

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
MAY 3, 2022

Executive Session 6:00 pm  
Executive Session 6:45 pm  
Public Hearing 7:15 pm

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**This Town Council meeting is accessible through “Microsoft Teams” 929-235-8441 Conference ID: 572 469 710# or click on this link: [Click here to join the meeting](#)**

**This meeting can be viewed through Comcast channel 96 and 1090 and Frontier channel 6018 or by clicking on <https://ehct.viebit.com>**

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. April 19, 2022 Regular Meeting
  6. COMMUNICATIONS AND PETITIONS
    - A. Resignation from the Metropolitan District Commission Board of Governors and the Historic District Commission
    - B. Report of Recommendations from Charter Revision Commission
  7. OLD BUSINESS
  8. NEW BUSINESS
    - A. Recommendation from Personnel and Pensions Committee re: Systemic Compensation Plan for East Hartford Town Employees
    - B. AccelerateCT Summer Program Extension Grant
    - C. 2022-23 School Readiness Grant
    - D. Referral to Ordinance Committee re: Enterprise Zone Expansion
    - E. Amusement Permits
      1. Fiesta del Norte Mariachi Performance
      2. 16<sup>th</sup> Abelon Memorial Walk
      3. Summer Reading Kickoff
      4. Nelson Bello Jazz Quintet
    - F. Setting of Public Hearing re: Charter Revision Commission Report of Recommendations
    - G. Refund of Taxes
  9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
- Town Council Agenda

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. The pending CHRO claim know as Jacqueline Guadalupe-Rodriguez v. Town of East Hartford, CHRO Case No.2140322, involving former Board of Education employee, Jacqueline Guadalupe-Rodriguez.
  - B. The pending property damage claim of Farmers Insurance, as subrogee of Deborah Spieker.
  
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
  
12. ADJOURNMENT (next meeting: May 17, 2022)

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS

April 19, 2022

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

ALSO Mayor Michael Walsh  
PRESENT Melissa McCaw, Finance Director  
Scott Sansom, Chief of Police  
Laurence Burnsed, Director of Health and Social Services (via Teams)  
Connor Martin, Chief of Staff

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:40 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 joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Walsh shared: (1) wished all a good evening; (2) East Hartford Police announce their “Safe Streets Traffic Initiative” a commitment to enhance traffic safety focused on locations that have seen a marked increase in accidents as well as areas identified most by the community. This effort will be coupled with extensive public communication, education, and outreach to keep our community informed. The Mayor implored all to obey traffic laws; (3) Administration has been asked by our federal delegation to submit certain improvement projects for Congressionally Directed Funding consideration; (4) changes have been made in the Inspections and Permits Department in response to questions raised by the Council. Bruce Cohen is serving as Interim Acting Director for Inspections and Permits. Joe Cortez is serving as Blight Inspector under direction of the Mayor. Interviews are taking place for two open Property Maintenance Inspector positions and a secretarial position. A Social Media campaign highlighting the department began last week; (5) visited Providence, RI to speak at the Regional Fiber Connect Conference, discussing the SiFi project which should begin on April 27th; (6) reminded all that April 22 is Earth Day. The Town is focusing on boosting recycling efforts through education and inspection. The Town has appointed its first Solid Waste Official, Cesar Zapata. Mr. Zapata has launched the town’s recycling program with the goals of increasing residential participation and collection of acceptable materials in blue recycling bins and reducing contamination caused by unacceptable materials placed in the blue bins; (7) spoke at a recent meeting of local clergy members discussing efforts for a more engaging community; (8) East Hartford Parks and Recreation have opened their Zumba and Yopalates Spring Sessions. Registration is available online at [www.ehparcs.org](http://www.ehparcs.org); (9) The Connecticut Department of Public Health and the Department of Energy and Environmental Protection today are issuing a consumption advisory for fish caught in the Hockanum River. This consumption advisory is based on elevated levels of per- and

polyfluorinated alkyl substances (PFAS) in fish tissue samples collected from the Hockanum River in Vernon; (10) The East Hartford Police Department would like to invite the public to the department's regular "Sandwich With a Cop" event, which will take place from 11:00 AM to 12:00 PM on Wednesday, April 20th at Subway Restaurant, located at 1210 Main Street, East Hartford, Connecticut; (11) The Town of East Hartford in collaboration with East Hartford Parks and Recreation, the Committee on Culture and Fine Arts and the East Hartford Black Caucus invite the public to attend the town's first Juneteenth Celebration. The event will take place on Saturday, June 18th from 11:00 am - 3:00 pm, at the East Hartford Town Green, 1047 Main Street. Admission is free; (12) Town Clerk, Robert J. Pasek, will sponsor a Low-Cost/No-Cost Rabies Vaccination Clinic in partnership with Dr. Linda Kane, Veterinarian of the East Hartford Animal Clinic, and in cooperation with the Connecticut Veterinary Medical Association. The Low-Cost/No-Cost Rabies Vaccination Clinic will be held on Saturday, May 21, 2022, from 10:00am to 12:00pm at the rear of Firehouse Number 1, located at 726 Main Street, East Hartford, CT (next to Town Hall). Dogs must be on leashes and cats must be in carriers.

## APPROVAL OF MINUTES

### April 5, 2022 Public Hearing

MOTION By Sebrina Wilson  
seconded by Harry Amadasun  
to **approve** the minutes of the April 5, 2022 Public Hearing.

Motion carried 9/0.

### April 5, 2022 Executive Session

MOTION By Sebrina Wilson  
seconded by Tom Rup  
to **approve** the minutes of the April 5, 2022 Executive Session.

Motion carried 9/0.

### April 5, 2022 Regular Meeting

MOTION By Sebrina Wilson  
seconded by Travis Simpson  
to **approve** the minutes of the April 5, 2022 Regular Meeting.

Motion carried 9/0.

## COMMUNICATIONS AND PETITIONS

### Presentation: 2022 Proposed Bond Referendum on Town Road Improvement and Fire Vehicles and Equipment and Financial Impact

The Chair explained that traditionally in April or May, the Council will hear from Administration an overview of any potential bond questions that would go on the upcoming November ballot. By state law, the town must provide any proposed questions

at least 60 days in advance of Election Day. Typically, questions are related to bond referendums. There is a set of three meetings starting with tonight's brief overview A second meeting is then held to respond to initial questions and go into more depth on financial details. This meeting will include a motion to set a public hearing date. By the second Council Meeting in August the Council will vote to affirm what the bond questions will be on the ballot.

Mayor Walsh and Melissa McCaw, Finance Director, briefed the Council the possible financial impact that the two proposed bond referenda would have on taxes. The proposed referenda are \$15,000,000 for town roads and \$3,000,000 for Fire Department vehicles and equipment. A full presentation will be prepared in advance of the Council's June 7<sup>th</sup> meeting.

## OLD BUSINESS

None

## NEW BUSINESS

### Recommendation from Real Estate Acquisition and Disposition Committee Re: Sale of 6 North Meadow Road, 21 North Meadow Road and 1919 Main Street

MOTION       By Angie Parkinson  
                  seconded by Tom Rup

to (1) waive the appraisal requirement of Town Ordinances Section 10-19(c), given value of 6 North Meadow Road, 21 North Meadow Road and 1919 Main Street's is below \$10,000 as shown on the Town's Assessor's records; and (2) **approve** the sale of said properties to the East Hartford Sportsmen Association for the sum of \$2,000.

Motion carried 9/0.

### Amusement Permit Application—Memorial Day Parade

MOTION       By Awet Tsegai  
                  seconded by John Morrison

to **approve** the outdoor amusement permit application entitled "Memorial Day Parade" as submitted by Scott Sansom, Chief of Police, scheduled for May 30, 2022 from 10:00 am- 3:00 pm starting at Riverside Drive to the Fallen Star Memorial at Goodwin University, 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.

Connor Martin, Chief of Staff provided details on the various planned festivities for the Memorial Day event which will include over 40 local organizations participating and a number of town vendors.

Affiliation Agreement between East Hartford Health and Social Services and the University of Connecticut

MOTION By Angie Parkinson  
seconded by John Morrison

to **approve** the Affiliation Agreement between the East Hartford Health and Social Services Department and the University of Connecticut, as attached to a memo dated March 31, 2022 from Michael P. Walsh, Mayor to Richard F. Kehoe, Town Council Chair.

Motion carried 9/0.

*A copy of the agreement follows these minutes.*

Memorandum of Understanding: METRO Traffic Services re: Traffic Accident Investigations

MOTION By Don Bell  
seconded by John Morrison

to **approve** the Memorandum of Understanding between the East Hartford Police Department and the METRO Traffic Services Team, as attached to a memo dated March 30, 2022 from Michael P. Walsh, Mayor to Richard F. Kehoe, Town Council Chair.

Motion carried 9/0.

Chief Sansom discussed the partnership with METRO Traffic Services and the opportunity to share resources, provide financial benefits to the town and to provide more efficient investigations of accidents.

*A copy of the agreement follows these minutes.*

Referral to Tax Policy Committee re: Properties Recommended for Tax Lien Sales

MOTION By Angie Parkinson  
seconded by Tom Rup

to **refer** to the Tax Policy Committee the list of 84 properties recommended for the town's annual tax lien sale, totaling \$1,436,857.95 in delinquent taxes as recorded on a list attached to a memorandum dated April 8, 2022 from Finance Director Melissa McCaw to Mayor Michael Walsh, with instructions to review the proposed lists of properties and the criteria used by the town to implement a tax lien sale and to report back to the Town Council with its recommendations, if any.

Motion carried 9/0.

Application for Emergency Ordinance on Amendment of Tax Credit Programs

MOTION by Sebrina Wilson  
seconded by John Morrison

That pursuant to Section 3.6 of the Town Charter to adopt the following emergency ordinance: to amend the town of East Hartford Code of Ordinances by revising Sections 10-27 entitled “Exemption from Property Tax for the Blind”; 10-28 entitled “Exemption from Property Tax for Veterans”; 10-29 entitled “Exemption from Property Tax for Disabled Persons”; 10-30 entitled “Additional Exemptions From Property Tax for Totally Disabled Persons”; and 10-30a “Additional Property Tax Exemptions” with language that is consistent with the draft dated March 22, 2022 which was approved at the March 22, 2022 Ordinance Committee meeting provided the last word in subsection (a) of section 10-30 shall be deleted and “section” shall be inserted in lieu thereof.

Motion carried 9/0.

The Chair informed those in attendance that the Town Charter provides authority to the Town Council to temporarily enact emergency ordinances that are in effect provided the Council enacts a similar ordinance pursuant to the usual process, providing notice of a hearing and time after final adoption for the ordinance to be printed in a newspaper of circulation in the town of East Hartford.

If the Council followed the normal adoption of ordinance process, the tax relief changes would not be effective until late May or early June. This is simply too late for the town administration to process the tax credits in a timely manner for those seniors, veterans and people with disabilities who qualify under the proposed expansion of the tax credits and assessment exemptions.

Revaluation has caused some homeowners’ taxes to increase substantially while others have decreased or only increased modestly. As a result, it is imperative especially for those homeowners that are seeing significant tax increases that the tax credit and assessment exemption enhancements are approved and effective immediately.

This is why the Town Council needs to adopt this ordinance through the emergency ordinance charter provision and why the Town Council concurrently will send for public hearing the same ordinance so it may be adopted through the normal ordinance process on May 3<sup>rd</sup>.

Recommendations from Ordinance Committee re: Section 9: Voting District Boundaries Realignment

MOTION By Sebrina Wilson  
seconded by Harry Amadasun

to **amend** the town of East Hartford Code of Ordinances by repealing Section 9-1 entitled “Voting District Boundaries” and substituting in lieu

thereof language that is consistent with the draft dated March 09, 2022 which was approved at the March 14, 2022 Ordinance Committee meeting.

Motion carried 9/0.

Setting Public Hearing Date: Recommendation from Ordinance Committee re: Food Truck Ordinance and Amendment to the Town's Tax Credit Program for Senior Citizens Disabled Persons

MOTION By Sebrina Wilson  
seconded by Travis Simpson

to **set a public hearing** date of May 3, 2022 @ 7:15 pm in Town Council Chambers as well as via the Teams platform, to hear public comment on the revised town Food Truck ordinance dated March 23, 2022 as recommended by the Ordinance Committee and to hear public comment on revisions to sections 10-27 to 10-30a of town Ordinances with language that is consistent with the draft dated March 22, 2022 as recommended the March 22, 2022 Ordinance Committee meeting, provided the last word in subsection (a) of section 10-30 shall be deleted and "section" shall be inserted in lieu thereof.

Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councillor Simpson shared a word of thanks from residents on the improvements to the parking area at McAuliffe Park. Mr. Simpson also requested that the administration connect with residents more directly with regards to recycling enforcement.

Councillor Rup asked the Mayor if there were any particular issues that the administration needed help with and offered the support of the Council where possible. *The Mayor shared that he has put together a list of projects that have had to take a back seat as priorities due to challenges of time. Due to the pandemic, the town currently has a strong amount of funds saved that has been earmarked for these projects and a limited amount of time to use the funds. The Mayor has proposed the hiring of a durational project manager to oversee these projects the town has the opportunity to pursue.* Councillor Simpson offered the support of the Council to the Mayor to serve as champions of projects to help to share information to the public and provide support.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Councillor Amadasun shared that the mural located under the Founders Bridge will officially be unveiled to the public on Saturday, April 23 at 12:00 p.m. The five women to be featured on the mural will be Odessa Terry, Amisha Patel, Melody Currey, Rosa Cruz, and Mary Johnson. The public is strongly encouraged to attend.





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Mayor Mike, Councilor Kehoe and Town Clerk Pasek,

It is with some regret that I must resign from the above mentioned positions. This resignation is necessitated by a recent move to South Glastonbury.

As you know, my affection for and association with the Town of East Hartford has been long, deep and wide ranging. Although I may not have always succeeded I know I have always tried to make East Hartford the best community that it could be, as both an educator and as a public servant.

As a parting comment, I would like to suggest more efforts by the Town in the area of community development, to include but not necessarily be limited to the creation of a historic district to include Main Street from the small green at the corner of Pitkin Street to the intersection of Connecticut Boulevard. I would recommend that the District also include Garvan Street, Central Ave., and the Streets behind the Riverside Health Center bounded by I-84 and the Governor Street exit.

I applaud the economic development efforts in the community. After so many false starts, they seem to finally be about to bear fruit. I am proud of the fact that I helped to lay the foundation for some of these efforts through my work in the legislature, especially on funding for brownfield remediation and for the enterprise zone at Rentschler Field.

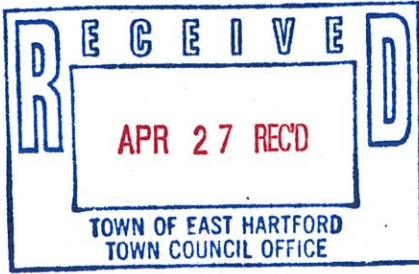
However, economic development is not enough. Concomitant with economic development should come community development, encompassing neighborhood improvement and development of the citizenry and their pride of place.

I thank you for the opportunity to serve on the above mentioned commissions. They are both well run and meet their goals with a positive energy and spirit.

The best to you and the community.

Sincerely,

Gary D. LeBeau  
860 841 2019



*Robert J. Rosta*

2022 APR 27 PM 12:47

EAST HARTFORD

TOWN CLERK  
EAST HARTFORD



CHARTER REVISION  
COMMISSION

REPORT AND  
RECOMMENDATIONS  
4/26/22

**East Hartford Charter Revision Commission**  
740 Main St. East Hartford, CT 06108

**To:**  
**From:** East Hartford Charter Revision Commission  
**Date:** April 26, 2022  
**Subject:** Commission Report Draft

The East Hartford Charter Revision Commission was appointed by the Town Council at the June 15, 2021 regular council meeting and held its organizational meeting July 27, 2021. The Commission consists of 9 members, 5 members affiliated with the majority party (Democratic), and 4 members affiliated with the minority party (Republican).

Although membership was divided by political party as required by statute, it should be noted that the commission as a whole engaged in a bipartisan discussion of the issues before it. The membership is as follows:

**Donald J. Bell, Jr., Chair**  
1323 Burnside Avenue

**Angel Santiago, Secretary**  
700 Forbes Street

**Marcia Leclerc**  
673 Burnham Street

**Tom Rup**  
24 Sunset Ridge Drive

**Travis Simpson**  
119 Naubuc Avenue

**Richard Bates**

**Deborah Arrieta**  
6 Sunset Ridge Drive

**Shelby Brown**  
2 Sunset Ridge Drive

**Eric Thompson**  
9 Warren Drive

The Council Resolution (see Attachment B) charged the Commission with considering three specific items:

1. Whether the Town Should Have a Professional Person in Charge of Overseeing All Town Government Operations.
2. Whether the Town Charter Should Continue to List All Town Departments or Provide Some Flexibility to Consolidate or Transfer Functions of Town Departments Without a Charter Revision.
3. Whether the Town Directors Should Serve at the Pleasure of The Mayor or Have Some Job Security Protections.

The resolution also charged the Commission with reviewing the East Hartford Town Charter and making recommendations for any amendments to such Charter.

Originally, the Council required the Commission to make its recommendations in accordance with state law by January 30, 2022. An extension to April 30, 2022 was provided January 18, 2022. The aim is to place the recommendations on the ballot at the time of the November 2022 election.

At the first meeting of the Charter Revision Commission, commissioners and members of the public were provided with the first opportunity to suggest topics for Commission review. In subsequent meetings, the Commission expanded to include each of the following items for discussion at one point during the process:

- Whether the Town Should Have a Professional Person in Charge of Overseeing All Town Government Operations;
- Whether the Town Charter Should Continue to List All Town Departments or Provide Some Flexibility to Consolidate or Transfer Functions of Town Departments Without a Charter Revision;
- Whether the Town Directors Should Serve at the Pleasure of The Mayor or Have Some Job Security Protections;
- Removal of Budget by Referendum;
- Term of Office for all Elected Positions;
- Term of Office for Mayor and/or Town Council– 2 or 4 Years;
- Simplifying Town Elections by Realigning Terms of Office or Removing Selectmen and Constables;
- Staggering Terms for The Town Council;
- Personnel Appeals Board: Clarify Powers;
- Review of Compensation for Stipend Positions;
- Countersigning of Checks;
- Adding the Information Technology Department to the Charter;
- Clarifying Line of Succession in the Event of Mayoral Vacancy;
- Advisory Opinions From the Office of Corporation Counsel;
- Updating Charter Language to Include Gender Neutral Language; and
- Bond Referendum Threshold

In the early meetings in August and September, the Commission agreed to focus its attention on the first question, which involved whether having a “professional person” in charge of overseeing all town government operations required a change in the form of government. The Commission agreed that many of the other initial items on the list to be reviewed would be more easily settled once this first question was addressed.

As a result, the Commission sought background information on various forms of government, including research and Connecticut municipal charters from the Connecticut Conference of Municipalities and the National League of Cities. In addition, in September and October the Commission held two workshop sessions that explored this question in further detail. One session included researchers that studied form of government. The other session included speakers that executed the day-to-day functions of a strong mayor, town manager, and chief administrative officer. In addition, the Commission was supported by the Council clerk and the Office of Corporation Counsel (Corporation Counsel).

The information collected and public comments throughout the process were made available on the East Hartford town website, where the public could review the information and minutes, and submit a comment to the commission clerk. All meetings were public as required by law, and most of the 17 workshops and 9 public hearings conducted were broadcast live on television and posted online by East Hartford Public Television.

The Commission engaged in a thoughtful and bipartisan process to carefully consider each of the items above. Public feedback during public hearings and workshops led to discussions that determined whether to table an item under consideration or draft a recommendation. For more information on the meeting process and workshop and public hearing dates, please refer to the meeting minutes.

### **Discussion Items**

#### ***Whether the Town Should Have a Professional Person in Charge of Overseeing All Town Government Operations***

The bulk of the Commission’s time during Fall 2021 was placed in determining the answer to this question. A key consideration was an examination of what does not work well currently. As mentioned above, the Commission utilized research from the Connecticut Conference of Municipalities, National League of Cities, scholars, and practitioners to best understand what it would mean to make changes to the form of government. The Commission addressed this question in three stages—research, debate, and decision making.

Through this process, the Commission examined the values of the community, and what would be most efficient for the functions of town government given the current structure of government, size of East Hartford, and complexity of the needs of the community. The Commission sought best practices and presented itself and the community with three options to debate and decide on.

The first option was to keep the strong mayor form of government unchanged. The second option was to move to a town manager form of government. The third option was to maintain a strong mayor form of government but provide for an individual to assist the Mayor in overseeing daily operations.

The option to keep the form of government unchanged was supported by some in the community due to the potential cost of shifting to another method. This option was rejected by the Commission due in large part to the testimony of scholars and practitioners during the fall workshops. In reviewing the options, the Commission explored whether East Hartford municipal government could function better with additional executive assistance. It was determined that an additional layer of support would be beneficial, provided the position focused on operational management rooted in professional skills, experience, and background.

The option to move to a town manager form of government fostered robust debate and examination. This was the most closely contested item during the charter revision process. The benefit of moving to a town manager, as members of the Commission saw, was that a town manager could remove many political connections and allow for the chief executive officer for East Hartford to be a credentialed professional and provide continuity between administrations. There was agreement that the complexity of East Hartford, and increasing trend toward more complex and diverse challenges in municipal government, required a trained and knowledgeable individual coordinating day-to-day operations. However, the prevailing consensus, on a 5-4 vote, was that there was enormous value in having the residents of East Hartford elect the chief executive officer, and that the creation of a town manager would leave a mayor too weakened to effectively provide oversight of daily functions.

As a result, the option to move toward a town manager was turned down after much consideration in favor of a middle ground, option three. The Commission agreed that one of the most important values expressed by members of the community was to have a chief executive (strong mayor) that was directly accountable to the 51,000 residents of East Hartford. In providing for a qualified individual to effectively assist the Mayor as a chief administrative officer that coordinates with departments and serves as a thought partner to the Mayor, an added layer of support would allow for the Mayor to establish an executable vision in each department and ensure that complex tasks have an adequate level of experience and staffing.

The Commission unanimously agreed that the chief administrative officer should not be a political position, and that the position should be rooted in education, qualifications, and professional experience. The Commission also explored what the potential cost of the position would be, and if the town could afford an additional position. Extensive conversation toward the end of the charter revision process was focused on the exact language of the recommendation, and whether the position should be required—akin to the creation of a director—or optional, leaving it to the mayor's discretion to hire a CAO or not. This was a closely contested question, resolved by further research via the Connecticut Conference of Municipalities, which provided responses to a survey of similarly situated municipalities that had a position which mirrored what the Commission envisioned. In a close vote, the Commission decided 5-4 to create a Chief Administrative Officer using “shall” instead of “may”.

In the preliminary vote to draft a recommendation that would keep the strong mayor form of government with the establishment of a “Chief Administrative Officer” the Commission voted in the affirmative, 9/0. (December 7, 2021). In the final vote, the Commission voted in the affirmative, 5/4 (April 21, 2022).

***Whether the Town Charter Should Continue to List All Town Departments or Provide Some Flexibility to Consolidate or Transfer Functions of Town Departments Without a Charter Revision***

Once the question on the form of government was answered, a number of other items were fairly quickly decided upon because they were previously addressed by prior speakers and/or research. There was unanimous agreement by both the Commission and members of the public at public hearings that the Mayor and Council should have the ability to consolidate or transfer functions of town departments to ensure efficiency and be responsive to the changing needs of the community. The important question here was if it was necessary to create a less complex process to achieve a realignment or merger of departments if the Mayor and Council agreed that in the interest of more efficient governance, change was necessary.

In the preliminary vote to draft a recommendation that would provide flexibility to the Mayor and Council to consolidate or transfer functions of town departments without the need for a charter revision, the Commission voted in the affirmative, 9/0. In the final vote, the Commission voted in the affirmative, 9/0. (April 21, 2022).

***Whether the Town Directors Should Serve at the Pleasure of The Mayor or Have Some Job Security Protections***

A fair amount of time was given to this question during fall 2021. Currently, town directors serve at the pleasure of the mayor. There was concern over lack of job security for directors, and the Commission discussed the implication on recruiting and retaining highly talented employees. There was unanimous agreement that there should be protections for directors to promote continuity and remove the potential for political decision making negatively impacting town government functions. There were questions over what specific protections were needed, and whether contracts for employment could achieve more security, but the Commission was moving toward consensus. The November 2021 election, however, brought a change in administration, and the Town Council during the fall concluded a town director compensation study which it used to ratify a town director compensation schedule which included severance protections for directors.

This resolution (Attachment C) requires annual review by the Council during the budget, and upon approval of the Fiscal Year 2022 budget, the Council effectively codified the review and approval of these protections annually. As a result, the Commission agreed that the question had been addressed by the Council.

The Commission voted to table discussion of this item on March 7, 2022, 9/0.



### ***Removal of Budget by Referendum***

After public comment and brief discussion, the Commission agreed that removal of budget by referendum would unnecessarily undo the work of the 2004 Charter Revision Commission, and most importantly, remove a layer of process for residents that seek to ensure that the budget is reflective of the wishes of the community.

The Commission voted to table discussion of this item on December 7, 2021, 9/0.

### ***Term of Office for Mayor and Council – 2 or 4 Years***

Term of office for Mayor and Council was discussed in the context of simplifying town elections and staggering terms. This turned out to be one of the most closely contested items of the issues the Commission discussed. The Commission quickly agreed that the Council should continue to have a two-year term of office. The question then centered around whether the Mayor should continue at two years or be moved to four-year terms. The Commission debated whether the day-to-day operations of town government, as overseen by the Mayor, would be best served with a four-year term that insulates the Mayor from political campaigning on a biannual basis and allows for directors and the Mayor's office to have additional stability.

The Commission was evenly split on the subject. In a compromise, the Commission agreed to send the preliminary recommendation to amend the Charter to allow for a four-year term of office to Corporation Counsel for draft report language, with the option to reconsider pending further public hearings on the working draft of this report. The Commission held a public hearing specifically on this topic and posted a community survey to solicit resident feedback. In April discussions, the prevailing belief became that allowing a mayor to serve a four-year term, especially while the Council continues with a two-year term, could cause an untenable decline in voter participation and make the Mayor less accountable to the public.

In the preliminary vote to draft a recommendation that would establish a four-year term of office for mayor, the Commission voted in the affirmative, 7/1, on March 10, 2022. This enabled the Commission to engage Corporation Counsel on draft report language. In a final vote to recommend keeping term of office to two years for all offices, the Commission voted 7/2. (April 21, 2022).

### ***Simplifying Town Elections by Realigning Terms of Office or Removing Selectmen and Constables***

The Commission, in exploring how to potentially simplify town elections to spur additional engagement, briefly considered whether realigning terms of office and/or removing Selectmen and Constables would be effective. It was determined, with significant input from the public, that changes to the ballot in this regard was not in the interest of the community.

The Commission voted to table discussion of this item on March 3, 2022, 9/0.

### ***Staggering Terms for The Town Council***

The Commission discussed this topic and received some community input, and determined that staggering terms for the Council would not be effective in serving the interest of the community with a council of nine members.

The Commission voted to table discussion of this item on December 7, 2021, 9/0.

### ***Personnel Appeals Board: Clarify Powers***

The Commission spent substantial time examining this issue. In multiple meetings, the Commission discussed whether to recommend reforms to the Personnel Appeals Board or to eliminate it altogether, provided no collectively bargained rights were impacted. The Commission reviewed the Personnel Rules and Merit System and whether there were other avenues for town employees to seek adjudication for their grievances that would save time and money. Corporation Counsel also provided information to assist the Commission. The Commission held a public hearing specifically on this topic, and posted a community survey to solicit resident feedback.

In the preliminary vote to draft a recommendation that would eliminate Personnel Appeals Board, the Commission voted in the affirmative, 7/1 on March 10, 2022. In the final vote, the Commission voted to recommend elimination of the Personnel Appeals Board, 8/1. (April 21, 2022).

### ***Review of Compensation for Stipend Positions***

The Commission began to discuss this topic, and the three members of the Commission that are currently members of the Town Council recused themselves. Upon advice of Corporation Counsel, the Commission learned that it did not have the authority to recommend non-home rule ordinance changes.

The Commission voted to table discussion of this item on March 10, 2022, 8/0.

### ***Treasurer Countersigning of Checks***

Section 5.3 of the Charter requires the Town Treasurer to countersign all checks. Due to a resident request for the Commission to review whether this was still necessary given the work of the Finance Department, the Commission asked Corporation Counsel of the legal implications of changing this requirement. The advice was to forgo amending the section.

The Commission voted to table discussion of this item on April 21, 2022, 9/0.

### ***Adding the Department of Information Technology to the Charter***

Near the end of the process, as the Commission began reviewing actual charter language recommendations, it was brought to the attention of the commissioners that the Department of

Information Technology (IT) does not technically exist because it has not been amended into the Charter. The addition of IT reconciles the existence and need of the department with the listing of operational departments in the Charter.

In the vote to draft a recommendation that would add the Department of Information Technology to the Charter, the Commission voted in the affirmative, 9/0. (April 21, 2022).

### ***Clarifying Line of Succession in the Event of Mayoral Vacancy***

In the March 22, 2022 public hearing, the Commission received a recommendation from the Council Chair that it review and clarify the line of succession in the instance of a mayoral vacancy. The Commission, with input from Corporation Counsel, developed language that would clarify the line of succession by doing the following:

- 1) If there is a vacancy in the Office of Mayor, the Council Chair will assume the office. If the Council Chair is unable to assume the office, the Council Vice Chair will assume the office.
- 2) If the Council Vice Chair is unable to assume the office, the Town Council will elect a member of its body to assume the office for the remainder of the unexpired term of office.

The Commission, at its April 7, 2022 workshop, discussed whether this language was sufficient, and how far down the line the Charter needed to follow. At the April 21, 2022 meeting, the Commission agreed that the definition of “unable to assume” would be left to the discretion of the individual upon which the duty fell.

In the vote to draft a recommendation that would clarify the line of succession in the instance of a vacancy in the Office of the Mayor, the Commission voted in the affirmative, 7/1, with the Chair abstaining, at the April 21, 2022 meeting.

### ***Advisory Opinions from the Office of Corporation Counsel***

The Office of Corporation Counsel, as the Commission reviewed technical changes, that is, specific language to promote clarity in legal interpretation, offered that the Commission should consider whether to clarify that the Office of Corporation Counsel has the authority to provide an advisory legal opinion to an East Hartford board or commission. The Commission discussed the topic, asking whether this power was needed or needed to be clarified. The Commission declined to pursue the matter further.

The Commission voted to table discussion of this item on April 21, 2022, 9/0.

### ***Updating Charter Language to Include Gender Neutral Language***

The Commission identified instances with gendered language and agreed to fully replace those references with gender neutral language.

In the vote to draft a recommendation that would replace all gendered language with gender neutral language, the Commission voted in the affirmative, 9/0 at the April 21, 2022 meeting.

***Ballot Question Threshold***

The Commission, at its March 22, 2022 workshop, discussed whether it should examine changing the ballot question threshold requirement found in Section 8.5 of the Charter, which provides that a ballot question shall fail unless the total number of votes cast on a question is at least twenty percent of the electors eligible to vote at the preceding regular election. At the April 7, 2022 workshop, the Commission discussed the implications of removing the 20% threshold.

Discussion occurred regarding removing the threshold altogether as a method to ensure that the majority of voters casting a ballot on a question would be heard. Discussion also focused on whether the threshold was valuable especially when deciding on an issue as important as debt. It was also noted by assistant corporation counsel at the workshop that the ballot question threshold was unusual in Connecticut. The argument to remove the threshold altogether prevailed.

In the vote to draft a recommendation that would remove the ballot question threshold, the Commission voted in the affirmative, 9/0 on April 21, 2022.

The East Hartford Charter Revision Commission is grateful to the residents that attended and participated in our workshops and public hearings. The Commission also acknowledges and thanks the past and present elected officials and current town staff that provided assistance. The Commission is especially appreciative of the support provided by Council clerks Angela Attenello and Jason Marshall, as well as the advice and counsel of Rich Gentile of the Office of Corporation Counsel.

Attachments:

Proposed Amendments Comparison  
June 15, 2021 Town Council Organizing Resolution  
December 14, 2021 Director Compensation Town Council Resolution  
East Hartford Charter Revision Proposed Amendments

## Proposed Revisions to East Hartford Charter

Current Language	Proposed Change
<p><b>Chapter III. The Town Council, Sec. 3.2 Presiding Officer and Clerk (subsection b).</b></p> <p>(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor. The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If the Deputy Mayor shall assume the powers and duties of the Mayor until the next biennial election, the Deputy shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, he or she shall retain his or her vote as a Councillor.</p>	<p>Eliminates awkward gender-neutral language in section 3.2 AND Authorizes the Town Council chairperson to decline to assume the powers and duties of mayor which is a full-time position and allows the Town Council upon such declination to choose one of its members to assume such powers and duties.</p> <p>(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor <u>provided if the Chairperson is unable to assume the Office of Mayor, the Vice Chairperson shall assume the Office of Mayor. If the Vice Chairperson is unable to assume the office, the Town Council shall elect one of its members to assume the Office of Mayor.</u> The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If <u>a Council member</u> assumes the powers and duties of the Mayor until the next biennial election, the <u>Council member</u> shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, <u>the Deputy Mayor</u> shall retain <u>the right to</u> vote as a Councillor.</p>

<p><b>Chapter IV. The Mayor. Sec. 4.2 Duties.</b></p> <p>The Mayor shall be directly responsible for the administration of all departments, agencies, and offices in charge of persons or boards appointed by him or her and shall supervise and direct the same. The Mayor shall also be the Director of Emergency Management.</p>	<p>After the language to the left, the following <b>addition</b> to be made:</p> <p><u>The Mayor shall appoint and may remove a Chief Administrative Officer to assist the Mayor with the day-to-day administration of all departments, agencies and offices of the Town. The Chief Administrative Officer shall be appointed based upon generally accepted professional experience, education, and qualifications as established by ordinance. The Chief Operating Officer shall report solely to the Mayor, shall perform such duties and responsibilities as are assigned to them by the Mayor, and shall be responsible to the Mayor in the exercise of their powers and in the performance of their duties hereunder. The ability to assign responsibilities to a Chief Administrative Officer shall not abrogate the Mayor's responsibilities or rights under this Charter.</u></p>
<p><b>Chapter IV. The Mayor. Sec. 4.3 Appointments and Terms.</b></p> <p>(a) The Mayor shall appoint and may remove all department heads and other officers and employees of the town, except as otherwise specifically provided by this Charter and except employees in the offices of elected officers or boards. The terms of such appointees shall terminate on the same date as the term of the Mayor except such appointees may continue to serve until their successors are appointed and qualified, and except that the terms of board and commission members shall be those provided by statute or ordinance.</p> <p>(f) The Mayor may appoint citizen advisory or study committees to serve for the purposes and periods he or she determines.</p>	<p>Revised to include the following addition:</p> <p>(a) The Mayor <u>shall appoint and may remove the Chief Administrative Officer,</u> all department heads and other officers and employees of the town, except as otherwise specifically provided by this Charter and except employees in the offices of elected officers or boards. The terms of such appointees shall terminate on the same date as the term of the Mayor except such appointees may continue to serve until their successors are appointed and qualified, and except that the terms of board and commission members shall be those provided by statute or ordinance.</p> <p>(f) The Mayor may appoint citizen advisory or study committees to serve for the purposes and periods <u>the Mayor</u> determines.</p>

<p><b>Chapter V. Offices and Departments Sec. 5.4 Administrative Departments.</b></p> <p>There shall be the following administrative departments: a Department of Finance, a Human Resources Department, a Department of Development, a Treasury Department, a Police Department, a Fire Department, a Public Works Department, a Department of Parks and Recreation, a Department of Inspections and Permits, a Department of Health and Social Services, a Department of Youth Services, and a Department of Libraries. Such departments shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or by resolution of said Council.</p>	<p>Revised to include the following additions:</p> <p><u>(a)</u> There shall be the following administrative departments: a Department of Finance, a Human Resources Department, a Department of Development, a Treasury Department, a Police Department, a Fire Department, a Public Works Department, a Department of Parks and Recreation, a Department of Inspections and Permits, a Department of Health and Social Services, a Department of Youth Services, <u>a Department of Information Technology</u>, and a Department of Libraries. Such departments shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or by resolution of said Council.</p> <p><u>(b) Subject to Connecticut General Statutes, the Mayor shall have the authority (i) to appoint one individual to serve as the Director of one or more administrative Departments; and (ii) realign responsibilities between, merge, or rename administrative departments. Such appointments shall be communicated to the Town Council. Any realignments, mergers, or renaming of departments shall be approved by the Town Council.</u></p>
<p><b>Sec. 5.5 Department of Finance (subsection b).</b></p> <p>(b) The department shall in addition have responsibility for developing applications of electronic data processing to town financial and operating information, for the planning and placement of insurance of the town's risks, and for the administration, including further planning, of the town retirement system.</p>	<p>Striking oversight of IT in lieu of new Titled Department</p> <p>(b) The department shall in addition have responsibility for the planning and placement for insurance for the town's risks, and for the administration, including further planning, of the town retirement system.</p>

<p><b>Sec. 5.17 Director of Libraries.</b></p> <p>(a) The Director of Libraries shall administer and coordinate the affairs of town libraries under the general supervision of the Mayor. Upon the vacancy of the Director of Libraries by the person serving in such position on July 1, 2004, and whenever thereafter there is a vacancy in such position, the Mayor shall appoint and may remove the Director. He or she shall be responsible for the development of library resources and library services to the town. He or she shall appoint and may remove, in accord with this Charter, assistants, librarians and other employees in the town libraries.</p> <p>(b) The Town Council may, by ordinance, create or abolish a Library Board. The Board shall have the powers as established by ordinance and as set forth herein.</p> <p>(c) The library board shall from time to time confer with the Director of Libraries with respect to: the use of the town's public library facilities; the Director of Libraries' annual proposed budget for library services; the selection and acquisition of materials; the development, implementation and alteration of programs; and capital planning. The Library Board shall confer with the Director of Libraries with respect to the acquisition and selection of library materials and composition of collections.</p> <p>(d) The Library Board and Director of Libraries shall collaborate on the proposed annual budget prior to submitting to the Mayor and shall have input to the evaluation of the facility, its services and the director position and shall prepare an annual report on the state of the libraries.</p>	<p>Language changes as follows:</p> <p>(a) The Director of Libraries shall administer and coordinate the affairs of town libraries under the general supervision of the Mayor. The Mayor shall appoint and may remove the Director. They shall be responsible for the development of library resources and library services to the town. They shall appoint and may remove, in accord with this Charter, assistants, librarians and other employees in the town libraries.</p> <p>(b) The Town Council may, by ordinance, create or abolish a <u>Commission on Culture and Fine Arts, which will act as a library board</u>. The <u>Commission</u> shall have the powers as established by ordinance and as set forth herein.</p> <p>(c) The <u>Commission</u> shall from time to time confer with the Director of Libraries with respect to: the use of the town's public library facilities; the Director of Libraries' annual proposed budget for library services; the selection and acquisition of materials; the development, implementation and alteration of programs; and capital planning. The <u>Commission</u> shall confer with the Director of Libraries with respect to the acquisition and selection of library materials and composition of collections.</p> <p>(d) The <u>Commission</u> and Director of Libraries shall collaborate on the proposed annual budget prior to submitting to the Mayor and shall have input to the evaluation of the facility, its services and the director position and shall prepare an annual report on the state of the libraries.</p>
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<p>Chapter V. Offices and Departments</p>	<p>INSERTION OF 5.23 Department of Information Technology. This will require original Sections 5.23 (Board of Zoning Appeals) through Section 5.26 (Political Activity) to be renamed as Sections 5.24 through 5.27</p>
<p><b>Chapter V. Offices and Departments</b></p>	<p><b>Sec. 5.23 Department of Information Technology</b></p> <p><u>(a) The Department of Information Technology shall be responsible for providing infrastructure, governance and functional support in all areas of information technology strategies and initiatives for the Town of East Hartford.</u></p> <p><u>(b) Director of Information Technology. The Mayor shall appoint and may remove the Director of Information Technology who shall be the town’s Chief Information Officer. The Director of Information Technology shall administer the office and coordinate information technology under the supervision of the Mayor. The Director shall appoint and may remove, in accord with this Charter, assistants and employees of the Department.</u></p>
<p><b>Sec. 5.25 Salaries.</b></p> <p>Salaries of all directors and other officers and all employees in the classified service of the town shall be determined by the Council, in conformity, with a systematic pay plan for the position involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system.</p>	<p>Clarifies that a pay plan or systematic pay plan includes all compensation for a director, officer, or person in classified service.</p> <p><b>(Also renamed 5.26 Compensation)</b></p> <p><u>Compensation</u> of all directors and other officers and all employees in the classified service of the town shall be determined by the Council, in conformity, with a systematic pay plan for the position involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system. <u>As used in this section, compensation includes salaries, health and retirement benefits, vacation, other leave and other benefits provided to directors, officers and employees.</u></p>

<p><b>Chapter VII. Merit System Sec. 7.2 The Classified Service.</b></p> <p>The classified service shall include all appointees to all positions now or hereafter created except the following: Elective officers and persons appointed to fill vacancies in elective offices; members of the boards and commissions; officers appointed by the Council; employees of the Board of Education; the Director of Finance; the Director of Human Resources; the Director of Development; the Corporation Counsel and any part time assistant; the Town Clerk; the Director of Inspections and Permits; the Director of Public Works; the Director of Parks and Recreation; the Director of Youth Services; the Director of Libraries; the Director of Health and Social Services; and an assistant and a personal secretary to the Mayor; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; the Judge and any personnel of the Probate Court; and persons employed for a temporary period not exceeding three months.</p>	<p>Revised to include the following additions:</p> <p>The classified service shall include all appointees to all positions now or hereafter created except the following: Elective officers and persons appointed to fill vacancies in elective offices; members of the boards and commissions; officers appointed by the Council; employees of the Board of Education; <u>the Chief Administrative Officer;</u> <u>the Director of Information Technology;</u> the Director of Finance; the Director of Human Resources; the Director of Development; the Corporation Counsel and any part time assistant; the Town Clerk; the Director of Inspections and Permits; the Director of Public Works; the Director of Parks and Recreation; the Director of Youth Services; the Director of Libraries; the Director of Health and Social Services; and an assistant and a personal secretary to the Mayor; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; the Judge and any personnel of the Probate Court; and persons employed for a temporary period not exceeding three months.</p>
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<p><b>Chapter VII. Merit System Sec. 7.2 The Classified Service. ITEM C-D</b></p> <p>(c) A pay plan for all positions in the classified service shall be similarly prepared, adopted and amended.</p> <p>(d) No later than July 1, 1968 the Mayor shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, removals, and such other rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the town. Such rules and any amendments thereto shall become effective upon being filed by the Mayor with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.</p>	<p>Eliminates conflicting language in Section 7.2(d) regarding personnel rules that seemingly includes pay for positions that must be approved by the town council AND requires personnel rules to be filed with the Town Council Clerk.</p> <p>(c) <u>Compensation for all positions in the classified service shall be determined in accordance with the provisions of section 5.26 of the Town Charter</u></p> <p>(d) No later than July 1, 1968 the Mayor shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, <u>and</u> probationary periods of employment removals, and such other rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the town. Such rules and any amendments thereto shall become effective upon being filed by the Mayor with the Town Clerk <u>and the Town Council Clerk</u>. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.</p>
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<p><b>Chapter VII. Merit System Sec. 7.2 The Classified Service. ITEM E</b></p> <p>(e) Any member of the classified service may be removed only for the good of the service and any officer desiring to remove, or otherwise discipline, an employee shall notify the employee in writing of the reasons for the proposed removal or other disciplinary action. The employee charged may request a hearing before the Personnel Appeals Board, which shall within ten days grant such hearing. The Personnel Appeals Board shall make a public finding as to whether or not the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.</p>	<p>Amended with the following:</p> <p>(e) Any member of the classified service may be removed only for the good of the service and any officer desiring to remove, or otherwise discipline, an employee shall notify the employee in writing of the reasons for the proposed removal or other disciplinary action. The employee charged may request a hearing before the <u>Director of Human Resources</u>, who shall within ten days grant such hearing. <u>The Director of Human Resources</u> shall make a public finding as to whether or not the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.</p>
<p><b>Chapter VII. Merit System Sec. 7.4 Personnel Appeals Board.</b></p> <p>(a) There shall be a Personnel Appeals Board, the number of members and terms of which shall be determined by ordinance. The Mayor shall appoint one-third of the members and the selection of the remainder shall be determined by ordinance.</p> <p>(b) When an employee brings a matter to the Board, the Board shall have the power to require officers and employees of the town to appear and give testimony and present evidence and may hear testimony from other sources.</p> <p>(c) The Board shall seek to assure that the employment system of the town is fair and equitable and serves the interests of the town while respecting the proper claims of the employees. The Board shall make findings and recommendations in individual cases brought before it and may make recommendations to the council or to the mayor for improvements in the employment system.</p>	<p>Deleted in its entirety.</p>

<p><b>Sec. 8.5 Initiative, Referendum Vote Required.</b></p> <p>Any question placed before the voters under the procedures specified by this Chapter shall fail, unless the total number of votes cast on the question or questions is at least twenty per cent of the electors eligible to vote at the immediately preceding regular election. If twenty percent of the eligible electors vote, the question shall pass upon a majority of those voting thereon. If the vote to repeal fails, the ordinance or measure as passed by the Council shall become effective immediately.</p>	<p>Simplified to the Following:</p> <p>Any question placed before the voters under the procedures specified by this Chapter shall fail, <u>unless approved by a majority of the electors voting thereon.</u> If a vote to repeal fails, the ordinance or measure as passed by the Council shall become effective immediately.</p>
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**June 15, 2021 Town Council Organizing Resolution**

**Establishment of Charter Revision Commission**

MOTION By Awet Tsegai

seconded by Esther Clarke

to **adopt** the following resolution:

**Whereas** the East Hartford Town Council adopted a Town Charter in 1968 and subsequently revised the Town Charter in 1980 and 2004; and

**Whereas** many of the Charter provisions should be clarified to address issues that have arisen during the 17 years since the last revision; and

**Whereas** in particular, the Commission should consider (1) whether the Town Charter should continue to list all town departments or provide some flexibility to consolidate or transfer functions of town departments without a charter revision; (2) whether the town directors should serve at the pleasure of the mayor or have some job security protections; and (3) whether the Town should have a professional person in charge of overseeing all town government operations; and

**Whereas** the Connecticut General Statutes establish the procedures for revising town charters.

**NOW THEREFORE BE IT RESOLVED THAT:**

The East Hartford Town Council, pursuant to Connecticut General Statutes section 7-188, establishes a Charter Revision Commission to review the East Hartford Town Charter and make recommendations for any amendments to such charter; and

The Charter Revision Commission shall consist of nine members; and

The Charter Revision Commission shall review the East Hartford Town Charter and address minor and technical changes along with the three specific issues contained in this resolution, hold a public hearing and address such other issues as it deems appropriate; and

The Charter Revision Commission shall make its recommendations in accordance with state law to the East Hartford Town Council by January 30, 2022.

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

**December 14, 2021 Director Compensation Town Council Resolution**

**Recommendation from Personnel & Pensions re: Directors' Compensation Study**

MOTION      By Awet Tsegai  
                  seconded by Tom Rup  
                  in accordance with the provisions of Section 3.4 and Section 5.25 of the East  
                  Hartford Town Charter, I move that the Town Council establish the pay plan for  
                  directors, mayor's chief of staff and the police and fire chief as set out in a  
                  document entitled "Uniform Compensation Plan for Directors of the Town of East  
                  Hartford" dated January 1, 2022, provided further that the Town Council shall  
                  annually review such plan and adopt any appropriate changes as part of the  
                  annual adoption of the town budget.  
                  Motion carried 7/0.

## **Chapter I. Incorporation and General Powers**

### **Sec. 1.1 Incorporation and General Powers.**

All the inhabitants dwelling within the territorial limits of the Town of East Hartford, as unified and consolidated according to the provisions of Special Act No. 501 of the 1929 Session of the Connecticut General Assembly, as heretofore constituted, shall continue to be a body politic and corporate under the name of "The Town of East Hartford," hereinafter called "the town." The Town of East Hartford shall have perpetual succession, may hold and exercise all powers and privileges heretofore exercised by the town not inconsistent with the provisions of this charter; and shall have the additional powers and privileges conferred in this Charter; in addition to all powers and privileges conferred upon towns under the constitution and general laws of the State of Connecticut.

### **Sec. 1.2 Rights and Obligations.**

All property, both real and personal, all rights of action and rights of every description and all securities and liens vested or inchoate in the town as of the effective date of this Charter (April 2, 1968) are continued in said town and the town shall continue to be liable for all debts and obligations of every kind for which the town shall be liable on said date, whether accrued or not. Nothing herein shall be construed to affect the right of the town to collect any assessment, charge, debt, or lien. If any contract has been entered into by the town prior to the effective date of this Charter (April 2, 1968) or any bond or undertaking has been given by or in favor of the town which contains provisions that the same may be enforced by any commission, board, department or officer therein named, which is abolished by the provisions of this Charter, such contracts, bonds or undertakings shall be in no manner impaired but shall continue in full force and effect and the powers conferred and the duties imposed with reference to the same upon any such commission, board, department or officer shall, except as otherwise provided in this Charter, thereafter be exercised and discharged by the Mayor of said town.

### **Sec. 1.3 General Grant of Power.**

In addition to all powers granted to towns under the constitution and general law, the town shall have all powers specifically granted by this Charter and all powers fairly implied in or incident to the powers expressly granted, and all other powers incident to the management of the property, government and affairs of the town, including the power to enter into contracts with the United States or any federal agency, State of Connecticut or any political subdivision thereof for services and the use of facilities, the exercise of which is not expressly forbidden by the constitution and general laws of the State of Connecticut. The enumeration of particular powers in this and any other chapter of this Charter shall not be construed as limiting this general grant of power but shall be considered as an addition thereto.



## **Chapter II. Elections**

### **Sec. 2.1 General.**

(a) Nomination and election of federal and state officers, including Registrars of Voters, and of such elective municipal officers, boards and commissions as are provided for in this Charter shall be conducted, and the Registrars of Voters shall prepare lists of electors qualified to vote therefor, in the manner prescribed in the constitution and general laws of the State of Connecticut, except as hereinafter provided.

(b) A meeting of the electors of the Town of East Hartford for the election of municipal officers shall be held on the Tuesday after the first Monday of November in 1969, and biennially thereafter. At such meeting there shall be elected a Mayor, Treasurer, nine members of the Town Council, not more than six of whom shall be of the same political party, three Selectmen and seven Constables all for terms of two years, and all elected at large.

(c) Also, at such meeting to be held in 1969 there shall be elected five members of the Board of Education for terms of four years. Alternately thereafter at each biennial election there shall be elected four members and then five members of the Board of Education for terms of four years to succeed those whose terms expire.

(d) The terms of all municipal officers shall commence on the first Monday following their election and they shall hold office until their successors have been chosen and qualified. Except as otherwise provided in this Charter, all elective town officers, boards and commissions shall have the powers and duties prescribed by law.

### **Sec. 2.2 Minority Representation.**

Minority representation on any elective or appointive board, commission, committee or similar body of the town shall be in conformity with the appropriate minority representation provisions of the General Statutes. No political party shall nominate for any elective office a number of candidates exceeding the number it may elect.

### **Sec. 2.3 Voting Districts.**

The number of voting districts and their boundaries shall be established by ordinance in conformity with provisions of the General Statutes.

### **Sec. 2.4 Breaking the Tie.**

When any regular or special municipal election or primary election conducted pursuant to the provisions of this Charter results in a tie, an adjourned election shall be conducted in accordance with the provisions of the General Statutes as may be amended.

### **Sec. 2.5 Vacancies.**

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.

**Sec. 2.6 Eligibility.**

No person shall be eligible for election to any town office who is not at the time of the election a resident elector of the town and any person ceasing to be a resident and elector of the town shall thereupon cease to hold elective office in the town.

**Sec. 2.7 Removal of Elected Officials.**

Any elected town official may be removed from office for cause which shall include, but not be limited to, conviction of a felony, conviction of a lesser crime involving fraudulent or dishonest conduct, willful violation of this Charter, or a willful violation of the Town's Code of Ethics. No removal proceeding shall commence except upon a vote of a majority of the membership of the Town Council that there is probable cause to believe grounds for removal exist. A hearing thereon before the full Town Council shall take place after the determination of probable cause. Written notice by the Town Council of the charges and the time and place of the hearing shall be given to the official at least two weeks before such hearing. The Town Council may appoint legal counsel to present evidence of the charges at the hearing. At the hearing, the official shall have the right to be represented by legal counsel. The official and the Town Council's legal counsel shall have the right to examine and cross-examine witnesses and to present evidence. A decision to remove an elected official shall require an affirmative vote of seven members of the Town Council.

## Chapter III. The Town Council

### Sec. 3.1 -The Council.

There shall be a Town Council consisting of nine members hereinafter referred to as the Council. No member of the Council shall hold any other office of profit under the government or -be employed by the Town of East Hartford except as permitted by law, nor shall the member during the term of office be appointed to any office of profit under the government of the Town.

### Sec. 3.2 Presiding Officer and Clerk.

(a) With the Mayor presiding, the Town Council shall meet at seven thirty p.m. on the second Monday in November, 1969 and biennially thereafter, and shall choose one of its members to be Chairperson of said Council to preside at all meetings, but such office shall not deprive such Chairperson the right to vote on any question.

(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor provided if the Chairperson is unable to assume the Office of Mayor, the Vice Chairperson shall assume the Office of Mayor. If the Vice Chairperson is unable to assume the office, the Town Council shall elect one of its members to assume the Office of Mayor. The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If a Council member assumes the powers and duties of the Mayor until the next biennial election, the Council member shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, the Deputy Mayor shall retain the right to vote as a Councillor.

~~(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor. The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If the Deputy Mayor shall assume the powers and duties of the Mayor until the next biennial election, the Deputy shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, he or she shall retain his or her vote as a Councillor.~~

(c) Upon selection of a Chairperson, the Town Council shall elect one of its members to the office of Vice Chairperson who shall assume the Chairperson's duties in ~~his or her~~their absence including powers and duties of Deputy Mayor.

(d) At such meeting, and biennially thereafter, the Council shall also select a Clerk of the Council who shall receive and transmit communications for the Council and shall keep the records of its meetings and transactions in accord with the provisions of this Charter, the Ordinances, and Rules of the Council and perform such other services for the Council as may by resolution be prescribed.

### Sec. 3.3 Procedure.

(a) At the first meeting of the Town Council following each biennial town election said Council shall by resolution fix the time and place of its regular meetings, which shall be at least once each month, and provide for the calling of special meetings. The Chairperson shall have the power to call a special meeting of the Council at any time and shall call such meeting whenever requested

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by one-third or more of the Councilors so to do. The call for each special meeting of the Council shall state the purposes of the meeting and shall be served upon or mailed to each Councilor at least twenty-four hours before the hour of said meeting; but the lack of a call or the insufficiency of the service thereof shall not invalidate any meeting of the Council at which all members shall be present. No business shall be acted upon at any special meeting except that concerning which notice of proposed action shall have been given in the call for the meeting. The Council shall by resolution determine its own rules of procedure.

(b) All meetings of the Council for the transaction of business shall be open to the public and the votes shall be recorded in accordance with law. Five members shall constitute a quorum. All ordinances and resolutions shall be confined to one subject which shall be clearly stated in the title.

(c) The Council shall keep for public inspection -minutes of all its proceedings, including all roll call votes, which shall be the official record of its proceedings. Said -minutes shall be maintained by the Clerk of the Council. The record so kept shall be authenticated for each meeting by the signature of the Chairperson or the Clerk or of both.

#### **Sec. 3.4 -General Powers and Duties.**

(a) The Town Council shall have the powers and duties which, on the effective date of this Charter (April 2, 1968) were conferred by law upon officers, boards and commissions of said town existing prior to such date except as otherwise specifically provided in this Charter. The legislative power of the town shall be vested exclusively in the Council, except as otherwise provided in section 3.10 of the Charter-

(b) The Council shall have the power to enact, amend or repeal ordinances not inconsistent with this Charter or the General Statutes of the state; to create or abolish, by ordinance, boards or commissions; to establish the rate of compensation for the members of the succeeding Town Council.

(c) The Council may contract for services and the use of the facilities of the United States or any federal agency, the State of Connecticut and any political subdivision thereof, or may, by agreement join with any such political subdivision to provide services and facilities. The Town Council may establish such rules and regulations by ordinance as it deems necessary in order to enable the Purchasing Agent to enter into regional purchasing agreements, retaining such controls as are required by this Charter. The Town Council shall not, however, commit the town to participation in any metropolitan or regional government, nor to any metropolitan, regional or municipal governmental body to which the town's control over its municipal service is transferred in whole or in part, regardless of the town's representation thereon, without prior approval by the voters at a referendum called for that purpose at a special or general election.

(d) The Council is authorized, in adopting ordinances, to incorporate any nationally recognized code, rules or regulations that have been printed in book form, or any code officially adopted by any administrative agency of the state, or any portion thereof, by reference thereto in such ordinance; provided, upon adoption of any such ordinance wherein such code, rules or regulations or portions thereof have been incorporated by reference, there shall be maintained copies of such code, rules or regulations in the office of the Town Clerk for examination by the public, and there shall be available copies of such code, rules or regulations or portions thereof as are incorporated by reference in any ordinance for sale at cost to any member of the public.

(e) The Council may fix the penalty for the violation of any of the bylaws, ordinances, and enactments made by it in accordance with State law.

(f) The Council may, by resolution, regulate the internal operations of the boards, commissions

and offices which it fills by appointment, and fix the compensation of the Selectmen, the Registrars of Voters, and the officers and employees not in the classified service as hereinafter provided in this Charter. The Council shall establish, by ordinance, the qualifications of appointed officers and employees not in the classified service hereinafter provided.

~~(g) The Council may fix the charges, if any, to be made for services rendered by the town or the execution of powers vested in the town.~~

~~(h) The Clerk shall refer a copy of each ordinance introduced to the Corporation Counsel for advice regarding the validity, legal effect, style, and form of the proposal, but such advice shall not be binding upon the Council.~~

~~(g) The Council may fix the charges, if any, to be made for services rendered by the town or the execution of powers vested in the town.~~

~~(h) The Clerk shall refer a copy of each ordinance introduced to the Corporation Counsel for advice regarding the validity, legal effect, style, and form of the proposal, but such advice shall not be binding upon the Council.~~

### Sec. 3.5 Public Hearing on and Publication of Ordinances.

At least one public hearing, notice of which shall be given at least five days in advance by publication in a newspaper having general circulation in the Town of East Hartford, and by posting a notice in a public place, shall be held by the Town Council before any ordinance shall be passed. Every ordinance (except bond ordinances), after passage, shall be assigned a serial number and shall become a part of the Town's Code of Ordinances. Upon final passage, the Town Clerk shall keep an updated Code of Ordinances in accordance with the General Statutes. Within ten days after final passage, all ordinances shall be published once in their entirety in a newspaper having general circulation within the town. Every ordinance, unless it shall specify a later date, shall become effective on the twenty-first day after such publication following its final passage.

### Sec. 3.6 Emergency Ordinances.

An ordinance stated to be a public emergency measure and stating the facts constituting such public emergency shall become effective immediately after publication thereof as required in ~~Sec 3.5 section 5 of this chapter~~ and no public hearing or notice of public hearing shall be required for any public emergency ordinance. An emergency ordinance shall be effective for sixty days following passage.

### Sec. 3.7 Investigation.

The Town Council shall have the power to investigate any and all departments, offices and agencies of the town and for such purposes shall have the power to call witnesses to appear before the Council to testify on any matter under investigation. There shall be a committee of the Council on investigations and audits, including proportionate minority representation, and such committee shall employ a certified public accountant to develop under its direction a regular council audit program in addition to the independent audit and may employ such other investigatory services as it deems necessary. If any nonelective officer or employee of the town who, upon receipt of adequate notice and opportunity, fails to appear or refuses to testify when so called by the Council, such refusal or failure shall be deemed to be grounds for dismissal from said office or position.

### Sec. 3.8 Relations to Administrative Service.

Neither the Town Council nor any of its members shall direct or request the appointment of any

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person to any office or employment, or direct or request the removal of any person from any office or employment which office or employment, by the provisions of this Charter, the Mayor or any of ~~his-their~~ appointees are empowered to fill by appointment, provided the Mayor may seek advice from the Council regarding appointments and provided further the Council may prefer charges in writing against any officer or employee appointed by the Mayor in the manner hereinafter prescribed for the removal of officers and employees. The Council and its members shall deal with the Administrative Service solely through the Mayor and neither the Council nor any member thereof shall give orders to any of the subordinates of the Mayor either publicly or privately, provided a properly constituted meeting of the Council, which the Mayor has been invited to attend, may call before it any employee or officer for the purpose of investigation.

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### Sec. 3.9 -Annual Audit.

The Town Council shall annually designate an independent public accountant to audit the books and accounts of the town in accordance with the provisions of the General Statutes, as amended. In addition to the annual audit, the Town Council shall obtain an audit of any nonrecurring project (except for single expenditures for goods or services) costing more than \$500,000.00, if no state or federal audit is required. The Town Council shall designate an independent public accountant to conduct such audit.

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### Sec. 3.10 Approval of Ordinances and Appropriations by the Mayor.

(a) Every ordinance except an emergency ordinance shall, before it becomes effective, be certified to the Mayor for his approval. The Mayor shall, within five days of passage by the Town - Council, sign the proposed ordinance, if ~~he-they~~ approves it, whereupon, subject to the provisions of Section 3.5 of this chapter, it shall become effective. If he disapproves a proposed ordinance, ~~hethey~~ -shall within five days return it to the Clerk of the Council with a statement of the reasons for ~~his-their~~ disapproval which statement shall be transmitted by said Clerk to the Council at its next meeting. If the Council shall pass the proposed ordinance by an affirmative vote of at least six members within seven days after such ordinance has been received by the Council in meeting with the Mayor's disapproval, it shall become effective without his approval. If the Mayor does not return the proposed ordinance within the time required, it shall become effective without ~~his-their~~ approval. The Mayor may disapprove or reduce any item or items in any appropriation, whereupon the approved portion of the appropriation shall become effective unless the disapproved or reduced portion thereof is passed by the Council over the Mayor's veto in the manner herein provided, in which case the entire appropriation shall become effective as finally passed.

(b) In computing the time periods specified in this Section, the period begins with the first day after Council approval and does not include Saturdays, Sundays and legal holidays.

## Chapter IV. The Mayor

### Sec. 4.1 Election and Qualification.

At each town election a Mayor shall be chosen by the electors of the town. Such Mayor shall serve for a term of two years and until a successor shall be elected and qualified and shall take office on the first Monday following the town election. The Mayor shall be the chief executive officer of the town and shall receive such compensation as shall by ordinance be fixed by the Town Council.

### Sec. 4.2 Duties.

(a) The Mayor shall be directly responsible for the administration of all departments, agencies, and offices in charge of persons or boards appointed by him or her and shall supervise and direct the same. The Mayor shall also be the Director of Emergency Management.

~~The Mayor shall appoint and may remove a Chief Administrative Officer to assist the Mayor with the day-to-day administration of all departments, agencies and offices of the Town. The Chief Administrative Officer shall be appointed based upon generally accepted professional experience, education, and qualifications as established by ordinance. The Chief Administrative Officer shall report solely to the Mayor, shall perform such duties and responsibilities as are assigned to them by the Mayor, and shall be responsible to the Mayor in the exercise of their powers and in the performance of their duties hereunder. The ability to assign responsibilities to a Chief Administrative Officer shall not abrogate the Mayor's responsibilities or rights under this Charter.~~

(b) The Mayor shall devote full time to the duties of the office. The Mayor shall hold no other office of profit under the government of the town, nor shall ~~he or she~~the Mayor during the term for which ~~he or she~~the Mayor is elected be appointed to any office of profit under the government of the town.

(c) The Mayor shall see that all laws and ordinances governing the town are faithfully executed; shall make periodic reports to the Town Council and may attend its meetings; shall prepare and cause to be printed, as soon as possible after the close of the fiscal year an annual town report; shall recommend to the Council such measures as ~~he or she~~they may deem necessary or expedient; shall keep the Council fully advised as to the financial condition of the town; shall prepare and submit to the Council an annual budget as provided in Chapter VI of this Charter; and shall exercise such other powers and duties as may be authorized by ordinance or resolution of the Council not inconsistent with this Charter.

(d) The Mayor shall have the power to enquire directly, or through a designated agent, into the activities of any organization spending town funds and to require complete disclosure of information, with persistent resistance to such request being grounds for dismissal.

(e) The Council shall not diminish by ordinance, vote or otherwise the powers and duties of the Mayor, except those powers and duties imposed on ~~him or her~~them by the Council.

(f) The Mayor may at ~~his or her~~their option become a contributing member of the town retirement system.

### Sec. 4.3 -Appointments and Terms.

(a) The Mayor ~~shall appoint and may remove the Chief Administrative Officer, shall appoint~~ and may remove all department heads and other officers and employees of the town, except as otherwise specifically provided by this Charter and except employees in the offices of elected officers or boards. The terms of such appointees shall terminate on the same date as the term

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of the Mayor except such appointees may continue to serve until their successors are appointed and qualified, and except that the terms of board and commission members shall be those provided by statute or ordinance.

(b) The Chiefs of the Police and Fire Departments shall be in the classified service and shall be appointed and serve under the merit system.

(b)

(c) In lieu of any appointment by the Mayor or any of ~~his or her~~their appointees to any office under ~~his or her~~their jurisdiction the Mayor may, subject to the approval of the Council, perform the duties of any office under ~~his or her~~their jurisdiction, except those of the Town Treasurer, provided in case the Town Treasurer is absent or unable to act, the Mayor may countersign checks in accordance with the provisions of Chapter VI, Section 8 of this Charter.

(d) The Mayor shall appoint, with the consent of the Council, the members of the Board of Tax Review, the Town Planning and Zoning Commission and the Zoning Board of Appeals at such times and for such terms as are prescribed in the statutes, this Charter, or ordinances. The Mayor shall in like manner appoint members of other commissions, committees, and boards created by the Council to administer programs or parts of programs and appoint individuals to represent the town on regional bodies.

(e) The Mayor may terminate any of these appointments made with consent of Council for persistent nonattendance at meetings. The Mayor may propose the termination of any of these appointments for cause and the termination shall be effective if a vote of Council upholds the sufficiency of the cause.

(f) The Mayor may appoint citizen advisory or study committees to serve for the purposes and periods ~~he or she~~the Mayor determines.

(g) The power to remove an officer or employee shall include, wherever it appears in this Charter, the power to suspend, either pending investigation or as a disciplinary penalty under the applicable standards.

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## Chapter V. Offices and Departments

### Sec. 5.1 -Corporation Counsel.

(a) The Mayor shall appoint, and may remove, a Corporation Counsel, who shall be an attorney of at least five years' practice in the State of Connecticut.

(b) The Corporation Counsel shall appear for and protect the rights of the town in all actions, suits or proceedings brought by or against it or any of its departments, officers, agencies, boards or commissions. The Corporation Counsel shall be the legal advisor of the Town Council, the Mayor, and all town officers, boards and commissions in all matters affecting the town and shall upon written request furnish them with a written opinion on any question of law involving their respective powers and duties.

(c) When a board or commission requests an opinion, the Corporation Counsel shall prepare a written opinion stating his or her best advice as to the legality, efficacy or validity of the actions or positions proposed by the board or commission requesting the opinion. In a final paragraph of the written opinion, the Corporation Counsel shall indicate whether ~~the~~ conclusion follows with substantial certainty from the applicable law or whether it simply represents ~~his or her~~their best judgment as to applicable law and that there is some degree of uncertainty in determining what a court will ultimately decide. In all cases where the Corporation Counsel has indicated in ~~his or her~~their written opinion that the conclusion follows with substantial certainty from applicable law, such written opinion will be binding upon the board or commission which requests such opinion. This subsection does not apply to opinions requested by the Town Council.

(d) Upon request the Corporation Counsel shall prepare or approve forms of contract or other instruments to which the town is a party or in which it has an interest.

(e) The Corporation Counsel shall have power to appeal from orders, decisions and judgments and, subject to approval of the Council, to compromise or settle any claims by or against the town. The Corporation Counsel shall have such other powers and duties as may be prescribed by the Town Council.

(f) If in special circumstances or for any investigation under Chapter III, Section 7 ~~the~~ Council deems it advisable, it, by resolution, may provide for the temporary employment of counsel other than the Corporation Counsel.

(g) The Corporation Counsel shall appoint, and may remove, such part time assistant Corporation Counsels and temporary employees as ~~he or she~~they deems necessary. In addition, there shall be a full time Assistant Corporation Counsel who shall be a member of the classified service and subject ~~to~~ all of the provisions of Chapter VII of this Charter.

### Sec. 5.2 -Town Clerk.

The Mayor shall appoint, and may remove, a Town Clerk, who shall have all powers and duties conferred or imposed by law on town clerks, who may act as Clerk of the Town Council if selected, and who shall have such other powers and duties as are prescribed in this Charter or by the Council. The Town Clerk shall appoint and remove, subject to such rules and regulations as may be adopted pursuant to the merit provisions of Chapter VII of this Charter all deputies, assistants or employees in the office. The Town Clerk shall receive a compensation fixed by the

Council and all fees collected by the office shall be paid into the town treasury. The Town Clerk may, at ~~his or her~~their option, become a contributing member of the town retirement system.

**Sec. 5.3 -Town Treasurer.**

The Town Treasurer shall be Treasurer of town funds and school funds, and shall countersign all checks. ~~He or she~~The Treasurer shall be responsible for the issuance of bonds authorized by the town, the payment of interest and principal obligations on debt of the town, the borrowing of money in anticipation of taxes, or other issuance of temporary notes, and all duties imposed by the General Statutes on the Treasurer of the town. The Town Treasurer shall also be agent of the town deposit fund. The Treasurer may at ~~his or her~~their option become a contributing member of the town retirement system.

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**Sec. 5.4 -Administrative Departments.**

(a) There shall be the following administrative departments: a Department of Finance, a Human Resources Department, a Department of Development, a Treasury Department, a Police Department, a Fire Department, a Public Works Department, a Department of Parks and Recreation, a Department of Inspections and Permits, a Department of Health and Social Services, a Department of Youth Services, ~~a Department of Information Technology~~ and a Department of Libraries. Such departments shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or by resolution of said Council.

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(b) Subject to Connecticut General Statutes, the Mayor shall have the authority (i) to appoint one individual to serve as the Director of one or more administrative Departments; and (ii) realign responsibilities between, merge, or rename administrative departments. Such appointments shall be communicated to the Town Council. Any realignments, mergers, or renaming of departments shall be approved by the Town Council.

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**Sec. 5.5 -Department of Finance.**

(a) The Department of Finance shall be responsible for the keeping of accounts and financial records, the assessment and collection of taxes, special assessments and other revenues, the control over expenditures and such other powers and duties as may be required by ordinance or resolution of the Town Council.

(b) The department shall in addition have responsibility ~~for developing applications of electronic data processing to town financial and operating information,~~ for the planning and placement of ~~for~~ insurance of the town's risks, and for the administration, including further planning, of the town retirement system.

(c) Accounts shall be kept by the Department of Finance showing the financial transactions for all departments and agencies of the town. Forms for such accounts shall be prescribed by the Director of Finance with the approval of the Mayor. Financial reports shall be prepared for each quarter and for each fiscal year and for such other periods as may be required by the Mayor.

**Sec. 5.6- Director of Finance.**

(a) Except as provided in Chapter IV, Section 3 of this Charter, the Mayor shall appoint and may remove a Director of Finance who shall have direct supervision over the Department of Finance and the administration of the financial affairs of the town. The Director of Finance shall exercise ~~his or her~~their powers and discharge ~~his or her~~their duties under the supervision of the Mayor. The Director of Finance shall appoint and may remove, subject to such rules and regulations as

may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, a Tax Collector, an Assessor, a Purchasing Agent, and all other employees of the Department of Finance. Subject to the approval of the Mayor, the Director of Finance may perform the duties of any office under ~~his or her~~their supervision and may consolidate one or more such offices under one person.

(b) The Tax Collector and the Assessor shall have the powers and duties imposed by law on such officers, and shall have such other powers and duties as the Council may prescribe.

(c) The Purchasing Agent of the town shall purchase all supplies, materials, equipment and other commodities required by any department, agency, board or commission of the town except the Board of Education, libraries and the Probate Court, on requisitions signed by the head of the department, office or agency or Chairman of the board or commission or responsible representative appointed by ~~him or her~~them. Nothing herein contained shall be construed to prevent the town Purchasing Agent from serving as Purchasing Agent for the Board of Education, libraries or the Probate Court upon the request of the Board of Education, a Judge of such Court or the Director of Libraries. Purchases shall be made under such rules and regulations as may be established by the Council, provided, if any purchase or contract for purchasing, including a continuing order or contract for the purchase of the same commodity over a period of time involves the expenditure above the threshold limit established by the Town Council by ordinance, the Purchasing Agent, unless it shall be determined by the Council to be against the best interests of the town, shall invite sealed bids or proposals, giving ten days public notice thereof by publication at least once in a newspaper having circulation in the town and shall award the purchase or contract to the lowest bidder thereon, or may reject all such bids or proposals. All such sealed bids or proposals shall be opened publicly.

**Sec. 5.7 -Director of Human Resources.**

The Mayor shall appoint and may remove the ~~-~~Human Resources Director. The Director shall have responsibility for administering the merit system provided for in this Charter, he or she shall initiate programs for the recruitment of the best available persons to fill vacant positions in the town service, for continued training and evaluation of the employees and officers, for employee relations generally, for assistance to department heads and the Mayor in dealing with organized employees, and for interpreting to the employees and potential employees the opportunities and terms of employment with the Town of East Hartford. The Director shall have a general responsibility for making employment with the town attractive to able people, productive and efficient, equitable in its relationships, fair in its opportunities, and personally satisfying. The Director shall, for these objectives, develop and propose to the Mayor, the Council, or both, from time to time changes in personnel policies. In addition to these duties and those following from Chapter VII, he or she may be assigned additional tasks by the Mayor or the Council. The Director shall appoint and remove subject to such rules and regulations as may be adopted pursuant to the merit provisions of Chapter VII of this Charter all assistants or employees in the office. The Director shall exercise ~~his or her~~their powers and discharge ~~his or her~~their duties under the supervision of the Mayor.

**Sec. 5.8 Department of Public Works.**

The Department of Public Works shall have supervision and control of the maintenance of all town owned structures, except such structures as are under the control of the Board of Education, the planning, surveying, constructing and reconstructing, altering, paving, repairing, maintaining, cleaning, lighting and inspecting of highways, sidewalks and curbs, flood control, public and private storm drains, and other public improvements, town buildings, and the preservation, care and removal of trees within highways or public places, all engineering work of the town and the collection and disposal of garbage, rubbish and ash, provided that the inspection of sidewalks shall be a function of the Department of Inspections and Permits, and shall have such other powers and duties as the Town Council may prescribe. Any provision of this section to the contrary notwithstanding, the Department of Public Works may maintain and care for school buildings and grounds, but only if and to the extent and for the period requested by the Board of Education and approved by the Council, provided the costs are charged against the Board of Education's appropriations

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#### Sec. 5.9 Director of Public Works.

Except as provided in Chapter IV, Section 3 of this Charter, the Mayor shall appoint and may remove a Director of Public Works who shall be responsible for the efficiency, discipline, and good conduct of the department and who, in accordance with such rules and regulations as may be adopted pursuant to the merit system provisions contained in Chapter VII of this Charter, shall appoint and may remove such deputies, assistants and employees as he or she may deem necessary and shall prescribe their duties. The Director of Public Works shall exercise ~~his or her~~their powers and discharge ~~his or her~~their duties under the supervision of the Mayor. ~~He or she~~The Director shall organize the work of the department in such manner as ~~he or she~~they shall deem most economical and efficient. The Director of Public Works shall be the Tree Warden, and shall have all the powers and duties thereof as provided in the General Statutes, as amended.

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#### Sec. 5.10 Police Department.

The Police Department shall be responsible for the preservation of the public peace, prevention of crime, apprehension of criminals, regulation of traffic, protection of rights of persons and property and enforcement of the laws of the state, and the ordinances of the town and all rules and regulations made in accordance therewith. All members of the department shall have the same powers and duties with respect to the service of criminal process and enforcement of criminal laws as are vested in police officers by the General Statutes, and all powers and duties imposed by law on constables except as otherwise provided by department rules and regulations.

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#### Sec. 5.11 Chief of Police.

~~(a)~~ Except as provided in Chapter IV, Section 3 of this Charter, the Mayor shall appoint and may remove subject to the provisions of the General Statutes, as amended, a Chief of Police who shall appoint and may remove, subject to such rules and regulations, as may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, all other officers and employees of the Police Department including a Dog Warden whose powers and duties shall be as provided in the General Statutes, as amended. The Chief shall exercise ~~his or her~~their powers and discharge ~~his or her~~their duties under the supervision of the Mayor.

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~~(b)~~(a) The Chief of Police shall assign all members of the department to their respective posts, shifts,

details, and duties. ~~He or she~~The Chief shall make rules and regulations concerning the operation of the department and the conduct of all officers and employees thereof. ~~He or she~~The Chief shall be responsible for the efficiency, discipline and good conduct of the department and for the care and custody of all property used by the department. Disobedience to the lawful orders, rules and regulations of the Chief shall be grounds for dismissal or for other appropriate disciplinary action.

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#### Sec. 5.12 Fire Department.

The Fire Department shall be responsible for the protection of life and property within the town from fire and for the enforcement of all laws, ordinances and regulations relating to fire prevention and fire safety.

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#### Sec. 5.13 Fire Chief.

~~(a)~~ (a) Except as provided in Chapter IV, Section 3 -of this Charter, the Mayor shall appoint and may ~~\_~~remove subject to the General Statutes, as amended, a Fire Chief who shall appoint and may remove, subject to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, all other officers and employees of the Fire Department as may be necessary. The Chief shall exercise his or her powers and discharge ~~his or her~~their duties under the supervision of the Mayor.

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~~(b)~~ (b) The Chief shall assign all members of the department to their respective posts, shifts, details and duties. The Chief shall make rules and regulations concerning the operation of the department and the conduct of all officers and employees thereof. The Chief shall be responsible for the efficiency, discipline and good conduct of the department and for the care and custody of all property used by the department. Disobedience to the lawful orders, rules and regulations of the Chief shall be grounds for dismissal or for other appropriate disciplinary action.

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~~(c)~~ (c) The Mayor shall appoint and may remove subject to the rules and regulations adopted pursuant to the merit system provision of this Chapter VII of this Charter, the Fire Marshal in accord with this Charter. The Fire Chief shall assign the Fire Marshal ~~his or her~~their respective posts, shifts, details and duties. The Fire Department shall have responsibility for the fire inspections and shall cooperate with the Zoning Enforcement Officer and the Department of Health and Social Services in the enforcement of the housing and fire codes.

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#### Sec. 5.14 Department of Development.

The Mayor shall appoint and may remove the Director of Development. The Director of Development shall coordinate insofar as possible the planning and zoning activities, the renewal activities, and the capital planning activities of the town with the view of conserving desirable existing values and achieving economically, socially, and aesthetically desirable development in the town. It shall be a special duty to be aware of development opportunities arising from federal and state programs and to propose programs for the use of these opportunities in East Hartford. It shall be a further task to assemble and convey to representatives of business, industry, and land development interests' information for their East Hartford development decisions. The Director shall appoint and may remove, subject to such rules and regulations as may be adopted pursuant to the merit system provisions of Chapter VII of this Charter, such assistants and employees as may be necessary. ~~He or she~~The Director shall exercise ~~his~~his-~~their~~their powers and discharge ~~his or her~~their duties under ~~the supervision of the Mayor.~~the

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~~supervision of the Mayor.~~

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**Sec. 5.15 Planning and Zoning Commission.**

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Upon the adoption of an appropriate ordinance, there shall be a combined Planning and Zoning Commission and the present separate commissions for these purposes shall be terminated.

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**Sec. 5.16 Department of Health and Social Services.**

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The Department of Health and Social Services shall be responsible for the administration of the public health and social service programs of the town. The Director of Health shall be the Director of Health and Social Services. The Mayor shall appoint and may remove the Director of Health in accordance with state law. The Director of Health and Social Services shall have all the powers and duties relating to the poor and defective and dependent persons vested by law in the selectmen of towns and shall also be director of public assistance. Further, the Director shall be responsible for the preservation and promotion of the public health and shall perform such functions and shall have such powers and duties as are imposed by law on directors of health and such other powers and duties as the council may prescribe. Subject to the General Statutes and in accordance with the merit system provided under Chapter VII of this charter, the Director may appoint and may remove assistants and employees.

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**Sec. 5.17 Director of Libraries.**

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~~(a) (a)~~ The Director of Libraries shall administer and coordinate the affairs of town libraries under the general supervision of the Mayor. ~~Upon the vacancy of the Director of Libraries by the person serving in such position on July 1, 2004, and whenever thereafter there is a vacancy in such position, The~~ Mayor shall appoint and may remove the Director. ~~He or she~~They shall be responsible for the development of library resources and library services to the town. ~~He or she~~They shall appoint and may remove, in accord with this Charter, assistants, librarians and other employees in the town libraries.

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~~(b) (b)~~ The Town Council may, by ordinance, create or abolish Commission on Culture and Fine Arts, which will act as a library board.~~a Library Board~~. The ~~Board~~Commission shall have the powers as established by ordinance and as set forth herein.

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~~(c) (c)~~ The ~~Commission library board~~ shall from time to time confer with the Director of Libraries with respect to: the use of the town's public library facilities; the Director of Libraries' annual proposed budget for library services; the selection and acquisition of materials; the development, implementation and alteration of programs; and capital planning. The ~~Commission Library Board~~ shall confer with the Director of Libraries with respect to the acquisition and selection of library materials and composition of collections.

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~~(d) (d)~~ The ~~Commission Library Board~~ and Director of Libraries shall collaborate on the proposed annual budget prior to submitting to the Mayor and shall have input to the evaluation of the facility, its services and the director position and shall prepare an annual report on the state of the libraries.

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**Sec. 5.18 Department of Parks and Recreation.**

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The Department of Parks and Recreation shall have custody over and develop and maintain the parks, playgrounds, and other recreation facilities of the town and shall develop and provide the recreation programs and services deemed needed in the town, and shall have such other powers and duties as the Town Council may prescribe.

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**Sec. 5.19 Director of Parks and Recreation.**

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The Mayor shall appoint and may remove a Director of Parks and Recreation who shall be responsible for the efficiency, discipline and good conduct of the department and who, in accordance with such rules and regulations as may be adopted pursuant to the merit system provisions contained in Chapter VII of this Charter, shall appoint and may remove such deputies, assistants, and employees as may be deemed necessary and shall prescribe their duties. ~~He or she~~The Director shall exercise ~~his-her~~his powers and discharge ~~his-or-her~~their duties under the supervision of the Mayor. The Director shall organize the work of the department in such manner as ~~he-or-she~~they shall deem most economical and efficient.

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**Sec. 5.20 Department of Inspections and Permits.**

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The Department of Inspections and Permits shall have responsibility for the enforcement of all state and local laws, codes, regulations, and ordinances governing land use, the construction, alteration, or repair of, or the making of additions to, buildings or other structures, and for the enforcement of the subdivision regulations, making the necessary inspections and, upon compliance, issuing the appropriate permits. The head of the department, or a duly appointed designee, shall be the Zoning Enforcement Officer. The department shall have responsibility for the sidewalk inspections performed by the town. The department shall cooperate with the Planning and Zoning Commission and the Director of Development and shall have responsibility for proposing improvements in the codes and ordinances it enforces and in the methods of enforcement. The department shall have such other responsibilities as the Council may prescribe.

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**Sec. 5.21 Director of Inspections and Permits.**

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The Mayor shall appoint and may remove the Director of Inspections and Permits. The Director of the department shall be responsible for the efficiency, discipline, and good conduct of the department and shall exercise ~~his-or-her~~their powers and discharge his or her duties under the supervision of the Mayor. The Director shall appoint and may remove in accord with this Charter such deputies, assistants and employees as may be deemed necessary and shall prescribe their duties. The Director may call on law enforcement officers, prosecutors and the Corporation Counsel for assistance in enforcement of the laws and regulations under his or her charge.

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**Sec. 5.22 Department of Youth Services.**

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(a) The Department of Youth Services shall be responsible for informing, educating and counseling the youth of East Hartford with regard to social issues. The Department shall also coordinate all activities of the various Town Departments involving youth activities and problems and train department personnel in handling youth problems.

(a) (b) Director of Youth Services. The Mayor shall appoint and may remove the Director of Youth Services. The Director of Youth Services shall administer the office and coordinate youth services under the supervision of the Mayor. The Director shall appoint and may remove, in accord with this Charter, employees of the Department.

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**Sec. 5.23 Department of Information Technology**

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(a) The Department of Information Technology shall be responsible for providing infrastructure, governance and functional support in all areas of information technology strategies and initiatives, for the Town of East Hartford.

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(b) Director of Information Technology, The Mayor shall appoint and may remove the Director of Information Technology who shall be the town's Chief Information Officer, The Director of Information Technology shall administer the office and coordinate information technology under the supervision of the Mayor. The Director shall appoint and may remove, in accord with this Charter, assistants and employees of the Department.

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**Sec. 5.243 Board of Zoning Appeals.**

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There shall be a Zoning Board of Appeals with the members and alternates appointed by the Mayor, with the consent of Council, in accord with the General Statutes and ordinances of the town. It shall have the powers, duties and responsibilities prescribed by the statutes and ordinances.

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**Sec. 5.254 Official Bonds.**

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The Mayor, Town Clerk, Director of Finance, and agent of the town deposit fund, Tax Collector, Director of Public Works, Director of Inspections and Permits, and such other officers and employees as may be required to do so by the Council shall, before entering on their respective official duties, execute to the town, in the form prescribed by the Council and approved by the Corporation Counsel, and file with the Town Clerk, a surety company bond in a penal sum to be fixed by the Council, conditioned upon honesty and/or the faithful performance of such official duties. Nothing herein shall be construed to prevent the Council, if it deems it to be in the best interests of the town, from prescribing a name schedule bond, schedule position bond or blanket bond, or from prescribing which departments, offices, agencies, boards or commissions shall be covered by a specific type of the aforementioned bonds. Premiums for such bonds shall be paid by the town.

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**Sec. 5.265 Salaries Compensation.**

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Salaries Compensation of all directors and other officers and all employees in the classified service of the town shall be determined by the Council, in conformity, with a systematic pay plan for the position involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system, As used in this section, compensation includes salaries, health and retirement benefits, vacation, other leave and other benefits provided to directors, officers and employees.

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**Sec. 5.276 Political Activity.**

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No person holding a full time appointed position in the non-classified service of the town shall be required to make any contribution to the campaign funds of any political party or candidate for public office nor shall he or she they be required to take any part in the management, affairs or campaign of any political party.

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## Chapter VI. Finance and Taxation

### Sec. 6.1 General Form of Budget Presentation.

The town shall continue to operate on the Uniform Fiscal Year. The Mayor shall require each department, office or agency of the town supported wholly or in part by, town funds, or for which a specific town appropriation is made, including the Board of Education, to set forth, in narrative or such other form as the Mayor may prescribe, a program or programs showing services, activities and work accomplished during the current year and to be accomplished during the ensuing year.

### Sec. 6.2 Departmental Estimates.

The Mayor shall compile preliminary estimates for the annual budget. The head of each department, office or agency of the town as described in section 6.1 of this Chapter, including the Board of Education, shall, no later than January 5th of each year, file with the Mayor on forms prescribed and provided by ~~him or her~~ them a detailed estimate of the expenditures to be made by the department, office or agency and the revenue other than tax revenues, to be collected thereby in the ensuing fiscal year and such other information as may be required by the Council or the Mayor.

### Sec. 6.3 Duties of the Mayor on the Budget.

Not later than February 23rd of each year the Mayor shall present to the Council the next fiscal year's budget consisting of:

- (a) A budget message outlining the financial policy of the town government and describing in connection therewith the important features of the budget proposal indicating any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, and containing a clear general summary of its contents;
- (b) Estimates of revenue, presenting in parallel columns the itemized receipts collected in the last completed fiscal year, the receipts collected during the current fiscal year prior to the time of preparing the estimates, total receipts estimated to be collected during the current fiscal year, estimates of the receipts, other than from the property tax, to be collected in the ensuing fiscal year, and an estimate of available surplus;
- (c) Itemized estimates of expenditures, presenting in parallel columns the actual expenditures for each department, office, agency or activity of the last completed fiscal year and for the current fiscal year prior to the time of preparing the estimates, total expenditures as estimated for the current fiscal year, and the Mayor's recommendations of the amounts, to be appropriated for the ensuing fiscal year for all items, and such other information as may be required by the Council. The Mayor shall present reasons for the recommendations. The Board of Education shall have the same duties and follow the same form and procedure with respect to the budget of the Board of Education as required by the Mayor in Section 2 of this Chapter for other departmental estimates. Estimates of the costs of capital programs shall be submitted by each department, office or agency annually in the form and manner prescribed by the Mayor. The Mayor shall recommend to the Council those capital projects to be undertaken during the ensuing fiscal year and the method financing the same. Those financed from certified unappropriated surplus and

current revenue shall be unlimited in amount.

**Sec. 6.4 Duties of the Council on the Budget.**

(a) The Council shall hold one or more public hearings not later than March 11th at which any elector or taxpayer may have an opportunity to be heard regarding appropriations for the ensuing fiscal year. Following receipt of the estimates from the Mayor and the Board of Education, the Council shall cause sufficient copies of said estimates to be made available for general distribution in the office of the Town Clerk and, at least five days prior to the aforementioned public hearing, the Council shall cause to be published in a newspaper having circulation in the town a notice of such public hearing and a summary of said proposed budget estimates showing anticipated revenues by major sources, and proposed expenditures by functions or departments in the same columnar form as prescribed for budget estimates in section 3 of this Chapter, and shall also show the amount to be raised by taxation.

(b) Subject to the provisions of Section 10, Chapter III of this Charter, within ten days after holding the final such public hearing the Council shall adopt a budget and file the same with the Town Clerk. At the time when the Council shall finally adopt the budget, it shall also fix the tax rate in mills which shall be levied on the taxable property in the town for the ensuing fiscal year.

(c) Should the Council fail to adopt a budget within the specified ten days, the budget as presented by the Mayor in accordance with the provisions of Section 3 of this Chapter shall be deemed to have been finally adopted by said Council. The tax rate shall forthwith be fixed by the Mayor and thereafter expenditures shall be made in accordance with the budget so adopted. For the purposes of the General Statutes, as amended, the Council shall be deemed to be the budget making authority and the legislative body of the town and shall have all the powers and duties contained in said General Statutes for the creation of a "Reserve Fund for Capital and Nonrecurring Expenditures."

(d) Within five days following the adoption of the budget by the Town Council, the Mayor may veto or reduce any item or items in the budget, whereupon the approved and/or reduced portion of the budget shall become effective unless the Town Council, by an affirmative vote of no less than six members, shall override the vetoed or reduced portion of the budget within five days after the Mayor's veto. In the event of an override, the budget shall be effective as adopted by the Town Council. If the override fails, then the budget as presented by the Mayor in accordance with Section 6.3 shall be the adopted budget for the next fiscal year.

(e) Notwithstanding any other provision of this Charter, the Town Council may, subsequent to the adoption of the budget but prior to the beginning of the next fiscal year, amend the tax rate downward if additional revenues are committed to the town's budget for the next fiscal year. Such amended budget shall not be subject to budget referendum.

**Sec. 6.5 Budget Referendum**

(a) A referendum on the annual town budget shall be called by the Town Council if the Town Clerk certifies that a petition requesting such referendum is: (1) on a form as prescribed by the Town Clerk that is in accordance with State law and as required in subsection (c) of this section; (2) filed with the Town Clerk within fifteen days of the final approval of the town budget; and (3) signed by qualified electors in a number of not less than fifteen percent of the total number of

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electors in the town determined by the registrars of voters to be eligible to vote in the state or municipal election immediately preceding the vote on the annual town budget. The Town Clerk shall issue such certification or a determination that the petition does not comply with the provisions of this section within five days of the submission of such petition to the Town Clerk. If the Town Clerk issues such certification, the Town Council shall hold a meeting within four days of the issuance of the certification and call for a referendum on the annual town budget to be held not less than twenty days nor more than twenty-seven days from the date of such Town Council meeting.

(b) If the majority of the votes at the referendum are in the affirmative and the total number of votes cast at the referendum are equal to at least twenty percent of the total number of electors in the town determined by the registrars of voters to be eligible to vote in the state or municipal election immediately preceding the vote on the annual town budget, the Town Council shall adopt a new budget in accordance with the results of such referendum and such budget shall be the annual town budget for the next fiscal year. No further referendum shall be permitted after the adoption of a new budget by the Town Council. If the referendum fails, the budget adopted pursuant to Section 6.4 of this Charter shall become the budget for the next fiscal year.

(c) The petition for referendum on the annual town budget shall be of the following form and shall be approved by the Town Clerk in accordance with state law prior to circulation:

**WARNING: ALL SIGNATURES SHALL BE IN INK**

We, the undersigned electors of the Town of East Hartford, hereby present this petition requesting that the following question be referred to the voters at a referendum: "Shall the town council adopt a new annual town budget that is (insert the word "less" or "more") than the annual town budget adopted in accordance with Section 6.4 of the Town Charter on (date)." We certify that we are electors of the Town of East Hartford, residing at the addresses set opposite our names and that we have not signed this petition more than once.

SIGNATURE                      PRINTED NAME                      STREET ADDRESS

(d) Each petition page shall be signed by the circulator of such page and such circulator shall attest and state under penalties of false statement that each person whose name appears on the petition page has signed the same in the circulator's presence and is known to the circulator or has satisfactorily identified ~~himself or herself~~themselves to the circulator.

**Sec. 6.6 Emergency Appropriations.**

For the purpose of meeting a public emergency threatening the lives, health or property of citizens, emergency appropriations may be made upon the recommendation of the Mayor and by a vote of not less than two-thirds of the entire membership of the Council, provided a public hearing, at which any elector or taxpayer of the town shall have an opportunity to be heard, shall be held prior to making such appropriation, notice of which hearing shall be given in a newspaper having circulation in the town not more than ten nor less than five days prior to such hearing. Such hearing and notice of hearing may be waived if the Council, by at least two-thirds of its entire membership, shall decide that a delay in making the emergency appropriation would

jeopardize the lives, health or property of its citizens. In the absence of an available unappropriated and unencumbered general fund cash balance to meet such appropriation, additional means of financing shall be provided in such manner, consistent with the provisions of the General Statutes and of this Charter, as may be determined by the Council.

**Sec. 6.7 Tax Bills.**

It shall be the duty of the Tax Collector to mail to each taxpayer, at least seven days before the date when taxes are due and payable, a tax bill prepared and signed by the Director of Finance as rate maker from rate bills signed by the Chairman of the Council in accord with the General Statutes.

**Sec. 6.8 Assessment and Collection of Taxes.**

Except as specifically provided in this Charter, the assessment of property for taxation and the collection of taxes shall be carried on as provided in the General Statutes of the state.

**Sec. 6.9 Expenditures and Accounting.**

(a) No purchase shall be made by any department, board, commission, or officer of the town other than the Board of Education, the libraries, and the Probate Court, except through the Purchasing Agent, provided that petty cash funds may be established and maintained by the Director of Finance with the approval of the Mayor, from which funds purchases or contractual service payments in modest amounts may be made, with records kept of the amount, purpose, and payee of each item as a basis for restoration of the funds. The Director of Finance shall record the amount of authorized purchases and contracts for future purchases as encumbrances against the appropriation from which they are to be paid.

(b) No voucher, claim or charge against the town shall be paid until the same has been audited by the Director of Finance or ~~his or her~~ ~~their~~ agent and approved ~~by him or her~~ for the correctness and validity. Checks shall be drawn by the Director of Finance for the payment of approved claims which shall be valid only when countersigned by the Treasurer. In the absence or inability to act of either the Director of Finance or Treasurer with respect to the above duty, the Mayor shall be authorized to substitute temporarily for either but not both of them.

(c) The Director of Finance shall prescribe the time at which and the manner in which persons receiving money on account of the town shall pay the same to the Town Treasurer.

(d) The several departments, commissions, officers and boards of the town shall not involve the town in any obligation to spend money for any purpose in excess of the amount appropriated therefore until the matter has been approved by the Council and each order drawn upon the Treasurer shall state the department, commission, board or officer and the appropriation against which it is to be charged. When any department, commission, board or officer shall desire to secure a transfer of funds in its or his or her appropriation from funds set apart for one specific purpose to another, before incurring any expenditure therefore, such department, commission, board or officer, with the approval of the Director of Finance, shall make application to the Mayor whose duty it shall be to examine into the matter, and upon approval of the Mayor such transfer may be made and shall be reported to the Council.

(e) Upon the request of the Mayor, but only within the last three months of the fiscal year, the Council may by resolution transfer any unencumbered appropriation, balance or portion thereof from one department, commission, board or office to another. No transfer shall be made from any appropriations for debt service and other statutory charges.

(f) Additional appropriations over and above the total budget may be made from time to time by resolution of the Council, upon recommendation of the Mayor and certification from the Director of Finance that there is available an unappropriated and unencumbered general fund cash balance to meet such appropriations.

(g) Appropriations for construction or for other permanent improvement, from whatever source derived, shall not lapse until the purpose for which the appropriation was made shall have been accomplished or abandoned, provided any such project shall be deemed to have been abandoned if three fiscal years shall elapse without any expenditure from or encumbrance of the appropriation therefore. Any portion of an annual appropriation remaining unexpended and unencumbered at the close of the budget year shall lapse.

(h) Every payment made in violation of the provisions of this Charter shall be deemed illegal and every official authorizing or making such payment or taking part therein and every person receiving such payment of any thereof shall be jointly and severally liable to the town for the full amount so paid or received. If any officer or employee of the town shall knowingly incur any obligation or shall authorize or make any expenditure in violation of the provisions of this Charter or take any part therein, such action shall be cause for removal.

#### **Sec. 6.10 Borrowing.**

The town shall have the power to incur indebtedness by issuing its bonds or notes as provided by General Statutes subject to the limitations thereof and the provisions of this section. The issuance of bonds and notes shall be authorized by resolution of the Council adopted in the same manner as provided in this Charter for the adoption of ordinances and shall include a referendum.

## Chapter VII. Merit System

### Sec. 7.1 Merit System Established.

All officers and employees in the classified service of the town as described in Section 2 below shall be appointed or promoted on the basis of merit and in conformity with recognized principles of public personnel administration. The merit system shall be administered under the supervision of the Mayor by the Director of Human Resources. Until personnel policies have been adopted under this Chapter the ordinances presently in effect shall be operative.

### Sec. 7.2 The Classified Service.

(a) The classified service shall include all appointees to all positions now or hereafter created except the following: Elective officers and persons appointed to fill vacancies in elective offices; members of the boards and commissions; officers appointed by the Council; employees of the Board of Education; ~~the Chief Administrative Officer; the Director of Information Technology;~~ the Director of Finance; the Director of Human Resources; the Director of Development; the Corporation Counsel and any part time assistant; the Town Clerk; the Director of Inspections and Permits; the Director of Public Works; the Director of Parks and Recreation; the Director of Youth Services; the Director of Libraries; the Director of Health and Social Services; and an assistant and a personal secretary to the Mayor; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; the Judge and any personnel of the Probate Court; and persons employed for a temporary period not exceeding three months.

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(b) It shall be the duty of the Mayor to cause to be prepared a statement of the duties and responsibilities of each position in the classified service and of the minimum qualifications for appointment to such positions. These statements shall comprise the classification plan of the town, which shall become effective upon approval by resolution of the Council and which may be amended, upon recommendation of the Mayor, by resolution of the Council. New or additional positions in the classified service may be created and changes in the duties and responsibilities of existing positions may be made, by resolution of the Council upon the recommendation of the Mayor.

~~(c) A pay plan for all positions in the classified service shall be similarly prepared, adopted and amended.~~

~~(c) Compensation for all positions in the classified service shall be determined in accordance with the provisions of section 5.26 of the Town Charter~~

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~~(d)~~ (d) No later than July 1, 1968 the Mayor shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, and probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, removals, and such other rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the town. Such rules and any amendments thereto shall become effective upon being filed by the Mayor with the Town Clerk and the Town Council Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.

~~(e) Any member of the classified service may be removed only for the good of the service and any officer desiring to remove, or otherwise discipline, an employee shall notify the employee in writing of the reasons for the proposed removal or other disciplinary action. The employee charged may request a hearing before the Director of Human Resources, who shall within ten days grant such hearing. The Director of Human Resources Personnel Appeals Board, which shall within ten days grant such hearing. The Personnel Appeals Board shall make a public finding as~~

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to whether or not the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.

~~the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.~~

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### Sec. 7.3 Political Activity.

No person holding a position in the classified service of the town shall be required to make any contribution to the campaign funds of any political party or candidate for public office or take any part in the management, affairs, or campaign of any political party further than in the exercise of his or her rights as a citizen, to register as a member of a political party, to express any opinion and to vote. Violation by any such person of the provisions of this section shall be grounds for removal.

### Sec. 7.4 Personnel Appeals Board.

~~(a) There shall be a Personnel Appeals Board, the number of members and terms of which shall be determined by ordinance. The Mayor shall appoint one third of the members and the selection of the remainder shall be determined by ordinance.~~

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~~(b) When an employee brings a matter to the Board, the Board shall have the power to require officers and employees of the town to appear and give testimony and present evidence and may hear testimony from other sources.~~

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~~(c) The Board shall seek to assure that the employment system of the town is fair and equitable and serves the interests of the town while respecting the proper claims of the employees. The Board shall make findings and recommendations in individual cases brought before it and may make recommendations to the council or to the mayor for improvements in the employment system.~~

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## **Chapter VIII. Initiative and Referendum**

### **Sec. 8.1 Initiative, Power and Scope.**

The electors shall have the power to propose to the Council any ordinance or other measure, in accordance with this Chapter, except an ordinance or resolution appointing or removing officials, specifying the compensation or hours, of work of officials or employees.

### **Sec. 8.2 Initiative, Petition Procedure.**

If the Council fails to adopt such ordinance or measure within sixty days after a petition making such a proposal has been filed with the Town Clerk, the electors may adopt or reject the same at the next regular election, provided such petition shall be substantially in the form prescribed in Section 7 of this Chapter, and shall be in ink or indelible pencil, signed by not less than fifteen per cent of the electors as determined by the last completed registry list. The Town Clerk shall determine the sufficiency of the petition and, if said petition is found to be sufficient, shall certify it to the council within ten business days after receipt of the petition. No signature on such petition shall be valid unless it has been obtained within ninety days of the filing of the petition. There should be publication after the Town Council decides to submit for determination by the voters, not more than thirty days and not less than fifteen days before the date set for said referendum.

### **Sec. 8.3 Referendum, Power and Scope.**

The Town Council may, at its discretion, and by a majority vote, submit to the voters' local questions for their approval at a regular or special election. Prior to the taking of such action by the Town Council, the Council shall hold a public hearing on the matter or matters proposed and the date, time, place and subject of the public hearing shall be specified in a formal resolution of the Town Council. This section shall apply to bonding questions. There should be publication after the Town Council decides to submit for determination by the voters, not more than thirty days and not less than fifteen days before the date set for said referendum.

The electors shall have the power to approve or reject at a referendum as herein provided any ordinance or other measure passed by the Council except the following:

- (a) An ordinance or resolution appointing or removing officials, or specifying the compensation or hours of work of officials or employees;
- (b) An ordinance authorizing the issuance of bonds or notes which ordinance shall be subject to referendum only in accordance with Chapter VI, Section 9 of this Charter;
- (c) The town budget or substitute town budget;
- (d) The resolution establishing the tax rate, which resolution shall not be subject to referendum.

### **Sec. 8.4 -Referendum, Petition Procedures, Suspension of Ordinance**

Within thirty days after the enactment by the Council of any ordinance or other measure which is



subject to referendum, a petition substantially in the form prescribed in Section 7 of this Chapter, and signed in ink or indelible pencil by not less than fifteen -per-cent of the electors as determined by the last compiled registry list may be filed with the Town Clerk requesting that any such ordinance or other measure be either repealed or submitted to a vote of the electors. The Town Clerk shall determine the sufficiency of the petition and, if said petition is found to be sufficient, shall so certify to the Council with ten business days after receipt of the petition. If the Council fails to repeal such ordinance or other measure, the question shall be submitted to a referendum of the electors of the town conducted in accordance with the relevant General Statutes, at the next regular election following the date on which the Town Council takes its action. Upon the filing of a sufficient petition, the ordinance or measure shall remain without effect until the electors vote on the question as above provided.

**Sec. 8.5 Initiative, Referendum Vote Required.**

Any question placed before the voters under the procedures specified by this Chapter shall fail, unless approved by a majority of the electors voting thereon. If a vote to repeal fails, the ordinance or measure as passed by the Council shall become effective immediately.

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**Sec. 8.6 Initiative and Referendum.**

The form of petition for initiative or referendum shall be as follows:

WARNING: ALL SIGNATURES SHALL BE IN INK OR INDELIBLE PENCIL.

We, the undersigned electors of the Town of East Hartford, hereby present this petition (here insert the word "initiating" or the words "requesting the repeal of") the following ordinance (measure) (Here insert the text of the ordinance or measure) and we certify that we are electors of the Town of East Hartford residing at the addresses set opposite our names and that we have not signed this petition more than once.

Name    Address

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**Sec. 8.7 Form of Question.**

The form of question for any ordinance or measure placed on the voting machines in accordance with the initiative and referendum provisions of this Chapter shall be as follows: Are you in favor of the ordinance (measure) or proposed ordinance (proposed measure) relating to (here insert brief description of the ordinance or measure and its intent)?

**Sec. 8.8**

The provisions of this section do not apply to charter adoption, revision or amendment which is prescribed by the Home Rule Act.

## Chapter IX. Transition and Miscellaneous Provisions

### Sec. 9.1 Transfer of Powers.

(a) The powers which are conferred and the duties which are imposed upon any commission, board, department or office under the General Statutes or any ordinance or regulation in force at the time this Charter shall take effect, if such commission, board, department or office is abolished by this Charter, shall be thereafter exercised and discharged by the commission, board, department or office upon which are imposed corresponding or like functions, powers, and duties under the provisions of this Charter.

(b) All commissions, boards, departments or offices abolished by this Charter, whether elective or appointive shall continue in the performance of their duties until provision shall have been made for the discontinuance of such commissions, boards, departments or offices and the performance of their duties by other commissions, boards, departments or offices created under this Charter and until the town shall have notified the members of such commissions, boards, departments or offices as are abolished by this Charter that their successors have been qualified.

(c) All appointive powers now or hereafter conferred by the General Statutes upon Boards of Selectmen shall be exercised by the Council unless otherwise specifically provided in this Charter. The powers of the Board of Selectmen in the Town of East Hartford, shall hereafter be limited to those set forth in the Constitution of the State of Connecticut, as amended.

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### Sec 9.2 Present Employees to Retain Positions.

All persons holding permanent positions in the service of the town on the effective date of this Charter (April 2, 1968), whose positions are included in the classified service by the terms of this Charter, shall immediately become members of the classified service and retain such positions until promoted, transferred, reduced in rank, or removed in accordance with the provisions of this Charter. All other employees of the town on the effective date of this Charter (April 2, 1968), whose positions are not abolished by the provisions of this Charter, shall retain such positions pending action by the Council or the appropriate officer charged by this Charter with powers of appointment and removal. Any provisions of law in force at the time this Charter shall take effect, and not inconsistent with the provisions of this Charter, in relation to personnel, appointment, ranks, grades, tenure or office, promotions, removal, pension and retirement rights, civil rights or any other rights and privileges of employees of the town, or any office, department or agency thereof shall continue in effect, until or unless amended or repealed in accordance with the provisions of this Charter.

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### Sec. 9.3 Conflict of Interests.

The Town Council shall adopt a conflict of interest ordinance regarding activities of any elected or appointed official or any employee of the town within the classified service as outlined in Chapter VII of this Charter with appurtenant penalties for the violation thereof.

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**Sec. 9.4 Transfer of Records and Property.**

All records, property and equipment whatsoever of any commission, board, department or office or part thereof, all the powers and duties of which are assigned to any other commission, board, department or office by this Charter, shall be transferred and delivered intact to the commission, board, department or office to which such powers and duties are so assigned. If part of the powers and duties of any commission, board, department or office or part thereof are by this Charter assigned to another commission, board, department or office, all records, property and equipment relating exclusively thereto shall be transferred and delivered intact to the commission, board, department or office to which such powers and duties are so assigned.

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**Sec. 9.5 Legal Proceedings.**

No action or proceeding, civil or criminal, pending on the effective date of this Charter (April 2, 1968) brought by or against the town or any commission, board, department or office thereof, shall be affected or abated by the adoption of this Charter or by anything herein contained; but all such actions or proceedings may be continued notwithstanding that functions, powers and duties of any commission, board, department or office party thereto may, by or under this charter, be assigned or transferred to another commission, board, department or office, but in that event the same may be prosecuted or defended by the head of the commission, board, department or office to which such functions, powers and duties have been assigned or transferred by or under this Charter.

**Sec. 9.6 Existing Laws and Ordinances.**

(a) All general laws of the State of Connecticut applicable to the town and all ordinances of the town shall continue in full force and effect, except insofar as they are inconsistent with the provisions of this Charter.

(b) Upon the adoption of this Charter all provisions of special acts relating to East Hartford and now in effect which are in conflict with this Charter shall cease to apply and all provisions of such acts not in conflict with this Charter shall continue in effect.

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**Sec. 9.7 Amendment of Charter.**

This Charter may be amended in the manner prescribed by law.

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**Sec. 9.8 Saving Clause.**

If any section or part of any section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter nor the context in which said section or part thereof so held invalid may appear, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of a section to which such holding shall directly apply.

**Sec. 9.9 Effective Date.**

The Charter will be in effect from the date of adoption for purposes of conducting a special election and shall be fully effective on April 2, 1968.

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**Sec. 9.10 Provisions for Special Election.**

A meeting of the electors of the Town of East Hartford for the election to municipal offices shall be held on April 2, 1968. At such meeting there shall be elected a Mayor, Treasurer, and nine members of the Town Council of whom not more than six may be of the same political party, three Selectmen and seven Constables. They shall take office from the date of election, and the aforesaid persons shall hold office until their successors qualify.

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**SYSTEMIC PAY PLAN FOR EAST HARTFORD TOWN EMPLOYEES**  
**4/28/2022**

The East Hartford Town Charter authorizes the Town Council to approve a systemic plan for town director and all employees in the classified service. East Hartford Town Charter sections 5.25, 7.2

For classified service employees who are represented by a labor union, the Town Council meets this requirement through its establishment of pay ranges in the classified service job description and the approval of the labor contracts which contains the salary and benefits for each position.

For the directors and other positions outside the classified service, Appendix A provides the most recent approved compensation plan for those positions.

For the non-bargaining unit, classified employees not covered under Appendix A, the compensation for those positions are set out in Appendix B.

## **APPENDIX A**

### **UNIFORM COMPENSATION PLAN FOR DIRECTORS, POLICE AND FIRE CHIEFS AND CHIEF OF STAFF**

**January 1, 2022**

#### **SCOPE**

This compensation plan shall apply to the following positions: the mayor's chief of staff, the police chief, the fire chief and all directors appointed by the mayor pursuant to the provisions of the Charter of the Town of East Hartford.

#### **SALARY COMPENSATION**

The salary ranges for each position subject to this compensation plan are set out in Appendix A-1 and shall be reviewed annually and amended as the Town Council deems appropriate.

The minimum rate of the assigned pay grade shall normally be paid upon appointment to the position provided the mayor may assign a higher rate as the mayor deems appropriate in light of the appointee's experience and qualifications.

#### **HOURS OF WORK**

The workweek is a minimum of 40 hours. However, the above positions are expected to work in excess of 40 hours as necessary to fulfill and maintain the workload of the department. This may include working evenings and weekends to attend meetings, hearings, budget workshops, or as deemed necessary by the mayor.

The above positions are considered exempt salaried professional employees under the Fair Labor Standards Act. Accordingly, these positions are ineligible to earn any compensatory time or overtime.

**Holidays** - The following shall constitute the holidays to be observed by the Town:

New Year's Day; Martin Luther King Jr.'s Birthday; Lincoln's Birthday; Washington's Birthday; Good Friday; Memorial Day; Independence Day; Labor Day; Indigenous People's Day; Veterans Day; Thanksgiving Day; Christmas Day.

When one of the holidays falls on Saturday or Sunday it shall be observed on the preceding Friday or following Monday, respectively. Nothing in this rule is to be construed as preventing the mayor, with the approval of the Town Council, from substituting another day for one of the holidays.

## **VACATION POLICY**

The above positions shall receive a 15 annual days of vacation effective upon initial date of appointment. At the mayor's discretion, up to an additional 10 annual vacation days may be granted. An incumbent in an above position hired before January 1, 2022 is eligible to accumulate up to 75 vacation days, payable upon separation. Individuals hired after January 1, 2022 for an above position are eligible to accumulate up to 50 vacation days, payable upon separation.

## **SICK LEAVE POLICY**

It is acknowledged that from time to time, sickness, family emergency, bereavement leave or medical treatment will cause individuals in the above positions to miss time from work. When such a situation exists, the individual shall promptly notify the Office of Mayor of such absence.

On an annual basis, the mayor shall review the absences taken by each individual as provided by Novatime and in the event of abuse; the mayor shall take the necessary administrative action, up to and including termination.

## **HEALTH INSURANCE BENEFITS**

Health insurance is provided and the individual in an above position's share is paid through a weekly pre-tax payroll deduction, 14% of the allocated rate of items A, B and D below.

- A. High Deductible Health Plan with HSA or HRA (as applicable). The HDHP deductibles will be \$1500/\$3000. Effective July 1, 2022, the deductibles will be \$2000/\$4000
- B. Prescription Drug Coverage
- C. Three-Tier Dental Program
- D. Vision care rider for employee and enrolled dependents

Individuals may choose not to enroll in items A, B, and D and receive a monetary payment instead. The Town of East Hartford will offer a "Health Benefit Opt Out Incentive Program." This plan will offer such individuals a financial incentive to drop Town sponsored health insurance (excluding dental) if they have or can get health benefits through another plan. The other health plan must not be a Town or East Hartford Board of Education sponsored plan.

Payments to be made to such individuals who drop their Town sponsored health insurance plan, excluding dental, will be as follows: for individual \$1,000; for individual plus one dependent \$1500; for individual plus two or more dependents \$2000. No payment will be made for a reduction in the number of dependents. The individual's entire contract must be canceled by the individual to qualify for payment. One-quarter of the above amounts will be paid at the end of the fiscal quarter for which the plan is canceled. Prorated payments will be made if an individual's plan is canceled partway through a quarter. The mayor reserves the right to reduce or eliminate any of the above payments for any quarter due to lack of funds. Individuals wishing to take advantage of this option will fill out the change form provided by their plan and the "Health Benefit Opt-Out Form," and will provide written evidence of health insurance coverage by another plan.

Individuals who are eligible but are not now on a Town-sponsored insurance plan will be qualified for this incentive upon presentation of proof of coverage by another health insurance plan.

Individuals who are eligible for Town coverage upon appointment to an above position but choose not to enroll will be eligible for this incentive upon presentation of written evidence of health insurance coverage by another plan. Prorated payments will be made to such individuals if they begin employment partway through a quarter. Such individuals who opt-out of their Town-sponsored plan and then find that the other source of coverage is no longer available may re-enroll in a Town plan subject to the rules of that plan.

### **OTHER INSURANCE BENEFITS**

Individuals in the above positions may choose to purchase Long-Term Disability Insurance through the Town's designated provider. They will have a 90-day waiting period and will receive 60% of pre-disability earnings to a maximum of \$5,000 per month.

Life insurance coverage is provided at the rate of 2.5 times their total compensation to the nearest \$1,000 to a maximum of \$350,000 as funded by the East Hartford Town Council.

### **OTHER BENEFITS**

**Motor Vehicle:** At the mayor's sole discretion, the police chief, the fire chief and the public works director shall have use of a Town of East Hartford motor vehicle provided that they follow and adhere to the Town of East Hartford's Motor Vehicle Use Policy.

**Training and Professional Development:** In addition to the benefits provided herein and by Town Charter, the police chief and fire chief shall receive \$3,000 for travel and training.

**Dual Employment:** Subject to approval by the mayor, individuals in the above positions may be permitted to secure other outside employment provided such employment does not interfere with the director's responsibility to the Town and is consistent with state law, the Town Charter, and the Town of East Hartford Ordinances. Approval needs to be granted before securing employment.

### **SEPARATION BENEFITS**

Any individual in an above position who is not reappointed or is terminated without cause shall receive salary continuation for two weeks. Such salary continuation increases one week per year on the employment anniversary date to a maximum of eight weeks. Such individual shall continue to receive health insurance subject to the co-pay provisions as set out in section 6 for six months after such individual's separation date. Individuals who voluntarily resign or are terminated for just cause are ineligible to receive separation benefits.

The police chief and fire chief shall not be terminated without cause, as set out in the Connecticut General Statutes and the Town of East Hartford Charter.



## **RETIREE BENEFITS**

Individuals in the above positions may participate in the Deferred Compensation 457 Plan whereby the Town contributes 10%, and the individual contributes 4%, of such individual's salary.

The term "retiree" will mean a former individual in the above positions who is at least 55 years old and was a contributing member of the Town's 457 Director's Deferred Compensation plan, and who has worked for the Town for a minimum of ten years.

Effective July 1, 2020, a \$50,000 life insurance policy will be provided for each retiree.

The Town shall provide and pay for the insurance benefits in section 6 A-D, under either of the following terms:

1. Individuals who retire at 55 years of age or under will pay 50% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
2. Individuals who retire at 56 through 59 years of age will pay 25% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
3. Individuals who retire at 60 through 64 years of age will pay 0% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
4. For individuals who retire at age 65 or older, or retirees who become eligible for Social Security Parts A & B, Supplemental coverage shall be provided in place of the foregoing medical coverage.

### **OR**

An Other Post Employment Benefit (OPEB) deduction of 1% of the individual's current base salary deducted weekly on a pre-tax basis. Effective July 1, 2022, the OPEB deduction will increase to 3%.

To select either option, individuals in an above position prior to January 1, 2018 must make an irrevocable election by January 1, 2018 selecting either a premium share into retirement or an OPEB deduction with the deduction beginning on July 1, 2018. New hires must make an irrevocable election within 90 days of appointment to an above position.

For individuals in an above position who are eligible to retire on or after July 1, 2018 and selected the OPEB option, the Town shall offer the same medical benefits to the spouse.

For individuals in an above position who are eligible to retire on or after January 1, 2018 and selected the premium share option into retirement, the Town shall offer the same medical benefits to the spouse, subject to the following:

1. Individuals who retire at 55 years of age or under will pay 100% of spousal coverage until the spouse becomes eligible for Medicare.
2. Individuals who retire at 56 through 59 years of age will pay 75% of spousal coverage until the spouse becomes eligible for Medicare.
3. Individuals who retire at 60 through 64 years of age will pay 50% of spousal coverage until the spouse becomes eligible for Medicare.

4. When the retiree's spouse reaches age 65 and enrolls in Medicare, the Town will pay 100% of the cost for Parts A & B Supplemental coverage.

**SPECIAL BENEFITS FOR ACTING POLICE CHIEF OR ACTING FIRE CHIEF**

The temporary appointment of an employee to the position of acting police chief or acting fire chief from a bargaining unit position shall be subject to the terms and conditions of employment set forth in this Section. During such temporary service, the provisions of this plan applicable to the police chief or fire chief shall apply to the acting chief unless otherwise provided in this section.

The mayor shall have the discretion to implement an annual salary for the acting chief within the salary range designated for the position of chief. Retirement benefits are subject to the terms and conditions of the Retirement Plan for Full-Time Employees of the Police or Fire Department of the Town of East Hartford (as applicable).

An acting chief will receive the following benefits, applicable to such employee's regular bargaining unit position, subject to the terms and conditions in the current collective bargaining agreement between the Town of East Hartford and East Hartford Police Officer's Association or IAF Local #1548 (as applicable).

- a. Sick Leave;
- b. Injury Leave;
- c. Vacation;
- d. Funeral Leave;
- e. Holidays; and
- f. Insurance

The employee shall serve in the position of acting chief at the discretion of the mayor and may be removed from that temporary position at any time, for any reason, with or without prior notice.

At the mayor's sole discretion, an acting chief may have use of a Town of East Hartford motor vehicle provided that they comply with the Town of East Hartford's Motor Vehicle Use Policy.

## APPENDIX A-1

### SALARY RANGES

OFFICE	GRADE	MINIMUM	MAXIMUM
Director of Youth Services	A	\$80,000	\$119,262
Chief of Staff	A	\$80,000	\$119,262
Town Clerk	A	\$80,000	\$119,262
Director of Parks and Recreation	B	\$100,914	\$131,188
Director of Development	B	\$100,914	\$131,188
Corporation Counsel	C	\$111,005	\$144,307
Director of Health/Social Services	C	\$111,005	\$144,307
Director of Public Works	C	\$111,005	\$144,307
Director of Human Resources	C	\$111,005	\$144,307
Library Director	C	\$111,005	\$144,307
Director of Inspections/Permits	C	\$111,005	\$144,307
Director of Finance	D	\$122,106	\$165,000
Fire Chief	D	\$122,106	\$165,000
Police Chief	D	\$122,106	\$165,000

## APPENDIX B

### UNIFORM COMPENSATION PLAN FOR NON-BARGAINING UNIT CLASSIFIED SERVICE OF THE TOWN OF EAST HARTFORD January 1, 2022

#### 1. SALARY AND HEALTH INSURANCE FOR ALL NON-BARGAINING UNIT CLASSIFIED EMPLOYEES

The following positions within the classified service are not represented by a bargaining unit. Each position has a designated grade level and the step on that pay range will be determined by the mayor in consultation with the position's director.

DEPARTMENT	POSITION	GRADE
Library	Administrative Aide	4
Library	Library Specialist	4
Library	Librarian 1	6
Library	Librarian 2	7
Mayor	Executive Secretary	5
Corporation Counsel	Legal Administrative Assistant	5
Youth Services	Youth Task Coordinator (40 hrs.)	7
Human Resources	Human Resources Administrator (40 hrs.)	8
Human Resources	Benefits Administrator (40 hrs.)	8
Information Technology	Chief Information Security Officer	12
Corporation Counsel	Assistant Corporation Counsel (40 hrs.)	13
Fire	Assistant Fire Chief	14
Police	Deputy Police Chief	14
Police	Assistant Police Chief	15

**Wage Scale for NBU employees on a 35-hour weekly schedule:**  
Recommended for FY 2022-23 (plus 2%)

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>GRADE</b>				
1	42,310	44,003	45,763	47,593
2	44,426	46,203	48,051	49,973
3	46,648	48,514	50,454	52,473
4	48,979	50,938	52,976	55,095
5	53,878	56,033	58,274	60,605
6	59,265	61,635	64,101	66,665
7	65,191	67,798	70,510	73,331
8	71,711	74,580	77,563	80,665
9	78,615	81,759	85,030	88,431
10	86,902	90,378	93,993	97,753
11	95,446	99,264	103,235	107,364
12	104,992	109,191	113,559	118,101

**Wage Scale for NBU employees on a 40-hour weekly schedule:**  
Recommended for FY 2022-23 (plus 2%)

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b>GRADE</b>				
1	\$ 48,354	\$ 50,289	\$ 52,301	\$ 54,392
2	\$ 50,773	\$ 52,803	\$ 54,915	\$ 57,112
3	\$ 53,312	\$ 55,445	\$ 57,662	\$ 59,969
4	\$ 55,976	\$ 58,215	\$ 60,544	\$ 62,966
5	\$ 61,575	\$ 64,038	\$ 66,599	\$ 69,263
6	\$ 67,731	\$ 70,440	\$ 73,258	\$ 76,189
7	\$ 65,191	\$ 67,798	\$ 70,510	\$ 73,331
8	\$ 81,955	\$ 85,234	\$ 88,643	\$ 92,189
9	\$ 89,846	\$ 93,439	\$ 97,177	\$ 101,064
10	\$ 99,317	\$ 103,289	\$ 107,421	\$ 111,718
11	\$ 109,081	\$ 113,445	\$ 117,983	\$ 122,702
12	\$ 119,991	\$ 124,790	\$ 129,782	\$ 134,973
13	\$ 115,490	\$ 120,109	\$ 124,914	\$ 129,910
14	113,347	117,881	122,596	127,500
15	122,415	127,311	132,404	137,700

## **Active Employee Insurance Benefits**

The Town shall offer the following insurance benefits for all active, full-time Non-Bargaining Unit Town employees and their enrolled eligible dependents. Effective July 1, 2018 employees will contribute, through a weekly pre-tax payroll deduction, 14%, of the allocated rate of items A, B and D below.

- A. High Deductible Health Plan with HSA or HRA (as applicable) The HDHP deductibles will be \$1500/\$3000.
  - B. Prescription Drug Coverage
  - C. Three-Tier Dental Program
  - D. Vision care rider for employee and enrolled dependents
  - E. The Town shall provide and pay for a Fifty Thousand (\$50,000) Life Insurance policy for each employee, with Accidental Death and Dismemberment coverage in the principal sum with double indemnity in the event of accidental death. The Assistant Police Chief, Deputy Police Chief and Assistant Fire Chief shall receive life insurance coverage at the rate of 2.5 times their total compensation to the nearest \$1,000 to a maximum of \$350,000 as funded by the East Hartford Town Council.
  - F. The Town reserves the option to change insurance carriers from time to time, but not more than once in any calendar year, through competitive bidding, for all insurance benefits.
  - G. Current and new employees may choose not to enroll in items A, B, and D and receive a monetary payment instead. The Town of East Hartford will offer a "Health Benefit Opt-Out Incentive Program." This plan will offer employees a financial incentive to drop Town-sponsored health insurance (excluding Dental) if they have or can get health benefits through another plan. The other health plan must not be a Town or East Hartford Board of Education sponsored plan.
1. Effective April 2, 2009, the payments to be made to employees who drop their Town-sponsored health insurance plan, excluding Dental, will be as follows:

<b>Coverage Type</b>	<b>Payment Amount</b>
Individual	<b>\$1000</b>
Individual plus one dependent	<b>\$1500</b>
Individual plus two or more dependents	<b>\$2000</b>

No payment will be made for a reduction in the number of dependents. The employee's entire contract must be canceled by the employee to qualify for payment.

2. One-quarter of the above amounts will be paid at the end of the fiscal quarter for which the plan is canceled. Prorated payments will be made if an employee's plan is canceled partway through a quarter. The Mayor reserves the right to reduce or eliminate any of the above payments for any quarter due to lack of funds.
3. Employees wishing to take advantage of this option will fill out the change form provided by their plan and the "Health Benefit Opt-Out Form," and will provide written evidence of health insurance coverage by another plan.
4. Current employees who are eligible but are not now on a Town-sponsored insurance plan will be qualified for this incentive upon presentation of proof of coverage by another health insurance plan.
5. New employees who are eligible for Town coverage upon employment but choose not to enroll will be eligible for this incentive upon presentation of written evidence of health insurance coverage by another plan. Prorated payments will be made to new employees if they begin employment partway through a quarter.
6. Employees who opt-out of their Town-sponsored plan and then find that the other source of coverage is no longer available may re-enroll in a Town plan subject to the rules of that plan.

### **Retiree Insurance Benefits**

The term "retiree" will mean a former employee who has met the requirements of the defined benefit retirement plan to receive Normal, Early or Disability Retirement benefits from the Town and is receiving such benefits or a former employee who is at least 55 years old, was a contributing member of the Town's 457 Director's Deferred Compensation plan, and who has worked for the Town for a minimum of ten years.

Effective July 1, 2020, A Fifty Thousand Dollar (\$50,000) Life Insurance policy will be provided for each Non-Bargaining Unit Town retiree.

The Town shall offer the insurance benefits listed in Active Employee Insurance Benefits, A – D above, under either of the following terms:

1. Employees who retire at 55 years of age or under will pay 50% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
2. Employees who retire at 56 through 59 years of age will pay 25% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
3. Employees who retire at 60 through 64 years of age will pay 0% of the cost of employee-only coverage until the retiree becomes eligible for Medicare.
4. For employees who retire at age 65 or older, or retirees who become eligible for Social Security Parts A & B, Supplemental coverage shall be provided in place of the foregoing medical coverage.

**OR**

5. An Other Post Employment Benefit (OPEB) deduction of 1% of the employee's current base salary deducted weekly on a pre-tax basis.

To select either option, current employees must make an irrevocable election by January 1, 2018 selecting either a premium share into retirement or an OPEB deduction with the deduction beginning on July 1, 2018. New hires must make an irrevocable election within 90 days of employment.

**For employees who are eligible to retire and selected the premium share option into retirement, the Town shall offer the same medical benefits to the spouse, subject to the following:**

5. Employees who retire at 55 years of age or under will pay 100% of spousal coverage until the spouse becomes eligible for Medicare.
6. Employees who retire at 56 through 59 years of age will pay 75% of spousal coverage until the spouse becomes eligible for Medicare.
7. Employees who retire at 60 through 64 years of age will pay 50% of spousal coverage until the spouse becomes eligible for Medicare.
8. When the retiree's spouse reaches age 65 and enrolls in Medicare, the Town will pay 100% of the cost for Parts A & B Supplemental coverage.

**For employees who are eligible to retire on or after July 1, 2012 and selected the OPEB option, the Town shall offer the same medical benefits to the spouse.**



**2. OTHER COMPENSATION: NON-BARGAINING UNIT CLASSIFIED EMPLOYEES EXCLUDING PUBLIC SAFETY**

**Vacation Leave**

Annual vacation leave with pay shall be earned by all classified full-time employees in the following manner:

<b>Full Years Of Service</b>	<b>Vacation Days</b>
1 to 4 years	10
5 to 9 years	15
10 to 14 years	20
15 years	21
16 years	22
17 years	23
18 years	24
19 years and over	25

1. The maximum accumulation of vacation leave will be ten weeks (50 days). Earned vacation leave will be credited to the employee's record on his/her anniversary date. No vacation beyond eight weeks (40 days) will be paid by the Town at retirement or separation.
2. The employee's anniversary date will be used to determine vacation time due.
3. Vacation schedules shall be established by department heads but if the workload of an employee's organizational unit makes adherence to this schedule impractical or undesirable, vacation leave may be postponed at the discretion of the department head.
4. In requiring such postponement, employees having the greatest length of service in their respective classifications shall be given preference over those with less service in said classification. Vacation leave so postponed shall accrue to the employee's credit notwithstanding the above provision for a maximum of such leave. For the purpose of computing vacation leave only dismissal or resignation will break the continuity of service; other leave except sick leave will defer vacation leave accrual during such leave.
5. Vacation leave shall not be granted to employees with less than six (6) months' service; however, upon completion of six months of service, employees shall have the benefit of using pro rata vacation earned from their original date of employment.
6. In the event of illness during an employee's vacation period, the employee shall be given an option of charging the sick day to his/her sick leave, provided a doctor's certificate verifies the illness. An employee leaving on vacation may be granted pay due him/her for his/her accrued vacation time, provided he/she submits a request for such pay to his/her department head not less than twelve (12) calendar days in advance; however, such accrued

vacation payment shall be within the present fiscal year's budget. If a holiday occurs while an employee is on vacation, the employee shall have an additional day off with pay.

7. When an employee has no sick leave available, he/she may elect to use vacation leave in lieu of sick leave.

### **Sick Leave**

Sick leave shall not be considered as an entitlement which an employee may use at his/her discretion, but shall be allowed only in case of necessity arising from actual sickness or disability of the employee, exposure to contagious disease, to meet medical appointments, and to permit the absence of an employee for a reasonable period to make arrangements to care for a member of the immediate family. Sick leave with pay shall accrue to the credit of each classified employee as follows and subject to the restrictions listed below:

1. After completion of thirty days' employment, all employees shall earn paid sick leave at the rate of 1.25 days per month, which shall be credited to the employee on the first of each month with no maximum accumulation.
2. No provision of these rules is to be construed as preventing any department head, with the concurrence of the Human Resources Director, from withholding sick leave for just cause from any employee under his/her jurisdiction.
3. Notwithstanding the foregoing provision regarding maximum accrual of paid sick leave, any employee may be granted additional paid sick leave upon joint approval of the employee's department head, the Human Resources Director and the Mayor. Consideration of such approval shall take into account personal hardship, the nature of the illness, the employee's service record and length of service and needs of the Town service.
4. In all cases sick leave with pay in excess of five (5) consecutive work days will be granted only when a certificate from a regularly licensed practitioner of medicine or surgery, or both, verifying the need for sick leave has been submitted to the department head. However, a department head may require such a certificate for sick leave of any duration.
5. If an employee has unused sick leave at the time of retirement under the Town Pension Plan, the employee shall be paid at his/her regular rate for each day of unused sick leave accrued to his/her credit up to a maximum of ninety (90) working days. Employees hired after September 30, 2017 will not be paid lump accrual at retirement.
6. If an employee has unused sick leave at the time of his/her death, their spouse and/or dependent children shall receive, on the basis of the employee's current wages, full compensation for any of the employee's unused accumulation of sick leave up to a maximum of ninety (90) days.

### **Retirement**

Permanent employees shall be eligible for participation in a Town retirement plan and to elect those retirement options to which they may be eligible in accordance with the plan to be

administered by the Finance Department. Non-bargaining unit, classified employees hired on or after January 1, 2006 will participate in the Defined Contribution Plan and is not eligible to participate in the Defined Benefit pension plan.

### **3. OTHER COMPENSATION: PUBLIC SAFETY NON-BARGAINING UNIT CLASSIFIED POSITIONS**

#### **Assistant Police Chief, Deputy Police Chief and Assistant Fire Chief**

**Workweek:** The workweek is a minimum of 40 hours, however, the above positions are expected to work in excess of 40 hours as necessary to fulfill and maintain the workload of the department. This may include working evenings and/or weekends to attend meetings, hearings, budget workshops, etc., or as deemed necessary by the Chief or the Mayor.

**Compensatory Time:** The above positions are considered exempt salaried professional employees under the Fair Labor Standards Act. Accordingly, these positions are ineligible to earn any compensatory time or overtime.

**Sick Days:** It is acknowledged that from time to time, sickness, family emergency, bereavement leave or medical treatment will cause these employees to miss time from work. When such a situation exists, the employee shall promptly notify the Chief of such absence.

**Retirement:** Director's Deferred Compensation 457 Plan whereby the Town contributes 10% and the employee contributes 4% of salary.

**Vacation:** A minimum of 15 annual days of vacation effective upon initial date of appointment. At the Mayor's discretion, an additional 10 annual vacation days may be granted to Assistant Chiefs and Deputy Chiefs. Employees are eligible to accumulate up to 75 vacation days, payable upon separation.

**Separation from Service:** the Assistant Chiefs and Deputy Chiefs shall not be terminated without cause, as defined by Connecticut Statute or Town of East Hartford Charter.

**Motor Vehicle Use:** at the Mayor's sole discretion the Assistant Police Chief, Police Deputy Chiefs and Assistant Fire Chiefs shall have use of a Town of East Hartford motor vehicle provided that they follow and adhere to the Town of East Hartford's Motor Vehicle Use Policy.

#### **Acting Assistant Police Chief, Acting Deputy Police Chief and Assistant Fire Chief**

The temporary appointment of an employee to the position of Acting Assistant Chief or Acting Deputy Chief from a bargaining unit position shall be subject to the terms and conditions of employment set forth in this Section. During such temporary service, the employee also shall enjoy all of the other applicable benefits provided by these Rules and by Town Charter.

**Salary:** As defined within the salary schedule approved annually by Town Council. The Mayor, however, shall have the discretion to implement an annual salary within the salary range designated for the position of Acting Assistant Chief or Acting Deputy Chief.

**Workweek:** A standard workweek is 40 hours, however, an Acting Assistant Chief or Acting Deputy Chief shall work additional hours as necessary to fulfill and maintain the workload of the department. This may include working evenings and/or weekends to attend meetings, hearings, budget workshops, etc., or as deemed necessary by the Chief or the Mayor.

**Compensatory Time and Overtime:** An Acting Assistant Chief or Acting Deputy Chief is considered an exempt salaried employee and is ineligible to earn any compensatory time or overtime. An Acting Assistant Chief or Deputy Chief will need to account for their use of sick days and vacation days.

**Retirement:** Retirement benefits are subject to the terms and conditions of the Retirement Plan for Full-Time Employees of the Police or Fire Department of the Town of East Hartford.

**Miscellaneous Benefits:** An Acting Assistant Chief or Acting Deputy Chief will receive the following benefits, applicable to his/her regular bargaining unit position, subject to the terms and conditions in the current collective bargaining agreement between the Town of East Hartford and the union:


- Sick Leave;
- Injury Leave;
- Vacation;
- Funeral Leave;
- Holidays; and
- Insurance

**Termination of Employment:** The employee shall serve in the position of Acting Assistant Chief or Acting Deputy Chief at the discretion of the Mayor or Chief, respectively, subject to Section 30.1(D)(3) of the Personnel Rules, and may be removed from that temporary position at any time, for any reason, with or without prior notice.

**Motor Vehicle Use:** At the Mayor's sole discretion, an Acting Assistant Chief or Acting Deputy Chief may have use of a Town of East Hartford motor vehicle provided that they comply with the Town of East Hartford's Motor Vehicle Use Policy.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 27, 2022  
TO: Richard F. Kehoe, Chair   
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: AccelerateCT Summer Program Extension Grant

---

The Town of East Hartford is looking to apply for grant funding under the AccelerateCT Summer Program Expansion Grant, offered by the Connecticut State Department of Education (CSDE). The grant amount will range between \$60,000 - \$100,000, and the Town is required to provide a local match. The local match, which is to be determined, will come from existing budget lines in the 2023 FY operating budget.

This funding can be used to expand local existing summer opportunities, which will integrate social, educational and themed enrichment programs.


Please place this item on the agenda for the May 3, 2022 Town Council meeting. I recommend that the Town Council approve this request as submitted.

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

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Michael P. Walsh

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

**SUBJECT:** Council Resolution – AccelerateCT Summer Program Expansion Grants

**DATE:** April 26, 2022

---

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the State Department of Education for funding under the AccelerateCT Summer Program Expansion Grant Program.

The purpose of these funds is to increase the number of Connecticut children who can participate in an enrichment program during the summer of 2021, with an emphasis on children who were most impacted by the pandemic. Funding can be used to expand local existing programs, offer subsidies to offset enrollment costs, or create new programs to serve students who might otherwise not have access to summer camp/programs.

The federal American Rescue Plan (ARP) enacted in March requires states to reserve at least 1% of the state set aside for summer learning and enrichment programs. Programs should respond to students' academic, social, and emotional needs and address the disproportionate impact of COVID-19 on student subgroups, including each major racial and ethnic group, children from low-income families, children with disabilities, English learners, gender, migrant students, students experiencing homelessness, and children and youth in foster care.

The Department of Parks and Recreation and the Raymond Library are working jointly on the application.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on May 3, 2022. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Sarah Morgan, Library Director  
Ted Fravel, Parks and Recreation Director

## I. Introduction

In the spring of 2021, the CSDE launched the state's inaugural Summer Enrichment Grant Program. Using funding from the federal American Rescue Plan (ARP) of 2021, Connecticut granted over \$8 million to 235 summer camps, child care centers, and other innovative programs that offered impactful out-of-school learning and enrichment opportunities for students.

In large part due to the [significant success](#) of the 2021 Summer Enrichment Grant program, the CSDE is pleased to announce a second round of funding through the 2022 Summer Enrichment Grant Program. Like last year, the 2022 program is designed to expand or create new opportunities for children to participate in high quality summer programming including summer camps, theme-based enrichment programming, and programs combining academic and enrichment activities. Applicants are encouraged to take a community-wide approach in developing their application and partner with other stakeholders in their communities to strengthen the opportunities available to students.

Programs should respond to students' academic, social, and emotional needs and address the impact of COVID-19 on students, especially students from low-income families, children with disabilities, English learners, migrant students, students experiencing homelessness, and children and youth in foster care.

Funding will be provided for programming and activities during the summer of 2022 only. The grant period begins on June 6, 2022 and ends on September 2, 2022; no funding may be obligated for or expended before or after this time period. Applicants can apply for either one Expansion Grant (up to \$75,000) or one Innovation Grant (between \$75,000 and \$250,000) per program site. A maximum of one grant will be awarded per site/location, though organizations with multiple sites may submit multiple applications. Applicants should only apply for the amount that they are certain they will be able to spend efficiently during the grant period.

The number of grants awarded will depend on the number of applicants, the quality of the proposals, and the amount of funds available.

Finally, camps that are interested in exploring the possibility of finding a federally-funded summer meals sponsor with the capacity to serve their site should contact Caroline Cooke at the Connecticut State Department of Education at [caroline.cooke@ct.gov](mailto:caroline.cooke@ct.gov).



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

Grant Description: AccelerateCT Summer Program Expansion Grant

Funder: CT State Department of Education

Grant Amount: Between \$60,000 - \$100,000\*

Frequency:     One time     Annual     Biennial     Other Until funding is expended

First year received:	<u>2021</u>		
Last 3 years received:	<u>2021</u>	<u>N/A</u>	<u>N/A</u>
Funding level by year:	<u>\$59,622</u>	<u>\$ N/A</u>	<u>\$ N/A</u>

Is a local match required?     Yes     No

If yes, how much?    To be determined

From which account? Existing budget lines in the 2023 operating budget will cover the match

Grant purpose:    To expand opportunities for children to participate in high quality summer programming including summer camp, theme based enrichment programming, and programs combining academic and enrichment activities

Results achieved:    Provide students and families with engaging summer enrichment and learning experiences.

Duration of grant:    Summer 2022

Status of application: Under development

Meeting attendee:    Library Director Sarah Morgan, ext. 4340

Comments:    \*Applicants may submit up to three separate applications for different sites. A maximum of one grant will be awarded per site/location, with a maximum of three per organization.

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 3rd day of May, 2022

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

**WHEREAS;** the State of Connecticut has announced the dedication of funding toward the expansion of programs that connect students to high-quality summer enrichment and recreational opportunities; and;

**WHEREAS;** these grants will be awarded to entities to expand existing enrichment opportunities and increase access for children who might otherwise not have access to summer camp or programming.

**NOW THEREFORE LET IT BE RESOLVED;** that Michael P. Walsh, 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 Department of Education as they pertain to this AccelerateCT Summer Program Expansion 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 May, 2022.

Seal

Signed: \_\_\_\_\_  
Jason Marshall, Council Clerk



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

DATE: April 22, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: RESOLUTION: 2022-2023 School Readiness Grant

---

As a priority school readiness district municipality, the Town of East Hartford is applying for an allocation of \$2,861,786 from the Connecticut State Department of Education (CSDE) School Readiness Grant Program.

School Readiness is an initiative that develops a network of programs to provide open access for children to quality programs that promote their health and safety and prepare them for formal schooling.


Please place this information on the agenda for the May 3, 2022 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

C: Eileen Buckheit, Director of Development  
Paul O'Sullivan, Grants Manager  
Jessica Carrero, Assistant to the Mayor  
Jean Barresi, East Hartford School Readiness Liaison

GRANTS ADMINISTRATION  
MEMORANDUM

---

TO: Mayor Michael P. Walsh

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – 2022-23 School Readiness Grant

DATE: April 22, 2022

---

Attached is a draft resolution authorizing your signature of an application to the Connecticut State Department of Education (CSDE) for a School Readiness Grant.

As a priority school readiness district municipality, the Town of East Hartford is applying for total estimated funding of \$2,861,786 from the CSDE School Readiness Grant Program. Funding breaks down as follows:

- School Readiness: \$ 2,740,544
  - Admin Funds: \$ 100,000
  - Quality Enhancement: \$ 21,242
- \$2,861,786

An overview and description of the program is attached.

School Readiness is an initiative that develops a network of programs to provide open access for children to quality programs that promote their health and safety and prepare them for formal schooling.

It is expected that all children who participate in quality school readiness programs will demonstrate the skills at kindergarten entry delineated in the Connecticut Early Learning and Development Standards (ELDS) developed by the CSDE.

I respectfully request that the attached Resolution be placed on the Town Council agenda for their meeting to be held May 3, 2022. The Resolution will authorize you to execute the application and other documents as may be required by the State of Connecticut for the School Readiness Program.

Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Director of Development  
Jessica Carrero, Assistant to the Mayor  
Jean Barresi, East Hartford School Readiness Liaison

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

Grant Description: 2022-23 School Readiness Grant

Funder: Connecticut State Department of Education

Grant Amount: \$2,861,786

Frequency:  One time  Annual  Biennial  Other \_\_\_\_\_

First year received:	<u>2011*</u>		
Last 3 years received:	<u>2022</u>	<u>2021</u>	<u>2020</u>
Funding level by year:	<u>\$2,761,544</u>	<u>\$2,885,178</u>	<u>\$2,885,178</u>

Is a local match required?  Yes  No

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

Grant purpose: This grant program provides spaces in accredited or approved school readiness programs for all preschool children in designated school districts. The local chief elected official and the superintendent of schools jointly appoint and convene a school readiness council that is responsible for making recommendations on issues relating to school readiness.

Results achieved: This program seeks to strengthen the family through encouragement of parental involvement in a child's development and education and enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;

Duration of grant: One Year

Status of application: Application under development

Meeting attendee: Jean Barresi, East Hartford School Readiness Liaison, 860-539-4199; Jessica Carrero, x7108

Comments: \*Program was created by the state in 1997. However, Grants Administration Office records for this grant only go back to 2011.

# Overview

- Grant program established in 1997

Provide spaces in high-quality\* PreK programs for eligible children in priority school districts or competitive grant communities

\*NAEYC Accredited or Head Start Approved



# Purpose

- Provide access to high-quality PreK
- Encourage parental choice
- Coordinate programs and services
- Provide flexibility to meet local needs
- Minimize developmental delays
- Enhance federally funded programs
- Strengthen family engagement
- Reduce need for special services
- Include children with disabilities
- Improve availability and quality of programs

# Districts eligible to apply for School Readiness Grants

## **PRIORITY**

All current and former priority school districts

21 Priority Districts

## **COMPETITIVE**

At least one priority school & in the 50 lowest wealth ranked

46 Competitive Districts



# Grant Requirements

- OEC General Policies
  - Policies are based on legislation
  - By-laws developed by the Council must align with OEC General Policies
    - By-laws may need to need to be updated as OEC policies are revised and legislative changes are made.

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 3rd of May, 2022.

### **RESOLUTION**

WHEREAS, the Connecticut State Department of Education is authorized to extend financial assistance, through the School Readiness Grant Program, to Priority Communities for the development of a network of school readiness programs that provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling; and

WHEREAS, the Town of East Hartford and East Hartford Public Schools desire to make and execute an application for funding with the State of Connecticut to support School Readiness programs for East Hartford children.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that Michael P. Walsh, Mayor of the Town of East Hartford, is hereby authorized to execute such application and, upon approval of said application, to enter into and execute a funding agreement and any amendments and other documents as may be required by the State of Connecticut for the School Readiness Program.

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

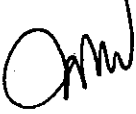
IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford this \_\_\_\_ day of May, 2022.

Signed: \_\_\_\_\_  
Jason Marshall, Council Clerk

seal



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

DATE: April 22, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: REFERRAL to Ordinance Committee: Enterprise Zone

---

Enclosed please find a request from Development Director Eileen Buckheit to refer the expansion of the state designated Enterprise Zone to the Ordinance Committee. This expansion would give the town additional flexibility in our property tax policies and will assist in the development of key projects.

Please place on the Town Council Agenda for the May 3<sup>rd</sup>, 2022 Town Council meeting.

Thank you.

C: E. Buckheit, Development Director



TO: Mayor Mike Walsh

FROM: Eileen Buckheit, Development Director *ECB*

DATE: April 21, 2022

RE: May 3rd Town Council agenda item

---

I am respectfully requesting an item be placed on the May 3, 2022 Town Council agenda.

The Development Department is requesting to refer to the Ordinance Committee, the expansion of our State designated Enterprise Zone. (Chapter 2, Article 23. Establishment of Municipal Enterprise Zone. Section 2-118).

The Enterprise Zone is currently comprised of a portion of Census Tract 5016, and we are seeking to expand this to the entirety of Tract 5106, and a portion of 5015. A map of the new expanded zone is attached for reference.

As discussed previously with the Town Council, expansion of the Enterprise Zone gives the Town additional flexibility in our property tax policies and will assist in the development of two key projects, Rentschler Field and the former Showcase Cinemas site.

A draft of the map has been approved by the State Department of Economic and Community Development staff and Mylar copies of the map have been submitted for official signature by the DECD Commissioner. The next step is our ordinance revision and the signed the map will be filed with the State and the Town Clerk's office.

Please contact me if you have any questions or concerns.

Article 23. Establishment of Municipal Enterprise Zone.

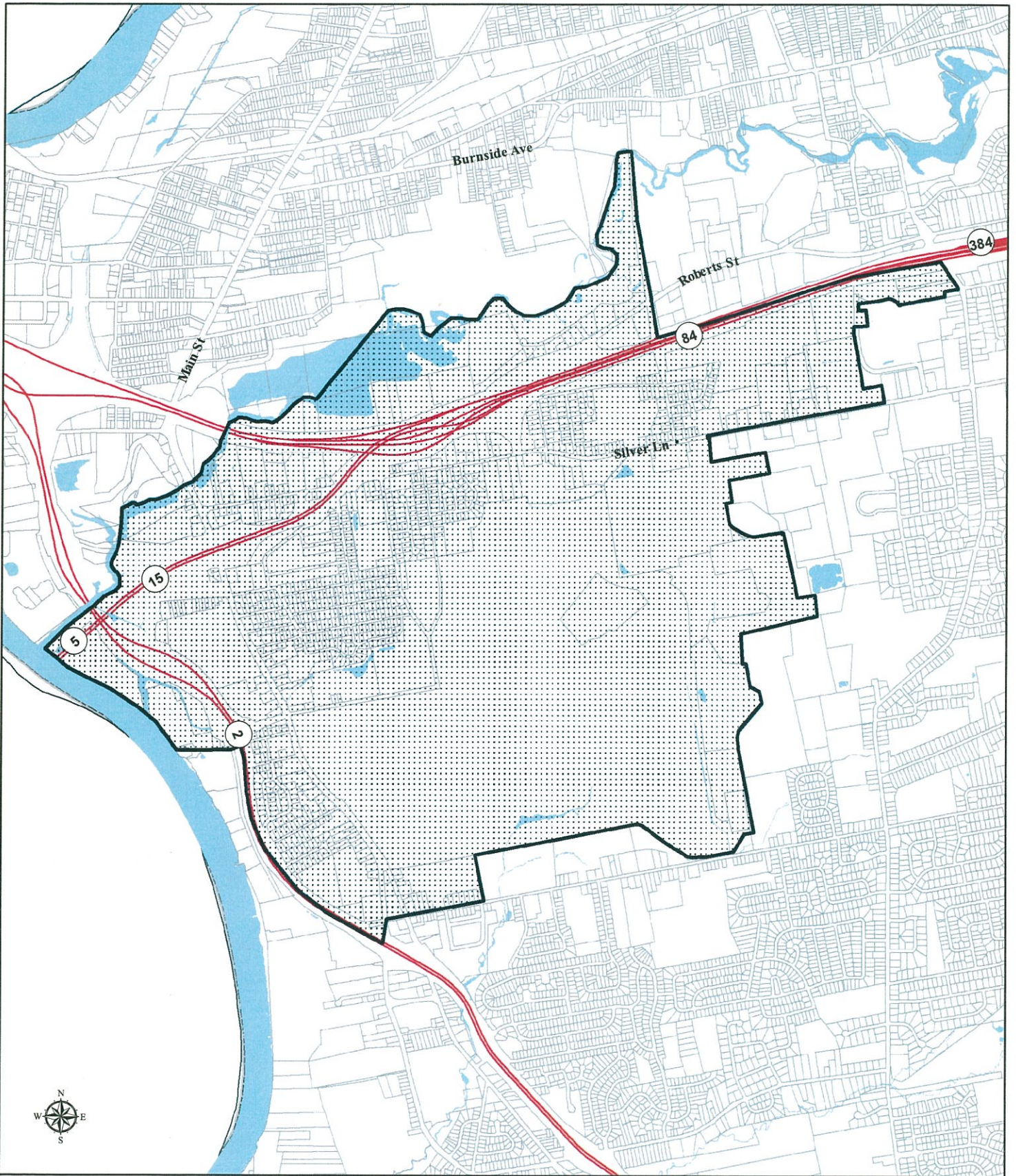
Section 2-117. Findings and Purpose. The Town Council of the Town of East Hartford finds:

a) That Section 32-70 et seq., as amended, of the Connecticut General Statutes permits the Town, upon receipt of approval from the Connecticut Department of Economic Development, to establish by ordinance a municipal enterprise zone for the purpose of attracting investment by business enterprises and enhancing the town's economic climate and employment opportunities; and Town of East Hartford Code of Ordinances Section 2-118. Municipal Enterprise Zone Established. CHAPTER 2. The Administration

b) That the Department of Economic Development approved on July 14, 1995, the Town's application to designate Census Tract 5106 as a municipal enterprise zone and that in 2009, the town recognized the need to reduce the scope of the enterprise zone to reflect changes in the economic development plan for this area;

and c) That it is in the best interest of the Town to establish by ordinance such municipal enterprise zone In compliance with the requirements of Connecticut General Statutes, Section 32-70 et seq., as amended. Effective: 09-15-09





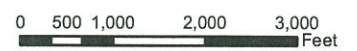
**Legend**

-  Enterprise Zone
-  Parcel
-  Municipal Boundary

**Enterprise Zone  
Town of East Hartford, Connecticut**

Produced by Town of East Hartford  
Geographic Information System Division

Date: 4/19/2022



1 inch = 2,000 feet





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: April 21<sup>th</sup>, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh  
RE: AMUSEMENT PERMIT APPLICATIONS

---

The following Amusement Permit applications are 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 permits to the Town Council agenda for the May 3<sup>rd</sup>, 2022 meeting.

- Fiesta del Norte Mariachi Performance
  - Saturday, May 14, set up 12 PM-1 PM, concert 1PM-2 PM, cleanup 2 PM-2:30 PM.
- 16<sup>th</sup> Abelon Memorial Walk
  - Saturday, May 21, 2022; 7:30 AM-2 PM
- Summer Reading Kickoff
  - Thursday, June 9, 5 PM-8 PM
- Nelson Bello Latin Jazz Quintet
  - Saturday, June 25, set up 12 PM-1 PM, concert 1PM-2 PM, cleanup 2 PM-2:30 PM.

C: S. Sansom, Chief of Police  
C. Martin, Chief of Staff  
S. Morgan, Library Director

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: April 20, 2022

Re: **Amusement Permit Application**  
**“Fiesta del Norte Mariachi Performance”**

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.



Scott M. Sansom  
Chief of Police



MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

April 20, 2022

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

**Re: Outdoor Amusement Permit Application  
"Fiesta del Norte Mariachi Performance"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Public Library** by **Sarah Kline Morgan, Library Director**. The applicant seeks to conduct the **Fiesta del Norte Mariachi Performance** on the front lawn of the **Raymond Library** at **840 Main Street** on **Saturday, May 14, 2022**, from **1:00 pm – 2:00 pm** with set up from **12:00 pm to 1:00 pm** and clean up from **2:00 pm to 2:30 pm**. The event will provide an afternoon of mariachi music for all ages with song translations, storytelling and cultural insights interwoven between musical numbers. This event is rain or shine.

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 are no anticipated costs to their Department**.

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

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Wednesday, April 6, 2022 10:57 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit for "Fiesta del Norte Mariachi Performance -East Hartford Public Library"

Ok with me.

---

**From:** Rivera, Augustina  
**Sent:** Monday, April 4, 2022 1:28 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit for "Fiesta del Norte Mariachi Performance -East Hartford Public Library"

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "Fiesta del Norte Mariachi Performance" taking place on **Sunday, May 14, 2022**. Please review and submit comments back to me **no later than 12:00 noon, Monday, April 18, 2022**.

Thank you.

Tina

Augustina Rivera  
Administrative Clerk 3  
Support Services 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:** Gentile, Richard  
**Sent:** Monday, April 4, 2022 1:56 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit for "Fiesta del Norte Mariachi Performance -East Hartford Public Library

I have no issues or concerns with this application.

Richard P. Gentile  
Assistant Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE (1) IMMEDIATELY NOTIFY THE OFFICE OF THE CORPORATION COUNSEL ABOUT THE RECEIPT BY TELEPHONING (860)291-7219; (2) DELETE ALL COPIES OF THE MESSAGE AND ANY ATTACHMENTS; AND (3) DO NOT DISSEMINATE, FORWARD, OR MAKE ANY USE OF ANY OF THEIR CONTENTS

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 4, 2022 1:28 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit for "Fiesta del Norte Mariachi Performance -East Hartford Public Library

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "Fiesta del Norte Mariachi Performance" taking place on **Sunday, May 14, 2022**. Please review and submit comments back to me **no later than 12:00 noon, Monday, April 18, 2022.**

**TOWN OF EAST HARTFORD  
FIRE MARSHAL'S OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE:** April 5, 2022

**APPLICATION FOR:** Fiesta del Norte Mariachi Performance

**APPLICANT:** Sarah Kline Morgan East Hartford Public Library

**ADDRESS:** 840 Main St

**DATE(S) OF EVENT:** May 14, 2022 1-3pm

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:**



JUSTIN WAGNER  
FIRE MARSHAL  
TOWN OF EAST HARTFORD



Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, May 14, 2022**

Event: **"Fiesta del Norte Mariachi Performance"**

Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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 \$ \_\_\_\_\_ n/a \_\_\_\_\_

  
Signature **Stephen J. Alsup, Asst. Fire Chief.**

**4/5/22**  
Date

Comments:



Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, May 14, 2022

Event: "Fiesta del Norte Mariachi Performance"

Applicant: East Hartford Public Library by Sarah Kline Morgan, Library Director

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

Laurence Burnsed, MPH, MBA

April 4, 2022

Signature

Date

Comments:

Approved as submitted.



Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, May 14, 2022**

Event: **"Fiesta del Norte Mariachi Performance"**

Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

4/18/22

Date

Comments:





## Rivera, Augustina

---

**From:** Hawkins, Mack  
**Sent:** Monday, April 18, 2022 9:36 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit for "Fiesta del Norte Mariachi Performance -East Hartford Public Library

Tina,

I have reviewed the Outdoor Amusement Permit Application for Fiesta del Norte Mariachi Performance -East Hartford Public Library for 2022. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

*Mack S. Hawkins*

Assistant 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:** Monday, April 4, 2022 1:28 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

OUTDOOR AMUSEMENT PERMITS  
31 SCHOOL STREET  
EAST HARTFORD, CT 06108-2638  
(860) 528-4401

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

**THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR**

1. Name of Event:  
**Fiesta del Norte Mariachi Performance**
2. Date(s) of Event:  
**Saturday, May 14, 1:00 PM**
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):  
**Sarah Kline Morgan, library director, East Hartford Public Library  
smorgan@easthartfordct.gov  
860.290.4340**
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.  
**n/a**
5. List the location of the proposed amusement: (Name of facility and address)  
**Raymond Library front lawn: 840 Main St., East Hartford, CT 06108**
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
**Saturday, May 14: setup from 12 - 1, performance from 1 - 2, cleanup from 2 - 2:30**
7. Provide a detailed description of the proposed amusement:  
**An afternoon of mariachi music for all ages with song translations, storytelling, and cultural insights interwoven between musical numbers.**

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)? 1 - 2 PM

9. What is the expected age group(s) of participants?  
0 - 100

10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
50 - 75

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:  
none

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:  
none

c. Parking plan on site & impact on surrounding / supporting streets:  
Audience members will use the library parking lot.

d. Noise impact on neighborhood:  
Minimal and brief.

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:  
Existing trash cans on the lawn will provide sufficient capacity.

f. List expected general disruption to neighborhood's normal life and activities:  
none

g. Other expected influence on surrounding neighborhood:  
none

12. Provide a detailed plan for the following:

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

b. Provisions for notification of proper authorities in the case of an emergency:  
Library staff will notify authorities in the case of an emergency

c. Any provision for on-site emergency medical services:  
Library staff will call EMS if necessary

d. Crowd control plan:  
Audience will be spread out on the large lawn

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:  
Library staff will ensure that the lawn is cleaned up afterwards

f. Provision of sanitary facilities:  
Restrooms will be available inside the library

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:

Sarah Kline Morgan

(Legal Name of Applicant)

Sarah Kline Morgan

(Applicant Signature)

Sarah Kline Morgan  
(Printed Name)

04.04.22

(Date Signed)

Library director

(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	<input checked="" type="radio"/> NO
Liquor Permit Included:	YES	<input checked="" type="radio"/> NO
Certificate of Alcohol Liability Included:	YES	<input checked="" type="radio"/> NO
Time Waiver Request Included:	YES	<input checked="" type="radio"/> NO
Fee Waiver Request Included:	YES	<input checked="" type="radio"/> 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: 04.04.22 11 : 00  AM  PM

Time remaining before event: 40 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.

MICHAEL P. WALSH  
MAYOR

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



31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

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

SCOTT M. SANSOM  
CHIEF OF POLICE

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: April 20, 2022

Re: **Amusement Permit Application**  
**"16<sup>th</sup> Abelon Memorial Walk"**

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.

Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

April 20, 2022

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

**Re: Outdoor Amusement Permit Application  
"16th Abelon Memorial Walk"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Public Schools by Rachel Buck, Walk Faculty Advisor for the CIBA Student Advisory Board**. The applicant seeks to conduct a walk to raise money and awareness for pancreatic cancer research and money for a college scholarship for a CIBA student. The walk includes refreshments and guest speakers who will be on the grounds of the **Connecticut IB Academy, 857 Forbes Street on Saturday, May 21, 2022** from approximately 7:30 a.m. to 2:00 p.m. The walk will begin at CIBA and proceeds down **Forbes Street to Sunset Ridge School (450 Forbes Street)**, then turns, retracing its steps back to CIBA.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a not-for-profit student initiated event.

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

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

**The Fire Department approves the application as submitted with the understanding that approval is for pre-packaged food only, no cooking allowed and indicates there are no anticipated costs to their Department.**

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

**The Public Works Department approves the application as submitted and states there are no anticipated costs to their Department.**

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

- **The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.**



- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.
- **There are no anticipated costs to the Department for this event.**

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Monday, March 28, 2022 8:18 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit for -16th Abelon Memorial Walk

ok

---

**From:** Rivera, Augustina  
**Sent:** Thursday, March 24, 2022 9:46 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit for -16th Abelon Memorial Walk

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "16<sup>th</sup> Abelon Memorial Walk" taking place on **Saturday, May 21, 2022**. Please review and submit comments back to me **no later than 12:00 noon, Thursday, April 7, 2022**.

Thank you.

Tina

Augustina Rivera  
Administrative Clerk 3  
Support Services 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:** Gentile, Richard  
**Sent:** Thursday, March 24, 2022 11:17 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit for -16th Abelon Memorial Walk

I have no comments or concerns with this event

Richard P. Gentile  
Assistant Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE (1) IMMEDIATELY NOTIFY THE OFFICE OF THE CORPORATION COUNSEL ABOUT THE RECEIPT BY TELEPHONING (860)291-7219; (2) DELETE ALL COPIES OF THE MESSAGE AND ANY ATTACHMENTS; AND (3) DO NOT DISSEMINATE, FORWARD, OR MAKE ANY USE OF ANY OF THEIR CONTENTS.

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Thursday, March 24, 2022 9:46 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcummins@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit for -16th Abelon Memorial Walk

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "16<sup>th</sup> Abelon Memorial Walk" taking place on Saturday, May 21, 2022. Please review and submit comments back to me **no later than 12:00 noon, Thursday, April 7, 2022.**

Thank you.

**TOWN OF EAST HARTFORD  
FIRE MARSHAL'S OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE: March 25, 2022**

**APPLICATION FOR: 16<sup>th</sup> Annual Abelon Memorial Walk**

**APPLICANT: Rachel Buck, Vice President (203) 530-1171**

**ADDRESS: CIBA 857 Forbes St**

**DATE(S) OF EVENT: May 21, 2022**

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: No cooking. Pre-packaged food only.**



**JUSTIN WAGNER  
FIRE MARSHAL  
TOWN OF EAST HARTFORD**

Fire Dept



Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, May 21, 2022**

Event: **"16<sup>th</sup> Abelon Memorial Walk"**

Applicant: **East Hartford Public Schools by Rachel Buck, Walk Faculty  
Advisor for the CIBA Student Advisory Board**

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- Anticipated Cost(s) if known \$ \_\_\_\_\_ -0- \_\_\_\_\_

Signature Stephen Alsup, Assistant Fire Chief

3/24/2022  
Date

Comments:

No dedicated FD / EMS resources.



Scott Sansom  
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**



Michael P. Walsh  
Mayor

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Applicant: **East Hartford Public Schools by Rachel Buck, Walk Faculty  
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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ \_\_\_\_\_

Laurence Burnsed, MPH, MBA  
Signature

March 24, 2022  
Date

Comments:



Scott Sansom  
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



Michael P. Walsh  
Mayor

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Event: **"16<sup>th</sup> Abelon Memorial Walk"**

Applicant: **East Hartford Public Schools by Rachel Buck, Walk Faculty  
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- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

4/1/2022

Date

Comments:



Scott Sansom  
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



Michael P. Walsh  
Mayor

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Event Date: **Saturday, May 21, 2022**

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- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ 0

Marilynn Cruz-Aponte 4-18-2022

Signature

Date

Comments:



**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, April 6, 2022 8:55 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit for -16th Abelon Memorial Walk

Tina,

I have reviewed the Outdoor Amusement Permit Application for "16<sup>th</sup> Annual **Abelon** Walk" for 2022. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

*Mack S. Hawkins*

Assistant Chief of Police  
East Hartford Police Department  
31 School St.  
East Hartford, CT 06108  
Office 860 291-7597

***Serving Our Community with Pride and Integrity***



---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Tuesday, April 5, 2022 9:04 AM  
**To:** Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit for -16th Abelon Memorial Walk

Good morning,

Just a friendly reminder that your comments for the Abelon Memorial Walk are due on Thursday, April 7<sup>th</sup>.

Thank you.

Tina

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

OUTDOOR AMUSEMENT PERMITS  
31 SCHOOL STREET  
EAST HARTFORD, CT 06108-2638  
(860) 528-4401

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

**THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR**

1. Name of Event:  
**16th Abelon Memorial Walk**
2. Date(s) of Event:  
**Saturday, May 21, 2022**
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):  
**Michael Abelon Memorial Foundation  
Connecticut IB Academy, Student Advisory Board  
857 Forbes Street, East Hartford, CT 06118  
(C) 203-530-1171  
(W) 860-622-5590  
mabelonmf@gmail.com**
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.  
**Rachel Buck, Vice President, buck.rl@easthartford.org  
CIBA, 857 Forbest Street, East Hartford, CT 06118  
Additional Officer: Rebecca Delois - President, Doug Clarke - Secretary/Treasurer (same address)**
5. List the location of the proposed amusement: (Name of facility and address)  
**Connecticut IB Academy (CIBA), 857 Forbes Street, East Hartford, CT 06118 >> Forbes Street >> Sunset Ridge School, 450 Forbes Street, East Hartford, CT 06118 (and back)**
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
**5/21/22 7:30 am - 2 pm**
7. Provide a detailed description of the proposed amusement:  
**Please see attached**

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)? 5/21/22 9 - 12 noon

9. What is the expected age group(s) of participants?  
mostly 14 - 18 year olds, but walker draw from all age groups

10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
100 - 150

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:

Please see attached

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

Please see attached

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

Please see attached

d. Noise impact on neighborhood:

Please see attached

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

Please see attached

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

Please see attached

g. Other expected influence on surrounding neighborhood:

Please see attached

12. Provide a detailed plan for the following:

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

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

Please see attached

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

Please see attached

d. Crowd control plan:

Please see attached

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

Please see attached

f. Provision of sanitary facilities:

Please see attached

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):

Please see attached

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:

Rachel Buck  
(Legal Name of Applicant)

Rachel Buck  
(Applicant Signature)

Rachel Buck  
(Printed Name)

3/23/22  
(Date Signed)

Walk Faculty Advisor  
(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 \$10**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 3/23/22 7 : 50 AM PM

Time remaining before event: 58 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.

## **Outdoor Amusement Permit Application Additional Responses**

### **7. Provide a detailed description of the proposed amusement:**

Set-up will commence at 7:30 am outside of CIBA and will include setting up registration tables, refreshments, prize drawing items, signage and activities. Registration will start at 9 am. Guest speakers will introduce the event at 9:40. The walk will commence at 10 am, proceed down Forbes Street to Sunset Ridge, and then retrace the path back to CIBA. We will have a grand farewell, and walkers will leave. Students and volunteers will remain to help clean up. COVID safety precautions will be taken - hand sanitizer will be provided, it will be suggested that participants wear masks and social distance when possible.

### **11 Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:**

#### **a. Crowd size impact:**

There is a large amount of pedestrian traffic, as the event consists of a fundraising walk that starts at CIBA, follows Forbes Street to Sunset Ridge School, loops around in the parking lot with a stop at the water station there, and retraces the path back to CIBA. All collective gatherings aside from the walk and water break take place in the parking lot outside of CIBA. All walkers are to use designated crosswalks and sidewalks.

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

All participants use designated crosswalks and sidewalks. As well, participants park their vehicles in the CIBA/EHHS parking lot. This does not create any undue congestion, and the impact on surrounding streets is minimal.

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

All participants park their vehicles in the CIBA/EHHS parking lot. This does not create any undue congestion, and the impact on surrounding streets is minimal.

#### **d. Noise impact on neighborhood:**

There is some noise, but this is limited to the casual conversation of the participants as they walk the planned route. There will be music and speeches in the parking lot of CIBA during registration and welcome, but this should not create too much noise impact on the surrounding neighborhoods.

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

Student cleaning crews man the back of the walk, cleaning up any visible litter as they go. A water station with trash receptacles will be set up at Sunset Ridge School, and student volunteers

will be responsible for keeping all areas clean and removing the trash and receptacles at the end of the walk. Event supervisors inspect these areas prior to the end of the event.

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

Minimal; there will be heavy pedestrian traffic on the road for approx. 1 hour.

**g. Other expected influence on surrounding neighborhood:**

We hope to spread awareness of the devastating statistics that surround pancreatic cancer, raise funds for its treatment and patient support services, as well as raise money to support higher education.

**12 Provide a detailed plan for the following:**

**b. Provision for notification of proper authorities in the case of emergency:**

There are functioning landlines at CIBA, the main hub of this event. Additionally, the walk advisor listed on this form and other CIBA staff will have operational cell phones along the entire route.

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

We will have first aid kits on site and access to telephones in the event that more serious medical treatment is necessary.

**d. Crowd control plan:**

CIBA staff helps to lead the walk and are in great attendance at this event, and they help to supervise and enforce crowd control.

**e. If on town property, the plan for the return of the amusement site to per-amusement conditions:**

Student volunteers are stationed at key locations along the route. They are responsible for the maintenance of the location, and these conditions are checked by the advisor listed on this form prior to the end of the event.

**f. Provision of sanitary facilities:**

A custodian is present at CIBA during the hours of the event, making restrooms inside the school available to event participants.

**15. Include any other information which the applicant deems relevant (ie time waivers and fee waiver requests should go here):**

Since this event is non-profit and student-initiated, we would like to request a waiver of any fees.

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: April 20, 2022

Re: **Amusement Permit Application**  
**"Summer Reading Kickoff"**

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.



Scott M. Sansom  
Chief of Police



MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

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April 20, 2022

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

**Re: Outdoor Amusement Permit Application  
"Summer Reading Kickoff"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Public Library** by **Sarah Kline Morgan, Library Director**. The applicant seeks to conduct the **Summer Reading Kickoff** on the front lawn of the **Raymond Library at 840 Main Street** on **Thursday, June 9, 2022**, from **5:00 pm – 8:00 pm** to kick off the library summer reading program for children, including a concert by Flor Bromley and band, funded by the Commission on Culture and Fine Arts. This event is rain or shine.

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 are no anticipated costs to their Department.**

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

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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Wednesday, April 6, 2022 11:00 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit-Summer Reading Kickoff- Hartford Public Library

ok

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**From:** Rivera, Augustina  
**Sent:** Monday, April 4, 2022 1:31 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit-Summer Reading Kickoff- Hartford Public Library

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "Summer Reading Kickoff" taking place on Thursday, June 9, 2022. Please review and submit comments back to me **no later than 12:00 noon, Monday, April 18, 2022.**

Thank you.

Tina

Augustina Rivera  
Administrative Clerk 3  
Support Services 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:** Gentile, Richard  
**Sent:** Monday, April 4, 2022 1:57 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit-Summer Reading Kickoff- Hartford Public Library

I have no issues or concerns with this application.

Richard P. Gentile  
Assistant Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE (1) IMMEDIATELY NOTIFY THE OFFICE OF THE CORPORATION COUNSEL ABOUT THE RECEIPT BY TELEPHONING (860)291-7219; (2) DELETE ALL COPIES OF THE MESSAGE AND ANY ATTACHMENTS; AND (3) DO NOT DISSEMINATE, FORWARD, OR MAKE ANY USE OF ANY OF THEIR CONTENTS.

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 4, 2022 1:31 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit-Summer Reading Kickoff- Hartford Public Library

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "Summer Reading Kickoff" taking place on Thursday, June 9, 2022. Please review and submit comments back to me **no later than 12:00 noon, Monday, April 18, 2022.**

Thank you.

Fire Dept



Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Thursday, June 9, 2022

Event: "Summer Reading Kickoff"

Applicant: East Hartford Public Library by Sarah Kline Morgan, Library Director

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 \$ \_\_\_\_\_ n/a \_\_\_\_\_

  
 Signature Stephen J. Alsup Asst. Fire Chief 4/5/22  
Date

Comments:

**TOWN OF EAST HARTFORD  
FIRE MARSHAL'S OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE: April 5, 2022**

**APPLICATION FOR: Summer Reading Kickoff 2022**

**APPLICANT: Sarah Kline Morgan East Hartford Public Library**

**ADDRESS: 840 Main St**

**DATE(S) OF EVENT: June 9, 2022 5-8pm**

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:**



**JUSTIN WAGNER  
FIRE MARSHAL  
TOWN OF EAST HARTFORD**



Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Thursday, June 9, 2022**

Event: **"Summer Reading Kickoff"**

Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

Laurence Burns, MPH, MBA

April 4, 2022

Signature

Date

Comments:

Approved as submitted by the Health & Social Services Department



Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Thursday, June 9, 2022**  
Event: **“Summer Reading Kickoff”**  
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

4/18/22

Date

Comments:





Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Thursday, June 9, 2022**

Event: **"Summer Reading Kickoff"**

Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- Anticipated Cost(s) if known \$ 0 \_\_\_\_\_

Marilynn Cruz-Aponte 4-18-2022

Signature

Date

Comments:

**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Monday, April 18, 2022 9:38 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit-Summer Reading Kickoff- Hartford Public Library

Tina,

I have reviewed the Outdoor Amusement Permit Application for Summer Reading Kickoff- Hartford Public Library for 2022. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

*Mack S. Hawkins*

Assistant 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:** Monday, April 4, 2022 1:31 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

OUTDOOR AMUSEMENT PERMITS  
31 SCHOOL STREET  
EAST HARTFORD, CT 06108-2638  
(860) 528-4401

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

**THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR**

1. Name of Event:  
**Summer Reading Kickoff**
2. Date(s) of Event:  
**Thursday, June 9**
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):  
**Sarah Kline Morgan, library director, East Hartford Public Library  
smorgan@easthartfordct.gov  
860.290.4340**
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.  
**n/a**
5. List the location of the proposed amusement: (Name of facility and address)  
**Raymond Library front lawn: 840 Main St., East Hartford, CT 06108**
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
**Thursday, June 9, 5 - 8 PM**
7. Provide a detailed description of the proposed amusement:  
**Outdoor festival to kick off the library summer reading program for children, including a concert by Flor Bromley and band, funded by the Commission on Culture and Fine Arts.**

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)? **6 - 7 PM**
9. What is the expected age group(s) of participants?  
**Children ages 0 - 18 and their parents/caregivers**
10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
**100 - 150**
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:  
**none**
- b. Traffic control and flow plan at site & impact on surrounding / supporting streets:  
**none**
- c. Parking plan on site & impact on surrounding / supporting streets:  
**Audience members will park in the library parking lot.**
- d. Noise impact on neighborhood:  
**Minimal and brief.**
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:  
**Existing trash cans on the lawn will provide sufficient capacity**
- f. List expected general disruption to neighborhood's normal life and activities:  
**None**
- g. Other expected influence on surrounding neighborhood:  
**None**
12. Provide a detailed plan for the following:
- a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:  
**Highly accessible: fire station adjacent**
- b. Provisions for notification of proper authorities in the case of an emergency:  
**Library staff will notify authorities in the case of an emergency**
- c. Any provision for on-site emergency medical services:  
**Library staff will call EMS if necessary**
- d. Crowd control plan:  
**Audience will be spread out on the large lawn**
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition:  
**Library staff will ensure that the lawn is cleaned up afterwards**

f. Provision of sanitary facilities:  
Restrooms will be available inside the library

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:

Sarah Kline Morgan  
(Legal Name of Applicant)

Sarah Kline Morgan  
(Applicant Signature)

\_\_\_\_\_  
(Printed Name)

4.4.22  
(Date Signed)

Library Director  
(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	<input type="radio"/> NO
Liquor Permit Included:	YES	<input type="radio"/> NO
Certificate of Alcohol Liability Included:	YES	<input type="radio"/> NO
Time Waiver Request Included:	YES	<input type="radio"/> NO
Fee Waiver Request Included:	YES	<input type="radio"/> 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: 4.4.22 11 : 00  AM  PM

Time remaining before event: 66 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.

MICHAEL P. WALSH  
MAYOR

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

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

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

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: April 20, 2022

Re: **Amusement Permit Application**  
**"Nelson Bello Latin Jazz Quintet"**

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.



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

## Police Department

31 School Street  
East Hartford, Connecticut 06108-2638

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

SCOTT M. SANSOM  
CHIEF OF POLICE

April 20, 2022

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

**Re: Outdoor Amusement Permit Application  
"Nelson Bello Latin Jazz Quintet"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Public Library** by **Sarah Kline Morgan, Library Director**. The applicant seeks to conduct the **Nelson Bello Latin Jazz Quintet** on the front lawn of the **Raymond Library at 840 Main Street** on **Saturday, June 25, 2022**, from **1:00 pm – 2:00 pm** with set up from **12:00 pm to 1:00 pm** and clean up from **2:00 pm to 2:30 pm** to celebrate the contributions of immigrants. The event is sponsored by the Library and the Commission on Culture and Fine Arts. This event is rain or shine.

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 are no anticipated costs to their Department.**

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

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

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



Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott M. Sansom". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Wednesday, April 6, 2022 11:00 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit- Nelson Bello Latin Jazz Quintet-East Hartford Public Library

ok

---

**From:** Rivera, Augustina  
**Sent:** Monday, April 4, 2022 1:41 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit- Nelson Bello Latin Jazz Quintet-East Hartford Public Library

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "Nelson Bello Latin Jazz Quintet" taking place on **Saturday, June 25, 2022**. Please review and submit comments back to me **no later than 12:00 noon, Monday, April 18, 2022**.

Thank you.

Tina

Augustina Rivera  
Administrative Clerk 3  
Support Services 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:** Gentile, Richard  
**Sent:** Monday, April 4, 2022 1:57 PM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit- Nelson Bello Latin Jazz Quintet-East Hartford Public Library

I have no issues or concerns with this application.

Richard P. Gentile  
Assistant Corporation Counsel  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

860-291-7217  
[rpgentile@easthartfordct.gov](mailto:rpgentile@easthartfordct.gov)

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE (1) IMMEDIATELY NOTIFY THE OFFICE OF THE CORPORATION COUNSEL ABOUT THE RECEIPT BY TELEPHONING (860)291-7219; (2) DELETE ALL COPIES OF THE MESSAGE AND ANY ATTACHMENTS; AND (3) DO NOT DISSEMINATE, FORWARD, OR MAKE ANY USE OF ANY OF THEIR CONTENTS.

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Monday, April 4, 2022 1:41 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilynn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit- Nelson Bello Latin Jazz Quintet-East Hartford Public Library

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit application for the "Nelson Bello Latin Jazz Quintet" taking place on **Saturday, June 25, 2022**. Please review and submit comments back to me **no later than 12:00 noon, Monday, April 18, 2022**.



Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, June 25, 2022**

Event: **"Nelson Bello Latin Jazz Quintet"**

Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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 \$ \_\_\_\_\_ n/a \_\_\_\_\_

  
Signature **Stephen J. Alsup** Asst. Fire Chief

**4/5/22**  
Date

Comments:

**TOWN OF EAST HARTFORD  
FIRE MARSHAL'S OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE:** April 5, 2022

**APPLICATION FOR:** Nelson Bello Latin Jazz Quintet

**APPLICANT:** Sarah Kline Morgan East Hartford Public Library

**ADDRESS:** 840 Main St

**DATE(S) OF EVENT:** June 25, 2022

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:**



JUSTIN WAGNER  
FIRE MARSHAL  
TOWN OF EAST HARTFORD



Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, June 25, 2022**

Event: **"Nelson Bello Latin Jazz Quintet"**

Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

Laurence Burnsed, MPH, MBA  
Signature

April 4, 2022  
Date

Comments:

Approved by Health & Social Services as submitted.



Scott Sansom  
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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, June 25, 2022**

Event: **"Nelson Bello Latin Jazz Quintet"**

Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

- 1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- 
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- 
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

4/18/22

Date

Comments:



Scott Sansom  
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**



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: **Saturday, June 25, 2022**

Event: **"Nelson Bello Latin Jazz Quintet"**

Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

- 1. the application be approved as submitted.
- 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
- 3. the application be disapproved for the reason(s) set forth in the attached comments.

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel

Anticipated Cost(s) if known \$ 0

\_\_\_\_\_  
Signature **Marilynn Cruz-Aponte** **4-18-2022** Date

Comments:



**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Monday, April 18, 2022 9:40 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit- Nelson Bello Latin Jazz Quintet-East Hartford Public Library

Tina,

I have reviewed the Outdoor Amusement Permit Application for Nelson Bello Latin Jazz Quintet-East Hartford Public Library for 2022. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

*Mack S. Hawkins*

Assistant 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:** Monday, April 4, 2022 1:41 PM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Cummings, Kim <kcumplings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

OUTDOOR AMUSEMENT PERMITS  
31 SCHOOL STREET  
EAST HARTFORD, CT 06108-2638  
(860) 528-4401

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

**THIS APPLICATION IS DUE NOT LESS THAN 30 DAYS PRIOR TO THE EVENT APPLIED FOR**

1. Name of Event:  
**Nelson Bello Latin Jazz Quintet**
2. Date(s) of Event:  
**Saturday, June 25**
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):  
**Sarah Kline Morgan, library director, East Hartford Public Library  
smorgan@easthartfordct.gov  
860.290.4340**
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.  
**n/a**
5. List the location of the proposed amusement: (Name of facility and address)  
**Raymond Library front lawn: 840 Main St., East Hartford, CT 06108**
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
**Saturday, June 25, setup from 12 - 1 PM, concert from 1 - 2 PM, cleanup from 2 - 2:30 PM**
7. Provide a detailed description of the proposed amusement:  
**Outdoor concert sponsored by the library/Commission on Culture and Fine Arts as an event celebrating the contributions of immigrants.**

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)? **1 - 2 PM**

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

10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
**50 - 75**

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:  
**none**

b. Traffic control and flow plan at site & impact on surrounding / supporting streets:  
**none**

c. Parking plan on site & impact on surrounding / supporting streets:  
**Audience members will park in the library parking lot.**

d. Noise impact on neighborhood:  
**Minimal and brief.**

e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:  
**Existing trash cans on the lawn will provide sufficient capacity**

f. List expected general disruption to neighborhood's normal life and activities:  
**None**

g. Other expected influence on surrounding neighborhood:  
**None**

12. Provide a detailed plan for the following:

a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:  
**Highly accessible: fire station adjacent**

b. Provisions for notification of proper authorities in the case of an emergency:  
**Library staff will notify authorities in the case of an emergency**

c. Any provision for on-site emergency medical services:  
**Library staff will call EMS if necessary**

d. Crowd control plan:  
**Audience will be spread out on the large lawn**

e. If on town property, the plan for the return of the amusement site to pre-amusement condition:  
**Library staff will ensure that the lawn is cleaned up afterwards**

f. Provision of sanitary facilities:  
Restrooms will be available inside the library

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:

Sarah Kline Morgan  
(Legal Name of Applicant)

Sarah Kline Morgan  
(Applicant Signature)

\_\_\_\_\_  
(Printed Name)

4.4.22  
(Date Signed)

Library Director  
(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  
Liquor Permit Included: YES  
Certificate of Alcohol Liability Included: YES  
Time Waiver Request Included: YES  
Fee Waiver Request Included: YES

NO  
NO  
NO  
NO  
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

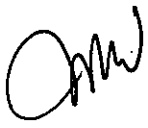
Date & Time Signed: 4.4.22 11 : 00 AM PM

Time remaining before event: 82 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: April 22, 2022  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: REFERRAL: Refund of Taxes

---

I recommend that the Town Council approve a total refund of taxes in the amount of \$35,450.42 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the May 3<sup>rd</sup>, 2022 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:** MICHAEL P WALSH, MAYOR ✓  
MELISSA MCCAWE, DIRECTOR OF FINANCE

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

**SUBJECT:** REFUND OF TAXES

**DATE:** 4/22/2022



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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 \$35,450.42. Please see attached listing. Please place this item on the Town Council agenda for May 3, 2022.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int	Over Paid
2020-03-0050154	ACAR LEASING LTD	PO BOX 1990	FT WORTH, TX 76101	2018/2GNAXSEV8J6255611	0	-315.90
2019-01-0011143	ALZATE EDGAR A	26-28 HIGBIE DR	EAST HARTFORD, CT 06108	26-28 HIGBIE DR	0	-1,942.96
2020-03-0051427	ANTOINE GREGORY P	841 BURNSIDE AVE	EAST HARTFORD, CT 06108-2705	2016/JM1GJ1U54G1458992	0	-215.78
2020-01-0001164	BEDARD FELICIANO YOLANDA	250 RIDGEWOOD RD	EAST HARTFORD, CT 06118	250 RIDGEWOOD RD	0	-3,171.97
2020-03-0052987	BEJARANO YAIPEN HIGINIO E	101 BIRCH MOUNTAIN RD	MANCHESTER, CT 06040-6806	2015/5N1AT2MV6FC893727	0	-206.33
2020-04-0080886	BLASKO THEODORE & LUCILLE	61 WENTWORTH DR	EAST HARTFORD, CT 06118-1637	1995/2T1AE09B7SC120218	0	-49.50
2020-03-0054172	BRESLIN JOHN J	9 GOULD DR	EAST HARTFORD, CT 06118-1118	2020/1FMSK8DH4LGB13586	0	-319.30
2020-03-0055163	CAMPBELL MARCUS J	151 ELLINGTON RD	EAST HARTFORD, CT 06108-1104	2015/KNMAT2MV7FP519494	0	-101.62
2020-03-0056198	CHAPMAN JOHN R	96 COLBURN RD	STAFFORD SPRINGS, CT 06076	2019/1C6RR7LT2KS557485	0	-522.90
2018-01-0002775	CLOUD DENNIS	29 WINDING LN	EAST HARTFORD, CT 06118	29 WINDING LN	0	-40.76
2019-01-0002775	CLOUD DENNIS	29 WINDING LN	EAST HARTFORD, CT 06118	29 WINDING LN	0	-41.42
2019-01-0015830	CORELOGIC CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019	47 PIPER LN	0	-4,304.35
2019-01-0013866	CORELOGIC CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019	61 MCKEE ST	0	-2,074.18
2020-01-0009492	CORELOGIC CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019	89 CRESCENT DR	0	-2,176.09
2020-01-0001026	CORELOGIC CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019	45 TERRY RD	0	-2,489.46
2019-02-0043004	COMPLETE INTERIOR SYSTEMS INC	124 MAIN ST	EAST HARTFORD, CT 06108	124 MAIN ST	0	-247.86
2020-04-0081874	COSGROVE JOSEPH W	7 CLUNE CT	EAST HARTFORD, CT 06108-3425	1990/1LNCM93E5LY745115	0	-25.06
2020-03-0057436	COONEY DEBRA P	530 HILLS ST	EAST HARTFORD, CT 06118-3028	2021/5J8TC2H34ML003178	0	-269.21
2020-04-0082036	DAILEY MICHELE C	18 MOORE AVE	EAST HARTFORD, CT 06108-2549	2000/JM3LW28GXY0113434	0	-16.79
2020-03-0058441	DALRYMPLE SUSAN W	34 SHANNON RD	EAST HARTFORD, CT 06118-1743	2015/2T3DFREV8FW376135	0	-303.98
2020-04-0082199	DELEON MIGUEL A	441 MAIN ST TRLR 911	EAST HARTFORD, CT 06118-1441	1995/2CNBE18U7S6936226	0	-51.62
2020-04-0082366	DIONE MARK E	50 ELM ST APT 18	SOUTH WINDSOR, CT 06074	1996/1J4FJ78SXTL247609	0	-46.89
2020-03-0060780	EASON SHAKIRA C	21 EDGEWOOD ST APT 3S	HARTFORD, CT 06112	2001/JHMCG66861C004738	0	-110.25



2020-01-0009718	EQUITY SETTLEMENT SERVICES ATTN: GAIL BALDWIN	444 ROUTE 111	SMITHTOWN, NY 11787	23 COLUMBUS ST	0	-2,373.74
2020-01-0005436	GAYLE ONEIL & LAWSON GAYLE SABRINA	110 MCKEE ST	EAST HARTFORD, CT 06108	110 MCKEE ST	0	-2,250.36
2020-03-0063952	GONZALEZ-MARQUEZ LUIS E	184 WASHINGTON ST	VERNON, CT 06066	2020/3GTU9DED0LG376997	-46.33	-790.65
2020-03-0063953	GONZALEZ-MARQUEZ LUIS E	184 WASHINGTON ST	VERNON, CT 06066	2016/1GAZGPF7G1222113	-8.46	-281.93
2020-02-0040752	GUY DAIGLE FLOORING LLC	87 CHURCH ST #206E	EAST HARTFORD, CT 06108	87 CHURCH ST	0	-287.69
2020-04-0084649	JOHNSON EMMANUEL	16 BIDWELL AVE FL2	EAST HARTFORD, CT 06108	1999/WDBKK47FOX137529	0	-112.50
2019-02-0040977	KV MECHANICAL CONTRACTORS INC	275 PARK AVE	EAST HARTFORD, CT 06108	275 PARK AVE	0	-41.09
2019-01-0008263	LAVIGNE ALBERT D & KAREN L	130 SHERWOOD DR	EAST HARTFORD, CT 06108	130 SHERWOOD DR	0	-74.88
2020-01-0002775	GREEN LAW PC- KRISTA LIONELLO C/O HUBERT SILVERA	11 TALCOTT NOTCH RD	FARMINGTON, CT 06032	74 WELLS AVE	0	-2,670.58
2019-01-0000972	LUNA VONMARIE	26 WOODBRIDGE AVE	EAST HARTFORD, CT 06108	26 WOODBRIDGE AVE	0	-187.20
2020-01-0004102	LERETA LLC ATTN: CENTRAL REFUNDS	901 CORPORATE CENTER DR	POMONA, CA 91768	194 HOLLISTER DR	0	-140.33
2020-04-0086424	NIEVES SANTIAGO YADIEL A	28 LIVINGSTON RD	EAST HARTFORD, CT 06108-3814	2000/1J4GW48S6YC384719	0	-30.46
2019-01-0010821	NWABUDE LINDA N	63 BUENA VISTA DR	EAST HARTFORD, CT 06118	63 BUENA VISTA DR	0	-3,673.12
2020-02-0041205	PRIME MATERIALS RECOVERY INC	99 EAST RIVER DR 2ND FL	EAST HARTFORD, CT 06108	99 EAST RIVER DR	0	-28.43
2020-01-0004941	RICHARD QUINLAN, ESQ. C/O TRACEY FLETCHER	945 MAIN ST #201	MANCHESTER, CT 06040	225 RIDGEWOOD RD	0	-2,696.02
2020-04-0087947	ROLON MORALES JOSE L	346 SILVER LN	EAST HARTFORD, CT 06118-1029	1998/1FTZR15X3WPA60198	0	-46.80
2018-01-0013643	SMITH DAVID R & LINDA G	5342 SCHWARTZ ST	NEW PORT RICHEY, FL 34655	152 HENDERSON DR	0	-147.34
2019-01-0013643	SMITH DAVID R & LINDA G	5342 SCHWARTZ ST	NEW PORT RICHEY, FL 34655	152 HENDERSON DR	0	-112.32
2020-01-0013637	SMITH DAVID R & LINDA G	5342 SCHWARTZ ST	NEW PORT RICHEY, FL 34655	152 HENDERSON DR	0	-111.04
2020-04-0088984	THOMPSON RAYMOND M JR	144 SHADYCREST DR	EAST HARTFORD, CT 06118-2744	1983/1B4GW12T1DS418858	0	-33.75
2020-04-0089059	TORRES JULIO R	298 PARK ST 3W	HARTFORD, CT 06106	1998/1FTYR11X7WTA49908	0	-93.60
2020-04-0089567	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2021/WA1BAAFY3M2050324	0	-125.77

2020-04-0089971 ZAYAS JAVIER

17 HIGBIE DR

EAST HARTFORD, CT 06108-2836

1998/2HGEJ6623WH595043

0

-41.85

SUBTTOTAL

(54.79) (35,395.63)

**TOTAL**

**\$ (35,450.42)**