

Robert J. Paak

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
AUGUST 17, 2021

2021 AUG 13 PM 1:46

TOWN CLERK
EAST HARTFORD

7:00 P.M. Public Hearing

=====

Pursuant to Governor Lamont's Executive Order No. 7B, this Town Council meeting is accessible through "Microsoft Teams" 929-235-8441 Conference ID: 275 867 175 # or [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. August 3, 2021 Executive Session
 - B. August 3, 2021 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Re-adopting the Connecticut City and Town Development Act
 - B. Referral to Fees Committee re: Salon Licensing and Inspections
 - C. Vaccine Equity and Access Program Grant
 - D. Bid Waiver: Acquisition of Used Fire Apparatus
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: **Wednesday**, September 8th)

Robert J. Park

TOWN COUNCIL MAJORITY OFFICE

AUGUST 3, 2021

2021 AUG -9 AM 11:10

EXECUTIVE SESSION

TOWN CLERK
EAST HARTFORD

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

ABSENT Councillor Patricia Harmon

ALSO Scott Chadwick, Corporation Counsel
PRESENT Attorney Jonathan Reik, McGann Bartlett & Brown

CALL TO ORDER

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

MOTION By Esther Clarke
seconded by Don Bell
to **go into** Executive Session to discuss the pending workers' compensation claim of former Town and Board of Education employee, Eric Barboza.
Motion carried 8/0.

MOTION By Esther Clarke
seconded by Don Bell
to **go back to** Regular Session.
Motion carried 8/0.

ADJOURNMENT

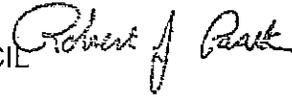
MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (7:20p.m.)
Motion carried 8/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

EAST HARTFORD TOWN COUNCIL



TOWN COUNCIL CHAMBERS

2021 AUG -9 AM 11:11

AUGUST 3, 2021

TOWN CLERK

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, ~~East Hartford Mayor~~ Sebrina Wilson, Minority Leader Esther B. Clarke, Councillors Connor Martin, Angela Parkinson, Awet Tsegai and John Morrison

ABSENT Councillor Patricia Harmon

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:31p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

AMENDMENTS TO THE AGENDA

MOTION By Sebrina Wilson
seconded by Connor Martin
to **amend** the agenda as follows:
add, under New Business, item 8.G. Referral to the Personnel and Pensions Subcommittee: Revised Job Description – Town Council Clerk.
Motion carried 8/0.

MOTION By Don Bell
seconded by Angie Parkinson
to **amend** the agenda as follows:
add, under Communications and Petitions, item 6. B. ARPA Funding Presentation.
Motion carried 8/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

None

APPROVAL OF MINUTES

July 13, 2021 Executive Session

MOTION By Sebrina Wilson
seconded by Awet Tsegai
to **approve** the minutes of the July 13, 2021 Executive Session.
Motion carried 8/0.

July 13, 2021 Regular Meeting

MOTION By Sebrina Wilson
seconded by John Morrison
to **approve** the minutes of the July 13, 2021 Regular Meeting.
Motion carried 8/0.

COMMUNICATIONS AND PETITIONS

Disposition of Town-owned Property Other Than Real Estate

The Chair stated that the Mayor intends to dispose of or auction the following items, having been certified by the Finance Director to be unsuitable for town use:

- Red rocks, timber, storage trailer#2, 4 heavy duty tail gates, a 2012 Ford E350 Bus and a 1994 Royer Screener from Public Works

Pursuant to §10-3 (c) of the Code of Ordinances, the Mayor must notify the Council of her decision to dispose of such furniture/equipment. No action by the Council is necessary.

ARPA Funding Presentation

Mayor Leclerc provided the Council with a PowerPoint to illustrate the following projects that the \$24.6M in American Rescue Plan Act funds allocated to East Hartford would be invested in:

- Public Health – renovation of north-end Community Center
- Household Assistance – Food Program
- Household Assistance – Internet Access Program
- Job Training Assistance – Employment Support and Incentive
- Small Business Economic Assistance
- Aid to Non-profits
- Aid to Other Impacted Industries
- Educational Assistance (Wickham Library)
- Social Detriments of Health – Community Violence Interventions
- Storm Water Management Repair
- Goodwin University Storm Water Management Repair & Replacement
- Post Office Planning and Abatement
- Expansion of Staffing for Senior Center
- EHHS Tennis Courts
- Technology Upgrades and Improvements
- Public Safety Garage
- Repairs to Historic Properties

The Mayor also reviewed the available bond monies (Silver Lane, Municipal Buildings and Town Hall HVAC) and extra revenues from bonding bids, FEMA reimbursements, golf course income and additional state aid.

NEW BUSINESS

Set a Public Hearing Date of Tuesday, August 17, 2021 re: City & Town Development Act

MOTION By Don Bell
seconded by John Morrison
to **set** a public hearing date of Tuesday August 17, 2021 at 7:00pm in the Council Chambers to hear public comment on a Resolution of the Town Council of the Town of East Hartford, re-adopting the Connecticut City and Town Development Act and authorizing the Town to undertake Silver Lane and South Meadows economic development programs and projects authorized under the Act.
Motion carried 8/0.

Non-union Employee Pay Increases for FY22

MOTION By Don Bell
seconded by Angie Parkinson
to **transfer** funds in the amount of \$21,654 to fund non-union employee pay increases for fiscal year ending June 30, 2022 as noted by Finance Director Linda Trzetzziak in the Request for Budgetary Transfer of Funds dated July 29, 2021 as follows:

From Account G9600 63492	Contingency	\$21,654
To Account G2100 60110	Mayor's Office – salaries	\$ 1,120
To Account G2200 60110	Corp Counsel – salaries	\$ 3,797
To Account G2300 60110	Human Resources – salaries	\$ 3,407
To Account G2400 60110	Library – salaries	\$11,920
To Account G2600 60110	Youth Services – salaries	\$ 1,410

Motion carried 8/0.

FCC: Emergency Connectivity Fund Program

MOTION By Connor Martin
seconded by Awet Tsegai
to **adopt** the following resolution:

WHEREAS the Emergency Connectivity Fund is a \$7.17 billion program funded by the American Rescue Plan Act of 2021 to help schools and libraries support remote learning; and

WHEREAS the Raymond Library wishes to help low-income students who currently lack necessary Internet access or the devices they need to effectively use online learning resources.

NOW THEREFORE LET IT BE RESOLVED that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Federal Communications Commission as they pertain to this Emergency Connectivity Fund grant.

On call of the vote, motion carried 8/0.

Department of Children and Families: 2021-2023 Youth Service Bureau Grant

MOTION By Awet Tsegai
 seconded by Angie Parkinson
 to **adopt** the following resolution:

WHEREAS the Connecticut Department of Children and Families has made available funding through the Youth Service Bureau Grant Program; and

WHEREAS the purpose of this program is to assist municipalities (or private agencies serving youth which are designated to act as agents for such municipalities), in establishing, maintaining or expanding such Youth Service Bureaus.

NOW, THEREFORE, LET IT BE RESOLVED that Marcia A. Leclerc, Mayor of the Town of East Hartford, is hereby authorized to execute on behalf of this municipality a grant application to the State of Connecticut Department of Children and Families for a "Youth Service Bureau Grant" and to file any amendments or reports as may be required to successfully complete the terms of the grant contract.

On call of the vote, motion carried 8/0.

Retirement Plan for Paraprofessional Employees of the East Hartford Board of Education

MOTION By Connor Martin
 seconded by Angie Parkinson
 to **approve** the retirement plan between the Town of East Hartford Board of Education and the East Hartford Federation of Paraprofessionals, CFEPE, AFT, AFL-CIO, as well as the Defined Contribution Plan for those paraprofessionals hired after July 1, 2015; both plans were ratified by the bargaining unit members on July 15, 2021 and is effective July 1, 2021 through June 30, 2025.
 Motion carried 8/0.

A copy of both plans follow these minutes.

Intercommunity, Inc. National Health Center Week Community Event

MOTION By Awet Tsegai
 seconded by Angie Parkinson
 to **waive** the time requirement for filing an outdoor amusement permit application and **approve** the outdoor amusement permit application entitled "Intercommunity, Inc. National Health Center Week Community Event", submitted by Tracey Decker, Chief Administrative Officer to conduct a free health and wellness community engagement event to celebrate National Health Center Week on Tuesday, August 10, 2021 at 281 Main Street from 11AM to 3PM with music, food, games for kids and more; subject to 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; and to **waive** the associated permit fee, under the provisions of town ordinance section 5-6(a)

as the goal of this event is to raise awareness of the accomplishments of America's health centers over the past five decades.
Motion carried 8/0.

Referral to the Personnel & Pensions Subcommittee: Town Council Clerk Job Description

MOTION By Awet Tsegai
seconded by John Morrison
to refer to the Personnel and Pensions Subcommittee the revised job description for the Town Council Clerk.
Motion carried 8/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke asked if the town could make a donation to the YMCA in East Hartford. Awet Tsegai, who is on the YMCA Board of Directors, stated that the town has made a \$10,000 donation.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Workers' Compensation Claim of former Town and Board of Education employee, Eric Barboza

MOTION By Sebrina Wilson
seconded by a Awet Tsegai
to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending workers' compensation claim of former Town and Board of Education employee, Eric Barboza, for a total sum of \$87,500.00.
Motion carried 8/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc commented on (1) the town continues to hold Covid clinics, including at the Sounds of Summer concert and the Farmers' Market; (2) the reinstatement of facial masks at Town Hall; (3) for the 25th year, East Hartford has been recognized as Tree City USA; (4) the trees on Main Street on the state median need to be replaced; (5) National Night Out is today; (6) the Fremont Group sold property in Prestige Park that brought in conveyance tax to the town of \$142,000; (7) the EHPD's Citizen Academy begins September 8th; (8) the ribbon cutting for the new Senior Center will be Wednesday September 15th @ 11:00AM; (9) the Mayor's Charity Ball will be October 9th at the Senior Center; and (10) hopefully, the Showcase Cinema purchase and sale agreement will be on the August 17th agenda.

Rich Kehoe attended the National Night Out event. He commented that he understood the advantage of holding this event in four different settings (Gorman Park, Hockanum Park, Martin Park, and Labor Field) is bringing the event to where the people are. The disadvantage is that the event is spread out quite a bit. However, he commended the Police for their outreach to the community.

Don Bell inquired of the Mayor if the town has seen an uptick in vaccinations due to the delta variant of Covid-19. *Mayor Leclerc said the town is holding its own. She did comment that the town has seen an increase in the over-12 category.*

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Don Bell
 to **adjourn** (9:00p.m.).
 Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be August 17th.

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

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



Robert J. Bart

(860) 291-7208

FAX (860) 291-7389

2021 AUG 10 AM 9:20

TOWN CLERK
EAST HARTFORD

August 4, 2021

Please publish the following legal notice in the Journal Inquirer on **Tuesday, August 10, 2021**. Mail bill to the East Hartford Town Council Office, 740 Main Street, East Hartford, CT 06108.

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**NOTICE OF PUBLIC HEARING ON PROPOSED RESOLUTION
CONNECTICUT CITY AND TOWN DEVELOPMENT ACT**

The Town Council of the Town of East Hartford will hold a PUBLIC HEARING on August 17, 2021, at 7 p.m., in the Town Council Chambers, 740 Main Street, East Hartford, CT., (2nd floor), concerning a resolution to re-adopt the Connecticut City and Town Development Act. This resolution would grant the Town additional powers to undertake programs and projects to revitalize portions of the Silver Lane corridor and the South Meadows. These include, but are not limited to, the power to:

- a) Acquire, receive by gift or otherwise, purchase, acquire options to purchase, own and hold as lessee or lessor any identified development property;
- b) Construct, reconstruct, rehabilitate, improve, alter, equip, maintain or repair or provide for the construction, reconstruction, improvement, alteration, equipment or maintenance or repair of any identified development property;
- c) Make mortgage loans or other loans or advances to developers of development property;
- d) Borrow money and to issue bonds or notes or other obligations (including refunding bonds) for a term up to 30 years (40 years for housing projects);
- e) Make loans (which also include commitments to make loans and advances) to any developer of development property to provide funds in furtherance of the purposes of the City and Town Development Act; and
- f) Exempt development property from any property tax imposed by the Town or enter into an agreement providing for payments in lieu of taxes for a period not in excess of twenty years.

Copies of the proposed resolution are on file with the East Hartford Town Clerk, and the Clerk of the East Hartford Town Council, 740 Main Street, East Hartford, CT.

Any person(s) wishing to express an opinion on this matter may do so at this meeting.

Angela Attenello
Town Council Clerk

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD,
CONNECTICUT ADOPTING THE CONNECTICUT CITY AND TOWN
DEVELOPMENT ACT FOR THE PURPOSES OF SILVER LANE AND SOUTH
MEADOWS ECONOMIC DEVELOPMENT**

WHEREAS, Chapter 114 of the General Statutes of Connecticut, Sections 7-480 to 7-503, inclusive, as amended from time to time (the "Act"), provides that municipalities which have found and determined conditions substantially described in Section 7-481 of the Act exist in the municipality, are continuing, and may be ameliorated by the exercise by the municipality of the powers granted under the Act may exercise the powers under the Act; and

WHEREAS, in order to exercise the powers conferred upon municipalities under the Act for a period not in excess of five years, the legislative body of a municipality must determine by resolution that conditions substantially as described in Section 7-481 of the Act exist, and such resolution must include certain findings and determinations and standards as required under Section 7-485 of the Act for implementation of the powers granted under the Act; and

WHEREAS, any action taken in the exercise of any powers granted under the Act by a municipality may only be taken after approval of such action by the legislative body of such municipality, which approval must be by resolution adopted in accordance with the Act; and

WHEREAS, the electors of the Town of East Hartford (the "Town") approved a resolution adopting the Act at a referendum in November, 2016 (the "Current Resolution"); and

WHEREAS, the Current Resolution is effective for a five-year period expiring November 8, 2021; and

WHEREAS, as of October 1, 2016, the Act no longer requires that a referendum be held with respect to adoption or re-adoption of the Act; and

WHEREAS, the Town Council wishes to re-adopt the Act through adoption of this Resolution; and

WHEREAS, pursuant to the Act, a municipality shall have the power to issue its notes and bonds for achieving the purposes of the Act, including the making of mortgage loans and loans to sponsors, the acquisition of development property, the establishment of reserves to secure such notes and bonds, interest on such notes and bonds during

construction and for one year thereafter, and the payment of expenses incident to or necessary for furtherance of the purposes of the Act; and

WHEREAS, the Town considers any level of unemployment unreasonable and any obsolete residential, industrial, commercial and manufacturing facilities unacceptable, and continually seeks innovative approaches to attracting jobs to the Town, constructing, renovating and rehabilitating residential, non-residential, industrial, commercial and manufacturing facilities, and eliminating vacant facilities which are a blighting influence; and

WHEREAS, the ordinary operation of private enterprise cannot deal effectively with these problems without the powers provided under the Act, and the exercise of the powers conferred upon the Town by the Act are critical to revitalizing the Town; and

WHEREAS, the members of the Town Council have general knowledge of the conditions within the Town relating to the rate of unemployment, the obsolescence of many of the Town's residential, commercial, industrial and manufacturing facilities and the need for the Town to retain and attract new residential, commercial, industrial and manufacturing facilities; and

WHEREAS, the Town continues local efforts to address the needs of its citizens as stated above by reducing blight, increasing the tax base and creating opportunities for employment; and

WHEREAS, the Town Council is generally aware of the requirements imposed upon municipalities by the Act; and

WHEREAS, it is in the interest of the Town to implement the provisions of the Act as soon as possible in order to take advantage of the provisions of the Act.

NOW, THEREFORE, BE IT HEREBY

RESOLVED: That the Town Council hereby makes the following findings and determinations and the following standards for the implementation of the power granted under the Act:

(1) an unreasonable number of residents of the Town are subject to hardship in finding employment and adequate, safe and sanitary housing;

(2) conditions of blight and deterioration exist in parts of the Town and the Town would benefit from the renovation, rehabilitation or construction of commercial or residential properties;

(3) private enterprise is not meeting such need for housing, employment, and the reduction of blight and deterioration;

(4) the need for employment and adequate, safe and sanitary housing will be lessened and the Town will be revitalized by the exercise of the powers granted under the Act;

(5) adequate provisions shall be made for the payment of the cost of acquisition, construction, operation, maintenance and insurance of all development property;

(6) a feasible method exists and shall be utilized for the relocation into safe and sanitary dwellings of comparable rent of families and individuals displaced as a consequence of the exercise of any power granted under the Act and such families and individuals shall not suffer disproportionate injuries as a result of actions authorized by the Act for the public benefit;

(7) development property shall not be acquired or disposed of without due consideration of the environmental and economic impact of such acquisition or disposition and the adequacy of existing or proposed municipal services; and

(8) the acquisition or disposition of all development property shall advance the public interest, general health, safety and welfare, and development, growth and prosperity of the Town.

RESOLVED: That anything contained in this Resolution to the contrary notwithstanding, it is the intention of this Town Council that by adopting this Resolution it is conferring upon the Town, all of the authorities, powers, rights, and obligations conferred upon municipalities under the provisions of the Act, and that in adopting this Resolution, the Town will have sufficiently complied with the Act so as to be able to exercise all of the powers conferred upon municipalities under the Act in accordance with said Act.

RESOLVED: That the Town Council adopts this Resolution and the Act subject to the following conditions: (1) that the powers of such Act shall be restricted to the sections of Town defined generally as (A) the Silver Lane Corridor – bounded on the east by Forbes Street, on the north by Interstate 84, on the south by a line drawn parallel to Silver Lane from the southerly extension of any parcel with access to Silver Lane and to the west by Mercer Avenue and the high occupancy vehicle exit from Interstate 84 to Silver Lane, provided that the corridor shall include those portions of the property known as Rentschler Field which are not utilized by Raytheon Technologies Corporation or its divisions, subsidiaries or affiliated entities for industrial, manufacturing, engineering, office or other associated or accessory uses, and (B) the South Meadows – bounded by Interstate 84 to the north, Route 2 to the east, the Hockanum River to the south and the

Connecticut River to the west; and (2) any tax abatement or incentive on a parcel within such sections of the Town granted pursuant to the Act shall result in the Town receiving, in any year that such abatement or incentive is applied, at least the value of the taxes assessed on such property during the tax year immediately preceding the first year of applicability of such abatement or incentive.

RESOLVED: That the effective date of this Resolution shall be November 8, 2021 and this Resolution shall be effective for a period of five years from such effective date.

I HEREBY APPROVE the above action taken by the Town Council on _____, 2021 adopting the City and Town Development Act for the Town.

Dated at East Hartford, Connecticut this ____ day of _____, 2021.

MARCIA A. LECLERC, Mayor

Witness

Witness

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



Robert J. Bask
(860) 291-7208

2021 AUG 13 PM 1:46 FAX (860) 291-7389

TOWN CLERK
EAST HARTFORD

DATE: August 12, 2021
TO: Town Council
FROM: Rich Kehoe
Town Council Chair
RE: Tuesday, August 17, 2021 7:00 P.M. Town Council Chambers

Pursuant to Governor Lamont's Executive Order No. 7B, this Town Council meeting is accessible through "Microsoft Teams" 929-235-8441 Conference ID: 275 867 175 # or [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>

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

Tuesday, August 17, 2021

7:00 p.m.

Town Council Chambers

The purpose of the meeting is to hear public comment concerning a resolution to re-adopt the Connecticut City and Town Development Act. This resolution would grant the Town additional powers to undertake programs and projects to revitalize portions of the Silver Lane corridor and the South Meadows. These include, but are not limited to, the power to:

- a) Acquire, receive by gift or otherwise, purchase, acquire options to purchase, own and hold as lessee or lessor any identified development property;
- b) Construct, reconstruct, rehabilitate, improve, alter, equip, maintain or repair or provide for the construction, reconstruction, improvement, alteration, equipment or maintenance or repair of any identified development property;
- c) Make mortgage loans or other loans or advances to developers of development property;
- d) Borrow money and to issue bonds or notes or other obligations (including refunding bonds) for a term up to 30 years (40 years for housing projects);
- e) Make loans (which also include commitments to make loans and advances) to any developer of development property to provide funds in furtherance of the purposes of the City and Town Development Act; and
- f) Exempt development property from any property tax imposed by the Town or enter into an agreement providing for payments in lieu of taxes for a period not in excess of twenty years.

cc: Mayor Leclerc
Rich Gentile, Assistant Corporation Counsel
Eileen Buckheit, Development Director



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 12, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Fees Committee: Salon Licensing and Inspections

Pursuant to the Connecticut General Statutes, Chapter 368 Sec. 19a-231. Inspections of Salons, the director of health or authorized representative, shall annually inspect sanitary condition of all salons within their jurisdiction. The director of health may collect a reasonable fee, not to exceed two hundred fifty dollars, for the cost of conducting any annual inspection of such salon from the salon operator.

Health and Social Services Director Laurence Burnsed is requesting the Town Council Fees Committee to establish an annual licensing fee structure to East Hartford salons. The recommendation of fees is enclosed with this memo.

Please place this item on the Town Council agenda for the August 17, 2021 meeting.

C: L. Burnsed, Health Director

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7324
HEALTH@EASTHARTFORDCT.GOV

HEALTH DEPARTMENT

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

TO: Mayor Marcia A. Leclerc

FROM: Laurence Burnsed, Director of Health *LB*

DATE: August 12, 2021

RE: REFERRAL: Fees Committee; Salon Licensing and Inspections

I am respectfully requesting the Town Council Fees Committee to establish an annual licensing fee for East Hartford salon establishments.

Pursuant to *Connecticut General Statutes Chapter 368 Sec. 19a-231. Inspection of Salons*, the director of health for any town, city, borough or district department of health, or the director's authorized representative, shall, on an annual basis, inspect all salons within the director's jurisdiction regarding their sanitary condition.

The East Hartford Health Department Director and environmental services team have met and made a recommendation for the fee to cover costs for annual licensing and inspection.

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7324
HEALTH@EASTHARTFORDCT.GOV

740 Main Street

HEALTH DEPARTMENT

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

DATE: August 12, 2021
TO: Mayor Marcia Leclerc
FROM: Laurence Burnsed, Director of Health *ZB*
RE: REFERRAL – Fees Committee: Salon Licensing and Inspections

I am respectfully requesting the Town Council Fees Committee to establish an annual licensing fee structure for East Hartford salons. Pursuant to *Connecticut General Statutes Chapter 368 Sec. 19a-231. Inspection of Salons*, the director of health for any town, city, borough or district department of health, or the director's authorized representative, shall, on an annual basis, inspect all salons within the director's jurisdiction regarding their sanitary condition. The director of health may collect from the operator of any such salon a reasonable fee, not to exceed two hundred fifty dollars, for the cost of conducting an annual inspection.

The East Hartford Health Department Director and environmental services team have met and made a recommendation for fees to cover costs for annual licensing and inspection. Our recommended fee schedule is within the range of other health jurisdictions. Refer to Table One for a summary of licensing and late renewal fees by town and health district.

We also assessed the cost of expected staff time to conduct one annual inspection. We consulted with several local health jurisdictions to determine the minimum amount of personnel and administrative time required to complete an annual inspection. The estimated cost per establishment for East Hartford is summarized in Table Two.

Table One. Salon Establishment Licensure and fees

Town	Salon Fees
East Hartford recommended	1-4 stations: \$100 5-9 stations: \$125 10 or more stations: \$175 Late fee: <ul style="list-style-type: none"> • Within 30 days of expiration: \$50 • 31- 60 days after expiration: \$100 • After 60 days non-renewable, revoke licensure, re-instatement fee: double license fee
Central Connecticut Health District	1-4 stations: \$100 5-9 stations: \$130 10 or more stations: \$160 Plan Review: 100% of license fee Late fee: <ul style="list-style-type: none"> • within 30 days of expiration: \$50 • 31- 60 days after expiration = \$100 • After 60 days non-renewable, revoke licensure, re-instatement fee: double license fee
Glastonbury	\$100 (implemented when CT statute set fee at \$100 maximum)
Hartford	1-3 stations: \$150 4 or more stations: \$200 Late fees: <ul style="list-style-type: none"> • \$100 first month of lapsed license • \$200 each month or portion of the month thereafter
Manchester	\$100 (implemented when CT statute set fee at \$100 maximum)
New Britain	1-5 stations: \$100 6-10 stations: \$120 11 or more stations: \$175 Renewal late fee = \$40
North Central Health District	1-6 stations: \$175 7-12 stations: \$250 13 or more stations: \$300
West Hartford	\$175

Table Two. Summary of Health Department Costs per Salon Establishment Licensure and Inspection

	Cost Summary
Personnel (average inspector hourly rate)	\$42.70
Fringe (average rate X .4565)	\$19.49
Minimum time for one annual inspection, administrative time for application paperwork review and processing, and round-trip travel per inspection.	2 hours
Total Cost (personnel + fringe) X 2 hours	\$124.38

Note: Does not include additional time for plan review of new establishments, administrative hearings for enforcement actions, or requests for on-site training and guidance for owners and operators.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 12, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ml*
RE: RESOLUTION: Vaccine Equity and Access Program Grant

The Town of East Hartford is looking to apply for grant funding from United Way of Central and Northeastern Connecticut for a Vaccine Equity and Access Grant in the amount of \$10,000. This is a one-time grant that does not require a local match.

The Town has the opportunity to enter into a subcontractor agreement with United Way to increase influenza and COVID-19 vaccination opportunities within the community. The East Hartford Health Department will partner with United Way, the Latino Way, East Hartford Connects, and First Choice Health Centers to support vaccine education and outreach, and promote access to vaccinations for communities of color.

Please place this item on the Town Council agenda for the August 17, 2021 meeting. I recommend that the Town Council approve the resolution as submitted.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 17th day of August, 2021

RESOLUTION

WHEREAS; the United Way of Central and Northeastern Connecticut has partnered with the Community Catalyst organization to fund health outreach and services in the region's most ethnically and racially diverse communities, and

WHEREAS; the Town's Health Department wishes to use this funding to partner with First Choice Health Centers to conduct influenza and COVID-19 clinics within East Hartford's most diverse communities comprised of black, indigenous, and people of color.

NOW THEREFORE LET IT BE RESOLVED; that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the United Way of Central and Northeastern Connecticut as they pertain to this Vaccine Equity and Access Program 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 August, 2021.

Seal

Signed: _____
Angela M. Attenello, Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Vaccine Equity and Access Program Grant

Funder: The Community Catalyst organization via the United Way of Central and Northeastern Connecticut

Grant Amount: \$10,000

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: To develop vaccine confidence networks that enable individuals and families in communities of color to absorb accurate, timely, and culturally appropriate information about vaccine options

Results achieved: Fund public nurse staff time to administer COVID-19 and influenza vaccinations; provide community education at vaccine outreach events and provide consultation to community residents regarding available vaccination services and referrals to area providers for vaccine appointments.

Duration of grant: August 2021 through June 2022

Status of application: Under development

Meeting attendee: Health Director Laurence Burnsed, ext. 7321

Comments: None

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager *Paul O'Sullivan*
SUBJECT: Council Resolution – Vaccine Equity and Access Program Grant
DATE: August 12, 2021

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the United Way of Central and Northeastern Connecticut for a Vaccine Equity and Access Program Grant.

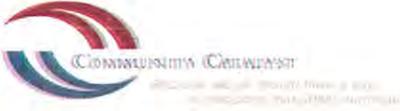
The United Way of Central and Northeastern Connecticut has received a \$100,000 grant from the Community Catalyst organization. The purpose of the grant is to develop vaccine confidence networks that enable individuals and families in communities of color to absorb accurate, timely, and culturally appropriate information about vaccine options.

The Town of East Hartford has the opportunity to enter into a subcontractor agreement with United Way to increase influenza and COVID-19 vaccination opportunities within the community and enhance provider relationships with the communities they serve. The East Hartford Health Department will partner with the United Way, the Latino Way, East Hartford Connects, and First Choice Health Centers to support vaccine education and outreach via trusted community messengers, and promote access to vaccinations for communities of color. The Town of East Hartford can apply for \$10,000 to support public health nursing staff to administer COVID-19 and influenza vaccinations and support vaccine administration activities.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on August 17, 2021. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

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



Vaccine Equity and Access Program: Request for Proposals

PROGRAM AND FUNDING OPPORTUNITY DESCRIPTION

Community Catalyst is proud to announce the launch of our Vaccine Equity and Access Program, a national program that supports community-based organizations led by and working with people of color to facilitate information about, and access to, vaccines as part of a broader effort to reduce vaccination disparities, specifically in influenza and COVID-19 vaccination rates.

Background:

Vaccination is a highly effective public health intervention that, when accessible, prevents infection and the spread of illness, saving millions of lives every year. However, systemic racism has led to inequities that permeate health care, living and working conditions, and economic mobility across the country. As a result, there are significant health disparities between white people and people of color in the United States, including disparities in adult vaccination rates. In a health care context specifically, people of color have long-confronted injustices—both historical and present-day—that contribute to poorer health outcomes and inequitable access to care. These injustices include medical systems rooted in racialized violence and abuse, discriminatory treatment at the hands of medical providers, lack of research and information about health issues that disproportionately impact people of color, the targeted under-resourcing of communities of color, and services within health systems that do not support identified community needs or culturally competent care.

Over the last year, as the COVID-19 pandemic has gripped the nation and the world, the same racial inequities that have led to disparities in health care more broadly, including in vaccination rates, are leading to much higher rates of COVID-19 infection and death in communities of color, most especially in American Indian/Alaska Native, African American/Black, Asian American, Hispanic/Latinx American and Native Hawaiian and Pacific Islander communities.

Now that several vaccines for COVID-19 are available and vaccination is more urgent than ever, community leaders must be equipped to develop vaccine confidence networks that enable individuals and families to absorb accurate, timely, and culturally appropriate information about vaccine options, including information that addresses questions and concerns people may have. These networks can also be invaluable leaders in raising awareness about the need to improve both COVID-19 and influenza vaccination access points in communities of color and in connecting providers with information and resources to better meet the needs of the communities they serve in the long term. With funding provided by the Centers for Disease Control and Prevention, Community Catalyst's Vaccine Equity and Access Program will invest in approximately 75 community-based organizations led by and working with communities of color to:

- Equip influential messengers within the community to become ambassadors for COVID-19 and influenza vaccine information;



- Increase vaccination opportunities within the community and enhance provider relationships with the communities they serve; and
- Establish and/or build upon partnerships with state and local health departments to support vaccine access in both the short and long term



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 13, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc
RE: BID WAIVER: Acquisition of Used Fire Apparatus

Please see the attached information provided by Fire Chief John Oates requesting that a bid waiver be granted under the Town of East Hartford's Code of Ordinances Section 10-7(c) to permit the purchase of a used fire apparatus in the amount of \$50,000.

The Town Council previously approved funds to purchase two new replacement fire apparatus. The Fire Department was notified that the delivery date for those units is over 400 days from the date of order, and determined that the purchase of a serviceable spare apparatus was needed to bridge that significant time frame. The apparatus in question was used by the Bradley International Airport Fire Department and was recently removed from service. An inspection of the apparatus found it to be in outstanding condition. Attached please find a transfer request as well, identifying the funds to be used for the acquisition and equipping this for service.

Please place this item on the Town Council agenda for the August 17, 2021 meeting. I recommend that the Town Council approve the bid waiver as submitted.

C: J. Oates, Fire Chief

MARCIA A. LECLERC
MAYOR

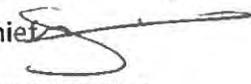
TOWN OF EAST HARTFORD
31 School Street – Fire Headquarters

Telephone
(860) 291-7400
FAX (860) 282-9706

FIRE DEPARTMENT
JOHN H. OATES
FIRE CHIEF

East Hartford, Connecticut 06108

August 12, 2021

TO: Mayor Marcia A. Leclerc
FROM: John H. Oates, Fire Chief 
RE: Acquisition of used fire apparatus

Mayor,

Through your leadership, coupled with strong support from the Town Council, the community recently obligated substantial funds to purchase two replacement fire apparatus. We were recently notified that the delivery date for those units is over 400 days from date of order. While we look forward to that date, we continue to be concerned about the overall health and reliability of our emergency response fleet.

As we illustrated during the budget development process in November, several of our apparatus, particularly the spare units, suffer from significant corrosion damage. In the last week, a portion of the steel frame that holds the water tank in place on our primary spare fell apart, necessitating an emergency repair. It appears that one other apparatus may also need similar fabrication work. Our efforts to borrow serviceable apparatus from other communities has, occasionally, borne fruit. However, that is an unreliable method to ensure we can meet the service delivery demands of the community.

We evaluated the best course of action (extensive repair of our current spare apparatus vs replacement) and determined the purchase of a serviceable spare apparatus was a more fiscally responsible plan. Over the past week, the department solicited fire apparatus dealers and individual departments for availability. The intent was to gain a better understanding of availability, compatibility with our current fleet, as well as cost. During this process, a dealer from out of state called and stated that he had a low mileage used apparatus for sale. The apparatus in question was used by the Bradley International Airport Fire Department and was recently removed from service. A brief inspection of the apparatus found it to be in outstanding condition. A photo of that apparatus is included on the attached page.

I recommend acquisition of this apparatus and respectfully request your permission to address the Town Council and gain their approval. The two items that require their approval are a waiver of Section 10-7 (c) of the Town of East Hartford Code of Ordinances as well as a fund transfer (\$50,000) to support the purchase.

I appreciate your consideration of this concept and am available for any questions



**Bradley Airport, CT. 2007 Scagave Engine 10
1500/500 #RST2062 Image by Ron**

Photo by Ron Arnow www.firenews.org

