

Robert J. Paetz

TOWN COUNCIL AGENDA

2021 APR - 1 P 12:57

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"

740 MAIN STREET

TOWN CLERK
EAST HARTFORD

EAST HARTFORD, CONNECTICUT

APRIL 6, 2021

7:00 P.M. Executive Session

=====

Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, this Town Council meeting is accessible through "Microsoft Teams" 929-235-8441 Conference ID: 382 617 276 #

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. March 16, 2021 Executive Session
 - B. March 16, 2021 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Habitat for Humanity Presentation: 550 and 590 Burnside Avenue
 - B. Resignation of Judith Okeson from the Commission on Culture and Fine Arts
7. OLD BUSINESS
8. NEW BUSINESS
 - A. COVID-19 Vaccination Outreach to Black, Indigenous and People of Color (BIPOC) Grant
 - B. Setting a Public Hearing Date of Tuesday April 20, 2021 @ 7PM in Council Chambers and via "Microsoft Teams" to Hear Public Comment on the following Revisions to the Town of East Hartford Code of Ordinances:
 1. Section 1-16 and Section 14-1. Columbus Day/Indigenous People's Day
 2. Section 2-3. Mayor's Salary
 3. Section 2-3b. Registrars and Deputy Registrars of Voters Salary
 - C. Appointments to Boards and Commissions:
 1. Pension and Retiree Benefits Board
Marcus Rice, 141 Mallard Drive; term to expire December 2022
 2. Board of Selectmen
Charles K. Botts, III, 131 Jessica Drive; term to expire November 2021
 - D. Referral to Personnel & Pensions Subcommittee re: New Job Descriptions – Deputy Finance Director and Chief Information Security Officer.
 - E. Bid Waiver: East Hartford's Solid Waste Disposal & Recycling Services re: Murphy Road Recycling, LLC
 - F. Refund of Taxes
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. Empire East, LLC v. Town of East Hartford, HHB-CV-20-6061188-S, re: 14 George Street.

11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor

12. ADJOURNMENT (next meeting: April 20th)

Robert J. Bell

2021 MAR 22 A 10:37

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

MARCH 16, 2021

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Minority Leader Esther B. Clarke, Councillors Angela Parkinson, Awet Tsegai and John Morrison

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Councillors
Via Teams Connor Martin and Patricia Harmon

ALSO Scott Chadwick, Corporation Counsel
PRESENT Attorney George O'Donnell, McGann, Bartlett & Brown
Via Teams

CALL TO ORDER

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

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

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

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (7:15 p.m.)
Motion carried 9/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Richard F. Kehoe

EAST HARTFORD TOWN COUNCIL

2021 MAR 22 A 10: 37

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

MARCH 16, 2021

PRESENT Chair Richard F. Kehoe, Minority Leader Esther B. Clarke, Councillors Angela Parkinson, Awet Tsegai, and John Morrison

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Councillors
Via Teams Connor Martin and Patricia Harmon

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30 p.m. The Chair announced that – as before – the Council was holding a hybrid meeting; 4 of the 9 Councillors were attending virtually. He then invited the Council to join him in the Pledge of Allegiance.

AMENDMENTS TO THE AGENDA

MOTION By Esther Clarke
seconded by Angie Parkinson
to **amend** the agenda as follows:

Move item 6.A. "Offer to Purchase Town-owned Property Other Than Real Estate: EHPD Gym Equipment" from Communications to 8.E. under New Business.

Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

None

APPROVAL OF MINUTES

February 27, 2021 Budget Workshop/Various Departments

MOTION By Sebrina Wilson
seconded by John Morrison
to **approve** the minutes of the February 27, 2021 Budget Workshop/Various Departments.
Motion carried 9/0.

March 1, 2021 Budget Workshop/Health & Social Services, Parks & Recreation and Public Works

MOTION By Sebrina Wilson
seconded by Angie Parkinson

to **approve** the minutes of the March 1, 2021 Budget Workshop/Health & Social Services, Parks & Recreation and Public Works.
Motion carried 9/0.

March 2, 2021 Executive Session

MOTION By Sebrina Wilson
seconded by Awet Tsegai
to **approve** the minutes of the March 2, 2021 Executive Session.
Motion carried 9/0.

March 2, 2021 Regular Meeting

MOTION By Sebrina Wilson
seconded by John Morrison
to **approve** the minutes of the March 2, 2021 Regular Meeting.
Motion carried 9/0.

March 3, 2021 Public Hearing/FY22 Budget

MOTION By Sebrina Wilson
seconded by Awet Tsegai
to **approve** the minutes of the March 3, 2021 Public Hearing/FY22 Budget.
Motion carried 9/0.

March 9, 2021 Special Meeting/FY22 Budget

MOTION By Sebrina Wilson
seconded by Angie Parkinson
to **approve** the minutes of the March 9, 2021 Special Meeting/FY22 Budget.
Motion carried 9/0.

NEW BUSINESS

Historic Document Preservation Grant

MOTION By Awet Tsegai
seconded by Esther Clarke
to **adopt** the following resolution:

WHEREAS The Public Records Administration of the Connecticut State Library offers a non-competitive grant each year to the Town Clerk's Office; and

WHEREAS the grant for the fiscal year of 2022, is in the amount of \$7,500.00; and

WHEREAS said grant supports the preservation of Historic Documents in the Town Clerk's Office.

NOW THEREFORE LET IT BE RESOLVED that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut State Library Public Records Administrator as they pertain to this Historic Documents Preservation Program.

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

Commercial Property Assessed Clean Energy (C-PACE) and Connecticut Green Bank Partial Release Agreement

MOTION By Connor Martin
seconded by Angie Parkinson
to **adopt** the following resolution:

WHEREAS Section 157 of Public Act No. 12-2 of the June 12, 2012 Special Session of the Connecticut General Assembly (the "Act") established a program, known as the Commercial Property Assessed Clean Energy (C-PACE) program, to facilitate loan financing for clean energy improvements to commercial properties by utilizing a state or local assessment mechanism to provide security for repayment of the loans; and

WHEREAS the Act authorized the Clean Energy Finance and Investment Authority (the "Authority"), a public instrumentality and political subdivision of the State charged with implementing the C-PACE program on behalf of the State, to enter into a written agreement with participating municipalities pursuant to which the municipality may agree to assess, collect, remit and assign, benefit assessments to the Authority in return for energy improvements for benefited property owners within the municipality and for costs reasonably incurred by the municipality in performing such duties (a "C-Pace Agreement") ; and

WHEREAS The Town entered into a C-PACE Agreement dated the 11th day of April, 2013; and

WHEREAS the Authority is now known as the Connecticut Green Bank; and

WHEREAS the Connecticut Green Bank has agreed to take over the role of billing and collection under the C-PACE program beginning in Fiscal Year 2022; and

WHEREAS to effectuate this change, the Connecticut Green Bank has asked the Town to execute a partial release agreement, in the form attached hereto (the "Partial Release Agreement").

NOW THEREFORE, BE IT RESOLVED That we, the Town Council, constituting the legislative body of the Town of East Hartford, hereby approves the Partial Release Agreement, and that Mayor Marcia A. Leclerc is hereby authorized and directed, on behalf of the Town, to execute and deliver the Partial Release Agreement, substantially in the form attached to this Resolution, for the purposes provided therein, together with such other documents as she may determine to be necessary and appropriate to evidence, secure, and otherwise complete the Partial Release Agreement.

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

2021-2022 Local Capital Improvement Program (LoCIP) Projects

MOTION By Don Bell
seconded by Angie Parkinson
to **adopt** the following resolution:

RESOLVED That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents 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 \$530,863 for the following projects:

- Facility Sign Installations Phase III \$135,000
- Hockanum River Linear walkway - repairs \$ 25,000
- Benches, Barrels & Bike Racks Silver Lane \$ 20,863
- Alumni Park Improvements \$ 25,000
- Replacement of Wooden Street Light Repair \$ 10,000
- Renovation of North End Senior Center - Construction \$200,000
- Renovation of Veterans Memorial Clubhouse - Design \$115,000

TOTAL \$530,863

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

Recommendation from Tax Policy Committee re: Economic Development Incentives Guidelines

MOTION By Angie Parkinson
seconded by Pat Harmon
that the Town Council **approve** the revised Economic Development Incentive Guidelines for Commercial Properties, attached hereto, as unanimously approved by the Tax Policy Committee at its March 4, 2021 meeting, to use as a tool to promote grand list growth and other overall economic benefits for the Town.
Motion carried 9/0.

The guidelines follow these minutes.

Offer to Purchase Town-owned Property Other Than Real Estate: EHPD Gym Equipment

MOTION By Awet Tsegai
seconded by Sebrina Wilson
that, pursuant to the town of East Hartford Code of Ordinances §10-3, the Town Council **authorizes** the town to sell a "Cybex Smith Press Machine" for \$500.00 to East Hartford Police Officer Jason Hawley.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Awet Tsegai indicated that a resident asked if the Meadow Hill Trail was town or state owned.
Mayor Leclerc said that Meadow Hill was not an official trail.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Worker's Compensation Claim: Ellen Stoldt, Former Employee

MOTION By Sebrina Wilson
seconded by Don Bell

to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending Worker's Compensation claim of former employee, Ellen Stoldt, for a total sum of \$54,500.00.
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc spoke on the following: (1) the tennis courts will be removed at Hockanum Park and replaced by 6 pickle-ball courts by June 2021; (2) the new signage for town buildings should be completed by the end of summer 2021; (3) the broken sidewalks along Pitkin Street from the MDC treatment plant to the Route 2 overpass will be repaired; (4) the sidewalks along Silver Lane from Summerfield to Silver Lane School will be replaced by the State of Connecticut; (5) the on/off ramps in the area of the new Senior Center along Route 2 will be eliminated; (6) the Meadow Hill Pump Station has been repaired in time for flood season; (7) the Hockanum Linear Trail that runs from Hills Street to Roberts Street will start in the late spring 2021; (8) Goodwin University's most recent project, a new building on the site of the former East Hartford Tire Company, is in the land-use stage; (9) Rebel Dog – a café in the new American Eagle building located at 361 Main Street – will have a soft opening Thursday March 18th; and (10) the municipal aid that the town will receive via the American Rescue Plan will be subject to guidelines set by the US Treasury.

Don Bell asked the Mayor for an update on East Hartford's Covid-19 vaccination progress. The Mayor agreed.


Angie Parkinson inquired on what the sign on the Torpey Bridge would look like.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Don Bell
 to **adjourn** (8:43 p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be April 6th.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK

Town of East Hartford, Connecticut

Economic Development Incentive Guidelines for Commercial Properties

I. Overview and Background

The objective of offering a local economic development incentive is to encourage economic growth, and expansion consistent with the Town's Plan of Conservation and Development (Plan of C & D). This policy document seeks to address two types of local economic development incentives: (i) Incentives to Promote Grand List Growth; and (ii) Incentives to Promote Overall Economic Benefits. Incentives to Promote Grand List Growth incentivize the expansion of the Town's grand list (or list of taxable property) by adding to the assessed value of a property. Incentives to Promote Overall Economic Benefits promote direct, indirect and induced economic development benefits for the Town as a whole.

IA. Incentives to Promote Grand List Growth.

The Town has the authority under the Connecticut General Statutes Sec. 12-65b to phase in the increase of local property taxes for projects that will increase the assessed value to the real property.

The chart below provides an example of the type of benefits that may be considered.

DURATION AND AMOUNT OF CGS 12-65b INCENTIVE

Percent increase in assessment value.	Max length of Agreement	Max percent that increase in assessment may be abated.
25%	3 years	50% of the increase in assessment based on completed work.
50%	2 years	100% of the increase in assessment based on completed work.
75%	5 years	100% of the increase in assessment based on completed work.
100% or more	10 years	100% of the increase in assessment based on completed work.

IB. Incentives to Promote Overall Economic Benefits.

The incentives in this case may be tailored to the specific needs of the project. The benefits will be Town-wide and more holistic.

IC. Eligibility Criteria.

A. General Requirements:

To be eligible for either of the two preceding incentives (IA & IB), the proposed project must be a permitted use as defined by the East Hartford Zoning Regulations, and must meet the goals and objectives defined in the Plan of C&D. Those seeking incentives must also evidence a commitment to remain in the Town well beyond the length of the incentive period, preserve and create jobs for Town residents and utilize Town businesses during construction and operation. In addition, applicants must also evidence a strong commitment to diversity recruitment and retention employment practices.

B. Specific Requirements:

To be eligible for either of the two preceding incentives (IA & IB) the project must provide for the creation of long-term tax base growth for the Town and stimulate local economic conditions for existing businesses and the development of future industry groups. To be eligible for IB incentives, the project must also have one or more of the following economic impacts:

- a. **Direct Economic Impact.** Direct impact includes all direct effects the project has on the Town due to the project's operations. These include direct employees, organizational spending, employee spending, and spending by vendors, contractors and visitors to the new or expanded business.
- b. **Indirect Economic Impact.** Indirect impact includes business-to-business purchases in the supply chain taking place in the Town/region that stem from the initial industry input purchases.
- c. **Induced Economic Impact.** Induced impact includes the value stemming from local household spending of wages received from the new or expanded business. When recipient local businesses use this new income to spend within the local community, induced impacts quickly multiply.

II. Qualifying Businesses

- A. Applicant must be a private, for-profit enterprise that is entitled to operate legally in the State of Connecticut
- B. Applicant must not be in violation of any law, regulation or agreement with the Town, State or Federal Government
- C. Applicants must demonstrate a solid financial base and reasonable growth potential
- D. Applicants must be committed to make a significant investment in newly acquired or leased real property, or must be willing to make a significant investment in rehabilitating real property that they currently own or lease, or plan to acquire or lease.
- E. Applicant and its project must meet the eligibility criteria set forth in IC above.

III. Application Procedure

Applications shall be made to the Mayor, through the Director of Development. The Director of Development may enter into negotiations with such applicant for the purpose of developing an agreement. Once agreement has been reached, the Mayor, Director of Finance and Corporation Counsel shall review the application and the agreement. After review, the application and agreement shall be forwarded to the Economic Development Commission for its review, comment and recommendation. Within thirty days of receipt of the proposed agreement, the EDC shall report its findings and recommendation to the Mayor. The Mayor may make a final recommendation and submit the application and agreement to the Town Council for approval. The application and supporting documentation will, at minimum, provide the information as outlined in Schedule A attached hereto and made a part of. *The application must be submitted, and approved by the Town Council, prior to commencement of construction or renovation of improvements on the property that will be the subject of the tax benefit or incentive.*

IV. Policy Waiver

The Council may alter or otherwise waive any and all requirements contained herein so long as the project is consistent with the goals and objectives of the current Plan of C & D.

PLEASE NOTE: nothing herein, or in any attachment, shall be deemed a promise, commitment or agreement by the Town of East Hartford or the East Hartford Town Council to provide tax benefits or financial incentives.

MARCIA LECLERC
MAYOR

DEVELOPMENT
DEPARTMENT

TOWN OF EAST HARTFORD
740 Main Street
East Hartford, Connecticut 06108

(860) 291-7300

FAX (860) 291-7298

SCHEDULE A

Economic Development Incentive Application

(Company Name)

CONTENTS

Section 1	Incentive Summary
Section 2	Detailed Description/History of Business as Provided by Applicant
Section 3	Description of Real Property
Section 4	Description of Real and Personal Property Improvements
Section 5	Background Correspondence
Appendix 1	Tax Abatement Incentive Guidelines
Appendix 2	Sample Town Council Resolution

Section 1: Request for Incentive Summary Sheet

Applicant Name:

Applicant Address:

Address Real Property:

Incentive Sought:

Description of Business:

Employment Current and Projected:

Total Investment Real Property:

Description of Improvements:

Description of Municipal Fiscal Impact:

Description of Economic Impact:

Description of outreach to entities within the Town of East Hartford to ensure diverse community-based hiring:

Recommendation of Economic Development Commission:

Recommendation of the Mayor:

<i>Report of Estimated Value of Incentives and Revenue</i>						
<i>Description of Property</i>	<i>Estimated Market Value of Investment</i>	<i>Estimated Assessed Value</i>	<i>Annual Property Tax</i>	<i>Percent of Abatement</i>	<i>Length of Abatement</i>	<i>Incentive Value</i>
Machinery and Equipment						
Real Property Improvements						
Assessed Value of Real Property Currently			Annual Tax Revenue Generated			
Total Estimated Assessment After Completion			Annual Tax Revenue Generated		Annual Tax Revenue Increase	
Total value of abatements						
Tax Revenue Years 1 through []						
Estimated Value of Municipal Building Permits						
Total Town Revenue Years 1 through []						
<i>*All figures presented are estimates only</i>						

Section 2: Detailed Description/History of Business

Section 3: Description of Real Property

Include:

Current Assessor's Card

Section 4: Description of Real and Personal Property Improvements

Include:

- a) Location
- b) Land size, building description including existing conditions and proposed improvements
- c) Summary of Construction Plans, if available
- d) Approximate completion date

Section 5: Background Correspondence

Include:

Letter of transmittal to Mayor requesting incentive – prior to building permit application

Appendix 1: Tax Abatement Incentive Guidelines

Statutory Authority

Sec. 12-65b. Agreements between municipality and owner or lessee of real property or air space fixing the assessment of such property or air space.

(a) Any municipality may, by affirmative vote of its legislative body, enter into a written agreement, for a period of not more than ten years, with any party owning or proposing to acquire an interest in real property in such municipality, or with any party owning or proposing to acquire an interest in air space in such municipality, or with any party who is the lessee of, or who proposes to be the lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section 12-64, fixing the assessment of the real property or air space which is the subject of the agreement, and all improvements thereon or therein and to be constructed thereon or therein, subject to the provisions of subsection (b) of this section. For purposes of this section, "improvements to be constructed" includes the rehabilitation of existing structures for retail business use.

(b) The provisions of subsection (a) of this section shall only apply if the improvements are for at least one of the following: (1) Office use; (2) retail use; (3) permanent residential use in connection with a residential property consisting of four or more dwelling units; (4) transient residential use in connection with a residential property consisting of four or more dwelling units; (5) manufacturing use; (6) warehouse, storage or distribution use; (7) structured multilevel parking use necessary in connection with a mass transit system; (8) information technology; (9) recreation facilities; (10) transportation facilities; (11) mixed-use development, as defined in section 8-13m; or (12) use by or on behalf of a health system, as defined in section 19a-508c.

Sec. 12-65h. Agreements between municipality and owner or lessee of real property or air space containing a manufacturing facility or a wholesale and retail business fixing the assessment of personal property.

Any municipality may, by affirmative vote of its legislative body, enter into a written agreement with any party owning or proposing to acquire an interest in real property in such municipality, or with any party owning or proposing to acquire an interest in air space in such municipality, or with any party who is the lessee of, or who proposes to be the lessee of, air space in such municipality in such a manner that the air space leased or proposed to be leased shall be assessed to the lessee pursuant to section 12-64, upon which is located or proposed to be located a manufacturing facility, as defined in subdivision (72) of section 12-81, or a wholesale and retail business, as defined in subdivision (54) of section 12-81, fixing the assessment of the personal property located in the facility that is the subject of the agreement: (1) for a period of not more than seven years, provided the increase in the assessed value of such personal property in such facility or wholesale and retail business is not less than three million dollars, (2) for a period of not more than two years, provided the increase in the assessed value of such personal property in such facility or wholesale and retail business is not less than five hundred thousand dollars, or (3) to the extent of not more than fifty per cent of such increased assessment, for a period of not more than three years, provided the increase in the assessed value of such personal property in such facility or wholesale and retail business is not less than twenty-five thousand dollars.

Appendix 2: Sample Resolution

TOWN OF EAST HARTFORD SAMPLE RESOLUTION
BUSINESS INCENTIVE POLICY

WHEREAS, the Town of East Hartford has a Business Incentive Policy to assist businesses who desire to locate or expand their operations in East Hartford; and

WHEREAS, the Town's goals are to preserve and create jobs, create a stable long-term tax base and encourage growth of new and existing businesses; and

WHEREAS, (XXXXXX Company) will be locating at (XXXXXX) and investing (XXXXXX dollars) for improvements and employing (XXXXXX) persons; and

WHEREAS, (XXXXXX Company) has applied for (tax fixing, assessment fixing) at a level of (XXXXXX) for a period of (XXXX) years; and


WHEREAS, the Town of East Hartford will benefit from the location of a stable business in our town and the increase of our employment base by (XXXX); and

WHEREAS, Connecticut General Statutes, (Section 12-65b) and (Section 12-65h), provide the legal authority for a municipality to enter into this tax agreement.

NOW, THEREFORE, BE IT RESOLVED that the East Hartford Town Council authorizes the Mayor, Marcia A. Leclerc, to execute an agreement with (XXXXXX Company) pursuant to the Town's Business Incentive Policy and under the authority granted under the Connecticut General Statutes, (Section 12-65b) and (Section 12-65h), for their business (location/expansion) in the Town of East Hartford.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 26, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: COMMUNICATION: Habitat for Humanity Presentation

Please reserve time on the April 6, 2021 Town Council agenda for a presentation by Habitat for Humanity regarding site plans for 550 and 590 Burnside Avenue.

Last year, the Town, on behalf of the Redevelopment Agency (RDA), advertised a request for proposal for two town owned properties at 550 and 590 Burnside Avenue. On March 4th, RDA held a meeting and voted favorably to endorse the proposal.

Habitat for Humanity would like to conduct a similar presentation for the Town Council before completing detailed site plans required for the Planning and Zoning Commission Application.

C: E. Buckheit, Development Director



TO: Mayor Marcia Leclerc

FROM: Eileen Buckheit, Development Director

DATE: March 25, 2021

RE: April 6, 2021 Town Council agenda item

I am respectfully requesting an item be placed on the April 6, 2021 Town Council agenda under information items.


Last year, the Town, on behalf of the Redevelopment Agency (RDA), advertised a request for proposal for two town-owned properties, 550 and 590 Burnside Avenue. RDA received the bids and requested that Habitat for Humanity proceed to a more detailed presentation to the Agency. On March 4th, RDA held a meeting and voted favorably to endorse the project.

As the next step, Habitat for Humanity would like to conduct a similar presentation for the Town Council before completing the detailed site plans required for a Planning and Zoning Commission application.

Thank you for your assistance and let me know if you have any further questions.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 29, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESIGNATION: Boards and Commissions

Attached is a letter received by my office from Judith Okeson who is resigning from her position as a full member of the Commission on Culture and Fine Arts.

Please place this resignation on the April 6, 2021 Town Council Agenda and share our appreciation as a community for the valuable service she has provided by volunteering her time on the above mentioned Commission.

C: R. Pasek, Town Clerk

Robert J. Pasek

2021 MAR 24 A 10: 23

TOWN CLERK
EAST HARTFORD

3-17-21.

To: Robert Pasek, Town Clerk
From: Judith A. Okeson

Please accept my resignation from the
Commission on Culture and Fine Arts.


I have enjoyed my many years of
serving on the commission.

Judith A. Okeson

cc: Chair Rosamond White-CCFA
Chair Frescille Yamamoto-ETRTC



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 29, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: COVID-19 Vaccination Outreach to BIPOC

The Town of East Hartford is eligible to apply to the Hartford Foundation for Public Giving (HFPG) for funding in the amount of \$75,000 for COVID-19 Vaccination Outreach to Black, Indigenous, and People of Color (BIPOC).

Data Confirms that Connecticut's white residents are being vaccinated at significantly higher rates than residents of color. The HFPG seeks to increase access to information about the COVID-19 vaccine and vaccination rates in BIPOC communities through grants.

This opportunity is limited to applicants serving municipalities with the largest numbers of BIPOC communities in the Greater Hartford region, as indicated by census data. These towns include: Bloomfield, East Hartford, Hartford, Manchester, West Hartford, and Windsor.

Please place this resolution on the Town Council agenda for the April 6, 2021 meeting.

C: P. O'Sullivan, Grants Manager

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 6th day of April, 2021

RESOLUTION

WHEREAS; the Hartford Foundation for Public Giving has issued a Request for Proposals for funding for COVID-19 Vaccination Outreach to Black, Indigenous, and people of color (BIPOC) Communities and,

WHEREAS; it is critical that the Town and region address racial equity in vaccination to ensure the well-being of all residents.

NOW THEREFORE LET IT BE RESOLVED; that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Hartford Foundation for Public Giving as they pertain to this for COVID-19 Vaccination Outreach to BIPOC Communities grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ___ day of April, 2021.

Seal

Signed: _____
Angela M. Attenello, Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: COVID-19 Vaccination Outreach to Black, Indigenous, and People of Color (BIPOC)

Funder: Hartford Foundation for Public Giving (HFGP)

Grant Amount: \$75,000

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: The HFGP seeks to increase access to information about the COVID-19 vaccine and vaccination rates, in BIPOC communities through grants.

Results achieved: Increased vaccination rates among BIPOC citizens


Duration of grant: Undetermined

Status of application: Due date for applications is April 2, 2021*

Meeting attendee: Laurence Burnsed, Director of Health and Social Services

Comments: The issuance of the RFP and the proposal due date did not allow for Town Council review prior to grant deadline. If Council approval is not given, the application will be withdrawn.

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – COVID-19 Vaccination Outreach to Black, Indigenous, and People of Color (BIPOC)
DATE: March 26, 2021

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Hartford Foundation for Public Giving (HFPG) for funding for COVID-19 Vaccination Outreach to Black, Indigenous, and People of Color (BIPOC).

Data confirms that Connecticut's white residents are being vaccinated at significantly higher rates than residents of color. The HFPG seeks to increase access to information about the COVID-19 vaccine and vaccination rates in BIPOC communities through grants.

This opportunity is limited to applicants serving municipalities with the largest numbers of BIPOC communities in the Greater Hartford region, as indicated by census data. These towns include: Bloomfield, East Hartford, Hartford, Manchester, West Hartford, and Windsor.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on April 6, 2021. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Laurence Burnsed, Director of Health and Social Services

Hartford Foundation for Public Giving
Request for Proposals
COVID-19 Vaccination Outreach to BIPOC Communities
March 2021

The Hartford Foundation for Public Giving is pleased to announce a grant opportunity focused on increasing the rate of vaccination in communities of color in the Greater Hartford region through support of targeted outreach efforts. This time limited opportunity is being offered to health care providers (including hospitals and FQHCs) and municipal health departments charged with coordination of vaccination efforts in their communities. This opportunity is limited to applicants serving municipalities with the largest numbers of BIPOC communities in the Greater Hartford region, as indicated by census data. These towns include: Bloomfield, East Hartford, Hartford, Manchester, West Hartford, and Windsor. The Foundation welcomes requests of up to **\$75,000 to enhance targeted outreach efforts associated with vaccination sites, including pop-up events and mobile clinics**. Applicants will be requested to complete a short and streamlined online grant application by **April 2**. The code to access the application within the grant portal is "Vaccine." Grants will be announced on or before **April 9**.

I. Background:

Data confirms that Connecticut's white residents are being vaccinated at significantly higher rates than residents of color, with Hartford experiencing one of the lowest vaccination rates in the State. With vaccination efforts ramping up over the next few months, it is critical that the region addresses racial equity in vaccination to ensure the well-being of all residents. Aligned with its mission and strategic priorities to address systemic racism and achieve equity in social and economic mobility, the Hartford Foundation seeks to increase access to information about the COVID-19 vaccine and vaccination rates, in BIPOC communities. While the vaccine is provided by the federal government, and many of the expenses associated with administration are reimbursable, resources to support the direct outreach required to equitably and effectively engage BIPOC residents has been identified as a significant funding gap. Many health care providers and municipal departments have been working through trusted messengers such as community-based organizations, faith groups, and other partners to distribute information and increase vaccination rates. This RFP is intended to build off of these efforts and provide needed supplemental resources to strengthen outreach to BIPOC communities.

II. Proposal Requirements:

Recognizing the time sensitive nature of this RFP and the many demands on applicants' time, the application requirements are minimal. The Foundation provides the following guidance:

- Applicants should primarily emphasize how additional dollars would help the organization to make progress in achieving greater vaccination rates for BIPOC communities.
- Requests should focus on the expenses to engage outreach partners who are trusted messengers, such as community-based organizations, faith groups, or other partners, in the communities targeted by the grant. As with all Foundation requests, flexible overhead is an allowable expense. In select cases, applicants may make the case that they are trusted

messengers in the community, and the grant may expand the applicant's ability to do outreach.

- Outreach activities should be tied to vaccination sites or events that are accessible to the population targeted.
- Applicants will be asked to provide projected numbers of residents to be reached with vaccination information and/or vaccines.

Funded proposals will be asked to submit streamlined reporting on how dollars were spent, number of residents vaccinated and other evidence of progress on reaching communities of color through vaccination efforts.

Questions can be directed to Erika Frank at efrank@hfp.org. Any technical questions regarding completing the online application should be directed to Grants Administration at grantsadministration@hfp.org.

- Be sure to include all line items required to carry out the project, even if they are not part of the request to the Foundation.
- Please list all staff positions that are directly responsible for implementation of the project as line items, by title, and include level of engagement with the project (ex. .5 FTE).
- If you have any additional questions on how to complete the project budget template, please contact your Community Investments Officer directly.

Project Line Item/Description	Project Cost			Project Total Costs
	Other Funding		Hartford Foundation Funds	
	Source of Funds	Amount		
Equity Coordinator (.5 FTE) (\$30.00 per hour X 29 hours X 22 weeks = \$19,140.00)			\$ 19,140.00	\$ 19,140.00
Town passenger van drivers (.5 FTE) (\$20.00 per hour X 10 hours X 22 weeks X 2 people = \$8,800.00)		\$ -	\$ 8,800.00	\$ 8,800.00
Purchase CT Transit bus passes (2 hour pass + 1 transfer) (\$1.75 per pass X 500 passes = \$875.00)		\$ -	\$ 875.00	\$ 875.00
Communications for outreach: Printing educational reasources, door hangers, flyers to promote targeted clinics scheduled in communities, local advertisements for print and television media		\$ -	\$ 10,000.00	\$ 10,000.00
Promotional items to enourage attendance and vaccination at local clinics (food trucks and ice cream trucks at clinics, gift cards supporting local businesses for recipients)		\$ -	\$ 10,000.00	\$ 10,000.00
Language line service for interperatation and document translation of outreach resources to address language and communication barriers		\$ -	\$ 2,500.00	\$ 2,500.00
Town of East Hartford administrative expenses to support planning, logistics, and operations for equity outreach		\$ -	\$ 18,750.00	\$ 18,750.00
		\$ -		\$ -
		\$ -		\$ -
		\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -

COLUMBUS DAY/INDIGENOUS PEOPLE'S DAY ORDINANCE
(January 31, 2021)

Sec 1. The Town of East Hartford Code of Ordinances is hereby amended by adding a new Section 1-16 as follows:

Notwithstanding any provision of town contracts or state or federal law, the Town of East Hartford shall recognize the second Monday in October as "Indigenous People's Day".

Sec.2. Section 14-1 of the Town of East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

(a) There is established the Commission on Culture and Fine Arts which shall consist of fifteen members appointed for a term of five years. Terms shall be staggered so that three members are appointed each year. On the effective date of this ordinance, the Commission members shall consist of the members of the Fine Arts Commission and the Library Commission who shall serve until their terms expire. Vacancies shall be filled once the membership of the commission is no more than 15 members.

(b) The Commission shall promote and stimulate general interest among the citizens of the town in the fine arts and other cultural arts and the town libraries. On or about the second Monday in October, the Commission shall conduct ceremonies or recognition activities to further the public's understanding of the history and contributions of Indigenous People to the community of East Hartford and the United States. The Commission shall also further the recognition of the many groups that emigrated to the United States and their contributions to the town of East Hartford and the nation.

(c) The Commission shall work with the Town Librarian to encourage the use of the Raymond Library and other town libraries for the display of fine arts and other cultural arts. The Commission may charge a fee for any activity that it conducts. Such revenue shall be credited to an account for use by the Commission on future projects or to offset expenses of such activity.

MAYOR'S SALARY
(January 31, 2021)

Summary: This proposal provides an increase in the mayor's salary starting after the November election for the next two years which, by tradition, has reflected the increase in inflation over the two years since the last change in salary. The salary is rounded up slightly to eliminate odd salary amounts.

Section 2-3 of the Town of East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

Beginning November 14, 2007, the Mayor's salary shall be \$78,723, which is a zero increase and beginning on November 14, 2008, the Mayor's salary shall be \$81,400 which is an increase of 3.4%, representing the increase in the consumer price index for 2005. Beginning November 11, 2014 and annually thereafter, the Mayor's salary shall increase by fifty percent of the increase in the consumer price index-all urban consumers for the preceding calendar year, provided that the Mayor's salary for November 11, 2013 shall be increased by fifty percent of the consumer price index-all urban consumers for the calendar years 2006 through 2012 inclusive. Effective November 2015, the Mayor's salary will be \$90,067 which is based on the increase in the 2013 consumer price index. Effective November 2016, the Mayor's salary will be \$91,688 which is based on the increase in the 2014 consumer price index. Effective November 13, 2017, the Mayor's salary shall be \$93,522 which is an increase of 2% and effective November 1, 2018, the Mayor's salary shall be \$95,392 which is an increase of 2%. Effective November 11, 2019, the Mayor's salary shall be \$97,777 which is an increase of 2.5% based on the increase in the 2017 Consumer Price Index. Beginning November 1, 2020, the Mayor's salary shall be \$100,221 which is an increase of 2.5% based on the Consumer Price index for 2018. Effective November 8, 2021, the Mayor's salary shall be \$102,000 which is based on the 1.7% increase in the Consumer Price Index for 2019. Effective November 1, 2022, the Mayor's salary shall be \$103,000 which is based on the 1% increase in the Consumer Price Index for 2020.

**SALARIES OF REGISTRARS AND DEPUTY REGISTRARS OF VOTERS
(January 31, 2021)**

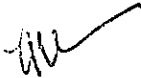
The proposal increases the registrars' salary by \$1,000 and the deputy registrars' salary by \$1,000 starting a year from now in January. This reflects the continuing increase in responsibilities by the registrars. It also changes the requirement that the office remain open to the public 24 hours a week because the vast majority of registrations are performed online or through the DMV. However, it is expected that the registrars would work no less than 24 hours per week on average.

Section 2-3b of the Town of East Hartford Code of Ordinances is repealed and the following is substituted in lieu thereof:

Beginning [on January 1, 2020, the salary for each registrar of voters shall be \$ 26,000 and the salary for each of the deputy registrar of voters shall be \$9,000 and beginning] January 1, 2021 the salary for each registrar of voters shall be \$27,000 and the deputy registrar of voters shall be \$9,000 and beginning January 1, 2022, the salary for each registrar of voters shall be \$28,000 and the salary for the deputy registrars of voters shall be \$10,000 provided: (1) the registrar of voters [office] shall [be open to the public] work no less than twenty-four hours per week; (2) the registrar of voters and deputy registrar of voters shall conduct no less than four voter outreach session in locations outside of town hall annually; (3) the registrars of voters and deputy registrars of voters shall take state mandated training for such offices; (4) the registrar of voters and the deputy registrar of voters shall comply with all state election law requirements; and (5) the registrars of voters shall provide an annual written report to the mayor and town council within two months after each election which shall consist of an overview of the office's activities for the year, an appraisal of the conduct of voting process for the previous election including any primary or special elections and recommendations for improving the election process. The Town Council may reduce the salary of a registrar of voters or a deputy registrar of voters if it determines that such person violated any provision of this section.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 26, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: APPOINTMENT: Pension and Retiree Benefits Board

The Pension and Retiree Benefits Board endorses Marcus Rice for retirement system representative and recommends his appointment by the Town Council to fill the unexpired term*, ending 12/1/2022, of Scott Thompson.

Pension and Retiree Benefits Board		(Term)*
Marcus Rice	141 Mallard Dr.	12/17 - 12/22

The Board includes a member who must be a citizen of the Town and a member of the retirement system as selected by a coalition of the various bargaining groups of the Town. Board members shall be appointed by the Mayor, with the consent of the Town Council for a term of 5 years. The current Retirement System representative on the Board has moved out of Town and is no longer eligible to serve on the Board. The Town's coalition of unions has put forth a replacement, Town Fire Lieutenant Marcus Rice.

The Town of East Hartford Pension and Retiree Benefits Board is defined by Town Ordinances; Chapter 2, Article 1, Section 2-1 Administration – General Provisions Boards, Commissions and Committee Guidelines. The Board is further defined in each of the Town Retirement Plan Documents themselves in a section defining the Retirement Board. Attached is the language from the Full-Time General Employees Retirement Plan, section 1.20.

C: L. Trzetzak, Finance Director



MEMORANDUM

DATE: March 24, 2021

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance *LM*

TELEPHONE: (860) 291-7246

RE: Appointment Recommendation to Pension and Retiree Benefits Board

The Town of East Hartford Pension and Retiree Benefits Board is defined by Town Ordinances Chapter 2 Administration, Article 1, Section 2-1 Administration - General Provisions Boards, Commissions and Committees Guidelines. The Board is further defined in each of the Town Retirement Plan Documents themselves in a section defining the Retirement Board. Attached is the language from the Full-Time General Employees Retirement Plan, section 1.20. The same language exists in the other Retirement Plans.

The Board includes a member who must be citizen of the Town and a member of the Retirement System as selected by a coalition of the various bargaining groups of the Town. Board members shall be appointed by the Mayor, with the consent of the Town Council for a term of 5 years. The current Retirement System representative on the Board has moved out of Town and is no longer eligible to serve on the Board. The Town's coalition of unions has put forth a replacement, Town Fire Lieutenant Marcus Rice.

The Board endorses Mr. Rice and requests that you recommend appointment of Mr. Rice to the Town Council.

Please forward this item on to the Town Council for action. Do not hesitate to contact me if you have any questions or problems on any of the aforementioned information.

RETIREMENT PLAN
for
FULL-TIME GENERAL EMPLOYEES
of
THE TOWN OF EAST HARTFORD
Amended and Restated July 1, 2015



ID # 06-6001989
Contact: Sandra L. Franklin, Benefits Administrator
Town of East Hartford, Human Resources
(860) 291-7223

payment for unused vacation shall be included in the determination of Regular Compensation.

Section 1.18. Required Beginning Date.

The term "Required Beginning Date" shall mean the later of April 1 of the calendar year following the calendar year in which a Participant reaches age 70¹/₂ or terminates employment.

Section 1.19. Retired Employee.

The term "Retired Employee" shall mean a former Employee continuously employed by the Town until the commencement of a Pension, who meets the requirements to receive a Normal, Early or Disability Pension from the Town and who is receiving a Pension provided for hereunder. A Vested Employee as defined in Section 1.23 below will not be considered a "Retired Employee."

Section 1.20. Retirement Board.

- (a) **Membership.** The term "Retirement Board" shall mean the Board herein created for the administration of the Retirement System. The Board shall consist of five members, not more than three of whom shall belong to any one political party as follows: A member of the Town Council; the Town Treasurer; and three citizens of the Town of East Hartford, one of whom shall be a member of the Retirement System as selected by a coalition of the various bargaining groups of the Town.
- (b) **Appointment and Term.** All members, except the Town Treasurer, shall be appointed by the Mayor, with consent of the Town Council. The Town Treasurer and the member representing the Town Council shall be appointed for a term of two years; the other three members shall be appointed for terms of five years, and their respective successors shall be appointed for five-year terms, provided, the term of office of such member shall continue until his successor shall be appointed and shall have qualified.
- (c) **Vacancies.** In the event of a vacancy on said Board, such vacancy shall be filled in the same manner as the member so to be succeeded was appointed or elected. In no event shall any person remain a member of said Board, except during the time he continues to be a member of the Board or body from which he was appointed or elected.
- (d) **Compensation.** The members of the Retirement Board shall serve without compensation.
- (e) **Authority of Board.** The Board shall make bylaws and regulations that are consistent with the law; shall employ such actuarial, medical, clerical and other services as may be necessary for the proper operation of the Retirement System, and shall do all things necessary and proper toward carrying out the purpose for which the Retirement system was created.
- (f) **Administrative Expenses.** The Board shall submit annually to the Town Council a schedule of its estimated expenses necessary for the administration of this Retirement System, and all such expenses of administration shall be paid by the Town.

- (g) Board is Trustee. The Board shall be the Trustee of the funds herein created and shall have full control and management thereof; with power to invest and reinvest the same in accordance with the laws of the state governing the investment of trust funds.
- (h) Authority to Enter into Group Annuity Contract. The Retirement Board may enter into a group annuity contract with any insurance company authorized to transact business in the State of Connecticut to insure the entire Retirement Plan or such portion thereof as the Board shall deem advisable, provided any such contract, before actually being consummated, shall be approved by a two-thirds (2/3) vote of the Town Council.

Section 1.21. Retirement Fund.

The term "Retirement Fund" shall mean the fund derived from contributions made as herein provided for the payment of Pension benefits to Retired Employees under this Retirement System.

Section 1.22. Retirement System/Retirement Plan.

The term "Retirement System" or "Retirement Plan" shall mean the plan of retirement and other benefits for General Employees of the Town of East Hartford as set forth in and by this document and all subsequent amendments thereto, and, as used herein, excludes the Retirement Plans for full-time active Employees of the Police and Fire Departments.

Section 1.23. Vested Employee.

The term "Vested Employee" shall mean any former Employee who terminates employment and who subsequently qualifies for a deferred vested Pension under Article VIII, relating to termination of service.

Section 1.24. Vested Status.

The term "Vested Status" shall mean the attainment by the Employee of a non-forfeitable right to a pension benefit.

- (a) For Employees hired before March 1, 1983, Vested Status means the completion of eight (8) years of Credited Service;
- (b) For employees hired on or after March 1, 1983, Vested Status means the completion of ten (10) years of Credited Service;
- (e) Periods of time during which an Employee is on leave under the Family and Medical Leave Act (up to 501 hours) or military service in accordance with 1.02 shall be counted for purposes of determining Vested Status.

Board and Commission **CHAPTER 2. The**
Procedures **Administration**

CHAPTER 2.

ARTICLE 1.

Sec. 2-1. ADMINISTRATION

GENERAL PROVISIONS

Boards, Commissions, and Committees Guidelines.

The following guidelines shall govern boards, commissions and committees established by ordinance.

Effective: 3-17-84

1. Members shall be electors of the Town provided that ex-officio members shall be exempt from this provision.
2. Members shall serve without compensation.
3. Members may be reimbursed for their necessary expenses.
4. Secretaries may receive compensation for their services if voted by the Board or commission, provided the board or commission does not have a clerk.
5. All fees charged, donations made or such other funds provided to the board or commission shall be turned over to the Finance Director and deposited in the General Fund.
6. Minority representation shall be according to State Statute.
7. Ex-officio members of the boards, commissions, and committees will not have voting powers. They may designate a member of their department to act in their behalf.
8. Members of the administration shall serve as non-voting members. Outside funding to any board or commission, amount and purpose should be stated annually as a note with the budget request.
9. Members of the boards and commissions may be removed by the Mayor for cause; notice to members must be in writing stating reason; members may appeal such removal by Mayor to the Council.
10. Members of boards and commissions shall be appointed by the Mayor with the consent of the Council.
11. Each board and commission shall elect its own chairman, vice chairman, secretary, and any other official it deems necessary from within its membership at the first meeting held after December 1st in the odd numbered years and at any other time that the board or commission deem necessary. Each board or commission shall establish such by-laws and regulations as are necessary to achieve its purpose set out within the Ordinance establishing it.
12. Members of boards and commissions shall serve until successors are sworn in.
13. Vacancies shall be filled in the same manner as the original appointment for the remainder of the unexpired term.
14. Each board and commission shall keep a record of its meetings and activities and shall make an annual report to the Council and the Mayor at least thirty days prior to submitting its annual budget request.

Board and Commission **CHAPTER 2. The**
Procedures **Administration**

15. Members' terms shall expire December 1st of the year in which the term would otherwise expire.
16. Members shall be sworn in before participating as active members of the board or commission. The date of such oath of office shall be reported to the Town Clerk.
17. Notwithstanding the provisions of Article 2 of Chapter 15 of the Code of Ordinances, no member of the planning and zoning commission, zoning board of appeals, board of assessment appeals or inland wetlands commission who is an employee of the town or board of education shall participate in any discussion or vote on any matter involving a person or property in which such employee has taken any enforcement or regulatory action in the employee's official capacity.

Effective 03-21-19

Board and Commission Procedures

Section 2-1a. (a) The Mayor shall designate a person, who may be a town hall employee, to serve as permanent clerk to the boards and commissions of the town.

(b) The permanent clerk shall keep current the portion of the town's official website dedicated to each board or commission, including the posting of meeting notices and minutes and membership. The chair of each board or commission shall notify the permanent clerk of (1) the call of a meeting including the agenda for such meeting, (2) the minutes for each meeting and (3) any changes to the membership of such board or commission. The permanent clerk shall post such information to the town's website for each board or commission.


Sec. 2-1b. Each board or commission shall, by majority vote of the membership present and voting, appoint a clerk who has been certified pursuant to section 2-1c. Such clerk shall provide such administrative services as required by such board or commission including but not limited to the recording and filing with the permanent clerk the minutes for each meeting and the submission of an annual list of the attendance of each member of such board or commission. Such clerk shall be certified in accordance with the provisions of section 3 of this act, except that adjudicatory boards including the inland wetlands and environment commission, planning and zoning commission, zoning board of appeals and the board of assessment appeals may appoint a town employee to serve as clerk. Such clerk shall be paid a stipend in accordance with a fee schedule approved by the Town Council.

Sec. 2-1c. No person shall serve as a clerk of a board or commission unless such person has been certified by the Mayor. In order to be certified, a person must complete a town approved training course which shall include the taking of minutes, Roberts Rules of Order and the Freedom of Information Act.

Sec. 2-1d. (a) Each person appointed to a board or commission shall within ninety days of such appointment complete a training course approved by the town which shall include Roberts Rules of Order and the Freedom of Information Act. In addition, adjudicatory boards and commissions members shall complete a training course, including a test, on the subject matter of such board or commission and when it is appropriate to recuse from participating in a discussion to avoid a

conflict of interest. All appointees shall be subject to, and shall comply with, the provisions of Article 2 of Chapter 15 of the Town of East Hartford Code of Ordinances.

TOWN COUNCIL OFFICE

DATE: March 22, 2021
TO: All Councillors
FROM: Rich Kehoe, Chair 
RE: Selectman Appointment

Margaret Goodrow recently stepped down as a selectman for the town of East Hartford. We wish her well and thank her for her service.

Section 2.5 of the East Hartford Town Charter provides: Any vacancy in any elective town office other than on the Board of Education shall be filled by appointment by the Town Council for the unexpired portion of the term or until the next biennial election in accordance with the provisions of the General Statutes; provided, that when the persons vacating the office shall have been elected as a member of a political party, such vacancy shall be filled by the appointment of a member of the same political party.

Peggy was elected as a Democrat and as such the Town Council must fill her vacancy with a Democrat. Attached is the East Hartford Democratic Town Committee recommendation of Charles Botts to serve out the rest of the unexpired term.

I urge the Town Council's approval of the appointment of Charles Botts as selectman for the town of East Hartford

C: Marcia Leclerc, Mayor
Robert Pasek, Town Clerk
Craig Stevenson, Chair, Democratic Town Committee



DEMOCRATS
DEMOCRATIC TOWN COMMITTEE
OF EAST HARTFORD

March 19, 2021

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

Re: *Charles K. Botts, III: Endorsement*

Dear Chair Kehoe:

At a meeting of the District Chairs and Vice Chairs of the East Hartford Democratic Town Committee, that serves as the nominating committee, on March 18, 2021 the name of Charles K. Botts, III, 131 Jessica Drive, East Hartford, CT 06118, was submitted for consideration of our endorsement to fill a vacancy as a member of the Town of East Hartford Board of Selectman.

Mr. Botts was interviewed by our committee and demonstrated a mastery of the subject matter most germane to the needs of this position.

The Chairs and Vice Chairs took a vote in accordance with our Bylaws and hereby submit the endorsement of Mr. Botts to fill the vacancy.

Attached please find the completed application.


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

Respectfully,

Craig Stevenson
Chair



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 31, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the two attached job descriptions for Deputy Finance Director and Chief Information Security Officer.

The FY 22 Budget contains several new job positions that were supported by the council. As such, I am referring the attached descriptions to the Personnel and Pension Subcommittee for further review and discussion. Due to the length of time between the approval, posting, and hiring for the positions, I am asking the Council to begin the process now.

Please place this item on the Town Council agenda for the April 6, 2021 meeting.

C: T. Buchanan, HR Director
L. Trzetzak, Finance Director
R. Pratt, Chief Information Officer

HUMAN RESOURCE DEPARTMENT

TO: Leclerc, Marcia, Mayor
FROM: Theresa Buchanan, HR Director
SUBJECT: Job Descriptions – Deputy Finance Director and Chief Information Security Officer
DATE: 03/31/2021

Attached are two job descriptions: Deputy Finance Director and Chief Information Security Officer. Both positions are new to the Town and should be categorized as 'Classified – Non Bargaining'. They are budgeted for the upcoming fiscal year. As discussed, I left salary range blank allowing for investigation to the range these positions should command.

I respectfully request these new job descriptions be presented for the Town Council meeting scheduled for April 6, 2021. If you have need anything further.

TOWN OF EAST HARTFORD

TITLE: Deputy Finance Director

SALARY RANGE:

DEPARTMENT: Finance

ADOPTED DATE:

HOURS: 40, Monday through Friday

POSITION DEFINITION:

Overall the deputy finance director provides highly responsible and complex administrative support to the Finance Director; and serves as second in charge of the Finance Department and acts as the Finance Director in his/her absence. Directly supports the management of the Finance, Tax and Assessor Departments. This position will assist with the Town budget, borrowing strategies, cash management and the overall administration of departments reporting to the Finance Director.

ESSENTIAL JOB FUNCTIONS:

- Works with departments to ensure compliance of budget related programs and policies
- Assists in establishing the priorities of accounting, cash management, payroll, tax revenue, property assessment and revenue collection.
- Oversees Assessor and Collector of Revenue departments.
- Assists in the administration of Tax and Assessor departments with respect to employee management, policy compliance, and adherence to sound accounting practices
- Assists with the development of annual budget; interfacing with directors, Town Council and Mayor.
- Prepares financial information of bond offerings
- Coordinates the financial administration of personnel policies and collective bargaining agreements for department employees.
- Works with human resource department in the administration of retirement plans and compliance with collective bargaining agreements.
- Assists with annual Town audits
- Serves as a financial resource for Town departments, commissions and boards
- Provides direction to departments and employees as developed by the Finance Director.
- Assists with fiscal management of grants
- Assists with actuary reporting for Town Pension and OPEB plans
- Develop strategies for improvements of efficiency and productivity.
- Ability to manage employees ensuring maximum performance.
- Other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of financial administration: accounting, budgeting, tax collection, purchasing and investing.
- Knowledge and expertise of software programs such as MUNIS, Novatime
- Able to understand municipal operations and relation to budgetary impact.
- Thorough knowledge of town, state and federal laws, policies, ordinances, rules and regulations
- Thorough knowledge of financial administration, including accounting, budgeting, purchasing and investing.
- Able to manage and supervise employees
- Able to interpret statistical and narrative reports
- Able to communicate clear, concise, written and oral instructions
- Demonstrates a level of expertise with financial software products

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise
- Long periods of time sitting and a computer terminal.
- May experience stress from multiple demands of this position.

JOB QUALIFICATIONS:

This position requires a bachelor's degree in public administration, accounting business administrator or closely related field. 3 to 5 years increasingly responsible experience in financial management. Management experience in a team-oriented workplace preferred. A Master's degree in business or public administration is highly preferred.

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

TOWN OF EAST HARTFORD

TITLE: Chief Information Security Officer

SALARY RANGE:

DEPARTMENT: Information Technology

ADOPTION DATE:

POSITION DEFINITION:

The Chief Information Security Officer (CISO) is tasked with oversight of the Town's Office of Information Technology (OIT) Security division specifically focusing efforts on cyber-security, risk management, department Project Management and, assisting the Chief Information Officer with developing the IT Budget and Capital Plan. The CISO will develop policies, regulations and best practice documents for the OIT based on Industry Standards provided by NIST and SANS.

Working under the general direction of the Chief Information Officer; creates procedures, reviews policies and ensures compliance reporting overall metrics. This position will be in charge of building and ensuring compliance to a Cyber Security policy, focusing extensively on validation of all appropriate controls to comply with all Federal, state, local or financials based mandates the Town is regulated by. Additionally, the CISO is responsible for protecting the infrastructure from cyber threats internally and externally working with senior members to create best practices and adhering to them. The CISO will develop and provide security training for all Town staff as well as regularly run inhouse phishing attack's and pen testing

ESSENTIAL JOB FUNCTIONS:

- Reviews and monitors federal, state and local policies to ensure municipal data is managed, monitored and protected in compliance with all regulations
- Coordinates efforts of OIT team to ensure security decisions are rooted in best practice, clearly applied, and properly tested regularly
- Develops policies and procedures focused around Information Technology security and implements with the assistance of the CIO and IT Manager
- Develops and maintains network security baseline standards collaboratively with network team
- Develops security awareness training program
- Builds Cyber Security Strategy, focusing on strong cohesion with peer municipalities, State and Federal agencies, and business partners
- Monitors for compliance of Cyber Liability policies to protect fiduciary interests in the event of an attack or breach
- Participates in and helps determine broad direction of Network Security across WAN, LAN, and at the systems level
- Provides high-level oversight of department security operations and ensures adherence to published security plans
- Reviews and audit's security stances to ensure appropriate technologies are not circumvented

- Reviews network changes for compliance with security standards of the municipality
- Serves as incident manager for cyber security related detection and responses as necessary
- Oversees annual 3rd party testing and analyzes data with IT leadership team to address findings
- Participates in regional, state, and federal Information Security committees to represent and enhance the Town's Cyber Security strategies
- Trains any assigned Information Technology staff appropriately on security practices
- Maintains current knowledge of critical security monitoring software
- Serves as a project manager for the department for various assigned projects
- Assists in annual budget setting for the Office of Information Technology
- Other tasks as assigned by the chief information officer

KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge of Information Technology security principles
- Knowledge of network engineering and design
- Knowledge of application and database security
- Considerable knowledge of broad base information technology tools available for defense of system resources
- Demonstrated ability to hold cooperative design and strategy session with multiple technical and non-technical staff
- Knowledge of Critical Infrastructure components used in IOT initiatives
- Strong knowledge of NIST 800-53
- Strong knowledge of CIS top 20 controls
- Oral and written communication skills
- Strong interpersonal skills

JOB REQUIREMENTS:

The skills and knowledge required would generally be acquired with a Bachelor's Degree in Computer Science and (10) years of experience in Network Engineering, IT Management, or similar roles.

The Town reserves the right to allow a combination of experience in lieu of certification.

Experience and advanced training in leadership highly desired as this role will work with multiple stakeholders to protect all user data while allowing innovation and creativity to occur in the best interests of Municipal Operations for expansion of citizen outreach.

Certifications in at least Security+ with CISM or CISSP strongly desired. Project management certification or equivalent experience running IT projects.

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.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 1, 2021
TO: Richard F. Kehoe, Chair *[Signature]*
FROM: Mayor Marcia A. Leclerc
RE: BID WAIVER: Murphy Road Recycling, LLC

Attached is an Executive Summary of the Murphy Road Recycling, LLC contract for your review. The Town would like to enter into a three-year contract, with the ability to extend under mutual agreement. In order to enter into this agreement, the town needs a bid waiver per Town Ordinances Section 10-7.

I would like to recommend that this information be placed on the agenda for April 6, 2021 and that you consider waiving the bid requirements as requested.

Thank you.

C: R. Gentile, Asst. Corporation Counsel
M Enman, Purchasing Agent
L. Trzetzziak, Finance Director

MEMORANDUM
OFFICE OF THE CORPORATION COUNSEL

April 1, 2021

To: Mayor Marcia A. Leclerc

From: Richard P. Gentile, Assistant Corporation Counsel

RE: Contract with Murphy Road Recycling, LLC

I have reviewed the Executive Summary prepared by you, describing the proposed contract between the Town and Murphy Road Recycling, LLC (MRR). I have also worked with MRR's attorneys in drafting a contract for the delivery and disposal of Town solid waste, bulky waste and recyclables. While still in draft, the contract is based on the general terms and conditions of the contract that the Town had with Covanta during the 2010's. The draft contract has been reviewed by, and is acceptable to, Director Lawlor.

It is my understanding that time is of the essence with respect to executing a contract with MRR to ensure that the transition from MIRA to MRR will be seamless, without any impact on Town waste, or recycling, collection and disposal.

Accordingly, I suggest the following motion to effectuate the necessary bid waiver to allow you to enter into a contract with MRR for municipal solid waste disposal and recycling services.

Move: to waive the bidding requirements of Town Ordinances Section 10-7 and authorize the Administration, acting through Mayor Leclerc, to enter into a three- year contract, with two potential three-year renewal terms, with Murphy Road Recycling, LLC, or one of its affiliates, to provide municipal solid waste disposal and recycling services, with initial anticipated per ton rates and tipping fees as set forth below:

Waste Stream	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24
Municipal Solid Waste	\$ 98.50	\$103.00	\$108.00
Bulky Waste	\$100.00	\$100.00	\$100.00
Recycling	\$0.00	\$0.00	\$0.00

and upon such other terms and conditions as Mayor Leclerc shall deem appropriate and reasonable, such waiver being in the best interests of the Town as it will allow the Town to immediately secure a municipal solid waste disposal and recycling services contract at more beneficial terms and rates than those being offered by the Town's current provider, thereby saving the Town in excess of \$100,000 in fiscal year 2021-2022.



MEMORANDUM

TO: Richard F. Kehoe
FROM: Marcia A. Leclerc, Mayor
DATE: March 29, 2021
RE: Murphy Road – Executive Summary

Below is an Executive Summary of the highlights of the proposed Municipal Solid Waste Disposal and Recycling Services Agreement with Murphy Road Recycling, LLC. Do to the time-sensitive opt-out nature of the Town's current Agreement with MIRA, we have a period of time in which to act to ensure our municipal waste and recyclables are handled appropriately and as cost effectively as possible.

Tipping Fees

MIRA tipping fees for municipal waste will increase to \$105 per ton beginning 7/1/21. Under an agreement with Murphy Road Recycling (MRR) the fee will drop to \$98.50 per ton. The town processes roughly 16,000 tons of municipal waste annually and, accordingly, this lower rate will equate to approximately savings of **\$104,000 annually**.

MIRA does not set pricing in out years so no comparative analysis is available for year 2023 and 2024. However, the contract with MRR will include language that will meet MIRA tonnage fee in the out years if their price falls below our agreed upon pricing in the chart below.

Bulky Waste

East Hartford currently produces 2,000 tons of bulky waste. MIRA's bulky waste fee will increase to \$120 per ton beginning on 7/1/21. **The MRR agreement price is \$100 per ton saving the town approximately **\$40,000 annually**.

Recycling

Under the agreement with MRR the town will continue to pay no fees for the 3,500 tons of recycling generated yearly by our community residents. MIRA had been rejecting East Hartford recycling on a 5% contamination rate which ended costing the town over \$27,000 in the period from May 17 to December 26, 2020 which excludes the additional cost to return to the recycling center and haul the identified contamination waste to the burn plant.

Contract Life

The town would like to enter into a three-year agreement with Murphy Road Recycling with the ability to extend under mutual agreement.

Waste Stream	7/1/21-6/30/22	7/1/22-6/30/23	7/1/23-6/30/24
MSW	\$ 98.50	\$103.00*	\$108.00*
Bulky Waste	\$100.00	\$100.00**	\$100.00**
Recycling	\$0.00	\$0.00	\$0.00

*Additionally, the Town and MRR are working on language in the agreement that will confirm that MRR will match MIRA pricing should it fall below the tonnage fees in the table above.

Marketing and Educational Support

MRR will work with the town designated employee and the recycling coordinator to produce educational materials and media-graphics for use on social media.

Electronic Recycling

The town presently has an agreement with a company named Take-2 which pays us for our electronic recycling.

Mattresses

The town has an agreement with Mattress Recycling Council that pays us to take our mattresses which is brought to their Willimantic facility. MRR could accept mattresses if the required service is needed by the town MRR would accept them at the Murphy Road facility for the bulky waste fee of \$115 per ton (plus an additional \$30 per mattress). However, this is not a required service at this time.

Minimums & Maximums

Under this agreement there are no minimums or maximums.

Q-Times

The Town will be hauling MSW to Nutmeg Road, South Windsor to MRR Transfer Station. There is no anticipation of q-times since the transfer station presently is certified for 450 tons. MRR is the closest transfer station to the town of East Hartford and is certified by DEEP to accept up to 450 tons of MSW. Moving to MRR will secure East Hartford a transfer station that is within a reasonable driving distance for our drivers.

The only other transfer stations in the area to handle MSW are: Suffield, East Windsor, Middletown, Berlin/Bristol.

Cost Avoidance

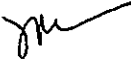
MIRA will shutter its operation of the trash-to-energy plant in Hartford on June 30, 2022 this will leave towns seeking MSW alternative. Recently in addition to the closure of the trash to energy plant the recycling operations have been awarded to a private contractor MRR.

MIRA is planning to truck the waste to out-of-state landfills. The state has stated that they will not provide MIRA with the ability to act as a transfer station. The proposed \$105 per ton fee does not recognize the additional \$20-\$30 transportation fee that will be added nor does it recognize the loss of revenue that was generated by running of the jet engines that produce electricity and provide residual revenue to MIRA to offset costs. That loss of that subsidy may further drive prices by up to \$16 per ton.

In essence entering into this contract with MRR secures East Hartford the ability to bring MSW to the closest transfer station in South Windsor while there is space available, saves the town a minimum of \$114,000 annually and establishes the town the ability to plan for our future solid waste disposal while controlling costs and avoiding a situation that would leave the town vulnerable to excessive costs and long hauling of our waste.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: March 29, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Refund of Taxes

I recommend that the Town Council approve a total refund of taxes in the amount of \$210,798.11 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the April 6, 2021 meeting.

C: I. Laurenza, Tax Collector
L. Trzetzziak, Finance Director

INTEROFFICE MEMORANDUM

TO: MARCIA A LECLERC, MAYOR ✓
LINDA TRZETZIAK, DIRECTOR OF FINANCE

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 3/24/2021

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 \$210,798.11. Please see attached listing. Please place this item on the Town Council agenda for April 6, 2021.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Over Paid
2019-01-0010980	580 TOLLAND STREET LLC	998 FARMINGTON AVE SUITE 211	WEST HARTFORD, CT 06107	580 TOLLAND ST	-6421.46
2018-03-0050145	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON, TX 76014-4106	2016/1G6AJ5SXXG0106087	-146.80
2019-03-0050164	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON, TX 76014-4106	2017/2GKFLUEK4H6148999	-426.52
2019-03-0050169	ACAR LEASING LTD	4001 EMBARCADERO DR	ARLINGTON, TX 76014-4106	2017/1G1RC6S53HU204833	-43.32
2019-03-0051119	ALSTON HOWARD	164 GREAT HILL RD	EAST HARTFORD, CT 06108-2832	2013/WDDGF8AB5DR260400	-204.78
2019-01-0000716	AZINHEIRA NELSON M	48 SPENO RIDGE	ROCKY HILL, CT 06067	17-19 ECHO LN	-3443.23
2019-01-0014822	BREAUDREAULT SEAN E	3824 SE 10TH PLACE	CAPE CORAL, FL 33904	S8 ADAMS ST	-2157.79
2019-03-0053445	BERNARD CLAUDINE	27 JEFFREY DR	EAST HARTFORD, CT 06118-3418	2010/STDJY5G15AS035124	-626.88
2019-03-0054613	BROWN GARFIELD W	14 BEAUMONT ST	EAST HARTFORD, CT 06108-2305	2005/5TBDT44125S479652	-355.56
2018-01-0000005	CORELOGIC CENTRALIZED REFUND	PO BOX 9222	COPPELL, TX 75019	111-121 ROBERTS ST	-87661.35
2019-01-0000005	CORELOGIC CENTRALIZED REFUND	PO BOX 9222	COPPELL, TX 75019	111-121 ROBERTS ST	-89107.20
2019-03-0057996	CORTES MADELINE	32 JAIDEE DR APT G	EAST HARTFORD, CT 06118-1585	2009/4T1BE46KX9U375650	-223.29
2019-03-0058078	COTE RONALD R JR	1149 FORBES ST	EAST HARTFORD, CT 06118-2218	2006/WMWRC33526TK15729	-94.50
2019-04-0081632	CRUZ ADA L	421 TOLLAND ST UNIT 113	EAST HARTFORD, CT 06108	2007/1G1ZS68N67F276834	-59.40
2019-01-0003966	DIONNE NORMAND J & KAREN R	405 HIGH ST	EAST HARTFORD, CT 06118	405-407 HIGH ST	-32.85
2019-03-0062152	FELICIANO-GONZALEZ ZULIANA F	78 LAWRENCE ST	EAST HARTFORD, CT 06118-1510	2005/JTLKT334450178411	-17.50
2019-03-0062153	FELICIANO-GONZALEZ ZULIANA F	78 LAWRENCE ST	EAST HARTFORD, CT 06118-1510	2007/JM1CR29L170143951	-10.08
2019-04-0082575	FINNIGAN FRANK W	44 CONNECTICUT BLVD APT 5	EAST HARTFORD, CT 06108-3053	2002/1J4GW48S82C254836	-8.87
2019-01-0010333	GIULIETTI JESSICA Y	214 FOSTER ST	SOUTH WINDSOR, CT 06074	20-22 FRANCIS ST	-3101.94
2019-02-0043745	GUASTAMACHIO ROBERT	8 HIGHLAND ST	EAST HARTFORD, CT 06108	8 HIGHLAND ST	-301.02
2019-01-0006501	HARTL WILLIAM & DOROTHY	772 FORBES ST	EAST HARTFORD, CT 06118	772 FORBES ST	-643.60

2019-04-0083256	HAYWARD ZACHARIAH M	54 SAUNDERS ST	EAST HARTFORD, CT 06108-3121	2003/1GCDT19X538212879	-36.99
2019-03-0066502	HICKS THOMAS L	21 GARDEN ST # A7	EAST HARTFORD, CT 06108-1794	2007/JF1GG63627G807267	-6.21
2019-03-0066866	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2016/5J6RM4H51GL098252	-94.18
2019-03-0066903	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2016/2HGFC1F47GH645673	-515.26
2019-03-0066919	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2017/19XFC2F73HE213965	-129.60
2019-03-0066920	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2017/1HGCR2F5XHA215524	-192.69
2019-03-0067482	HYUNDAI LEASE TITLING TRUST	4100 WILDWOOD PKWY	ATLANTA, GA 30339-8400	2017/3KPFK4A73HE031107	-207.54
2019-04-0084184	LE TAN	441 MAIN ST TRLR 210	EAST HARTFORD, CT 06118-1439	2020/4T1G11AK1LU959658	-5.00
2019-01-0013811	LERETA LLC ATTN: CENTRAL REFUNDS	901 CORPORATE CENTER DR	POMONA, CA 91768	7 DOBSON DR	-2405.15
2018-01-0012006	LERETA LLC ATTN: CENTRAL REFUNDS	PO BOX 35605	DALLAS, TX 75235	11 GREEN MANOR DR	-258.00
2019-03-0071158	LINDSAY GAIL A	75 OVERBROOK DR	EAST HARTFORD, CT 06118-3144	2018/4T1B11HK0JU114247	-312.75
2019-01-0011567	LONGO TODD	49 ARAWAK DR	EAST HARTFORD, CT 06118	49 ARAWAK DR	-287.79
2019-03-0072313	MARHOLIN ELAINE G	146 ROWLAND DR	EAST HARTFORD, CT 06118-2445	2014/2C4RC1CG0ER417905	-234.68
2019-03-0072895	MATHIAU GARY A	1630 MAIN ST	EAST HARTFORD, CT 06108-1610	2014/1GCVKREC7EZ181074	-106.20
2019-03-0074830	MORGAN MARY L	31 HIGH ST APT 9101	EAST HARTFORD, CT 06118-1878	2016/5N1AT2MV1GC875637	-65.48
2019-03-0076019	NISSAN INFINITI LT	PO BOX 254648	SACRAMENTO, CA 95865-4648	2017/KNMAT2MV8HP615573	-423.95
2019-03-0076145	NISSAN INFINITI LT	PO BOX 254648	SACRAMENTO, CA 95865-4648	2017/1N4AA6AP2HC431097	-145.66
2019-03-0076198	NOEL CAROL P	102 CHRISTINE DR	EAST HARTFORD, CT 06108-2934	2019/2T3P1RFV6KW059510	-326.03
2003-03-0077870	ORTIZ CHRIS	990 CAPITOL AVE APT B-8	HARTFORD, CT 06106	2001/ KMHCG45C61U179797	-743.00
2019-04-0085572	PENSKE LEASING AND RENTAL	PO BOX 1321	READING, PA 19603	2020/3AKJHPDV0LSMD7584	-3361.68
2019-04-0085573	PENSKE LEASING AND RENTAL	PO BOX 1321	READING, PA 19603	2020/3AKJHPDV2LSMD7585	-2480.94
2018-03-0077441	PENSKE LEASING AND RENTAL	PO BOX 1321	READING, PA 19603	2015/3AKJGED52FDGR0977	-1272.60

2019-03-0081020	RODRIGUE ROGER J	245 WOODMONT DR	EAST HARTFORD, CT 06118-3350	2015/2G61W5S83F9127250	-393.54
2019-03-0081378	RODRIGUEZ WINILFREDO	291 PROSPECT ST	EAST HARTFORD, CT 06108-2130	2015/1HGCT1B7XFA014741	-44.00
2019-01-0001803	RUIZ YOHANNA	64 CHEYENNE RD	EAST HARTFORD, CT 06118	64 CHEYENNE RD	-57.97
2019-03-0083069	SAYERS BERNARD M	92 SPRUCE DR	EAST HARTFORD, CT 06118-2830	2014/JYAVP32E3EA005332	-6.20
2019-03-0083070	SAYERS BERNARD M	92 SPRUCE DR	EAST HARTFORD, CT 06118-2830	2018/4S4BSANC8J3344814	-12.63
2019-03-0083072	SAYERS BERNARD M	92 SPRUCE DR	EAST HARTFORD, CT 06118-2830	2019/1GCGTCEN9K1151864	-13.92
2019-03-0083390	SENETHEP SOUTHANOU	62 OMELIA RD	BROAD BROOK, CT 06016-9763	2002/WBAEW534X2PG09025	-117.45
2019-03-0083391	SENETHEP SOUTHANOU	62 OMELIA RD	BROAD BROOK, CT 06016-9763	2013/JF1ZNA15D1733169	-334.80
2019-03-0083392	SENETHEP SOUTHANOU	62 OMELIA RD	BROAD BROOK, CT 06016-9763	2001/1J4FA49S01P365381	-214.20
2019-03-0083388	SENETHEP LAMPHONE	62 OMELIA RD	BROAD BROOK, CT 06016-9763	2018/4T1B11HK9JU609594	-312.75
2019-03-0083389	SENETHEP LAMPHONE	62 OMELIA RD	BROAD BROOK, CT 06016-9763	2008/SUXFE43528L006952	-230.15
2019-03-0085876	THOMPSON DERVON A	61 SPRINGSIDE AVE	EAST HARTFORD, CT 06108-1659	2014/4T1BK1FK9EU552576	-5.97
2017-03-0086410	TORRES OSVALDO	601 BURNSIDE AVE	EAST HARTFORD, CT 06108-3537	2005/JN8AZ08W95W442108	-210.15
2019-03-0089400	WILSON DALTON L	243 WOODLAWN CIR	EAST HARTFORD, CT 06108-2801	2012/3GTP2VE77CG202670	-110.32
2019-03-0089764	YARDE RUSSEL M	11 LEICHTNER DR	EAST HARTFORD, CT 06118-2143	2006/5N1AR18W06C631830	-34.74
TOTAL					\$ (210,798.11)

Robert J. Poole

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD 2021 APR -1 P 12857 291-7308

740 Main Street

East Hartford, Connecticut 06108

TOWN CLERK (860) 291-7389
EAST HARTFORD

DATE: April 1, 2021

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, April 6, 2021 7:00 p.m. Microsoft "Teams"

Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, this meeting is accessible through "Microsoft Teams" 1 929-235-8441 Conference ID: 705 752 347#

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

Tuesday, April 6, 2021

7:00 p.m.

Microsoft "Teams"

The purpose of the meeting is to meet in executive session to discuss the pending assessment (tax) appeal known as Empire East, LLC v. Town of East Hartford, Docket No. HHB-CV-20-6061188-S, involving real property located at 14 George Street.

C: Mayor Leclerc
Scott Chadwick, Corporation Counsel
Brian Smith, Assessor
Michael Ryan, Paralegal