created the attached description based on the responsibilities. Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris  
Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Librarian II - Reference Librarian/Cultural Assets Manager **GRADE:** 7

**DEPARTMENT:** Library \_\_\_\_\_ **DATE:**  
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### GENERAL DESCRIPTION:

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library. ~~Plans, organizes, and supervises the services and activities of the reference services division, including reference, community outreach programs and interlibrary loans and overseeing the management of East Hartford's cultural assets.~~

~~Independently performs a full range of duties involving the interpretation, conservation and exhibition of small and major historical museum collections. Performs professional library services in assisting library patrons in the selection and use of library materials.~~

### ESSENTIAL JOB FUNCTIONS:

- ~~Receives oral or written directions from the Library Director.~~
- ~~Plans work according to established library schedule or standard procedures.~~
- Establishes tasks priorities within working unit.
- ~~Assigns regular and daily tasks to library assistants and clerks.~~
- Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- ~~Assists in near term and long range planning of library services~~
- Coordinates program schedule. Develops and conducts programs.
- Initiates and maintains community partnerships.
- ~~Develops reading, reference, and research materials through selection and purchase of books, materials and equipment.~~
- ~~Maintains reference collections, periodicals, and coordinates activities with branch librarians to assure currency of materials.~~
- ~~Coordinates interlibrary loan program.~~
- Supports collection management functions, including materials selection and weeding.
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.
- ~~Promotes interest in library as a community resource by visiting and speaking to school, civic, cultural and social organizations.~~
- ~~Oversees and prepares materials to promote library services.~~
- ~~Plans and organizes special programs involving the use of library resources.~~
- ~~Prepares brochures, new releases, bulletins, posters and other public relations materials to promote library services~~
- ~~Recommends the employment, promotion and retention of employees within division.~~
- ~~Regularly evaluates performance of staff members.~~

- ~~Provides supervision and training to professional staff, library assistants, clerks, and part-time employees.~~
- Opens and closes library building according to security procedures.
- ~~Prepares statistical and narrative reports of some complexity for the Director.~~ regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.
- ~~Opens and closes library building according to security procedures.~~
- Reports ~~achievement of goals to Director~~ goals achieved to the Director.
- ~~Performs research required for exhibition of cultural assets such as preparation of bibliographies or compilation of biographical information;~~
- ~~Abstracts or summarizes historical sources materials relating to museum collections or exhibits; determines need for restoration work and prioritizes work, monitoring progress of contractors or preservation specialists engaged in repair or restoration of historic structures and museum artifacts;~~
- ~~Accessions, registers and catalogs collection items and new acquisitions; organizes public educational programs such as school trips, tours, lectures and workshops to facilitate the public understanding of the collections;~~
- ~~Prepares correspondence to interested groups and individuals concerning collections or exhibits; speaks before groups concerning museum and its collection;~~
- ~~Identifies private and public sector grants and prepare grant applications for funding; seeks out individual sponsorships;~~
- ~~Completes and maintains inventory of historical property and equipment; maintains master log and other computer record systems;~~
- ~~Plans, designs and oversees collection exhibits;~~
- ~~Assists in the development of brochures, newsletter, guides and publications; leads fundraising efforts by writing articles and publicity materials or attending civic meetings; oversees the creation and maintenance of the Cultural Assets Website;~~
- ~~Establishes working relationships with funding sources, community groups, business community, government officials, and donors; networks throughout the local region to build up contacts to share information and resources and possible cost sharing partnerships and multi-site exhibitions and events;~~
- ~~Performs related work as required.~~

### **ADDITIONAL JOB FUNCTIONS:**

- Assumes responsibility for direction of the library in the absence of the Assistant Director and Director.
- ~~Examines professional publications and other sources for selection of books, periodicals, and other materials.~~
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

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

- ~~Ability to apply principles of library science to solve practical problems in situations where only limited standardization exists.~~
- ~~Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.~~



- ~~A working knowledge of computer applications for library services desirable.~~
- ~~Ability to work effectively with library staff and library patrons.~~
- ~~Ability to relate to students.~~
- ~~Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, and PC applications.~~
- ~~Considerable knowledge of American history with particular reference to social, cultural and technological trends as reflected in museum collections and themes;~~
- ~~Considerable knowledge of methods used in cataloging, preservation, restoration and storage of historic collections;~~
- ~~Knowledge of basic research materials; substantial interpersonal skills; considerable oral and written communications skills;~~
- ~~Considerable ability to perform historic research;~~
- ~~Considerable ability to prepare exhibits of museum collections; ability to utilize computer software;~~
- A well-developed knowledge of the principles and practices of library work related to assigned area of expertise such as adult, children's, teen, or technology
- Ability to apply principles of library science to solve practical problems
- Ability to keep current with new technologies and methods
- Substantial knowledge of computer applications, including integrated library systems
- Ability to work effectively with library staff, community stakeholders, and the general public
- Knowledge of basic research materials, print and electronic
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations
- Knowledge of the principles and practices of public library administration.
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Spanish-language fluency desirable

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

- ~~Works in office setting subject to continuous interruptions and background noise.~~
- ~~Includes exposure to video display terminals on a daily basis.~~
- ~~Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.~~
  - Work is performed under the supervision of a library administrator in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.
  - Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able

to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

- May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.
- May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

### **JOB QUALIFICATIONS**

- Master's Degree in Library Science, including coursework in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.
- ~~Master's Degree in Library Science from an accredited college, and three years of progressively responsible public Library experience.~~

### **LICENSING REQUIREMENTS:**

None

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

## TOWN OF EAST HARTFORD

**TITLE:** Librarian II – Children’s Librarian

**GRADE:** 7

**DEPARTMENT:** Library

**DATE:**

~~9/7/10~~12.28.23

### **GENERAL DESCRIPTION:**

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library. Plans, organizes, and supervises library program for pre-school, elementary, and young adult library users. Performs professional library services in assisting library patrons in the selection and use of library materials.

### **ESSENTIAL JOB FUNCTIONS:**

- ~~Receives oral or written directions from the Library Director.~~
- Establishes task priorities within working unit.
- ~~Plans and organizes work according to season of year, special events, and regular library schedule.~~
- Assigns work to library technical assistants, clerks and support staff. Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- ~~Develops and conducts programs for children and young adults to encourage reading, viewing and listening skills, and to use library facilities and materials.~~Coordinates program schedule. Develops and conducts programs.
- ~~Examines professional publications and other sources for selection of books, periodicals, and related materials.~~
- ~~Helps build collection of books, periodicals, and communication materials through consultation with Director, staff members, and independent selection.~~
- Initiates and maintains community partnerships.
- Supports collection management functions, including materials selection and weeding.
- ~~Assembles and arranges displays of books and other materials.~~
- ~~Oversees the transfer of information in processing circulation, registrations, overdues and billings.~~
- ~~Develops brochures, booklets, and newsletters to publicize the services and resources of the library.~~
- ~~Prepares reading lists for school and community distribution~~
- ~~Provides training and supervision to library assistants, clerks, and volunteers.~~
- ~~Participates in the selections and evaluation of library support staff.~~
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.

- Opens and closes library building according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.
- Reports goals achieved to the Director.

### **ADDITIONAL JOB FUNCTIONS:**

- ~~Organizes programs and activities with school librarians, teachers, parent's groups, and community organizations.~~
- ~~Conducts story-telling programs for pre-school children.~~
- ~~Arranges programs using volunteers, artists, and others.~~
- Assumes responsibility for library in absence of Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

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

- ~~Artistic skills used in creating posters, displays, etc. highly desirable.~~
- A well-developed knowledge of the principles and practices of library work related to assigned area of expertise such as adult, children's, teen, or technology.
- Ability to apply principles of library science to solve practical problems.
- Ability to keep current with new technologies and methods.
- Substantial knowledge of computer applications, including integrated library systems
- ~~Ability to relate and interact with school and cultural organizations needed.~~
- ~~Ability to prepare and deliver brief, concise and attractive reports of library services and facilities both orally and in writing.~~
- Ability to work effectively with library staff, community stakeholders, and the general public. and patrons.
- Knowledge of basic research materials, print and electronic
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations
- Knowledge of the principles and practices of public library administration
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Spanish-language fluency desirable
- ~~Ability to understand and implement modern automated library procedures including Connect circulation and bib maintenance, Internet, on-line and stand-alone CD-ROM products and databases, Request, OCLC products, E-Mail, WP5i, PC applications, Kids Cat, and Macintosh computer.~~

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

- ~~Works in office setting subject to continuous interruptions and background noise.~~
- ~~Includes exposure to video display terminals on a daily basis.~~
- ~~Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.~~

- Work is performed under the supervision of a library administrator in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.
- Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.
- May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.
- May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

### **JOB QUALIFICATIONS**

- Master's Degree in Library Science, including course work in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.

### **LICENSING REQUIREMENTS:**

None

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

## **TOWN OF EAST HARTFORD**

**TITLE:** Librarian 2                      **GRADE: 7**

**DEPARTMENT:** Library

**DATE: 12/28/23**

### **GENERAL DESCRIPTION:**

Works under the general supervision of the Library Director. Plans and directs the goals, objectives, and operations of a division within the library.

### **ESSENTIAL JOB FUNCTIONS:**

- Establishes task priorities within working unit.
- Provides training and supervision to division staff, including direct reports. Assigns regular and daily tasks.
- Coordinates program schedule. Develops and conducts programs.
- Initiates and maintains community partnerships.
- Supports collection management functions, including materials selection and weeding.
- Provides reference and readers advisory services.
- Provides technology instruction and basic support.
- Opens and closes library building according to security procedures.
- Prepares regular narrative and statistical reports for the Director.
- Recommends policy changes to the Director.
- Reports goals achieved to the Director.

### **ADDITIONAL JOB FUNCTIONS:**

- Assumes responsibility for library in absence of Director and Assistant Director.
- Attends meetings and participates in professional library organizations.
- Performs general library work as needed.

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

- A well-developed knowledge of the principles and practices of library work related to assigned area of expertise such as adult, children's, teen, or technology
- Ability to apply principles of library science to solve practical problems
- Ability to keep current with new technologies and methods
- Substantial knowledge of computer applications, including integrated library systems
- Ability to work effectively with library staff, community stakeholders, and the general public
- Knowledge of basic research materials, print and electronic
- Knowledge of literature appropriate to a specific division: such as children, adult, media, reference, etc.
- Ability to deal with disruptive patrons and emergency situations
- Skill in resolving confidential/sensitive situations

- Knowledge of the principles and practices of public library administration.
- Familiarity with the ethics and values of the profession, including an understanding of the Library Bill of Rights, the ALA Code of Ethics, freedom of information, confidentiality of library records, and privacy issues
- Spanish-language fluency desirable

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

Work is performed under the supervision of a library administrator in a public service or office setting which is subject to interruptions and background noise. Performs varied functions requiring judgment to ensure compliance with applicable departmental and town policies, procedures and methods.

Must be mobile, able to push/pull 50 pounds and lift objects up to 30 pounds. Must be able to stand or sit for prolonged periods, up to four hours. Must be able to perform such tasks as writing, filing, keyboarding, using a calculator, and other skills which require hand-eye coordination.

May be in constant contact with employees and the general public. Must be able to concentrate on fine details with occasional interruption and remember multiple assignments. Must be able to communicate in English and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone.

May be exposed to dust, book mold and mildew, fluctuations in inside temperatures and electro-magnetic radiation as in computer screens.

**JOB QUALIFICATIONS**

- Master’s Degree in Library Science, including course work in specialty and three years of library experience, including one year of supervisory experience, or equivalent experience.

**LICENSING REQUIREMENTS:**

None

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





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: January 19, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Connor S. Martin, Mayor  
RE: REFERRAL: Personnel and Pensions Subcommittees

---

Please see attached revised job descriptions for the Administrative Clerk III at the East Hartford Police Department, and Administrative Clerk II at the East Hartford Fire Department, submitted by HR Director Tyron Harris.

Please place this item on the Town Council agenda for the February 6, 2024 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director

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 19, 2024

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Administrative Clerk II

Dear Mr. Martin:

Please see the attached job description for the Administrative Clerk II-Fire.

I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## **POSITION DEFINITION:**

Performs secretarial and administrative work of a complex, confidential, and responsible nature for the fire department. Receives information from internal and external customers and processes appropriately based on knowledge of fire department programs and procedures.

## **ESSENTIAL JOB FUNCTIONS:**

- Observes strict confidentiality in establishing and maintaining restricted files and records.
- Processes Electronic Patient Care Reporting requests for the Chief Medical Officer & Assistant Medical Officer.
- Perform payroll processing in the absence of the Fire Payroll Administrator.
- Assists the Fire Department with creating content, including press releases and website updates.
- Processes employee reimbursements for purchases made by employees.
- Maintains computer spreadsheets that show each vendor's up-to-date vendor information and payment history.
- Receives quotes and contracts from outside vendors regarding purchasing supplies and services.
- Gathers and completes Purchase Order Payment Request Form information, which is forwarded to the Finance Department to issue payments.
- Assist in the onboarding process for new hires
- Plan in-house or off-site activities, like parties, celebrations, and training materials for the Fire Academy.
- Gathers, orders, and distributes office supplies to all fire department divisions and maintains office equipment.
- Greets the public, determines the purpose of each person's visit, and directs the individual to the appropriate location.

- Assists in the preparation of department budget by compiling information and typing budget proposals.
- Transmits requested files, materials, or information to appropriate receiving agents.
- Arrange Meetings and schedule appointments for supervisor, and coordinates the scheduling of field personnel where applicable.
- Transmits and explains supervisor's directions to proper persons, and follows up for compliance, completeness, and conformance with deadlines.
- Compiles complex statistical and narrative reports.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of their current classification and (b) the change in their duties are so substantial that the position in question is of a different classification than their current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

## TOWN OF EAST HARTFORD

**TITLE:** Administrative Clerk II **GRADE:** 34  
**DEPARTMENT:** Fire Department **DATE:** ~~August 3,~~  
2010TBD

### POSITION POSITION DEFINITION:

~~Performs general clerical work of some complexity and variety; and specialized clerical administrative work in assigned department. — Performs secretarial and administrative work of a complex, confidential, and responsible nature in a major for the fire department. Enters and retrieves information to the public requiring. Receives information from internal and external customers and processes appropriately based on knowledge of fire department programs and procedures.~~

### SUPERVISED BY:

- Receives immediate supervision from an assigned supervisor or department head.

### GENERAL DUTIES ESSENTIAL JOB FUNCTIONS:

- Receives oral and written instructions from supervisor and/or department head.
- Plans work according to established office or standard procedure.
- ~~Allocates work to clerks of lower grade.~~
- ~~Determines priority of work tasks.~~
- Classifies and files materials such as correspondence, reports, or technical documents in an established filing or record management system.
- Enters and retrieves information through a computer terminal.
- Prepares file information for review by a supervisor or the public.
- Provides information and referral services to the public regarding department, unit, or town programs and procedures.
- Observes strict confidentiality in establishing and maintaining restricted files and records.
  - Processes Electronic Patient Care Reporting requests for the Chief Medical Officer & Assistant Medical Officer.
  - Perform payroll processing in the absence of the Fire Payroll Administrator.
  - Assists the Fire Department with creating content, including press releases and website updates.
  - Processes employee reimbursements for purchases made by employees.
  - Maintains computer spreadsheets which shows the up to date vendor information and payment history of each vendor.

Administrative Clerk II – Fire Department

- Receives quotes and contracts from outside vendors regarding the purchasing of supplies and services.
- Gathers and completes Purchase Order Payment Request Form information which is forwarded to the Finance Department for the issuing of payments.
- Assist in the onboarding process for new hires
- Plan in-house or off-site activities, like parties, celebrations and training materials for the Fire Academy.
- Gathers, orders and distributes office supplies to all fire department divisions maintains office equipment.
- Greets the public and determines the purpose of each person's visit and directs the individual to the appropriate location.

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- Assists in the preparation of department budget by compiling information and typing budget proposals.
- Transmits requested files, materials, or related information to appropriate receiving agents.
- Arranges/Arrange meetings and schedules appointments for supervisor, and coordinates the scheduling of field personnel where applicable.
- Transmits and explains supervisor's directions to proper persons, and followfollows up for compliance, completeness, and conformance with deadlines.
- Receives and records fees.
- Compilesompile statistical and narrative reports of some complexity.
- Maintains limited financial records for a department or a unit.
- Types letters, cards, reports, or forms from prepared material or rough copy.
- Composes and types routine letters or reports for review and signature by the supervisor.
- Prepares requisitions for materials and supplies.
- Performs arithmetical computations as required.
- Reports work accomplished to supervisor.

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**ADDITIONAL ADDITIONAL DUTIES JOB FUNCTION:**

- Performs general receptionist duties.
- Screens telephone calls or greets visitors, ascertains nature of ~~business~~business, and refers to the appropriate office as possible.
- Develops and maintains confidential and complex records and files.
- Maintains purchasing, personnel, or other administrative records.
- Maintains inventory of office and department materials and supplies.
- MaintainsMaintains accurate information on the department webpage and social media platforms
- Maintains office petty cash fund.
- OperatesOperates office equipment such as calculators, photocopying machines, collators, and mailing equipment.
- Performs-Performs special assignments, studies, and routine administrative functions as directed.
- Temporarily relieves other office staff asoffice staff as needed.

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Administrative Clerk II – Fire Department

~~• P need requires.~~

- ~~• Provides provides secretarial services to departmental staff as required.~~
- ~~• Performs related tasks as required.~~
- ~~•~~

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#### **SUPERVISED BY:**

- ~~• Receives immediate supervision from an assigned supervisor or department head.~~

#### **QUALIFICATIONS PROFILE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ~~• The skills and knowledge required would generally be acquired with a high school education, and two years experience in general office work.~~
- ~~Knowledge~~ Knowledge of basic office procedures, including filing, scheduling, posting, and basic bookkeeping.
- Ability to follow written and oral instructions.
- Ability to acquire a working knowledge of laws, regulations, and procedures pertaining to the mission of the assigned department.
- Ability to acquire working knowledge, including posting and maintaining accurate and timely information on ~~webpages~~ web pages, and social media platforms.
- Ability to collect and organize data.
- Ability to type accurately.
- Ability to acquire the skill to accurately operate data programs and word processing equipment.
- Ability to maintain accurate files and records.
- Ability to add, subtract, multiply, and divide all units to measure.
- 
- Ability to deal cooperatively and effectively with others.
- Ability to transmit information to the public in a clear and concise manner.

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#### **LICENSE OR CERTIFICATE:**

Not applicable.

#### **TOOLS AND EQUIPMENT USED**

~~Computer, calculator, typewriter, copy machine, and other standard office equipment.~~

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

- Works in an office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Work requires the ability to push, lift, pull, and carry up to 20 pounds.
- Ability to operate equipment requiring eye and hand coordination.
- A public address system is used in the Fire Department and this position requires the ability to work with the noise levels associated with a working fire station.

Administrative Clerk II – Fire Department

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

While performing the duties of this job, the employee is frequently required to sit, talk, and listen. The employee is occasionally required to walk; use hands to finger, handle, or operate office equipment; and reach with hands and arms. The employee must occasionally lift and/or move up to 120 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be able to read and interpret departmental documents and write routine reports and business correspondence. This position requires the ability to apply common sense understanding to carry out instructions furnished in written or oral form and the ability to deal with problems including several concrete variables in standardized situations.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is conducted in typical office working conditions with virtually no disagreeable features. The noise level in the work environment is generally quiet.

### JOB QUALIFICATIONS:

The skills and knowledge required would generally be acquired with a high school education and two years of experience in general office work.

### GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

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

### EEO/AA Statement

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

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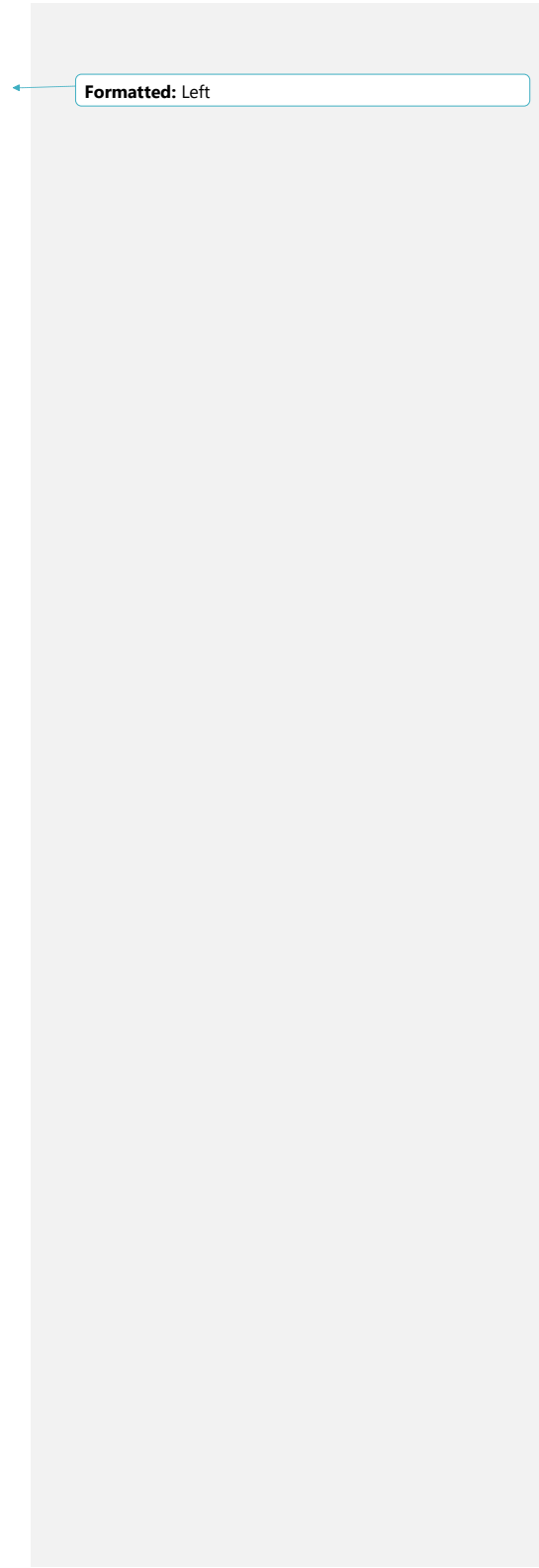
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CONNOR S. MARTIN  
MAYOR

# 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 19, 2024

The Hon. Mayor Connor Martin  
740 Main Street  
East Hartford, CT 06108

Re: Administrative Clerk III- Accounts Payable

Dear Mr. Martin:

Please see the attached job description for the Administrative Clerk III- Police.

I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

## **POSITION DEFINITION:**

Performs office administrative and general clerical work of some complexity and variety; and specialized financial clerical administrative work in the Support Service Bureau. Provides information to town departments, public, and staff members, requiring a knowledge of department programs and procedures.

## **GENERAL DUTIES:**

- Receives oral and written instructions from the supervisor.
- Plans work according to established office or standard procedures.
- Establishes priorities within work assignments.
- Supports all Police Department Bureaus with purchases requiring knowledge of each Bureaus operational needs.
- Communicates and works collaboratively with all Town Departments regarding Police Departments' Budget Issues.
- Communicates and works collaboratively with outside vendors, including sales teams and customer Finance Departments.
- Requests W-9 Forms from Vendors when needed.
- Receives quotes and contracts from outside vendors regarding the purchasing of supplies and services.
- Completes Quarterly Budget Reports required by the State of Connecticut.
- Prepares financial records and financial reports for Bi-weekly Budget Meeting with Command Staff.
- Works with Police Command Staff, putting together each FY Budget Proposals and maintains the approved Police Budget once approved by the Town Council.
- Submits and records Beginning Budget Blanket Purchase Order information.
- Processes and records all Capital Improvement vehicle purchases and related documentation.
- Runs weekly Flexible Earnings Reports and forwards the information to the Command Staff.
- Runs weekly Year to Date Budget Reports which are forwarded to the Command Staff for review.

## **QUALIFICATIONS PROFILE:**

- The skills and knowledge required would generally be acquired with a high school education, and three years experience in general office work.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of their current classification and (b) the change in their duties are so substantial that the position in question is of a different classification than their current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*



- Communicates and works collaboratively with East Hartford Purchasing Department when submitting information required for the issuing of Purchase Orders.
- Works with other Town Departments compiling and submitting information for joint purchases that require monies from other Departments budgets. (Ex. Fire Department)
- Gathers and enters Requisition information into Munis which is forwarded to the Purchasing Department for approval.
- Gathers and completes Purchase Order Payment Request Form information which is forwarded to the Finance Department for the issuing of payments.
- Processes employee reimbursements for purchases made by employees.
- Collects and views vendor Monthly Statements received by electronically and by mail.
- Receives invoices in mail and organizes information for payment processing.
- Organizes, Copies and scans payment request information which is presented to the Support Services Bureau Lieutenant for approval.
- Organizes and sends approved/signed Payment Requests to Finance through Inter-Office mail.
- Responsible for timely submission of monthly payment obligations of the Police Department.
- Works with Police Command Staff putting together each FY Budget Proposals and maintains the approved Police Budget once approved by the Town Council.
- Submits and records Beginning Budget Blanket Purchase Order information.
- Processes and records all Capital Improvement vehicle purchases and related documentation.
- Runs weekly Flexible Earnings Reports and forwards the information to the Command Staff.
- Runs weekly Year to Date Budget Reports which are forwarded to the Command Staff for review.
- Completes Budget Detail Reports and spreadsheets and forwards the information weekly to the Command Staff.
- Maintains computer spreadsheets which shows the up to date vendor information and payment history of each vendor.
- Runs various Munis Reports for meetings and daily operational needs.
- ~~Receives, classifies and processes criminal activity information to Career Criminal unit.~~
- ~~Coordinates police activity statistics for reports to Mayor's Office, State Police, State Attorney and the Federal Bureau of Investigation.~~
- ~~Maintains and updates fingerprint files, including review of arrest logs and court transmittal sheets to assure fingerprint data and classification information is properly recorded.~~

- ~~Enters and retrieves information into and from State Police "Collect System" by computer terminal.~~
- ~~Maintains and updates criminal information system, including recording arrests, court dispositions, and related information.~~
- ~~Receives, processes and transmits by teletype, information on missing persons, stolen cars and stolen car plates.~~
- **Develops and maintains filing systems as needed.**
- ~~As assigned, maintains unit attendance and leave records.~~
- ~~Provides information and referral services to public regarding unit programs and procedures.~~
- ~~Maintains schedule and appointment information for detective employees.~~
- ~~Prepares and types statistical information and reports.~~
- ~~Organizes, types and collates major case summaries in book form.~~
- ~~Types correspondence, narrative reports and documents from rough draft.~~
- ~~Observes strict confidentiality in maintaining restricted files and records.~~
- ~~Prepares file information for review by a supervisor or an approved administrator.~~
- **Reports work accomplished to Supervisor.**

#### **ADDITIONAL DUTIES:**

- **Enters and retrieves information in an electronic filing machine by computer terminal.**
- **Operates office equipment such as calculators, photocopying machines, collators, and mailing equipment.**
- ~~Temporarily relieves other office staff as need requires.~~
- **Performs related tasks as required.**

#### **SUPERVISED BY:**

Receives general supervision from an assigned Supervisor.

#### **QUALIFICATIONS PROFILE:**

- **The skills and knowledge required would generally be acquired with a high school education, and three years experience in general office work.**
- **Ability to acquire a working knowledge of department programs, policies and procedures.**
- **Ability to apply common sense understanding to carry out instructions furnished in oral, written or schedule form.**
- **Ability to add, subtract, multiply and divide all units to measure.**
- **Ability to perform routine bookkeeping in monitoring an operating budget.**
- **Ability to type accurately.**
- **Ability to acquire skill to operate data and word processing equipment.**
- **Ability to deal cooperatively and effectively with others.**

#### **LICENSE OR CERTIFICATE:**

**Not applicable.**

**EEO/AA Statement**

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 26, 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.

- **Memorial Day Parade**
  - Monday, May 27, 2024, Riverside Drive to the Fallen Star Memorial at Goodwin University
    - Parade from 10-11 AM
    - Program at the Fallen Star from 11-12:30 PM
    - Celebration of East Hartford from 12:30 -3 PM

C: M. Hawkins, Interim Chief of Police



CONNOR MARTIN  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

MACK S. HAWKINS  
CHIEF OF POLICE

51 School Street  
East Hartford, Connecticut 06108-2638

[www.easthartfordct.gov](http://www.easthartfordct.gov)

To: Mayor Connor Martin

From: Police Chief Mack S. Hawkins

Date: February 23, 2024

Re: **Amusement Permit Application**  
**“Memorial Day Parade”**

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](http://www.easthartfordct.gov)

February 23, 2024

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

**Re: Outdoor Amusement Permit Application  
"Memorial Day Parade"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from **The Town of East Hartford Mayor's Office by Ekaterine Tchelidze, Chief of Staff**. The applicant seeks to conduct the **Memorial Day Parade on Monday, May 27, 2024** starting at **Riverside Drive to the Fallen Star Memorial at Goodwin University** with the parade taking place from **10:00am to 11:00am**, a program at the **Fallen Star from 11:00am – 12:30pm** and a celebration to follow from **12:30pm to 3:00pm** with music and food.

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 Office of Corporation Counsel approve the application as submitted.**

**The Fire Department approves the application as submitted and indicates there is anticipated costs of \$1,250 to their Department. The Fire Marshall will need to inspect any food trucks that may be in attendance.**

**The Health and Parks & Recreation Departments approve the application as submitted and state there are no anticipated costs to their Departments. They will work with event organizers to assure vendors are licensed and inspected the day of event.**

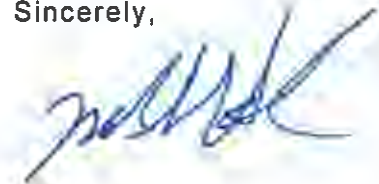
**The Public Works Department approves the application as submitted and indicates there is anticipated estimated costs of \$1,900 to their Department.**

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

- There will be significant detours for several hours. Traffic on the adjacent streets can be maintained with a near-normal flow of traffic.
- Police manpower required for these events exceeds the Department's normal Patrol Complement and overtime hiring will be necessary. As an event that is not Town-sponsored, this expense will have to be borne by the applicant. **The anticipated cost to the Department for this event is \$3,712.58 for one Sergeant and eight Officers.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mack S. Hawkins', is written over a faint, circular official seal or watermark.

Mack S. Hawkins  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Friday, February 9, 2024 1:13 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application- Town of East Hartford's Memorial Day Parade

Okay unless there are inflatables. I will need COI from vendor. Thank you.

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Friday, February 9, 2024 10:02 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>; 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- Town of East Hartford's Memorial Day Parade

Good morning and Happy Friday,

Attached is the Director's Review & Notice along with the application that I just received from the Mayor's Office for the "Memorial Day Parade". They would like to have it on the next Town Council meeting agenda, if you would could **send me your comments no later than Wednesday, February 22<sup>nd</sup> or sooner.**

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](mailto:arivera@easthartfordct.gov)  
[www.easthartfordct.gov/police-department](http://www.easthartfordct.gov/police-department)

**Rivera, Augustina**

---

**From:** Fitzgerald, Robert  
**Sent:** Wednesday, February 21, 2024 8:53 AM  
**To:** Rivera, Augustina  
**Cc:** Corp Counsel  
**Subject:** RE: Outdoor Amusement Permit Application- Town of East Hartford's Memorial Day Parade

Okay by me, no comment.

Robert Fitzgerald

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Wednesday, February 21, 2024 7:04 AM  
**To:** Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit Application- Town of East Hartford's Memorial Day Parade

Good morning,

Just a friendly reminder that your comments are due to me today. Mayor's Office wants this on next agenda and my deadline is this Friday to send it over.

Many thanks.

Tina

**From:** Rivera, Augustina  
**Sent:** Friday, February 9, 2024 10:02 AM  
**To:** Burnsed, Laurence <[lburnsed@easthartfordct.gov](mailto:lburnsed@easthartfordct.gov)>; Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Munson, Kevin <[KMunson@easthartfordct.gov](mailto:KMunson@easthartfordct.gov)>; Trujillo, Alexander <[atrujillo@easthartfordct.gov](mailto:atrujillo@easthartfordct.gov)>  
**Cc:** Alsup, Steve <[SAlsup@easthartfordct.gov](mailto:SAlsup@easthartfordct.gov)>; Browning, Craig <[CBrowning@easthartfordct.gov](mailto:CBrowning@easthartfordct.gov)>; Cohen, Bruce <[BCohen@easthartfordct.gov](mailto:BCohen@easthartfordct.gov)>; Davis, Robert <[RDavis@easthartfordct.gov](mailto:RDavis@easthartfordct.gov)>; Drouin, Darrell <[Ddrouin@easthartfordct.gov](mailto:Ddrouin@easthartfordct.gov)>; Dwyer, Sean <[SDwyer@easthartfordct.gov](mailto:SDwyer@easthartfordct.gov)>; Fitzgerald, Robert <[rfitzgerald@easthartfordct.gov](mailto:rfitzgerald@easthartfordct.gov)>; Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>; McCaw, Melissa <[mmccaw@easthartfordct.gov](mailto:mmccaw@easthartfordct.gov)>; Neves, Paul <[Pneves@easthartfordct.gov](mailto:Pneves@easthartfordct.gov)>; O'Connell, Michael <[Moconnell@easthartfordct.gov](mailto:Moconnell@easthartfordct.gov)>; Pelow, John <[JPelow@easthartfordct.gov](mailto:JPelow@easthartfordct.gov)>; Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>  
**Subject:** Outdoor Amusement Permit Application- Town of East Hartford's Memorial Day Parade

Good morning and Happy Friday,

Attached is the Director's Review & Notice along with the application that I just received from the Mayor's Office for the "Memorial Day Parade". They would like to have it on the next Town Council meeting agenda, if you could **send me your comments no later than Wednesday, February 22<sup>nd</sup> or sooner.**

Thank you.



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

**DATE: 2/9/24**

**APPLICATION FOR: 2024 Memorial Day Parade**

**APPLICANT: Town of East Hartford, Mayor's Office**  
740 Main Street  
East Hartford CT 06108

**DATE(S) OF EVENT: Monday May 27, 2024 10am-3pm**

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: Monday, May 27, 2024  
Event: "2024 Memorial Day Parade"  
Applicant: **Town of East Hartford's Mayor's Office**  
**Kate Tchelidze, Chief of Staff**

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 \$ \_\_\_\_\_

Michael O'Connell      02 09 2024  
Signature \_\_\_\_\_

Date

Comments:



**Rivera, Augustina**

---

**From:** Dwyer, Sean  
**Sent:** Thursday, February 22, 2024 8:33 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application- Town of East Hartford's Memorial Day Parade

Sorry Tina,

Parks and Recreation is OK, no issues.

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](http://www.easthartfordct.gov)

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Thursday, February 22, 2024 8:29 AM  
**To:** Dwyer, Sean <SDwyer@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit Application- Town of East Hartford's Memorial Day Parade

Hi Sean,

Comments were due yesterday, could you send me over your comments.

Many thanks.

Tina

---

**From:** Rivera, Augustina  
**Sent:** Wednesday, February 21, 2024 7:04 AM  
**To:** Dwyer, Sean <[SDwyer@easthartfordct.gov](mailto:SDwyer@easthartfordct.gov)>; Fitzgerald, Robert <[fitzgerald@easthartfordct.gov](mailto:fitzgerald@easthartfordct.gov)>; Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>  
**Subject:** FW: Outdoor Amusement Permit Application- Town of East Hartford's Memorial Day Parade

Good morning,



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: Monday, May 27, 2024  
Event: "2024 Memorial Day Parade"  
Applicant: **Town of East Hartford's Mayor's Office  
Kate Tchelidze, Chief of Staff**

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 \$ 1900.00

Alexander M. Trujillo    2/21/2024  
Signature \_\_\_\_\_ Date

Comments:

Rivera, Augustina

---

**From:** Hawkins, Mack  
**Sent:** Friday, February 23, 2024 7:44 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application- Town of East Hartford's Memorial Day Parade

Tina,

I have reviewed the Outdoor Amusement Permit Application for the 2024 Memorial Day Parade. I approve the application as submitted. The anticipated cost for this event is \$3,712.58 for 1 Sergeant and Eight Officers.

Thanks,

*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:** Wednesday, February 21, 2024 7:04 AM  
**To:** Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit Application- Town of East Hartford's Memorial Day Parade

Good morning,

Just a friendly reminder that your comments are due to me today. Mayor's Office wants this on next agenda and my deadline is this Friday to send it over.

# 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:  
**2024 Memorial Day Parade**
2. Date(s) of Event:  
**May 27, 2024**
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):  
**Town of East Hartford, Mayor's Office, 740 Main Street, East Hartford, 06108**
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.
5. List the location of the proposed amusement: (Name of facility and address)  
**Riverside Drive to the Fallen Star Memorial at Goodwin University**
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
**Monday, May 27, 2024 from 10 AM to 3 PM; Parade to be held from 10-11 AM; Ceremony to be held from 11 AM-12:30 PM; Celebration of East Hartford to be held 12:30 -3 PM**
7. Provide a detailed description of the proposed amusement:  
**Memorial Day Parade in honor of all Veterans, followed by a formal ceremony at the Fallen Star Memorial, concluding with the Celebration of East Hartford, a community event involving music, food trucks, vendors and more.**

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)? **Monday, May 27, 2024 for the duration of the event.**

9. What is the expected age group(s) of participants?  
**0-100, all are welcome.**

10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
**Plus or minus 1,000**

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:

**Will impact traffic on Riverside Drive and Ensign Street**

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:

**Route 2 exit 5 on and off ramp will be blocked off, requesting to block off Ensign, Willow Street and Riverside Drive**

c. Parking plan on site & impact on surrounding / supporting streets:

**Parking will be at Goodwin University**

d. Noise impact on neighborhood:

**There will be music and crowd noise for the duration of the event**

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:

**DPW will handle town roads, Goodwin Staff will handle the campus**

f. List expected general disruption to neighborhood's normal life and activities:

**Traffic disruption, music and crowd noise.**

g. Other expected influence on surrounding neighborhood:

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:

**PD & FD to develop a plan**

b. Provisions for notification of proper authorities in the case of an emergency:

**PD & FD will be notified on site**

c. Any provision for on-site emergency medical services:

**EMS will be on site/FD to lead**

d. Crowd control plan:

**PD will develop crowd control plan**

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:

**DPW will take lead.**

f. Provision of sanitary facilities:  
10 Porta Potties will be stationed on site

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:

Ekaterine Tchelidze

(Legal Name of Applicant)

  
(Applicant Signature)

Ekaterine Tchelidze

(Printed Name)

2/9/2024

(Date Signed)

Chief of Staff

(Capacity in which signing)

- 
- (Click button to send application electronically to [ehpdpermits@easthartfordct.gov](mailto:ehpdpermits@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**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 2/9/2024      9 : : 4 2 (AM) PM

Time remaining before event: 108 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.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 22, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Connor S. Martin  
RE: (RE)APPOINTMENTS: Boards and Commissions

---

The following names were submitted for appointments and reappointments to serve on the following boards/commissions:

### **Unaffiliated Appointment:**

#### **Commission on Culture and Fine Arts**

- Paul C. Wilucz, 101 Connecticut Blvd, term to expire 12/26 (taking vacant Republican seat)

### **Democratic Appointments:**

#### **Board of Assessment Appeals**

- Daniel Durso, 1490 Forbes St, term to expire 12/26

#### **Planning and Zoning Commission**

- Jase Ramon Olavarria, 11 Turtle Creek Lane (alternate position), term to expire 12/28

#### **Economic Development Commission**

- Patrena Ann Smith, 33 Atwood Lane, term to expire 12/25

### **Democratic Reappointments:**

#### **Inland Wetlands Commission**

- Gary Vollinger, 36 Brookfield Dr, term to expire 12/27

#### **Commission on Aging**

- Lorraine Kraft, 242 Hollister Dr, term to expire 12/26

#### **Commission on Services for Persons with Disabilities**

- Sunilda Caminero, 107 Cambridge Dr, term to expire 12/25

## **Republican Appointments:**

### **Veterans Commission**

- Melodie D. Wilson, 272 Goodwin St, term to expire 12/25 (taking the seat occupied by Unaffiliated member Howard Satalino, and reassigning him to the Democratic seat)
- Antonio J. Matta, 19 Fellows Lane, term to expire 12/28

### **Planning and Zoning Commission**

- Antonio J. Matta, 19 Fellows Lane, term to expire 12/28

## **Republican Reappointments:**

- James Shelmerdine, 745 Tolland St, term to expire 12/25
- Richard Bates, 103 Timber Trail, term to expire 12/25
- Arthur Parker, 139 Mercer Ave, term to expire 12/25

### **Commission on culture and Fine Arts**

- Glynis McKenzie, 51 William St, term to expire 12/28

### **Historic District Commission**

- Jeffrey Cummings, 641 Hill St, term to expire 12/28

### **Inland Wetlands Commission**

- Peter Marra, 80 Harvest Lane, term to expire 12/27

### **Pension & Retiree Benefit Board**

- Esther Clarke, 197 Langford Lane, term to expire 12/28

### **Planning and Zoning Commission**

- Peter Marra, 80 Harvest Lane, term to expire 12/28

### **Redevelopment Agency**

- Antonio Matta, 19 Fellows Lane, term to expire 12/28

### **Zoning Board of Appeals**

- James McElroy, 59 Melton Dr, 12/28

C: C. Martin, Mayor  
K. Bilodeau, Town Clerk

East Hartford Republican Town Committee

February 15, 2024

Connor Martin  
Mayor  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Office of the Mayor  
East Hartford Town Hall  
740 Main Street  
East Hartford, CT 06108

Dear Mayor Martin:

At a Republican Town Committee meeting held on February 14, 2024 the following individual was nominated to serve on the Planning and Zoning Commission.

Antonio J. Matta – 19 Fellows Lane  
Cell Phone – 860-833-8573

If there is any other information required, please contact me.

Sincerely,



Mary J Mourey  
Acting Republican Town Chairman

Attachment

**Town of East Hartford  
Boards and Commissions  
Application**



Date: February 2, 2024

Name: Antonio J. Matta

Your name exactly as it appears on the E. Htd. Voter Registration List

Address: 19 Fellows Lane, East Hartford, CT

Apt.# \_\_\_\_\_

Zip: 06108

Home Phone: \_\_\_\_\_

Email: mattaadults2@comcast.net

Cell Phone: 860-833-8573

Years as an E.Hartford Resident: 44

Occupation: Architect

Employer: Goodwin University, 1 Riverside Dr. 06118

Employer/Work Address

Formal Education/Certifications: Master in Architecture

Party Affiliation: Unaffiliated

Democrat

Republican

Minority Party \_\_\_\_\_

As it appears on the E. Htd. Voter Registration List

Name of board or commission you wish to serve on: Planning & Zoning

**Interest statement:**

Your reason for being interested in serving our Town in this capacity

I have served on Redevelopment for many years and would like to add P&Z to my ways of serving my Town of East Hartford

**List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:**  
Licensed Professional Architect, Involved in many planning and zoning issues most recently for Goodwin University and prior to that for the City of Hartford

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

understand that I may be required to complete training and/or continuing education.

understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature *Antonio J. Matta*

Date 2/2/24

Please return completed and signed form to:

BCpost@easthartfordct.gov

or mail to:

Town of East Hartford  
Office of the Mayor  
740 Main Street  
East Hartford CT 06108

For Internal use only:

Mandatory Qualifications:

Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_

## EAST HARTFORD REPUBLICAN TOWN COMMITTEE

Connor Martin  
Mayor  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Dear Mayor Martin:

At a Republican Town Committee meeting held on January 10, 2024 the following individual was nominated to serve on the Veterans Commission.

Melodie D. Wilson – 272 Goodwin Street

If there is any other information required, please contact me.

Sincerely,



Mary J. Mourey  
Acting Republican Town Chairman

cc: Richard Kehoe, Chairman, East Hartford Town Council  
attachment

**Town of East Hartford  
Boards and Commissions  
Application**



Date: 12/17/2023

Name: Melodie D. Wilson  
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 272 Goodwin St., East Hartford, CT Apt.# \_\_\_\_\_ Zip: 06108-1132

Home Phone: \_\_\_\_\_ Email: lemnosliw@comcast.net

Cell Phone: 860-888-3037 Years as an E.Hartford Resident: 52

Occupation: Retired Employer: \_\_\_\_\_  
Employer/Work Address

Formal Education/Certifications: AAS, BA Criminal Justice, MBA

Party Affiliation: Unaffiliated  Democrat  Republican  Minority Party \_\_\_\_\_  
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Veterans Commission

**Interest statement:**  
Your reason for being interested in serving our Town in this capacity

Have served as Commissioner of the Patriotic Commission and as a veteran for about 10 years with a hiatus of about 2-3 years and wish to return. Have supported and have been active in all of the Commission's events. Have held 2 positions: Treasurer and Chairperson. Most interested in returning to the Commission to be active in the events which support our citizens.

**List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:**  
Previous membership in the Patriotic Commission as the Treasurer, Chairperson, and long-time service as a Commissioner. Army Veteran background supports knowledge of Commission events. MBA supports financial abilities for budget and business issues. Presenting justification of the commission budget to the Town Council with spreadsheet documentation yearly. Active in all Commission events and taking leadership roles in organizing and participating in the events.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

understand that I may be required to complete training and/or continuing education.

understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature <u>Melodie D. Wilson</u>		Date <u>12/17/2023</u>	
Please return completed and signed form to:	BCpost@easthartfordct.gov	or mail to:	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

Mandatory Qualifications:  
Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_



February 21, 2024

The Honorable Connor Martin, Mayor  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

***Re: Boards and Commission Endorsement***

Dear Mayor Martin:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met virtually on February 15, 2024, to consider recommendations for Boards and Commissions.

- **Gary Vollinger, 36 Brookfield Dr, East Hartford, 06118 to be reappointed to the Inland Wetlands Commission.**
- **Daniel Durso, 1490 Forbes St, East Hartford, 06118 to be appointed to the Board of Assessment Appeals.**

In accordance with our guidelines, applications were reviewed and a vote to endorse these appointments was held. The result of the vote was to forward the attached applications to your office for approval.

Please contact me if you have questions or need additional information.

Respectfully,

Moriah H. Moriarty  
Chairman

February 23, 2024

The Honorable Connor Martin, Mayor  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

***Re: Boards and Commission Endorsement***

Dear Mayor Martin:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met virtually on February 22, 2024, to consider recommendations for Boards and Commissions.

- **Lorraine Kraft, 242 Hollister Dr, East Hartford, 06118 to be reappointed to the Commission on Aging;**
- **Sunilda Caminero, 107 Cambridge Dr, East Hartford, 06118 to be reappointed to the Commission on Services for Persons with Disabilities Commission,**
- **Jase Ramon Olavarria, 11 Turtle Creek Lane, East Hartford, 06108 to be appointed to an alternate position on Planning and Zoning Commission;**
- **Patrena Ann Smith, 33 Atwood Lane, East Hartford, 06108 to be appointed to a full member position on Economic Development Commission.**

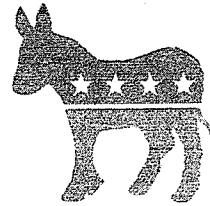
In accordance with our guidelines, applications were reviewed and a vote to endorse these appointments was held. The result of the vote was to forward the attached applications to your office for approval.

Please contact me if you have questions or need additional information.

Respectfully,

Moriah H. Moriarty  
Chairman

**EAST HARTFORD DEMOCRATIC TOWN COMMITTEE (EHDTC)  
BOARDS AND COMMISSIONS APPLICATION**



The Town of East Hartford is a "Minority Representation" Municipal Government. This Form is to be used to request nomination to a position by the East Hartford Democratic Town Committee and will be submitted to the DISTRICT CHAIRS GROUP (Permanent Nominating Committee) for consideration.  
-- East Hartford Democratic Town Committee Chair --

- Please print and complete the following information in full -

Name: Jase Ramon Olavarria  
Your name exactly as it appears on the East Hartford Voter Registration List

Address: 11 Turtle Creek Lane, East Hartford, Connecticut Apt#: B27 Zip: 06108

Party Affiliation: Democrat    Unaffiliated    Minor Party \_\_\_\_\_   
As it appears on the East Hartford Voter Registration List

Home Phone: 4759887456    Personal E-mail Address: jaseolavarria@gmail.com

Cell Phone: 4759887456.    Employer: State of Connecticut Commission on Human Rights & Opportunities  
Occupation: State of Connecticut Commission on Human Rights & Opportunities

Board or Commission you wish to serve on: Economic Development Commission

**Interest Statement:** Please share your reasons for being interested in serving our Town in this capacity and the qualifications you believe will be an asset to the board/commission you wish to serve on. In addition, you may attach your resume or additional information with this application. Also, please note that your application must be fully completed and signed for consideration.

I am interested in joining the Economic Development Commission because coupled with my passion for land use and zoning, I particularly enjoy economic development, and have experience in both fields of work and how they often are interconnected. Helping create a more inclusive and diverse economic starts with our economic development commission, and is carried forward by the zoning regulations of the town. I additionally have 1.5 years of economic development experience working for the City of Springfield where I conducted substantial data collection, and analysis to help evaluate the economic conditions change within the city neighborhoods prior to covid, during covid, and after covid. I also have experience facilitating economic development program that assisted small business owners developing a 5-year strategic plan with the City of Springfield. My work experience along with my unique education pairs well with the Economic Development Commission. Educationally, I hold a dual bachelors in Political Science and Honors Urban and Community Studies with Minors in Public Policy and Latino Studies. I also hold a Master's in Public Administration. I currently work for the Commission on Human Rights and Opportunities, and attend the University of Connecticut School of Law. Now that I live in East Hartford, I am looking to get involved in commissions in the near future. In Conclusion, I also think my perspective as an individual under 25 and person of color is needed further in all government levels. My diverse background and experiences would be an asset to the Town of East Hartford and bring a wealth of new, unique ideas the Town.

In accordance with the Towns Boards and Commissions Appointment Policy and Procedures Ordinances, please initial your acknowledgment of the following statements:

I understand the commitment for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent 30% or more of regular meetings will be presumed to have resigned from such board or commission.

I understand that I may be required to complete training and/or continuing education.

I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, and not be in arrears in on any town taxes, fines, or other obligations owed to the town.

*See other side*

By submitting this Board and Commission Application and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, Board of Education and Board or Commission to which you are applying and to their respective administrative staff.

Your Signature: Jan Olam Date: 11/27/2023

Please send your completed application and documentation to Moriah Moriarty, East Hartford Democratic Town Committee Chair via email to: [ChairEHDTC@gmail.com](mailto:ChairEHDTC@gmail.com)

**This space is for use by the East Hartford Democratic Town Committee**

Submitted for consideration by Town Committee Member: \_\_\_\_\_

Applicant voter registration certified by Registrar of Voters: \_\_\_\_\_ Date: \_\_\_\_\_

At a duly called meeting of the East Hartford Democratic Town Committee District Chairs and by a majority vote, the applicant described above is hereby recommended for appointment to the: \_\_\_\_\_

EHDTC Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# JASE RAMON OLAVARRIA

## EDUCATION:

University of Connecticut, School of Law  
Class of 2027

August 2023- Present

Juris Doctor

University of Connecticut, School of Public Policy Graduate School

June 2021- May 2022

Master of Public Administration (MPA)

GPA: 4.00/4.00

University of Connecticut, College of Liberal Arts & Sciences

July 2017- May 2021

Dual Bachelor of Arts, Political Science & Honors Urban and Community Studies

Double Minor: Public Policy & Latino Studies

New England Scholar

Honors Scholar

GPA: 3.637/4.00

## STUDY ABROAD EXPERIENCE

Intercultura, Costa Rica de Heredia City & Sámara Beach, Costa Rica

Dec. 2019

- Completed a 3-week cultural immersion study abroad program through the Department of Latin American & Caribbean Studies, University of Connecticut. Two weeks were spent in Heredia, the Capital of Costa Rica; one week was spent at Sámara Beach.

- *Relevant Courses:* LLAS 3998: Cultural Identity: Artistic Expression & Human Rights; SPAN 1003: Intermediate Spanish II

Charles University, Prague, Czech Republic

June 2019

- Completed a 3-week study abroad program through the Trio Program SSS. The full time was spent in Prague, the capital of the Czech Republic.

- *Relevant Courses:* SOCI 3271: Topics in Sociology of Culture

## PROFESSIONAL EXPERIENCE

CHRO Trainee, Connecticut Commission on Human Rights & Opportunities

Feb. 2023-

Present

- Responsible for evaluation of 48 agencies Affirmative Action Plan to ensure compliance with state Affirmative Action regulations along with a small team of two individuals.
- Overlook and closely monitor agency employment processes to promote equal opportunity and affirmative action.
- Provided technical assistance to agencies, educating agencies on regulatory requirements and best practices in affirmative action.
- Identify problem areas within agency policies and procedures that hinder employment access to members of protected classes.
- Serves on the Commission on Human Rights and Opportunities' Diversity, Equity, and Inclusion Committee, assisting in the development of staff-wide training, and monthly staff newsletters via MailChimp.

Record Secretary, Town of Coventry Land Use & Permitting Office

Jan. 2023- Aug. 2023

- Prepared and filed monthly agendas and minutes for the Planning and Zoning Commission, and the Inland Wetlands Commission.
- Executed a website using Civic Engage Central website editing software to inform the public about legal notices, upcoming meetings, and past meeting decisions made by the commissions.

Temporary Permit Tech, Town of Coventry Land Use & Permitting Office

Dec. 2022- Aug. 2023

- Collaborated with the Planning and Development Director to complete legal notice publications, and public hearing notifications.
- Responded to resident inquiries regarding the status of active permits, and provided guidance on the applicability of local zoning regulations on their property.
- Utilized Open Gov to schedule building, electrical, mechanical, and solar inspections by the Town Building Official.
- Revitalize organizational systems within major storage systems, as needed.

Administrative Assistant, Justice Resource Institute

May 2021- Feb. 2023

- Supported Program Director in facilitating the internal state auditing process by monitoring all program services to ensure compliance with regulations of JRI, DCF licensing, Joint Commission, and other funding agencies, to ensure that all required licenses and certificates are obtained to operate the community-based program.
- Served as Human Resources Representative for the Clinic educating new hires on orientation policies, procedures, and benefits offered by the organization.
- Processed annual Car Insurance Verifications, Driver History Verification, DCF, State, Federal, and Internal Organizational Background checks for existing and new staff.
- Managed two office facilities, oversaw maintenance, and ordered additional resources as needed for the team and clients served.

see other side

**Neighborhood-Commercial Consultant, City of Springfield Planning and Economic Development Aug. 2021- Sept. 2022**

- Revitalized City census data regarding various community socio-economic characteristics pertaining to the seventeen distinct neighborhoods.
- Served as liaison and project manager for economic development programs such as Storefront Improvement Program, PrimeThePump Program, and RiseUp! Springfield Small Business Development Program.
- Executed City-Wide initiatives funded by Community Development Block Grant (CDBG) & CARES ACT to ensure completion of project contract funding and other contract closeout activities.
- Digitized existing paper documentation, and converted paper-based applications into online form submission portals.
- Collaborated with the Deputy Director of Economic Development on competition of projects, grants, and other community development projects.

**Graduate & Undergraduate Writing Tutor, University of Connecticut Writing Center Aug. 2020- June 2022**

- Facilitated one-on-one, and/or group virtual and in-person tutoring sessions to assist graduate and undergraduate writers with brainstorming and writing development.
- Collaborated with graduate-level students on brainstorming and writing development for major thesis/project research assignments
- Conducted virtual and in-class presentations for First-Year Experience courses and Professional Degree programs, such as Nursing and Engineering, to educate students of functions of the benefits of the Writing Center and unique applications to different fields.

**Temporary Land Use Administrator, Town of Berlin, Connecticut Planning & Zoning Department May 2021- July 2021**

- Utilized ArcGIS and Muncity5 to provide accurate information and resources to citizens, developers, and businesses regarding zoning regulations, and applicable laws and reviews.
- Reviewed land use application compliance as it pertains to building accessory structures, renovating current structures, and building future structures within the Town.

**Student Administrative Assistant, Puerto Rican/Latin American Cultural Center Jan. 2018- May 2021**

- Overseen and assisted with various activities and events centered around diversity, equity, and inclusion issues.
- Interacted with students of various backgrounds, aiding with the transition to the University and providing resources to students offered by the University and the Center.
- Served as the representative on behalf of the Center for Student Affairs meetings to expand awareness of community concerns.

**Resident Assistant, University of Connecticut Residential Life Aug. 2018- June 2019**

- Guided predominantly freshman residents to navigate the college experience and aid in their personal and academic success.
- Responsible for development, marketing, and leading student-centered hall programs to promote social, educational, health, emotional understanding, and growth, all aimed at reinforcing diversity, equity, and inclusion.
- Responsible for ongoing conversations and meetings with residents regarding campus policies and procedures.

**RESEARCH EXPERIENCE**

**Alan. R Bennett Honors Student Research Assistant, Department of Political Science Aug. 2019-May 2020**

- Responsible for data collection and evaluation of Latino voter turnout across the 50 U.S. states.
- Compiled and organized data in Microsoft Excel for each U.S. state across the history of the enactment of extended voting rights to nonwhite populations.

**HONORS & AWARDS**

**Cohen Leadership Scholarship Recipient Feb. 2021**

- Awarded to undergraduate students who demonstrate a significant and active commitment to eliminating bigotry, prejudice, and discrimination and fostering tolerance and understanding on campus through a registered student organization of which they are part.

**Bastow & Binnie Urban & Community Studies Scholarship March 2021**

- Awarded to Urban and Community Studies majors who demonstrate academic merit, community involvement, and need.

**New England Scholar May 2021**

- Awarded to graduating undergraduate seniors who earned above a 3.7 for both semesters in the calendar year.

**Roy H. & Hilda M. Merolli Scholarship in Political Science June 2021**

- Awarded to political science majors who demonstrated academic achievement within political sciences courses.

**EXTRACURRICULAR INVOLVEMENT**

**IL Evening Representative, Student Bar Association University of Connecticut School of Law Sept. 2023- Present**

- Advocate for evening student inclusive initiatives to improve the nontraditional student experience.
- Collaborate with student representatives across divisions and academic years to promote and strengthen issues of diversity, equity, inclusion, and belonging



Town of East Hartford
Boards and Commissions
Application

Date: December 27, 2023

Name: Patrena Ann Smith
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 33 Atwood Lane Apt.# Zip: 06108

Home Phone: 203-379-7303 Email: 06108

Cell Phone: 203-379-7303 Years as an E.Hartford Resident: 11

Occupation: Employer: American Income Life Insurance Company
Employer/Work Address

Formal Education/Certifications: University of Connecticut Bachelors of Arts ~ Political Science

Party Affiliation: Unaffiliated [ ] Democrat [x] Republican [ ] Minority Party
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Economic Development Committee

Interest statement:
Your reason for being interested in serving our Town in this capacity
It is my belief that all citizens should participate in their local government in any capacity that will better their community.

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:
Please review the attached resume

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements:
[x] understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.
[x] understand that I may be required to complete training and/or continuing education.
[x] understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town. not be in arrears on any town taxes, fines, or other obligations owed to the town.
By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.
Signature: Patrena Smith Date: December 27, 2023
Please return completed and signed form to: BCpost@easthartfordct.gov or mail to: Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:
Mandatory Qualifications:
Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_





Town of East Hartford  
Boards and Commissions  
Application

Date: 1/10/2024  
 Name: GARY VOLWINGER  
Your name exactly as it appears on the E. Htfd. Voter Registration List  
 Address: 36 BROOKFIELD DR Apt.#      Zip: 06118  
 Home Phone: 860 568 5035 Email: CREATELEARNING@PHD.COM  
 Cell Phone: 860 874 6998 Years as an E.Hartford Resident: 46  
 Occupation: RETIRED Employer:       
Employer/Work Address  
 Formal Education/Certifications: BSME, MSME, BALS  
 Party Affiliation: Unaffiliated  Democrat  Republican  Minority Party   
As it appears on the E. Htfd. Voter Registration List  
 Name of board or commission you wish to serve on: ISLAND (NEELANDS)

Interest statement:

Your reason for being interested in serving our Town in this capacity

CONCERN FOR ENVIRONMENT & DEV.

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:

ENGINEER FORMER Lic. P.E.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

understand that I may be required to complete training and/or continuing education.

understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature: [Signature] Date: 1/10/2024

Please return completed and signed form to: BCpost@easthartfordct.gov or mail to: Town of East Hartford  
Office of the Mayor  
740 Main Street  
East Hartford CT 06108

For internal use only:

Mandatory Qualifications:  
 Resident \_\_\_\_\_ T/O \_\_\_\_\_ C/R \_\_\_\_\_ T/C \_\_\_\_\_



Town of East Hartford  
Boards and Commissions  
Application

Date: 2-22-2024

Name: PAUL C. WILUSZ  
Your name exactly as it appears on the E. Hdfd. Voter Registration List

Address: 101 CONNECTICUT BLVD Apt.# 1-G Zip: 06108

Home Phone: 860-490-8856 Email: pcwilusz@gmail.com

Cell Phone: 860-490-8856 Years as an E.Hartford Resident: 1 month

Occupation: Business Trainer/musician Employer: retired  
Employer/Work Address

Formal Education/Certifications: BA Political Science UConn

Party Affiliation: Unaffiliated  Democrat  Republican  Minority Party   
As it appears on the E. Hdfd. Voter Registration List

Name of board or commission you wish to serve on: Commission in Culture and Fine Arts

Interest statement:

Your reason for being interested in serving our Town in this capacity

I've been involved in the for over 20 yrs as a recordings artist and performer, poet, songwriter I would like to expand ARTS here in East Hartford and Arts Education

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:

involved in Hartford Arts Council, former Bloomfield Board of Education member, familiar with local artists and organizations in Greater Hartford, able to attend meetings and have been in leadership roles in the past.

In accordance with the Boards and Commissions Appointment Policy and Procedures Ordinances please initial your acknowledgment of the following statements;

I understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and I understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

I understand that I may be required to complete training and/or continuing education.

I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

By submitting this Expression of Interest form and any accompanying resume or other information, you agree to the release of this information to the Mayor, Town Council, the Board or Commission to which you are applying, and to all appropriate Town administrative staff.

Signature Paul C. Wilusz Date 2-22-2024

Please return completed and signed form to:	BCpost@easthartfordct.gov	or mail to:	Town of East Hartford
			Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

Mandatory Qualifications:
Resident _____ T/O _____ C/R _____ T/C _____

*Handwritten initials*

East Hartford Republican Town Committee

February 15, 2024

Connor Martin  
Mayor  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Office of the Mayor  
East Hartford Town Hall  
740 Main Street  
East Hartford, CT 06108

Dear Mayor Martin:

At a Republican Town Committee held on February 14, 2024 the following individuals were reappointed to the various boards and commissions.

Glynis McKenzie	Comm. on Culture & Fine Arts (5yr-Full Member)
Jeffrey Cummings	Historic District (5yr-Alternate)
Peter Mara	In-Land Wetlands (Full Member)
Esther Clarke	Pension & Retire Benefit Board(5yr-Full Member)
Peter Mara	Planning & Zoning Comm. (5yr-Full Member)
Antonio Matta	Redevelopment Agency (5yr-Full Member)
James Shelmerdine	Veterans Commission (2yr-Full Member)
Richard Bates	Veterans Commission (2yr-Full Member)
Arthur Parker	Veterans Commission (2yr-Full Member)
James McElroy	Zoning Board of Appeals (5yr-Full Member-Chair)

If there is any other information required, please contact me.

Sincerely,



Mary J. Mourey

Acting Republican Town Chairman



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: February 22, 2024  
TO: Richard F. Kehoe, Chair  
FROM: Connor S. Martin, Mayor  
RE: REFERRAL: Refund of Taxes

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I recommend that the Town Council approve a total refund of taxes in the amount of \$27,302.10 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place this item on the Town Council Agenda for the March 4, 2024 Town Council meeting.

Thank you.

C: I. Laurenza, Tax Collector  
M. McCaw, Finance Director

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**INTEROFFICE MEMORANDUM**

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**TO:** CONNOR S. MARTIN, MAYOR  
MCCA W MELISSA, DIRECTOR OF FINANCE

**FROM:** KRISTY HAFNER, ASSISTANT COLLECTOR OF REVENUE

**SUBJECT:** REFUND OF TAXES

**DATE:** 2/27/2024

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Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$27,302.10 Please see attached listing. Please place this item on the Town Council agenda for March 5, 2024.

<b>Bill</b>	<b>Name/Check payable to:</b>	<b>Address</b>	<b>City/State/Zip</b>	<b>Prop Loc/Vehicle Info.</b>	<b>Over Paid</b>
2022-04-0080171	ALLIED ROOFING & SHEET METAL CO.	PO BOX 280744	EAST HARTFORD, CT 06128	2023/3GCPDKEK2PG164008	-100.00
2022-03-0051112	ALPHONSE JULIETTA R	36 SAUNDERS ST FL 1	EAST HARTFORD, CT 06108	2019/5TDBZRFH2KS944379	-34.25
2022-03-0052513	BAILEY DONALD	145 CHRISTINE DR	EAST HARTFORD, CT 06108-2929	2008/2G1WU583789285560	-8.15
2022-03-0052960	BAXTER KEITH A	137 HOLLISTER DR	EAST HARTFORD, CT 06118-2135	2014/1GCVKREC3EZ297551	-7.41
2022-03-0056995	COITEUX ROBERT A	68 FITZGERALD DR	EAST HARTFORD, CT 06118-2363	2017/3FA6P0D95HR136012	-306.42
2022-01-0003348	COVEY SETH	PO BOX 380735	EAST HARTFORD, CT 06138	110 JANET DR	-2,804.24
2022-03-0058671	DAIMLER TRUST	14372 HERITAGE PARKWAY	FORT WORTH, TX 76177	2020/W1N0G8EB0LF822246	-227.54
2021-03-0059810	DOLAN KATHRYN A	201 REGAN RD	VERNON, CT 06066	2017/JF2GPABC4HH268555	-231.96
2021-01-0004453	EASTLAND REALTY CORPORATION	PO BOX 280535	EAST HARTFORD, CT 06128	35 CHERRY ST	-1,176.91
2022-03-0062272	FENTON EDWARD J JR	PO BOX 380393	EAST HARTFORD, CT 06138-0393	2019/2HGFC2F80KH536277	-69.44
2022-04-0082711	GORRITZ NORMA I	93 ROXBURY RD	EAST HARTFORD, CT 06118-1600	2013/2HKRM4H76DH611387	-11.92
2022-03-0064968	GOUPIL CLAUDE	166 BREWER ST	EAST HARTFORD, CT 06118-2177	2015/1GCVKPEC5FZ380811	-259.03
2021-01-0006873	GREEN LAW P.C.	11 TALCOTT NOTCH RD	FARMINGTON, CT 06032	160 GOVERNOR ST	-471.10
2022-01-0006035	GRYK MARIJANE P	167 TUMBLEBROOK DR	SOUTH WINDSOR, CT 06074	95-97 WHITING RD	-3,338.12
2021-03-0066166	HONDA LEASE TRUST	11675 GREAT OAKS WAY STE 200	ALPHARETTA, GA 30022	2020/5J8YD4H36LL036485	-158.10
2022-03-0066935	HONDA LEASE TRUST	11676 GREAT OAKS WAY STE 200	ALPHARETTA, GA 30022	2020/5J8YD4H36LL036485	-894.60
2019-03-0067080	HOP ENERGY LLC	36 BROWNSTONE AVE	PORTLAND, CT 06480	2017/3ALACXDT9HDJF4010	-9,955.42
2019-03-0067095	HOP ENERGY LLC	36 BROWNSTONE AVE	PORTLAND, CT 06480	2017/1GTW7AFF3H1915891	-2,447.33
2021-02-0040843	HOP ENERGY LLC	36 BROWNSTONE AVE	PORTLAND, CT 06480	VARIOUS	-12.30
2022-02-0040827	HOP ENERGY LLC	36 BROWNSTONE AVE	PORTLAND, CT 06480	VARIOUS	-10.64
2022-01-0000386	LERETA LLC ATTN CENTRAL REFUND DEPT	901 CORPORATE CENTER DR	PONOMA, CA 91768	1564 MAIN ST	-3,329.40
2022-03-0072220	MARTIN DAVID R	192 PENNEY DR	EAST HARTFORD, CT 06118-1621	2016/JN1AZ4FH0GM910266	-400.00

2022-03-0073627	MEYER CAROL A	94 KNOLLWOOD RD	EAST HARTFORD, CT 06118-1732	2019/KL4CJ2SB5KB786061	-240.86
2022-01-0010561	OSINSKI BARBARA A	147 COUNTRY LN	EAST HARTFORD, CT 06118	147 COUNTRY LN	-50.00
2022-03-0078217	PINCKNEY KENNETH	38 GRAHAM RD	EAST HARTFORD, CT 06118-2128	2007/JHLRE48787C062226	-15.58
2020-04-0087681	RIVERA RICHARD O	11 HILLS ST	EAST HARTFORD, CT 06118-2821	2021/JF2GTABC1M8292432	-9.45
2020-04-0088229	SANFORD STEPHANIE L	25 CANAL BANK RD APT 325	WINDSOR LOCKS, CT 06096	2020/3VV2B7AX9LM074740	-106.40
2022-02-0041543	TICKETMASTER LLC	325 N MAPLE DR STE 100	BEVERLY HILLS, CA 90210	615 SILVER LN	-5.12
2021-03-0084626	TOYOTA LEASE TRUST	525 FELLOWSHIP RD STE 330	MT LAUREL, NJ 08054-3415	2018/2T3BFREXJW805839	-580.06
2022-03-0088591	WILLIAMS JOHN H	1195 SOUTH GRAND ST	WEST SUFFIELD, CT 06093	2019/JF2GTANC1K8339287	-40.35
<b>TOTAL</b>					<b><u>\$ (27,302.10)</u></b>