

Robert J. Paak

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
AUGUST 20, 2019

2019 AUG 15 A 8:31

TOWN CLERK
EAST HARTFORD

=====

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

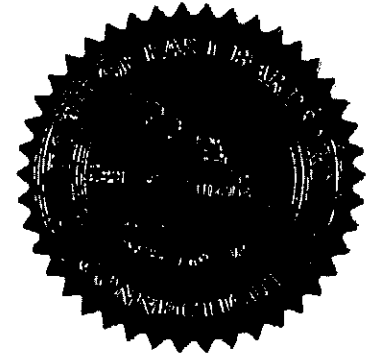
Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
 - A. Beautification Commission – July 2019 Awards
 - Residential: Hoang/Frawley Family, 8 Ridgewood Road
 - Commercial: Advanced Performance Glass, 654 Tolland Street
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 6, 2019 Executive Session
 - B. August 6, 2019 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Appointment of Prescille Yamamoto to the East Hartford Housing Authority Board of Commissioners
 - B. 2019 Justice Assistance Grant (JAG) Program
 - C. Recommendation from Fees Committee re: Crumbling Foundations Building Permit Fee
 - D. Referral to Personnel & Pensions Subcommittee:
 1. Revised Job Descriptions – Deputy Town Clerk and Assistant Town Clerk
 2. New Job Descriptions – Facilities Maintenance Specialist and Administrative Operations Coordinator
 - E. Referral to Ordinance Committee re: Noise Pollution
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: September 3rd)



*Town of
East Hartford
Beautification Commission*



BEAUTIFICATION AWARD

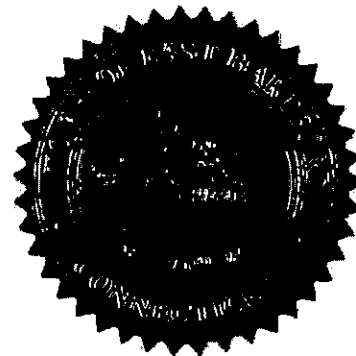
To SHELLY T. HOANG & DENNIS W. FRAWLEY

For OUTSTANDING RESIDENTIAL LANDSCAPING

Marcia A. Leelan *Patricia Ann Lavin* JULY 2019
MAYOR CHAIRPERSON DATE



*Town of
East Hartford
Beautification Commission*



BEAUTIFICATION AWARD

To ADVANCED PERFORMANCE GLASS

For OUTSTANDING BUSINESS LANDSCAPING

Marisa A. Lecler Patricia Ann Sivo July 2019
MAYOR CHAIRPERSON DATE

Robert J. Pask

2019 AUG 12 A 8:52

TOWN COUNCIL MAJORITY OFFICE

AUGUST 6, 2019

TOWN CLERK
EAST HARTFORD

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair Linda A. Russo, Majority Leader Ram Aberasturia, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, Shelby J. Brown and Patricia Harmon

ABSENT Councillors Joseph R. Carlson and Caroline Torres

ALSO Scott Chadwick, Corporation Counsel
PRESENT

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:10 p.m.

MOTION By Esther Clarke
seconded by Linda Russo
to **go into** Executive Session to discuss the pending Superior Court action known as Merle A. Batchelor vs Brian Gunnoud et al., Docket No. HHD-CV-19-6109552-S.
Motion carried 7/0.

MOTION By Esther Clarke
seconded by Linda Russo
to **go back to** Regular Session.
Motion carried 7/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (7:27 p.m.)
Motion carried 7/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Robert J. Pesak

EAST HARTFORD TOWN COUNCIL 2019 AUG 12 A 8: 52

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

AUGUST 6, 2019

PRESENT Chair Richard F. Kehoe, Vice Chair Linda A. Russo, Majority Leader Ram Aberasturia, Minority Leader Esther B. Clarke, Councillors Marc Weinberg, Shelby J. Brown and Patricia Harmon

ABSENT Councillors Joseph R. Carlson and Caroline Torres

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:37p.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 Ram Aberasturia
seconded by Linda Russo
to **amend** the agenda as follows:

Under New Business, add item 8. D. "Referral to Fees Committee re: Crumbling Foundations Building Permit Fee".

Motion carried 7/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

In the Mayor's absence, Chair Kehoe announced the following: (1) the 2020 Census kickoff was on July 22nd at the East Hartford Public Library; (2) the East Hartford Police Department is accepting applications for the 11th Citizen Police Academy; (3) the EHPD is once again participating in the "U Drive. U Text. U Pay." campaign; (4) the Social Services Department is accepting applications for the renters rebate program; and (5) the Parks and Recreation Department recently worked with a number of community members to clear the Hockanum River Trail.

APPROVAL OF MINUTES

July 16, 2019 Executive Session

MOTION By Ram Aberasturia
seconded by Pat Harmon
to **approve** the minutes of the July 16, 2019 Executive Session.
Motion carried 6/0. **Abstain:** Clarke

July 16, 2019 Regular Meeting

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **approve** the minutes of the July 16, 2019 Regular Meeting.
Motion carried 6/0. **Abstain:** Clarke

OLD BUSINESS

East Hartford Educational Administrative and Supervisory Unit Agreement – Tabled at the July 16, 2019 meeting

MOTION By Marc Weinberg
seconded by Ram Aberasturia
to **REMOVE FROM THE TABLE** the 2020-2023 Collective Bargaining Agreement between the East Hartford Board of Education and the East Hartford Educational Administrative and Supervisory Unit – ratified by the Union on June 18, 2019 and approved by the Board of Education on July 10, 2019 – as attached to a letter dated July 10, 2019 from Christopher Wethje, Human Resources Director, East Hartford Public Schools, to Robert Pasek, Town Clerk.
Motion carried 7/0.

On call of the vote to **approve** the motion removed from the table, motion carried 7/0.

A copy of this contract follows these minutes.

NEW BUSINESS

Concert of Praise

MOTION By Linda Russo
seconded by Pat Harmon
to **approve** the outdoor amusement permit application entitled, "Concert of Praise/Block Party", submitted by Madeline James, Secretary for The Pentecostals of Greater Hartford, to conduct a free outdoor music event for town residents to be held on the East Hartford Town Green Gazebo on Sunday, September 22, 2019 from 10AM to 3PM, with music, entertainment and food vendors during the same hours; 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 permitting fee under the provisions of Town Ordinance 5-6 (c) as this is a church.
Motion carried 7/0.

Appointment of Richard Bates to the Personnel Appeals Board

MOTION By Esther Clarke
seconded by Pat Harmon
to **approve** the appointment of Richard Bates, 103 Timber Trail, to
the Personnel Appeals Board; term to expire December 2020.
Motion carried 7/0.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Linda Russo
to **approve** a total refund of taxes in the amount of \$61,243.59
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 7/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid	Interest
2018-03-0050268	ACHEAMPONG THOMAS N	2003/4T1BE32K33U127943	-64.23	
2017-03-0050637	AGYEMAN SYLVESTER S	2008/4T1BB46K58U032896	-103.5	
2018-03-0056274	CHAMBERS CLAUDIA C	1989/1HFSC1802KA400283	-5.62	
2018-03-0056478	CHEN YUN L	2011/4JGBF7BE4BA639418	-218.07	
2018-03-0059453	DELVALLE HIPOLITO JR	2004/KNAFE122845028151	-28.30	
2018-03-0059564	DEPIETRO RICHARD A	2002/2G4WS52J621132853	-19.89	
2017-03-0050199	GM FINANCIAL COMPANY	2015/1G1PA5SG4F7207695	-85.05	
2018-03-0067697	JAVIER HUGO C	2001/2B4GP44351R357877	-15.57	
2018-03-0068821	KENNEDY KENNETH M	2005/1FAFP25155G175688	-17.86	
2018-03-0069001	KINEL JANINE	2011/2T1BU4EE7BC681940	-55.89	
2017-03-0069723	KOUMAKO AKOU	2007/JNKBV61E87M708778	-190.35	
2018-03-0071913	MARINO CARMELO A	2007/JHLRE487X7C043712	-69.84	
2017-03-0077784	PATRIA SUSAN M	2013/4S4BRBCC3D3319229	-311.53	
2014-02-0043376	PETSMART EAST HARTFORD	5 MAIN ST	-6,788.78	-8025.90
2015-02-0043504	PETSMART EAST HARTFORD	5 MAIN ST	-16,092.74	-3361.56
2016-02-0043689	PETSMART EAST HARTFORD	5 MAIN ST	-12,383.10	
2017-02-0042337	PETSMART EAST HARTFORD	5 MAIN ST	-12,543.64	
2018-03-0079019	RAMOS JUSTINO L JR	2000/JN1CA31AXYT221122	-14.35	

2018-03-0079200	REAL FLOORING LLC	2002/1FTRE14222HB26584	-18.76	
2018-03-0079215	RECINOS NOE B	2001/1GTCS195318247303	-28.80	
2018-03-0080110	RIVERA PABLO L RIVERA-COLLAGUAZO	2009/1HGCP26369A015584	-36.58	
2018-03-0080188	JAIME B	1997/JN1CA21D1VT204533	-13.09	
2018-03-0080646	RODRIGUEZ FUENTES P	2000/2MEFM74W5YX670645	-11.88	
2018-03-0080682	RODRIGUEZ JESUS JR	2014/5KTWS1411EF013304	-2.16	
2018-03-0080684	RODRIGUEZ JESUS JR	2012/JYARN23EXCA013585	-65.47	
2018-03-0080749	RODRIGUEZ MARISOL	2003/5FNRL18613B061523	-26.19	
2018-03-0080791	RODRIGUEZ RAUL	2002/5TEWM72N62Z897005	-64.21	
2018-03-0081503	RUIZ SONIA	2005/JM1BK323851330613	-50.85	
2018-03-0081504	RUIZ SONIA	1993/2T1AE04E6PC020376	-9.36	
2018-03-0082494	SCHILL CHRISTINA L	2002/1FMZU74W32UB11118	-23.44	
2017-03-0088508	VW CREDIT LEASING LTD	2015/3VWD17AJ9FM402407	-100.8	
2017-03-0089312	WILLIAMS ANDREW L	2014/4T1BF1FK5EU845038	-380.08	
2018-03-0088510	WILLIAMS DANIEL C	2003/JN1DA31A43T442079	-16.15	
		SUBTOTAL	-49856.13	-11387.46
		TOTAL		<u><u>\$(61,243.59)</u></u>

Referral to Fees Committee: Crumbling Foundations Building Permit Fee

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to refer to the Fees Committee the issue of the building permit fee charged by the town's Inspections and Permits Department for repairs and/or renovations to structures with crumbling foundations, with instructions to investigate the issue and report back to the Town Council with its recommendations, if any.
Motion carried 7/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon reported that she was sent a petition signed by residents on Woodbridge Avenue who are concerned about the cut-through vehicle traffic on their street. Councillor Harmon stated that she is speaking with the Mayor's office to help come to a solution to this problem.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Merle Batchelor vs Brian Gunnoud, et al, Docket No. HHD-CV-19-610552-S

MOTION By Ram Aberasturia
seconded by Linda Russo
to **accept** the recommendation of Corporation Counsel to fully and finally
settle the pending Superior Court Action known as Merle A. Batchelor
v. Brian Gunnoud, et al, Docket No. HHD-CV-19-6109552-S, for a total
sum of \$12,500.00.
Motion carried 7/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Chair Kehoe announced that Drennan, Gold Star and Terry pools will close on August 11th and
Lord and Martin on August 18th.

Pat Harmon stated that the first day of school is August 28th. She urged all residents to be aware
of school bus traffic and to obey the rules of the road.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (8:30 p.m.).
Motion carried 7/0.

The Chair announced that the next meeting of the Town Council would be August 20th.

Attest 
Angela M. Attenello
TOWN COUNCIL CLERK

RECEIVED
AUG 13 REC'D
 2014
 TOWN OF EAST HARTFORD
 TOWN COUNCIL OFFICE



**Town of East Hartford
 Boards and Commissions
 Reappointment Expression of Interest Form**

Board or Commission Name: East Hartford Housing Authority

Name: Prescille F. Yamamoto
Your name exactly as it appears on the E. H.H. Voter Registration List

Address: 235 East River Drive, Apt.#: 508 Zip: 06108

Home Phone: 860-289-1011 **Email:** pfyamamoto@sbcglobal.net

Cell Phone: 860-869-7708 **Years as an E.Hartford Resident:** 54 years

Please answer the following:

How long have you served on this Board or Commission? 6 plus years

Why do you wish to be considered for reappointment by the Mayor and Council?

I have served for over 6 years and am invested in the Agency. A complete renovation of Veterans Terrace is underway - I would like to see it to completion

What other information should be considered for your reappointment? (Examples: Ways in which you have personally contributed to the work of the Board or Commission; leadership roles you have held on behalf of the work of the group such as chair, head of a committee or task force etc.)

I am currently the Vice Ch. of the board. Have been active in the community for 40 years plus. 20yr Bd of Ed. 25 1/2 years Commission on Cultured Fine Arts.

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

- I understand the commitment required for this reappointment and that members who have been absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.
- I understand that I may be required to complete training and/or continuing education.
- I understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

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

Signature Prescille F. Yamamoto **Date** Aug. 12, 2019

Please return completed and signed form to:
Prescille F. Yamamoto
235 East River Drive #508
East Hartford, CT 06108

BCpost @easthartfordct.gov

or mail to:
 Town of East Hartford
 Office of the Mayor
 740 Main Street
 East Hartford CT 06108

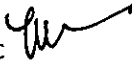
Attendance Record:
 # of Meetings _____ Absences _____ % _____

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

Forwarded to Council: _____



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 9, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: 2019 Justice Assistance Grant Program (JAG)

The town has been notified that we are eligible to apply for a non-competitive grant under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program totaling \$20,153. No matching local funds are required for the grant.

Attached are the guidelines for the use of funding and a Resolution that is necessary to make application and execute documents for the town.

Please place this information on the Town Council agenda for the August 20, 2019 meeting.

Thank you.

CC: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
Lt. P. Neves

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 20th day of August, 2019.

RESOLUTION

WHEREAS, the U.S. Department of Justice, Bureau of Justice Assistance, has funding available to the Town of East Hartford under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program; and

WHEREAS, these funds may be used to improve or enhance Law Enforcement Programs with no cash match required by the Town of East Hartford;

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 as they pertain to this Justice Assistance 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 this ____ day of August, 2019.

Angela M. Attenello, Town Council Clerk

seal

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2019 Justice Assistance Grant Program (JAG)

Funder: U.S. Department of Justice (DOJ), via State of CT Office of Policy and Management

Grant Amount: \$20,153

Frequency: One time Annual Biennial Other _____

First year received:	<u>2007</u>		
Last 3 years received:	<u>2018</u>	<u>2017</u>	<u>2016</u>
Funding level by year:	\$20,808	\$21,641	\$21,213

Is a local match required? Yes No

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

Grant purpose: The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions.

Results achieved: JAG provides states and units of local government with critical funding necessary to support program areas such as law enforcement, prosecution and court programs, corrections, planning, evaluation, and technology improvement programs.


Duration of grant: One year

Status of application: Under development

Meeting attendee: To be determined

Comments: Please note that this is a non-competitive grant program. Receipt of the funds is dependent only on the timely submission of the required application and documentation.

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution -- 2019 Justice Assistance Grant Program (JAG)
DATE: August 9, 2019

The Town of East Hartford is eligible to apply for \$20,153 in grant funds from the U.S. Department of Justice (DOJ) under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

JAG is the cornerstone federal crime-fighting program, enabling communities to target resources to their most pressing local needs. JAG funds support all components of the criminal justice system from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives.

No matching funds are required for this grant opportunity. Past grants have been used to purchase police motorcycles, traffic enforcement equipment and other items.

The attached Resolution will authorize you as Mayor to make application and execute all documents associated with this grant. I am requesting that this item be placed on the Town Council agenda for their meeting to be held August 20, 2019.

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

Attachments (2)

Cc: Eileen Buckheit, Development Director
Lt. Paul Neves, EHPD

Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2019 Local Solicitation CFDA #16.738

A. Program Description

Overview

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to states and units of local government. BJA will award JAG Program funds to eligible units of local government under this FY 2019 JAG Program Local Solicitation. (A separate solicitation will be issued for applications to BJA directly from states.)

Statutory Authority: The JAG Program is authorized by Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (Public Law No. 90-351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a).

Program-specific Information

Permissible uses of JAG Funds – In general

In general, JAG funds awarded to a unit of local government under this FY 2019 solicitation may be used to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for **criminal justice**, including any one or more of the following:

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation)
- Mental health programs and related law enforcement and corrections programs

Additionally, JAG funds awarded to a unit of local government under this FY 2019 solicitation may be used for any purpose indicated Appendix D.

In connection with all of the above purposes (including those indicated in the appendix), it should be noted that the statute defines "criminal justice" as "activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend

criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency.”

Limitations on the use of JAG funds

Prohibited uses of funds – JAG funds may not be used (whether directly or indirectly) for any purpose prohibited by federal statute or regulation, including those purposes specifically prohibited by the JAG Program statute as set out at 34 U.S.C. § 10152.

JAG funds may not be used (directly or indirectly) for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Additionally, **JAG funds may not be used (directly or indirectly) to pay for any of the following items unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:**

- Vehicles, vessels, or aircraft*
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar items

*Police cruisers, police boats, and police helicopters are allowable vehicles under JAG and do not require BJA certification.

For information about requesting BJA certification for a listed prohibited item (including Unmanned Aircraft, Unmanned Aerial Vehicles and/or Unmanned Aerial System purchases) or for examples of allowable vehicles that do not require BJA certification, refer to the JAG FAQs.

Cap on use of JAG award funds for administrative costs – Up to 10 percent of a JAG award, including up to 10 percent of any earned interest, may be used for costs associated with administering the award.

Prohibition of supplanting; no use of JAG funds as match – JAG funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities. See the JAG FAQs for examples of supplanting.

Although supplanting is prohibited, as discussed under What An Application Should Include, leveraging of federal funding is encouraged.

Absent specific federal statutory authority to do so, JAG award funds may not be used as a match for the purposes of other federal awards.

Robert J. Paek

2019 AUG 12 A 8:52

TOWN COUNCIL MAJORITY OFFICE
FEES COMMITTEE

TOWN CLERK
EAST HARTFORD

AUGUST 8, 2019

PRESENT Marc Weinberg, Councillors Shelby Brown and Patricia Harmon

ALSO
PRESENT Rich Kehoe, Town Council Chair

CALL TO ORDER

Chair Weinberg called the meeting to order at 5:35 p.m.

APPROVAL OF MINUTES

March 20, 2019

MOTION By Pat Harmon
seconded by Shelby Brown
to **approve** the minutes of the March 20, 2019 meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

MOTION By Shelby Brown
seconded by Pat Harmon
to take Old Business out of order.
Motion carried 3/0.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

Crumbling Foundations Building Permit Fee

Rich Kehoe provided an overview of this issue to the Committee. He noted how other towns are handling the permit fees for the removal/repair of crumbling foundations due to the existence of pyrrhotite in the concrete.

Chair Kehoe explained that most of the structures with this problem were built in the late 1980's to the mid 2000's. He further indicated that construction in East Hartford did not typically utilize the quarry in which the pyrrhotite was detected, since there were quarries much closer geographically to East Hartford. He also noted that, so far, there had only been one instance of an applicant who has a structure with a crumbling foundation.

MOTION By Pat Harmon
 seconded by Shelby Brown
 to **recommend** that the Town Council approve the waiver of the building permit fees for the repair or replacement of a foundation of a structure, including basement walls, footings, and floors, that contain sufficient pyrrhotite to cause cracking or, in the opinion of a certified engineer, could collapse and the applicant submits evidence of such to the satisfaction of the building official. This waiver shall apply to any permit issued on or after January 1, 2019.
 Motion carried 3/0.


ADJOURNMENT

MOTION By Pat Harmon
 seconded by Shelby Brown
 to **adjourn** (6:13 p.m.).
 Motion carried 3/0.

cc: Town Council
 Mayor Leclerc
 Gregg Grew, Director, Inspections & Permits



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 14, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFFERAL: CSEA Job Description

Enclosed is a memorandum from the Human Resources Director summarizing a job classification change in the Public Works Department and changes to existing job descriptions in the Inspections and Permits Department and the Town Clerk Office. All four job descriptions have been discussed with the CSEA (Town Hall Employees) Union.

A copy of the new job classification description in the Public Works Department and the revised job description in the Inspections and Permits Department and descriptions in Town Clerk's Office highlighting all the language changes are enclosed. Also enclosed are clean copies of all three job descriptions and a copy of the CSEA (Town Hall Employees) Union Salary Schedule.

<u>Revised Job Description</u>	<u>Current Salary Grade</u>	<u>Proposed Grade Change</u>
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Deputy Town Clerk	08	10
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Assistant Town Clerk	06	09
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<u>New Position</u>	<u>Proposed Salary Grade</u>
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Facilities Maintenance Specialist Public Works Department	09
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Administrative Operations Coordinator Inspections and Permits Department	08
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I recommend that the proposed new position in the Public Works Department and the revised job descriptions in the Inspections and Permits Department and Town Clerk's Office be added to the Council agenda for the August 20, 2019 Town Council meeting for referral to the Personnel and Pension Subcommittee for their consideration.

CC: Thomas Baptist, Temporary Public Works Director
Greg Grew, Inspection and Permits Director
Robert Pasek, Town Clerk
Santiago Malave, Human Resources Director

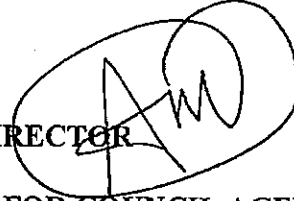
OFFICE OF HUMAN RESOURCES

DATE: 08/14/19

TO: MAYOR MARCIA A. LECERC

FROM: SANTIAGO MALAVE, HUMAN RESOURCES DIRECTOR

RE: JOB CLASSIFICATION/DESCRIPTIONS ITEMS FOR COUNCIL AGENDA



Public Works Department

The Public Works Department currently has a vacant HVAC Maintenance/Repairman budgeted and vacant position it does not plan to refill. The position is in the CSEA (Town Hall Employees) Union and is in Grade 9 of the Salary Schedule for CSEA members. The vacancy is as a result of a retirement.

Instead of refilling the above noted position the department has created a new position which will perform generalist duties in the Building Maintenance Division. The title of the new position is Facilities Maintenance Specialist. The new position will be placed in the same salary grade as the position that it will replace.

Attached to this memorandum are the following:

- The new job description for the Facilities Maintenance Specialist position highlighting the recommended language changes.
- A clean copy of the new job description.
- A copy of the HVAC Maintenance /Repairman Job Description
- The CSEA Town Hall Workers Union salary schedule.

The above proposal if approved will serve to eliminate a position which is specific to one area of building maintenance activities and replace it with a new position that will perform generalist responsibilities serving to improve the operations of the Building Maintenance Division. This proposal is budget neutral.

Inspections and Permits

The Inspections and Permits Department is requesting to revise the language in the CSEA union (Town Hall Workers) Administrative Aide job description including upgrading the salary of the

position from Salary Grade 7 (\$46,178.00 min. - \$56,132.00 max.) to Salary Grade 8 (\$49,275.00 min. - \$59,892.00 max.).

Attached to this memorandum are the following:

- The revised job description for the Administrative Aide position highlighting the recommended language changes.
- A clean copy of the revised job description
- The CSEA Union salary schedule.

The proposed change to the salary for this position will be absorbed by the Inspections and Permits Department Budget. The language changes and upgraded in salary grade are warranted for recruitment, retention of the department full-time staff and to compensate the incumbent for the additional duties being performed.

Town Clerk

The Town Clerk's Office is requesting to revise the language in the Deputy Town and Assistant Town Clerk job descriptions. The Deputy Town Clerk position will be upgraded from salary Grade 8 (\$49,275.00 min. - \$59,892.00 max.) to Salary Grade 10 (\$56,251.00 - \$68,375.00 max.). The Assistant Town Clerk will be upgraded from Salary Grade 7 (\$46, 178.00 min. – 56,132.00 max.) to Salary Grade 8 (\$49,275.00 - \$59, 892.00)

Attached to this memorandum are the following:

- The revised job descriptions for the positions of Deputy Town Clerk and Assistant Town highlighting the recommended language changes.
- A clean copy of both position noted above.
- The CSEA Union salary schedule.

The proposed change to the salary for this position will be absorbed by Town Clerk's Budget. The language changes and upgraded in salary grade are warranted for recruitment, retention of the department full-time staff.

I recommend that the proposed new position in the Public Works Department and the revised job descriptions in the Inspections and Permits Department and Town Clerk's Office be added to the Council agenda for the August 20,2019 Town Council meeting for referral to the Personnel and Pension Subcommittee for their consideration.

CC: Thomas Baptist, Temporary Public Works Director
Greg Grew, Inspection and Permits Director
Robert Pasek, Town Clerk
Santiago Malave, Human Resources Director

TOWN OF EAST HARTFORD

TITLE: Deputy Town Clerk

GRADE: 108

DEPARTMENT: Town Clerk

DATE: 08/01/19 12/9/14

GENERAL DESCRIPTION:

This is responsible clerical, technical and administrative work involving the recording and administration of land, vital statistics, and election documents for the Town Clerk's Office.

Work involves responsibility for the storage and retrieval of documents, maps, records, and files and for the administration of applications and filing procedures. Duties include receiving, recording, filing and indexing documents, registering voters and recording voter and election information, issuing licenses and permits and routine clerical tasks. This position also has the responsibility for making routine records management technical decisions. —This work requires that the employee have considerable knowledge, skill and ability in every phase of public records management responsibilities of Town Clerk's Office.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Clerk.

SUPERVISION EXERCISED:

Provides functional supervision to subordinate staff in the absence of the Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs counter work processing marriage license applications, forms, permits, licenses, death certificates, and related material by checking for completeness and conformance to standard requirements.
- Receives and records various documents including land records and maps, trade names, veterans discharges, etc.
- Scans land records into computer to be viewed and printed by the public, attorneys, title searchers.
- Computer indexes land records for archival record and produces related reports. Audits daily indexing reports. Makes corrections to errors found by title searchers on older land indexes.
- Registers voters, issues absentee voter ballots and maintains absentee ballot records. Assists in tallying votes on election night.
- Administers oaths to newly elected officials and public safety personnel in the absence of the Town Clerk.

- Oversees postings and/or filing of agendas and meetings of all East Hartford's Boards and Commissions.
- Issues a variety of licenses and permits including marriage, dog, hunting, fishing, archery, and trapping license, and burial, disinterment, and files liquor permits. Computes and collects fees.
- Types a variety of materials including correspondence, forms, reports, and statistics, and enters data into a computer according to explicit procedures.
- Maintains a wide variety of files and record books. Processes confidential birth records.
- Assists public land records research and use of public terminal.
- Provides certified documents to the public both at the counter and vial mail.
- Operates a variety of standard and specialized office machines, including a computer console.
- ~~As Passport Agent, processes passports, administers oaths, checks for accuracy and collect fees.~~
- Provides information in Town records and recording procedures to attorneys, real estate agents and the public, and resolves problems and complaints and also provides information regarding the functions and operations of the office.
- Takes in, copies, disburses and files all legal claims and summonses, workman's comp and police complaints submitted to the Town.
- Notarizes documents for municipal departments and the general public.
- Keeps departmental attendance records and prepares quarterly reports.
- Assists in the preparation of department budget by compiling information, entering budget information into the Town's financial and payroll system and generating reports. Prepares statistical information for the annual budget recommendation.
- Prepares monthly reports for and processes payments to DEEP and State of CT Treasurer.
- Processes monthly animal control reports and forwards to the Dept. of Agriculture.
- Processes state conveyance tax checks for land sales transactions and forwards to Dept. of Revenue Services.

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KNOWLEDGE, SKILLS AND ABILITIES:

- ~~Considerable knowledge of records management and Town Clerk office procedures and practices.~~
- Considerable knowledge of standard office equipment including personal computer.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet
- Considerable knowledge of the laws, regulations and procedures related to the office of the Town Clerk.

- Considerable ability to establish and maintain effective working relationships with associates, attorneys, real estate agents, and the general public.
- Good knowledge of business English.
- Good skill in typing at the net rate of 50 works per minute.
- Considerable ability in oral and written communications.

QUALIFICATIONS:

A ~~four~~two year degree ~~from an accredited college~~ in business administration or a related field, plus two years of responsible records management experience, or an equivalent combination of qualifying experience, education and training.

Or

A combination of an Associates' Degree from an accredited college in Business Administration or a closely related field and six years of training and experience in increasingly responsible administrative support or office management may be considered as a substitute for the general qualifications. Wherever possible appropriate education and experience will be considered.

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SPECIAL REQUIREMENTS:

- Must be able to become a Notary Public in the State of Connecticut.
- Must ~~be able to become a~~ ~~ecome~~ Certified Municipal Clerk in the State of Connecticut ~~within in three years~~ ~~within two and one-half years~~.

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TOOLS AND EQUIPMENT USED :

Cash register, calculator, computer and traditional office equipment.

PHYSICAL AND MENTAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to sit, talk and listen. Occasionally the employee is required to walk, use hands and fingers to operate office equipment and reach with hands and arms. The employee must occasionally lift/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be able to read and interpret documents such as state statutes and write reports and business correspondence. This position requires the ability to solve practical problems and effectively present information and respond to questions from attorneys, title searchers and the general public.

WORK ENVIRONMENT:

Deputy Town Clerk, Town Clerk

TOWN OF EAST HARTFORD

TITLE: Deputy Town Clerk

GRADE: 10

DEPARTMENT: Town Clerk

DATE: 08/01/19

GENERAL DESCRIPTION:

This is responsible clerical, technical and administrative work involving the recording and administration of land, vital statistics, and election documents for the Town Clerk's Office.

Work involves responsibility for the storage and retrieval of documents, maps, records, and files and for the administration of applications and filing procedures. Duties include receiving, recording, filing and indexing documents, registering voters and recording voter and election information, issuing licenses and permits and routine clerical tasks. This position also has the responsibility for making routine records management technical decisions. This work requires that the employee have considerable knowledge, skill and ability in every phase of public records management responsibilities of Town Clerk's Office.

SUPERVISION RECEIVED:

Works under the general supervision of the Town Clerk.

SUPERVISION EXERCISED:

Provides functional supervision to subordinate staff in the absence of the Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs counter work processing marriage license applications, forms, permits, licenses, death certificates, and related material by checking for completeness and conformance to standard requirements.
- Receives and records various documents including land records and maps, trade names, veterans discharges, etc.
- Scans land records into computer to be viewed and printed by the public, attorneys, title searchers.
- Computer indexes land records for archival record and produces related reports. Audits daily indexing reports. Makes corrections to errors found by title searchers on older land indexes.
- Registers voters, issues absentee voter ballots and maintains absentee ballot records. Assists in tallying votes on election night.
- Administers oaths to newly elected officials and public safety personnel in the absence of the Town Clerk.

- Oversees postings and/or filing of agendas and meetings of all East Hartford's Boards and Commissions.
- Issues a variety of licenses and permits including marriage, dog, hunting, fishing, archery, and trapping license, and burial, disinterment, and files liquor permits. Computes and collects fees.
- Types a variety of materials including correspondence, forms, reports, and statistics, and enters data into a computer according to explicit procedures.
- Maintains a wide variety of files and record books. Processes confidential birth records.
- Assists public land records research and use of public terminal.
- Provides certified documents to the public both at the counter and vial mail.
- Operates a variety of standard and specialized office machines, including a computer console.
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- Provides information in Town records and recording procedures to attorneys, real estate agents and the public, and resolves problems and complaints and also provides information regarding the functions and operations of the office.
- Takes in, copies, disburses and files all legal claims and summonses, workman's comp and police complaints submitted to the Town.
- Notarizes documents for municipal departments and the general public.
- Keeps departmental attendance records and prepares quarterly reports.
- Assists in the preparation of department budget by compiling information, entering budget information into the Town's financial and payroll system and generating reports. Prepares statistical information for the annual budget recommendation.
- Prepares monthly reports for and processes payments to DEEP and State of CT Treasurer.
- Processes monthly animal control reports and forwards to the Dept. of Agriculture.
- Processes state conveyance tax checks for land sales transactions and forwards to Dept. of Revenue Services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of records management and Town Clerk office procedures and practices. Considerable knowledge of standard office equipment including personal computer.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet
- Considerable knowledge of the laws, regulations and procedures related to the office of the Town Clerk.
- Considerable ability to establish and maintain effective working relationships with associates, attorneys, real estate agents, and the general public.
- Good knowledge of business English.
- Good skill in typing at the net rate of 50 works per minute.
- Considerable ability in oral and written communications.

QUALIFICATIONS:

A four year degree from an accredited college in business administration or a related field, plus two years of responsible records management experience. or an equivalent combination of qualifying experience, education and training.

Or

A combination of an Associates' Degree from an accredited college in Business Administration or a closely related field and six years of training and experience in increasingly responsible administrative support or office management may be considered as a substitute for the general qualifications. Wherever possible appropriate education and experience will be considered.

SPECIAL REQUIREMENTS:

- Must be able to become a Notary Public in the State of Connecticut.

Must be able to become a Certified Municipal Clerk in the State of Connecticut within in three years

TOOLS AND EQUIPMENT USED :

Cash register, calculator, computer and traditional office equipment.

PHYSICAL AND MENTAL DEMANDS:

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

While performing the duties of this job, the employee is frequently required to sit, talk and listen. Occasionally the employee is required to walk, use hands and fingers to operate office equipment and reach with hands and arms. The employee must occasionally lift/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be able to read and interpret documents such as state statutes and write reports and business correspondence. This position requires the ability to solve practical problems and effectively present information and respond to questions from attorneys, title searchers and the general public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

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

GENERAL GUIDELINES:

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

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

TOWN OF EAST HARTFORD

TITLE: Assistant Town Clerk

GRADE: 87

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DEPARTMENT: Town Clerk
07/01/87

DATE: 08/01/19

GENERAL DESCRIPTION

This is responsible clerical, technical, and administrative work involving the recording and administration of land, vital statistics, and election documents for the Town Clerk's office.

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Work involves responsibility for the storage and retrieval of documents, maps, records, and files and for the administration of application and filing procedures. Duties include receiving, recording, filing and indexing documents, registering voters and recording voter and election information, issuing licenses and permits and routine clerical tasks. This position also has the responsibility for making routine records management technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of the records management responsibilities of Town Clerk's office.

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SUPERVISION RECEIVED

Works under the general supervision of the Town Clerk.

SUPERVISION EXERCISED

Provides functional supervision to subordinate staff in the absence of the Town Clerk, or the Deputy Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs counter work processing marriage license applications, forms, permits, licenses, death certificates and related material by checking for completeness and conformance to standard requirements.
- Scans land records into computer to be viewed and printed by the public, attorneys, title searches. Makes corrections to errors found by the title searches on older land indexes.
- Receives and records various documents including land records and maps, trade names, veterans' discharges, etc.
- Computer indexes land records for archival record and produces related reports. Audits daily indexing reports.
- Registers voters, issues absentee voter ballots and maintains absentee ballot records. Assists in tallying votes on election night.
- Administers oaths to newly elected officials and public safety personnel in the absence of the Town Clerk and Deputy Town Clerk.

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- Issues a variety of licenses and permits including marriage, dog, hunting, fishing, archery, and trapping license, and burial, disinterment, and files liquor permits. Computes and collects fees.
- Types a variety of materials including correspondence, forms, reports, and statistics, and enters data into a computer according to explicit procedures.
- Maintains a wide variety of files and record books. Processes confidential birth records.
- Assists public with land records research and use of public terminal.
- Provides certified documents to the public both at the counter and via mail.
- Operates a variety of standard and specialized office machines, including a computer console.
- Provides information in Town records and recording procedures to attorneys, real estate agents and the public, and resolves problems and complaints and also provides information regarding the functions and operations of the office.
- Takes in, copies, disburses and files all legal claims and summonses, workman's comp and police complaints submitted to the Town.
- Compiles State of Connecticut reports for vital records.
- Notarizes documents for municipal departments and the general public.
- Keeps departmental attendance records and prepares quarterly reports.
- Assists in the preparation of department budget by compiling information, entering budget information in the Town's financial and payroll system and generating reports. Assists in preparing statistical information for annual budget recommendation.
- May be required to invoices the IRS, State of CT, and MDC for recording documents, processes payments when received.
- May be required to prepare monthly reports for and processes payments to DEEP and State of CT Treasurer.
- May be required to process monthly animal control reports and forwards to the Dept. of Agriculture.
- May be required to process state conveyance tax checks for land sales transactions and forwards to Dept. of Revenue Services.

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KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of records management and Town Clerk office procedures and practices.
- Considerable knowledge of standard office equipment including personal computer.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet.
- Considerable knowledge of the laws, regulations and procedures related to the office of the Town Clerk.
- Considerable ability to establish and maintain effective working relationships with associates, attorneys, real estate agents, and the general public.
- Good knowledge of business English.
- Good skill in typing at the net rate of 50 words per minute.
- Considerable ability in oral and written communications.

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QUALIFICATIONS:

Assistant Town Clerk, Town Clerk

A ~~four~~ two-year degree from an accredited college in business administration or a related field, plus two years of responsible records management experience, ~~or an equivalent combination of qualifying experience and training.~~

Or

A combination of an Associates' Degree from an accredited college in Business Administration or a closely related field and six years of training and experience in increasingly responsible administrative support or office management may be considered as a substitute for the general qualifications. Wherever possible appropriate education and experience will be considered.

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SPECIAL REQUIREMENTS:

Must be or be able to become a Notary Public in the State of Connecticut.

Must be able to become a Certified Municipal Clerk within four year.

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TOOLS AND EQUIPMENT USED:

Cash register, calculator, computer, and traditional office equipment.

PHYSICAL AND MENTAL DEMANDS:

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

While performing the duties of the position, the employee is frequently required to sit, talk and listen. Occasionally the employee is required to walk, use hands and fingers to operate office equipment and reach with hands and arms. The employee may occasionally lift/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be able to read and interpret documents such as state statutes and write reports and business correspondence. This position requires the ability to solve practical problems, and effectively present information and respond to questions from attorneys, title searchers and the general public.

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WORK ENVIRONMENT:

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

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

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GENERAL GUIDELINES:

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

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

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TOWN OF EAST HARTFORD

TITLE: Assistant Town Clerk

GRADE: 8

DEPARTMENT: Town Clerk

DATE: 08/01/19

GENERAL DESCRIPTION

This is responsible clerical, technical, and administrative work involving the recording and administration of land, vital statistics, and election documents for the Town Clerk's office.

Work involves responsibility for the storage and retrieval of documents, maps, records, and files and for the administration of application and filing procedures. Duties include receiving, recording, filing and indexing documents, registering voters and recording voter and election information, issuing licenses and permits and routine clerical tasks. This position also has the responsibility for making routine records management technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of the records management responsibilities of Town Clerk's office.

SUPERVISION RECEIVED

Works under the general supervision of the Town Clerk.

SUPERVISION EXERCISED

Provides functional supervision to subordinate staff in the absence of the Town Clerk, or the Deputy Town Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs counter work processing marriage license applications, forms, permits, licenses, death certificates and related material by checking for completeness and conformance to standard requirements.
- Scans land records into computer to be viewed and printed by the public, attorneys, title searches. Makes corrections to errors found by the title searches on older land indexes.
- Receives and records various documents including land records and maps, trade names, veterans' discharges, etc.
- Computer indexes land records for archival record and produces related reports. Audits daily indexing reports.
- Registers voters, issues absentee voter ballots and maintains absentee ballot records. Assists in tallying votes on election night.
- Administers oaths to newly elected officials and public safety personnel in the absence of the Town Clerk and Deputy Town Clerk.
- Issues a variety of licenses and permits including marriage, dog, hunting, fishing, archery, and trapping license, and burial, disinterment, and files liquor permits. Computes and collects fees.

- Types a variety of materials including correspondence, forms, reports, and statistics, and enters data into a computer according to explicit procedures.
- Maintains a wide variety of files and record books. Processes confidential birth records.
- Assists public with land records research and use of public terminal.
- Provides certified documents to the public both at the counter and via mail.
- Operates a variety of standard and specialized office machines, including a computer console.
- Provides information in Town records and recording procedures to attorneys, real estate agents and the public, and resolves problems and complaints and also provides information regarding the functions and operations of the office.
- Takes in, copies, disburses and files all legal claims and summonses, workman's comp and police complaints submitted to the Town.
- Compiles State of Connecticut reports for vital records.
- Notarizes documents for municipal departments and the general public.
- Keeps departmental attendance records and prepares quarterly reports.
- Assists in the preparation of department budget by compiling information, entering budget information in the Town's financial and payroll system and generating reports. Assists in preparing statistical information for annual budget recommendation.
- May be required to invoice the IRS, State of CT, and MDC for recording documents, processes payments when received.
- May be required to prepare monthly reports for and processes payments to DEEP and State of CT Treasurer.
- May be required to process monthly animal control reports and forwards to the Dept. of Agriculture.
- May be required to process state conveyance tax checks for land sales transactions and forwards to Dept. of Revenue Services.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of records management and Town Clerk office procedures and practices.
- Considerable knowledge of standard office equipment including personal computer.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet..
- Considerable knowledge of the laws, regulations and procedures related to the office of the Town Clerk.
- Considerable ability to establish and maintain effective working relationships with associates, attorneys, real estate agents, and the general public.
- Good knowledge of business English.
- Good skill in typing at the net rate of 50 words per minute.
- Considerable ability in oral and written communications.

QUALIFICATIONS:

A four -year degree from an accredited college in business administration or a related field, plus two years of responsible records management experience..

Or

A combination of an Associates' Degree from an accredited college in Business Administration or a closely related field and six years of training and experience in increasingly responsible administrative support or office management may be considered as a substitute for the general qualifications. Wherever possible appropriate education and experience will be considered.

SPECIAL REQUIREMENTS:

Must be or be able to become a Notary Public in the State of Connecticut.

Must be able to become a Certified Municipal Clerk within four year.

TOOLS AND EQUIPMENT USED:

Cash register, calculator, computer, and traditional office equipment.

PHYSICAL AND MENTAL DEMANDS:

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

While performing the duties of the position, the employee is frequently required to sit, talk and listen. Occasionally the employee is required to walk, use hands and fingers to operate office equipment and reach with hands and arms. The employee may occasionally lift/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employee must be able to read and interpret documents such as state statutes and write reports and business correspondence. This position requires the ability to solve practical problems, and effectively present information and respond to questions from attorneys, title searchers and the general public.

WORK ENVIRONMENT:

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

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

GENERAL GUIDELINES:

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

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

Town of East Hartford

Grade: 9

Title: HVAC Maintenance/Repairman

Date: 18 August 1987

Department: Public Works

Position Definition:

Performs skilled work in the maintenance, repair and planning of preventative maintenance for all Heating, Cooling and Ventilation systems in Town owned buildings.

General Duties:

Prepares HVAC maintenance plan, inspects heating and cooling equipment and controls, responds to complaints, recommends energy saving alternatives, repairs or replaces equipment and controls as necessary, is responsible for troubleshooting HVAC problems and if necessary coordinating repairs through contractors. Must be able to read building plans, blueprints, diagrams or drawings to determine equipment, tools and materials required. Estimates time and material costs.

Additional Duties:

Supervises general maintenance staff and acts as Superintendent of Buildings in the absence of the Superintendent. Prepares budget estimates, payment reports and maintains records for division. May be called upon to perform duties at times other than the normal working day. Recommend replacement cycle for all Town owned Heating, Cooling, and Ventilation systems. Must be able to lift up to 50 lbs.

Supervised By:

Receives general supervision from the Superintendent of Building Maintenance and Operations.

Qualifications Profile:

The skills and knowledge required would generally be acquired with completion of vocational technical school program with four years experience at the journeyman level and two years experience as a state certified HVAC technician; or in lieu thereof, any combination of training and experience in trade and building maintenance work totalling six years, two of which are at a supervisory capacity, knowledge of the tools, materials, and methods of the trade. Ability to prepare reports, maintain good records and supervise others.

License or Certificate:

State of Connecticut B-4 license for the repair of HVAC systems.

TOWN OF EAST HARTFORD

TITLE: Facilities Maintenance Specialist **GRADE:** 9

DEPARTMENT Public Works **DATE:** 08/01/19

GENERAL DESCRIPTION

Under general supervision of the Facility Manager, the incumbent in this classification serves as lead worker and assumes significant responsibility for general repair and maintenance coordination of Town buildings and facilities. Performs skilled, semi-skilled and technical work in the operation, maintenance and repair of plumbing, HVAC, carpentry, electrical, mechanical and structural systems and equipment in various Town buildings and facilities. Works independently and or provides lead direction and training to assigned Building Maintainers and private contractors.

DISTINGUISHING CHARECTERISTICS

Positions at this level are distinguished from other classes within the Building Maintenance series as described by the level of responsibility assumed and the complexity of duties assigned. . Employees perform the most difficult and responsible types of duties assigned to classes within the series. Employees at this level are required to be fully trained in all procedures related to assigned areas and/or leads, directs, monitors others in the performance of their duties. May provide direction, establish priorities and coordinate work projects.

SUPERVISION RECEIVED

Works under the general supervision of the Facility Manager or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspects buildings to assure conformance to established standards.
- Oversees schedules, and conducts preventive maintenance; designs and constructs labor saving methods and devices.
- Leads in the coordination of tasks with Building Maintenance staff as directed by the Facility Manager or designee
- Receives oral and written instructions.
- Provide courteous customer service; respond to questions and inquiries from Town staff and general public regarding various maintenance projects; resolve customer problems or complaints.
- Obtains materials and equipment needed to perform daily duties.
- Coordinates activities with department personnel and supervisor.
- Ensures that work orders are completed in a timely fashion with attention to priority work.
- Assist in the Training of employees in their areas of work including facility maintenance methods, procedures, and techniques and project work scope.

- Inspects work of contractors for conformity to specifications; recommends corrective actions as necessary.
- Performs routine and non-routine building maintenance projects, such as, replacing electrical outlets and switches, replacing fluorescent fixtures and ballasts, replacing fans, changing faucets, replacing toilets, removing obstructions from drain pipes, painting rooms, furniture, and similar projects.
- Assists in monitoring the Town's HVAC and other systems.
- Responds to emergencies.
- Ensures the availability of power under emergency conditions; maintains emergency power sources.
- Orders materials. Maintains a small workshop with hand tools and equipment.
- Performs work in a safe manner and observes all safety procedures.
- Uses all tools, equipment and materials responsibly and performs basic inspection of them prior to use.
- Uses personal computer for email, word processing, time record-keeping, daily work records, complaint tracking and resolution, inventory, report preparation etc.
- Attend training and safety meetings as necessary.
- Leads and participates in performing special projects as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and comprehend a variety of technical manuals, codes and reference materials; write reports and maintain accurate and clear records.
- Ability to troubleshoot and repair equipment.
- Ability to establish and maintain good working relationships with Town employees, contractors, and the public.
- Ability to read and understand specifications; read and understand blueprints.
- Ability to convey concise written and verbal instructions to staff and outside contractors as directed by the Facility Manager.
- Ability to work within budget and time constraints; prioritize work load, perform under emergency conditions.
- Ability to operate computerized HVAC and computerized record keeping equipment.
- Strong organizational and follow up skills

QUALIFICATIONS

A high school diploma, plus four years of experience in building maintenance field.. A valid CT. skilled trades license or other recognized building trade or contractor license. Equivalent combination of education and qualifying experience will be considered.

SPECIAL REQUIREMENTS

Must have a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED

, hand and power tools, cleaning equipment, computer.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and detect odors. The employee must frequently lift and/or move up to 25 pounds, and occasionally more than 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee must be able to read and interpret basic instructions for operating tools and equipment. The employee must also be able to keep routine records and write basic reports. This position requires the ability to deal with standardized situations with only occasional new variables.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

GENERAL GUIDELINES

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

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

TOWN OF EAST HARTFORD

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TITLE: Administrative Operations Coordinator
~~Administrative Aide~~

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GRADE: 87

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DEPARTMENT: Inspections and Permits
7/1/1987

DATE: 8/1/19

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POSITION DEFINITION:

Under general supervision and direction of the director, provides administrative assistance in a staff capacity to the Inspections and Permits department by performing a wide range of increasing responsible and difficult professional and technical duties leading to the effective operation of the department; and performs related work as required. Work is performed under general supervision where considerable independence is allowed.

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Performs, coordinates, and supervises office administrative activities in the preparation, accounting, and maintenance of department revenue and expenditures; supervises and maintains department records and files; and performs secretarial work of a complex, confidential, and responsible nature.

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GENERAL DUTIES:

- Receives oral or written instruction from Director.
- Plans and organizes work according to established or standard office procedures.
- Determines priority of work tasks and reports all work accomplished to the director.
- Relieves supervisor of office administrative detail work.
- Assigns work to clerical and support staff.
- Performs office administrative work in the functional areas of budget control, accounts payable, special permits, employee payroll and benefits, equipment use, and related department reporting systems.
- Establishes and maintains financial and administrative record files.
- Prepares statistical information for annual budget recommendation
 - Assists in the preparation of departments work schedules.
 - Transmits and explains supervisor's directions to proper persons, and follows up to assure compliance, completeness and conformance with deadlines.
 - Assists in the preparation of department budget by compiling information, and typing budget proposals.
- Types and transcribes letters, reports, and meeting minutes from rough draft of transcription equipment.
- Composes and types routine correspondence and reports.

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~~• Screens telephone calls or greets visitors, ascertains nature of business, and refers to appropriate office/person as possible.~~

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- ~~• Arranges meetings and schedules appointments for supervisor.~~
- ~~• Advises department on budget problems, policies, and procedures and assists in the maintenance of proper budgetary controls. At the direction of the Director prepares the department budget reports and summaries.~~
- ~~• Manages property maintenance and zoning violations data collection and follow up under the direction of the Director.~~
- ~~• Acts as the primary administrative support staff to the Director, receiving assignments from the Director.~~
- ~~• Composes public reports. Handles information requests.~~
- ~~• Assists the department in implementing improvements, and in overall administration of the department.~~
- ~~• Prepares and develops statistical reports, spreadsheets, graphs and related materials in order to track permits, fees collections, department operating budget, etc.~~
- ~~• Assists in the preparation of special studies on the department programs and procedures.~~
- ~~• Assists in the performance of routine professional and technical support of the on-line permitting system.~~
- ~~• Identifies user groups for cloud base system; sets up various permits to be created, revenues to be calculated for permits, accounts for revenues collected and the parameters and restriction for each permit type.~~
- ~~• Researches information on a variety of subjects related to the Inspections and Permits programs and procedures.~~
- ~~• Interfaces with technical staff responsible for production computer business and records application as required.~~
- ~~• Serves as the liaison to the IT department when setting up and updating the various department permits.~~
- ~~• Performs special assignments, studies, and routine administrative functions as directed.~~
- ~~• Meets the public and provides information on subjects such as department or town services.~~

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- ~~• Receives and records fees.~~
- ~~• Performs related bookkeeping functions.~~
- ~~• Reports work accomplished to Director.~~

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ADDITIONAL DUTIES:

- Notarizes documents as necessary.
- Maintains work flow records on department special projects.
- Responds to inquiries from the public concerning department programs.
- Organizes and prepares department materials for distribution.

SUPERVISED BY:

Receives general supervision from Director.

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QUALIFICATIONS PROFILE:

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The skills and knowledge required would generally be acquired with an Associate's degree in Business Administration, Accounting, or some closely related field of study; and two years of increasingly responsible administrative secretarial or office Management experience, including one year of supervisory experience.

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Bachelor's degree from an accredited college or university with a major in Business Administration, Accounting, or a closely related field and four years of increasingly responsible administrative operation functions, or office management.

Or

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A combination of an Associates' Degree from an accredited college in Business Administration or a closely related field and six years of training and experience in increasingly responsible administrative support or office management may be considered as a substitute for the general qualifications. Wherever possible appropriate education and experience will be considered.

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- Ability to apply principles of management to solve practical problems and to deal with a variety of problems independently.
- Ability to interpret instructions furnished in written, oral, or schedule form.
- Ability to acquire a working knowledge of the policies, procedures and goals of the department.
- A working knowledge of accounting principles and procedures.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence and reports, etc.
- Ability to establish and maintain complex files and record systems.
- Ability to work with a minimum of supervision.
- Ability to compose clear and correct letters and reports
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to make oral and written presentations in clear concise and understandable form.
- Ability to supervise.

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KNOWLEDGE, SKILLS AND ABILITIES

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- Knowledge of the principles and practices of modern public administration, preferably as it relates to local government.
- Knowledge of Municipal, State and Federal government powers and purposes.
- Knowledge of the basic principles of public financial management and statistical techniques.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet.

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- Ability to apply principles of management to solve practical problems and to deal with a variety of problems independently.
- Ability to interpret instructions furnished in written, oral, or schedule form.
- Ability to acquire a working knowledge of the policies, procedures and goals of the department.
- Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Ability to establish and maintain effective working relationships with municipal officials, department directors, employees and the general public.
- Ability to make decisions in accordance with the rules, regulations and ordinances covering the department.
- Possess a working knowledge of accounting principles and procedures.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence and reports, etc.
- Ability to establish and maintain complex files and record systems.
- Ability to work with a minimum of supervision.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to make oral and written presentations in clear concise and understandable form.

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LICENSING REQUIREMENTS:

Notary Public.

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PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

Works in an office setting subject to continuous interruptions and background noise.

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Includes exposure to VDT's (video display terminals) on a daily basis.

Must be able to access and process information contained in file records and computer databases.

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Must be able to work with minimal supervision under stressful conditions with demanding deadlines and changing priorities and conditions.

Ability to lift up to 20 lbs. from various heights and positions.

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

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- Assists in the performance of routine professional and technical support of the on-line permitting system.
- Identifies user groups for cloud base system; sets up various permits to be created, revenues to be calculated for permits, accounts for revenues collected and the parameters and restriction for each permit type.
- Researches information on a variety of subjects related to the Inspections and Permits programs and procedures.
- Interfaces with technical staff responsible for production computer business and records application as required.
- Serves as the liaison to the IT department when setting up and updating the various department permits. Meets the public and provides information on subjects such as department or town services.

ADDITIONAL DUTIES:

- Notarizes documents as necessary.
- Maintains work flow records on department special projects.
- Responds to inquiries from the public concerning department programs.
- Organizes and prepares department materials for distribution.

QUALIFICATIONS PROFILE:

Bachelor's degree from an accredited college or university with a major in Business Administration, Accounting, or a closely related field and four years of increasingly responsible administrative operation functions, or office management.

Or

A combination of an Associates' Degree from an accredited college in Business Administration or a closely related field and six years of training and experience in increasingly responsible administrative support or office management may be considered as a substitute for the general qualifications. Wherever possible appropriate education and experience will be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of modern public administration, preferably as it relates to local government.
- Knowledge of Municipal, State and Federal government powers and purposes.
- Knowledge of the basic principles of public financial management and statistical techniques.
- Comprehensive working knowledge of desktop products, word processors, desktop database manager and electronic spreadsheet.
- Ability to apply principles of management to solve practical problems and to deal with a variety of problems independently.
- Ability to interpret instructions furnished in written, oral, or schedule form.

- Ability to acquire a working knowledge of the policies, procedures and goals of the department.
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LICENSING REQUIREMENTS:

Notary Public.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:


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Must be able to work with minimal supervision under stressful conditions with demanding deadlines and changing priorities and conditions. Ability to lift up to 20 lbs. from various heights and positions.

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 14, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Ordinance Committee; Noise Pollution

Connecticut State law authorizes municipalities to regulate stationary noise by ordinance. Municipal noise ordinances must be both approved by the Department of Energy and Environmental Protection (DEEP) commissioner and incorporate noise standards that are at least as stringent as those identified in DEEP's regulations (CGS § 22a-73).

For some time the Town has been in receipt of troublesome noise issues that have greatly impacted the quality of life of our residents. Unfortunately our noise ordinances only allow for the enforcement and regulation of noise emitted by sound amplifying equipment described as "radios, cassette recorders/players, compact disk players and television receivers." In review of local noise ordinances that have been approved by DEEP I believe the council ordinance committee should review our current noise ordinance for expansion to include noise emitted from additional sources.

Attached are copies of noise ordinances approved by DEEP that may be useful and contain the expanded definitions and sources of noise pollution you may want to consider adopting. Additionally the full list of DEEP approved Municipal Noise Ordinances can be found on their website.

Please place this item on the Town Council Agenda for the August 20, 2019 Town Council meeting.

Thank you.



City of Bristol
Office of Town and City Clerk
Bristol, Connecticut

CERTIFIED MOTION

I, Tina K. Bunnell, Assistant Town and City Clerk of the City of Bristol, **DO HEREBY CERTIFY** That the following is a true and correct copy of a motion duly adopted at a meeting of the City Council of the City of Bristol, duly held and convened on October 12, 2004 at which a constituted quorum of the City Council was present and acting throughout and such motion has not been modified, rescinded or revoked and is at present in full force and effect:

To amend Section 15-16 through Section 15-40 of the Bristol Code of Ordinances. It will be effective upon the expiration of fourteen days of its newspaper publication, and approval by the Connecticut DEP per Sec. 22a-73 of the Connecticut General Statutes, and reads as follows:

ARTICLE II NOISES

Sec. 15-16. Declaration of policy.

The City Council of the City of Bristol finds and declares that excessive noise is a serious hazard to the health, welfare and quality of life of the citizens of the City; exposure to certain levels of noise can result in physiological, psychological and economic damage; a substantial body of science and technology exists by which excessive noise may be substantially abated; the primary responsibility for control of noise rests with the state and the political subdivisions thereof, which political subdivisions include the City of Bristol; and each person has a right to an environment free from noise that may jeopardize his health, safety or welfare. It is therefore the declared policy of the City of Bristol to promote an environment free from noise that jeopardizes the health and welfare of its citizens. Now, therefore, pursuant to the authority granted to it in its Charter and in Sec. 7-148 General Municipal Powers, of the Connecticut General Statutes to preserve the public peace and good order, and to prevent disturbing noise, this Article is hereby enacted.

Sec. 15-17. Definitions.

"Background noise" shall mean noise that exists at a point where it is discerned resulting from the combination of many distant sources, individually indistinguishable. In statistical terms, it is the level that is exceeded 90% of the time (L90) during which the measurement is taken.

"Business zone" shall mean those areas so designated under Section VI of the Zoning Regulations of the City of Bristol.

"Construction" shall mean the assembly, erection, substantial repair, alteration, demolition, or site-preparation for or of public or private rights-of-way, buildings or other structures, utilities, or property.

"Day-time hours" shall mean the hours between 7:00 a.m. and 10:00 p.m., Monday through Saturday, and the hours between 9:00 a.m. and 10:00 p.m. on Sunday.

"Decibel" shall mean a unit of measurement of the sound level, the symbol for which is dB.

"Emergency" shall mean any occurrence or set of circumstances involving actual or imminent physical trauma or property damage that demands immediate action.

"Excessive noise" shall mean any sound, the intensity of which exceeds the standards set forth in Section 15-21(b) of this Article.

"Impulse noise" shall mean sound of short duration, usually less than one second, with an abrupt onset and rapid decay.

"Intrusion alarm" shall mean a device with an audible signal which, when activated, indicates intrusion by an unauthorized person.

"Industrial zone" shall mean those areas so designated under Section VII of the Zoning Regulations of the City of Bristol.

"Motor vehicle" shall mean a vehicle as defined in Chapter 246, Section 14-1, of the Connecticut General Statutes.

"Night-time hours" shall mean the hours between 10:00 p.m. and 7:00 a.m. Sunday evening through Saturday morning, and between 10:00 p.m. and 9:00 a.m. Saturday evening through Sunday morning.

"Noise level" shall mean a frequency weighted sound pressure level as measured with a sound level meter using the A-weighting network. The level so read is designated dBA.

"Person" shall mean any individual, firm, partnership, association, syndicate, company, trust, corporation, municipality, agency, or political or administrative subdivision of the State or other legal entity of any kind.

"Premises" shall mean any building, structure, land, or portion thereof, including all appurtenances, owned or controlled by a person.

"Property maintenance equipment" shall mean all engine or motor-powered tools and equipment used occasionally in the repair and upkeep of exterior property and including, but not limited to, lawnmowers, riding tractors, wood chippers, power saws, leaf blowers.

"Public emergency sound signal" shall mean a device either stationary or mobile, producing audible signal associated with a set of circumstances involving actual or imminent danger to persons or damage to property, which demands immediate action.

"Public facility maintenance" shall mean all activity related to the clearing, cleaning, repair and upkeep of public roads, sidewalks, sewers, water mains, utilities, and publicly owned property.

"Recreational vehicle" shall mean any internal combustion engine powered vehicle which is being used for recreational purposes.

"Residential Zone" shall mean those areas so designated under Section V of the Zoning Regulations of the City of Bristol.

"Sound" shall mean a transmission of energy through solid, liquid or gaseous media in the form of vibrations that constitute alterations in pressure or position of the particles in the medium and which, in air, evoke physiological sensations, including, but not limited to, an auditory response when impinging on the ear.

"Sound level meter" shall mean an instrument used to measure sound levels. A sound level meter shall conform, as a minimum, to the American National Standards Institute's operational specifications for Sound Level Meters S1.4.

"Sound pressure level" shall mean twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of a sound to the reference pressure of twenty microneutons per square meter (20×10^{-6} Newtons/m²) and is expressed in decibels (dB).

"Mayor" shall mean the duly elected Mayor of the City of Bristol or his designee.

Sec. 15-18. Exclusions from this Article.

This Article shall not apply to noise emitted by or related to:

- (a) Natural phenomena.
- (b) The unamplified sound made by any wild animal.
- (c) A bell or chime from any building clock, school or church.
- (d) A public emergency sound signal.
- (e) Farming equipment or farming activity.
- (f) An emergency.
- (g) Snow removal.

Sec. 15-19. Exemptions.

The following shall be exempt from this Article subject to the special conditions noted:

- (a) Noise created by the operation of property maintenance equipment during day-time hours.
- (b) Noise generated by any construction equipment operated during daytime hours.
- (c) Noise created by any recreational activities that are sanctioned by the City, including but not limited to parades, sporting events, concerts, and fireworks displays.
- (d) Noise created by blasting provided that the blasting is conducted between 8:00 a.m. and 5:00 p.m. local time and provided that a permit for such blasting has been obtained from state or local authorities.
- (e) Noise created by refuse and solid waste collection and processing, provided that such activity is conducted between 6:00 a.m. and 10:00 p.m.
- (f) Noise created by a fire or intrusion alarm which, from time of activation of the audible signal, emits noise for a period of time not exceeding ten minutes when such alarm is attached to a vehicle or thirty minutes when attached to any building or structure.
- (g) Noise created by public facility maintenance during daytime hours.

Sec. 15-20. Noise Level Measurement Procedures.

For the purpose of determining noise levels as set forth in this Article, the following guidelines shall be applicable:

- (a) A person conducting sound measurements shall have been trained in the techniques and principles of sound measuring equipment and instrumentation.
- (b) Instruments used to determine sound level measurements meet American National Standards Institutes (ANSI) standard S1.4.

(c) The following steps shall be taken when preparing to take sound level measurements:

1. The instrument manufacturer's specific instructions for the preparation and use of the instrument shall be followed.
2. Measurements to determine compliance with Sec. 15-21 of this Article shall be taken at a point that is located more or less one foot beyond the boundary of the emitter's premises and within the receptor's premises.

Sec. 15-21. Unlawful Noise Levels. Standards.

(a) Noise Levels.

It shall be unlawful for any person to emit or cause to be emitted any noise beyond the boundaries of his/her premises in excess of the noise levels established in this Article.

(b) Noise level standards.

1. No person shall emit noise exceeding the levels stated herein.

	Zone in which EMITTER is located		Zone in which RECEPTOR is located	
	Industrial	Business	Residential Daytime Hours	Residential Nighttime Hours
Industrial	70dBA	66dBA	61dBA	51dBA
Business	62dBA	62 dBA	55 dBA	45 dBA
Residential	62 dBA	55 dBA	55 dBA	45 dBA

(c) Background noise and impulse noise.

1. In those individual cases where the background noise levels caused by sources not subject to this Article exceed the standards contained herein, a source shall be considered to cause excessive noise if the noise emitted by such source exceeds the background noise levels by 5 dBA, provided that no source subject to this article shall emit noise in excess of 80 dBA at any time, and provided that this paragraph shall not be interpreted as decreasing the noise level standards set forth in the remainder of Sec. 15-21 (b) of this Article.

2. No person shall cause or allow the emission of impulse noise in excess of 80 dB peak sound pressure level during night-time hours.

3. No person shall cause or allow the emission of impulse noise in excess of 100 dB peak sound pressure level at any time.

(d) Motor Vehicle Noise

1. All motor vehicles operated within the limits of the City of Bristol shall be subject to the noise standards and decibel levels as set forth in the regulations of the State of Connecticut Department of Motor Vehicles, Section 14-80a-1a(a-1) entitled "Maximum Permissible Noise Levels For Vehicles."

2. No sound amplifying devices on or within motor vehicles shall emit noise in excess of the noise levels as specified in the remainder of Sec.15-21 (b) of this Article.

(e) Recreational vehicle noise

1. No person shall create or cause to be created any unreasonably loud or disturbing noise due to the operation of a recreational vehicle. A noise shall be deemed to be unreasonably loud and a violation of this Ordinance when the noise so generated exceeds the noise level standards in Sec. 15-21 (b) of this Article.

Sec. 15-22. Variance.

(a) Any person residing or doing business in the City of Bristol may apply to the Mayor for a variance from one or more of the provisions of this Article which are more stringent than the Connecticut Department of Environmental Protection's regulations for the control of noise, provided that the applicant supplies all of the following information to the Mayor at least twenty (20) days prior to the state of said activity:

1. The location and nature of activity.
2. The time period and hours of operation of said activity.
3. The nature and intensity of the noise that will be generated, and,
4. Any other information required by the Mayor.

(b) No variance from this Article shall be issued unless it has been demonstrated that:

1. The proposed activity will not violate any provisions of the Connecticut Department of Environmental Protection regulations.
2. The noise levels generated by the proposed activity will not constitute a danger to the public health, and

3. Compliance with this article constitutes an unreasonable hardship on the applicant.

(c) The application for variance shall be reviewed and either approved or rejected at least five (5) days prior to the proposed start of said activity. The approval or rejection shall be in writing and shall state the condition of approval, if any, or the reasons for rejection.

(d) Failure to rule on the application in the designated time shall constitute approval of the variance.

Sec. 15-23. Hindering compliance; allowing prohibited noises on premises; intentionally removing or rendering noise reduction design elements inoperative -- Prohibited.

(a) No person shall hinder or interfere with by force or otherwise, the performance by any duly authorized agent or employee of the City of Bristol of any duty to comply with or enforce the provisions of this Article.

(b) No person shall allow on any property or premises owned or leased by him the creation, continuance or maintenance of any noise, or allow the installation, use or operation of any stationary noise source that violates or fails to comply with this Article, or the terms or conditions of any permit, variance or order issued pursuant to this Article.

(c) No person shall intentionally remove or render inoperable, other than for purposes of normal maintenance, repair or replacement, any device or element of design installed into any noise source to achieve compliance with the provisions of this Article or the statutes or regulations of the State of Connecticut, or to use or operate said noise source after such device or element of design has been removed or rendered inoperable with knowledge of such removal or of such rendering inoperable of such device or element of design.

Sec. 15-24. Enforcement.

(a) Any person aggrieved by any act constituting a violation of this Article may complain to the Bristol Police Department, which shall enforce these provisions.

(b) The Bristol Police Department also is authorized to enforce this Article without any such complaint.

Sec. 15-25. Penalties, Enforcement.

(a) Any person responsible for any noise source that fails to meet the requirements set forth in this Article or who violates any other provision of this Article commits a misdemeanor and upon conviction shall be fined \$90.

(b) Whenever a Bristol police officer determines that any noise source fails to meet the requirements set forth in this Article, said police officer, in accordance with existing Police Department procedure, may arrest the person responsible. In lieu of arrest and issuance of a summons said police officer may issue and serve upon the violator an infraction that is designated a "noise ticket." Payment of the fine prescribed by said noise ticket within fifteen (15) days of its issuance shall constitute a plea of nolo contendere (no contest) and shall save the violator harmless from prosecution for the offense cited

(c) Each day a violation continues after arrest or issuance of a noise ticket shall constitute a continuing violation, and the amount of the fine for the second day shall be two hundred dollars (\$200), increasing to four hundred dollars (\$400) for the third day, and four hundred dollars (\$400) for each and every day said violation continues thereafter.


(d) The provisions and remedies under this section are not exclusive and shall be in addition to any other provisions and remedies provided for in any section of the Connecticut General Statutes or common law.

Sec. 15-26. Severability

All provisions of the Zoning Regulations of the City of Bristol that are more stringent than those set forth herein, shall remain in force. If, for any reason, any word, clause, paragraph, or section of this Article shall be held to make the same unconstitutional or superceded by any State law or regulation, this Article shall not thereby be invalidated and the remainder of the article shall continue in effect.

Secs. 15-27 -- 15-40. Reserved.

IN WITNESS THEREOF, the undersigned has affixed her signature and the corporate seal of the City of Bristol this 22nd day of October, 2004.



Tina K. Bunnell
Assistant Town and City Clerk

HARTFORD

ITEM # 31 ON AGENDA

Introduced by:

CALIXTO TORRES, COUNCIL PRESIDENT
JAMES M. BOUCHER, ASSISTANT MAJORITY LEADER

HEADING
AND
PURPOSE

**AN ORDINANCE AMENDING CHAPTER 23 OF THE HARTFORD
MUNICIPAL CODE**

COURT OF COMMON COUNCIL,
CITY OF HARTFORD.

January 12, 2009

Be It Ordained by the Court of Common Council of the City of Hartford:

That Chapter 23 of the Hartford Municipal Code be amended as follows:

- Sec. 23-1. Definitions.
- The following definitions shall apply in the interpretation and enforcement of this chapter:
- Ambient noise or background noise* shall mean noise of a measurable intensity which exists at a point as a result of a combination of many distant sources individually indistinguishable. In statistical terms, it is the level which is exceeded ninety (90) percent of the time (L90) in which the measurement is taken.
- Chief of police* shall mean the chief of police of the City of Hartford or a duly authorized officer subject to his orders.
- Commercial zone* shall mean all commercial and business zones (C-1, B-1, B-2, B-3, B-4), as defined in the zoning regulations of the City of Hartford. Any use which is nonconforming shall be deemed to be in the zone which corresponds to the actual use.
- Construction* shall mean any site preparation, assembly, erection, substantial repair, alteration, or similar action, but excluding demolition, for or of public or private rights-of-way, structures, utilities, or similar property.
- Construction equipment* shall mean any equipment or device operated by fuel or electric power, used in construction or demolition work.
- Day* shall mean the hours between 7:00 a.m. and 10:00 p.m., Monday through Saturday, and the hours 9:00 a.m. through 10:00 p.m. on Sundays.
- Decibel* shall mean a logarithmic unit of measure used in measuring magnitudes of sound. The symbol is dB.
- Demolition* shall mean any dismantling, intentional destruction or removal of structures, utilities, public or private right-of-way surfaces or similar property.
- Domestic power equipment* shall mean, but not be limited to, power saws, drills, grinders, lawn and garden tools and other domestic power equipment intended for use in residential

Emergency vehicle shall mean any motor vehicle authorized by the City of Hartford to have sound warning devices, such as sirens and bells, which can lawfully be used when responding to an emergency.

Emergency work shall mean work made necessary to restore property to a safe condition following an emergency, or work required to protect persons or property from exposure to imminent danger.

Impulse noise shall mean sound of short duration, usually less than one (1) second, with an abrupt onset and rapid decay.

Industrial zone shall mean all industrial (I-1 and I-2) zones, as defined in the zoning regulations of the City of Hartford. Any use which is non-conforming shall be deemed to be in the zone which corresponds to the actual use.

Loud amplification device or similar equipment shall include, but not be limited to, a radio, television, phonograph, stereo, record player, tape player, cassette player, compact disc player, loud speaker or sound amplifier which is operated in such manner that it creates noise.

Motor vehicle shall be defined as per Section 14-1(47) of the Connecticut General Statutes.

Muffler shall mean a device for abating sounds such as escaping gases.

Noise shall mean any sound, the intensity of which exceeds the standards set forth in section 23-3 of this chapter or that is plainly audible at a distance of one hundred (100) feet from its source.

Night shall mean the hours between 10:00 p.m. and 7:00 a.m., Sunday evening through Saturday morning, except, that night shall mean the hours between 10:00 p.m. Saturday and 9:00 a.m. Sunday.

Noise level shall mean the sound pressure level as measured with a sound level meter using the A-weighting network. The level so read is designated dB(A) or dBA.

Person shall mean any individual, firm, partnership, association, syndicate, company, trust, corporation, municipality, agency, or political or administrative subdivision of the state or other legal entity of any kind.

Premises shall mean any building, structure, land, or portion thereof, including all appurtenances, and shall include yards, lots, courts, inner yards, and real properties without buildings or improvements, owned or controlled by a person. The emitter's premises includes contiguous publicly dedicated street and highway rights-of-way, all road rights-of-way and waters of the state.

Property line shall mean that real or imaginary line along the ground surface and its vertical extension which:

- (1) Separates real property owned or controlled by any person from contiguous real property owned or controlled by another person; and
- (2) Separates real property from the public right-of-way.

Public right-of-way: Shall mean any street, avenue, boulevard, highway, sidewalk, alley, park, waterway, railroad or similar place which is owned or controlled by a governmental entity.

Recreational vehicle shall mean any internal combustion engine powered vehicle which is being used for recreational purposes.

Residential zone shall mean all residential (RO-1, RO-2, RO-3, R-1 through R-8), P (public property and cemetery), as defined in the zoning regulations of the City of Hartford. Any use which is non-conforming shall be deemed to be in the zone which corresponds to the actual use.

Sound shall mean a transmission of energy through solid, liquid, or gaseous media in the form of vibrations which constitute alterations in pressure or position of the particles in the

Sound level meter shall mean an instrument used to take sound level measurements and which should conform, as a minimum, to the operational specifications of the American National Standards Institute for Sound Level Meters S1.4--1971 (Type S2A).

Sound pressure level shall mean twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of a sound to the reference pressure of twenty (20) micronewtons per square meter (20×10^{-6} Newtons/meter²), and is expressed in decibels (dB).

Sec. 23-2. Noise level measurement procedures.

For the purpose of determining noise levels as set forth in this chapter, the following guidelines shall be applicable:

(a) Where and when a sound level meter is used:

(1) All personnel conducting sound measurements shall be trained, including but not limited to training in the current techniques and principles of sound-measuring equipment and instrumentation;

(2) Instruments used to determine sound level measurements shall conform to the sound level meters, as defined by this chapter;

(3) The general steps listed below shall be followed when preparing to take sound level measurements:

a. The instrument manufacturer's specific instructions for the preparation and use of the instrument shall be followed;

b. The sound level meter shall be calibrated before and after each set of measurements;

c. When measurements are taken out-of-doors, a wind screen shall be placed over the microphone of the sound level meter, as per the manufacturer's instructions;

d. The sound level meter shall be placed at an angle to the sound source, as specified by the manufacturer's instructions, and at least four (4) feet above the ground. It shall be so placed as not to be interfered with by individuals conducting the measurements;

e. Measurements shall be taken at a point that is located about one (1) foot beyond the boundary of the emitter's premises within the receptor's premises. The emitter's premises includes his/her individual unit of land or group of contiguous parcels under the same ownership as indicated by public land records.

(b) In the absence of a sound level meter, noise will be plainly audible when noise can be heard at a distance of one hundred (100) feet from its source, by a person of normal hearing.

Sec. 23-3. Noise levels.

(a) It shall be unlawful for any person to emit or cause to be emitted any noise beyond the boundaries of his/her premises in excess of the noise levels established in these regulations.

(b) Noise level standards:

(1) No person in a residential zone shall emit noise beyond the boundaries of his/her premises exceeding the levels stated herein and applicable to adjacent residential, commercial or industrial zones:

Emitter's Zone:

Residential

Receptor's Zone: Maximum Level:

Industrial . . . 62 dBA

Commercial . . . 55 dBA

Residential/Day . . . 55 dBA

(2) No person in a commercial zone shall emit noise beyond the boundary of his/her premises exceeding the levels stated herein and applicable to adjacent residential, commercial or industrial zones:

Emitter's Zone:

Commercial

Receptor's Zone:Maximum Level:

Industrial . . . 62 dBA

Commercial . . . 62 dBA

Residential/Day . . . 55 dBA

Residential/Night . . . 45 dBA

(3) No person in an industrial zone shall emit noise beyond the boundary of his/her premises exceeding the levels stated herein and applicable to adjacent residential, commercial or industrial zones:

Emitter's Zone:

Industrial

Receptor's Zone:Maximum Level:

Industrial . . . 70 dBA

Commercial . . . 66 dBA

Residential/Day . . . 61 dBA

Residential/Night . . . 51 dBA

(4) Any use which is non-conforming shall be deemed to be in the zone which corresponds to the actual use.

(c) In the absence of a sound level meter, any noise plainly audible pursuant to section 23-2(b) constitutes prima facie evidence of a violation of this section.

(d) High background noise levels and impulse noise:

(1) In those individual cases where the background noise levels caused by sources not subject to these regulations exceed the standards contained herein, a source shall be considered to cause excessive noise if the noise emitted by such source exceeds the background noise levels by five (5) dBA, provided that no source subject to the provisions of this chapter shall emit noise in excess of eighty (80) dBA at any time, and provided that this section, does not decrease the permissible levels of other sections of this chapter.

(2) No person shall cause or allow the emission of impulse noise in excess of eighty (80) dB peak sound pressure level during the nighttime to any residential noise zone.

(3) No person shall cause or allow the emission of impulse noise in excess of one hundred (100) dB peak sound pressure level at any time to any zone.

(e) Exclusions: These levels shall not apply to noise emitted by or related to:

(1) Natural phenomena;

(2) Any bell or chime from any building clock, school, or church;

(3) Any siren, whistle, or bell lawfully used by emergency vehicles or any other alarm systems used in an emergency situation; provided, however, that burglar alarms on motor vehicles not terminating within ten (10) minutes or on buildings not terminating within thirty (30) minutes after being activated shall be unlawful. Notwithstanding the foregoing, repetitive activation of any alarm system due to malfunction or lack of proper maintenance shall not be excluded;

(4) Warning devices required by OSHA or other state or federal safety regulations;

(5) Farming equipment or farming activity.

(f) Exemptions: The following shall be exempt from these regulations, subject to special

public works, which approval shall be applied for at least seven (7) days prior to the date for which approval is sought, and which approval shall be granted upon payment by the person in advance for the actual cost of such inspection services as may be required during such hours in accordance with rules and regulations adopted by the director of licenses and inspections or the director of public works in accordance with the provisions of sections 2-1 and 2-2; provided that the director of licenses and inspections or the director of public works or their respective designees, may, for good cause and upon reasonable condition(s) shown, upon application, made no less than seven (7) days prior to the proposed construction activity, and upon payment for all the actual costs of application and inspection services, allow construction work operations within the City without limitation as to days or hours of operation.

- (2) Noise created as a result of, or relating to an emergency;
- (3) Noise from domestic power equipment such as, but not limited to, power saws, sanders, grinders, lawn and garden tools or similar devices operated between the hours of 7:00 a.m. and 9:00 p.m., Monday through Saturday, and between the hours of 9:00 a.m. and 8:00 p.m. on Sundays, provided that noise discharge from exhaust is adequately muffled;
- (4) Noise from snow removal equipment, provided equipment is maintained in good repair and exhaust is adequately muffled;
- (5) Noise from demolition work conducted between the hours of 7:00 a.m. and 6:00 p.m., provided that when considered emergency work, demolition shall be exempted at all times from the noise levels set in this regulation;
- (6) Noise created by any aircraft flight operations that are specifically preempted by the Federal Aviation Administration;
- (7) Noise created by any religious or recreational activities which are permitted by law and for which a lease, license or permit has been granted by the city, including but not limited to outdoor evangelistic meetings and preaching or parades, sporting events, concerts and firework displays;
- (8) Noise created by blasting other than that conducted in connection with construction activities shall be exempted, provided that the blasting is conducted between 8:00 a.m. and 5:00 p.m., local time, at specified hours previously announced to the local public, or provided that a permit for such blasting has been obtained from local authorities;
- (9) Noise created by aircraft, or aircraft propulsion components designed for or utilized in the development of aircraft, under test conditions;
- (10) Noise created by products undergoing tests, where one (1) of the primary purposes of the test is evaluation of product noise characteristics and where practical noise control measures have been taken;
- (11) Noise generated by transmission facilities, distribution facilities and substations of public utilities providing electrical power, telephone, cable television or other similar services and located on property which is not owned by the public utility and which may or may not be within utility easements.

Sec. 23-4. Prohibited noise activities.

The following activities are prohibited:

- (1) *Vehicle horns*: No person shall at any time sound any horn or other audible signal device of a motor vehicle, unless it is necessary as a warning to prevent or avoid a traffic accident;
- (2) *Advertising*: No person shall at anytime use any drum, bell or other instrument or device for the purpose of attracting attention to any performance, show or sale, or to the display or advertisement of merchandise.

Sec. 23-5 Motor and recreational vehicle noise

80a of the Connecticut General Statutes, which states in pertinent part that:

(1) No person shall operate a vehicle or combination of vehicles, nor shall the owner of any vehicle allow the vehicle to be operated, at any time or under any condition of grade, surface, speed, load, acceleration, deceleration or weather condition in such a manner as to exceed the decibel levels established under subsection (c) of this section. This subsection applies to the total noise generated by a vehicle and shall not be construed as limiting or precluding the enforcement of any other motor vehicle noise provisions of this title.

(2) No person shall sell or offer for sale a new vehicle which produces a maximum decibel level which exceeds the decibel levels established under subsection (c) of this section.

(3) The Commissioner of Motor Vehicles shall, with the advice of the Commissioner of Environmental Protection, adopt regulations in accordance with the provisions of chapter 54 establishing the maximum decibel levels permissible for motor vehicles, which shall not exceed the maximum decibel levels established for motor vehicles by federal law or regulation. The Commissioner of Motor Vehicles shall establish the procedure for checking maximum decibel levels. The decibel level shall be measured fifty (50) feet from the centerline of the vehicle. The Commissioner of Motor Vehicles may provide for measuring at distances closer than fifty (50) feet from the centerline of the vehicle. In such a case, the measuring devices shall be calibrated to provide for measurements equivalent to the noise limit established by this section measured at fifty (50) feet.

(4) Violation of the provisions of this section shall be an infraction.

(b) No motor or recreational vehicles shall emit noise from a loud amplification device or similar equipment plainly audible at a distance of one hundred (100) feet from such vehicles by a person of normal hearing, except that loud speakers or public address systems are allowed provided prior to use thereof a permit has been obtained from the Hartford Police Department.

Sec. 23-6. Inspections.

(a) For the purpose of determining compliance with the provisions of this chapter, the chief of police or his designated representative is hereby authorized to make inspections of all noise sources and to take measurements and make tests, whenever necessary, to determine the quantity and character of noise. In the event that any person refuses or restricts entry and free access to any part of a premises, or refuses inspection, testing or noise measurement of any activity, device, facility, or process where inspection is sought, the chief of police or his designated representative may seek from the appropriate court a warrant, without interference, restriction or obstruction, at a reasonable time, for the purpose of inspecting, testing or measuring noise.

(b) It shall be unlawful for any person to refuse to allow or permit the chief of police or his designated representative free access to any premises, when the chief of police or his designated representative is acting in compliance with a warrant for inspection and order

(d) No person shall hinder, obstruct, delay, resist, prevent in any way, interfere or attempt to interfere with any authorized person while in the performance of his/her duties under this chapter.

Sec. 23-7. Enforcement

(a) Any person aggrieved by any act constituting a violation of this chapter may complain to the police department who shall enforce this chapter.

(b) The police are also authorized to enforce this chapter without any such complaint.

Sec. 23-8. Penalties.

A person who violates any provision of this chapter shall be summoned or brought to community court pursuant to Connecticut General Statutes § 51-181c. A person who is summoned or brought before the community court cannot invoke any of the appeal rights provided by section 1-5 of the Hartford Municipal Code. The superior court judge assigned to the community court may impose a penalty of community service, a fine up to ninety dollars (\$90.00) or a jail sentence up to twenty-five (25) days to any person who is convicted of violating any provision of this chapter.

TOLLAND

Tolland
ADOPTED 24 FEB. '87
EFFECTIVE 19 MAR. 87

Section 1. Declaration of Policy

Excessive noise must be controlled by the Town to protect, preserve and promote the public health, safety and welfare. The Town Council recognizes the fact that people have a right to and should be ensured an environment free from excessive sound and vibration that may jeopardize their health, safety or welfare.

Section 2. Definitions

As used in this article, the following words and terms shall have the meanings hereinafter set out:

Background noise shall mean noise which exist at a point as a result of the combination of many distant sources, individually indistinguishable.

Construction shall mean the assembly, erection, substantial repair, alteration, demolition or site-preparation for or of public or private rights-of-way, buildings or other structures, utilities or property.

Day-time hours shall mean the hours between 7:00 a.m. and 10:00 p.m. Monday through Saturday, and the hours between 9:00 a.m. and 10:00 p.m. on Sunday.

Decibel shall mean a unit of measurement of the sound level, the symbol for which is dB.

Emergency shall mean any occurrence or set of circumstances involving actual or imminent physical trauma or property damage which demands immediate action.

Excessive noise shall mean any sound, the intensity of which exceeds the standards set forth in section 6 of this article.

Impulse noise shall mean sound of short duration, usually less than one second, with an abrupt onset and rapid decay.

Intrusion alarm shall mean a device with an audible signal which, when activated, indicates intrusion by an unauthorized person.

Motor vehicle shall mean a vehicle as defined in subdivisions (30) of Section 14-1, Connecticut General Statutes, Revision of 1958, as amended.

Nighttime hours shall mean the hours between 10:00 p.m. and 7:00 a.m. Sunday evening through Saturday morning, and between 10:00 p.m. and 9:00 a.m. Saturday evening through Sunday morning.

Noise level shall mean a frequency weighted sound pressure level as measured with a sound level meter using the A-weighting network. The level so read is designated dBA.

Person shall mean any individual, firm, partnership, association, syndicate, company, trust, corporation, municipality, agency, or political or administrative subdivision of the state or other legal entity of any kind.

Premises shall mean any building, structure, land, or portion thereof, including all appurtenances, owned or controlled by a person.

Property maintenance equipment shall mean all engine or motor-powered tools and equipment used occasionally in the repair and upkeep of exterior property and including, but not limited to, lawn mowers, riding tractors, wood chippers, power saws, leaf blowers.

Public emergency sound signal shall mean a device either stationary or mobile, producing audible signal associated with a set of circumstances involving actual or imminent danger to persons or damage to property which demands immediate action.

Public facility maintenance shall mean all activity related to the clearing, cleaning, repair and upkeep of public roads, sidewalks, sewers, water mains, utilities, and publicly owned property.

Recreation vehicle shall mean any nonregistered combustion engine powered vehicle which is being used for recreational purposes.

Sound shall mean a transmission of energy through solid, liquid or gaseous media in the form of vibrations which constitute alterations in pressure or position of the particles in the medium and which, in air, evoke physiological sensations, including, but not limited to, an auditory response when impinging on the ear.

Sound level meter shall mean an instrument used to measure sound levels. A sound level meter shall conform, as a minimum, to the American National Standards Institute's operational specifications for sound level meters S1.4-1971 (Type S2A).

Sound pressure level shall mean twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of a sound to the reference pressure of twenty (20) micronewtons per square meter (20×10^{-6} Newtons $1m^2$) and is expressed in decibels (dB).

Town Manager shall mean the duly appointed Town Manager of the Town or his designee.

Section 3. Exclusions

This article shall not apply to noise emitted by or related to:

- (a) Natural phenomena.
- (b) The unamplified sound made by any wild animal.
- (c) A bell or chime from any building clock, school or church.
- (d) A public emergency sound signal.
- (e) Farming equipment or farming activity.
- (f) An emergency.
- (g) Snow removal.

Section 4. Exemptions

The following shall be exempt from this article subject to the special conditions noted:

- (a) Noise created by the operation of property maintenance equipment during day-time hours.
- (b) Noise generated by any construction equipment operated during day-time hours.
- (c) Noise created by any recreational activities which are sanctioned by the Town, including, but not limited to, parades, sporting events, concerts and firework displays.
- (d) Noise created by blasting provided that the blasting is conducted between 8:00 a.m. and 5:00 p.m. local time and provided that a permit for such blasting has been obtained from state or local authorities.
- (e) Noise created by refuse and solid waste collection, provided that such activity is conducted between 6:00 a.m. and 10:00 p.m.
- (f) Noise created by a fire or intrusion alarm which, from time of activation of the audible signal, emits noise for a period of time not exceeding ten (10) minutes when such alarm is attached to a vehicle or thirty (30) minutes when attached to any building or structure.
- (g) Noise created by public facility maintenance during day-time hours.

Section 5. Noise level measurement procedures

For the purpose of determining noise levels as set forth in this article, the following guidelines shall be applicable:

- (a) A person conducting sound measurements shall have been trained in the techniques and principles of sound measuring equipment and instrumentation.
- (b) Instruments used to determine sound level measurements shall be sound level meters as defined by this article.
- (c) The following steps shall be taken when preparing to take sound level measurements:
 - (1) The instrument manufacturer's specific instructions for the preparation and use of the instrument shall be followed.
 - (2) Measurements to determine compliance with Section 6 shall be taken at a point that is located more or less one foot beyond the boundary of the emitter's premises and with the receptor's premises.

Section 6. Noise levels

(a) Noise levels. It shall be unlawful for any person to emit or cause to be emitted any noise beyond the boundaries of his/her premises in excess of the noise levels established in this article.

(b) Noise level standards

- (1) No person shall emit noise exceeding the levels stated herein.

Zone in which emitter is located	Zone in which receptor is located			
	<u>PI ZONE</u> (dBA)	<u>PBD ZONE</u> (dBA)	<u>RESIDENTIAL ZONE</u>	
			Day-Time hours (dBA)	Night-Time hours (dBA)
PI	70	66	61	51
PBD	62	62	55	45
Residential	62	55	55	45

(c) Background noise and impulse noise

- (1) In those individual cases where the background noise levels caused by sources not subject to this article exceed the standards contained herein, a source shall be considered to cause excessive noise if the noise emitted by such source exceeds the background noise levels by five (5) dBA, provided

that no source subject to this article shall emit noise in excess of eighty (80) dBA at any time, and provided that this subsection shall not be interpreted as decreasing the noise level standards of this section.

- (2) No person shall cause or allow the emission of impulse noise in excess of eighty (80) dB peak sound pressure level during night-time hours.
 - (3) No person shall cause or allow the emission of impulse noise in excess of one hundred (100) dB peak sound pressure level at any time.
- (d) Motor vehicle noise
- (1) All motor vehicles operated within the limits of the Town shall be subject to the noise standards and decibel levels as set forth in the regulations of the State of Connecticut Department of Motor Vehicles, Section 14-80a-1a(a-1) entitled "Maximum Permissible Noise Levels For Vehicles."
 - (2) No sound amplifying devices on or within motor vehicles shall emit noise in excess of the noise levels as specified in this section.
- (e) Recreational vehicle noise. No person shall create or cause to be created any unreasonably loud or disturbing noise due to the operation of a recreational vehicle. A noise shall be deemed to be unreasonably loud and a violation of this article when the noise so generated exceeds the noise level standards in this section.

Section 7. Penalties

Any person in violation of any of the provisions of this article shall be guilty of an infraction and, upon conviction thereof, shall be fined in an amount not to exceed fifty dollars (\$50.00). A police officer shall serve upon a violator an infraction notice which shall be known as a noise ticket. Payment of the fine prescribed by such noise ticket within the time limit specified thereon shall constitute a plea of nolo contendere and shall save the violator harmless from prosecution for the offense cited.

Each day a violation continues after the time for correction of the violation has been given in a ticket, shall constitute a continuing violation and the amount of the fine shall be doubled for each day say violation continues, said fine not to exceed four hundred dollars (\$400.00) per day.

Section 8. Variance

- (a) Any person residing or doing business in Tolland may apply to the Town Manager for a variance from one or more of the provisions of this article which are more stringent than the Connecticut Department

- of Environmental Protection's regulations for the control of noise, provided that the applicant supplies all of the following information to the Town Manager at least twenty (20) days prior to the start of said activity:
- (1) The location and nature of activity.
 - (2) The time period and hours of operation of said activity.
 - (3) The nature and intensity of the noise that will be generated.
 - (4) Any other information required by the Town Manager.
- (b) No variance from these regulations shall be issued unless it has been demonstrated that:
- (1) The proposed activity will not violate any provisions of the Connecticut Department of Environmental Protection regulations.
 - (2) The noise levels generated by the proposed activity will not constitute a danger to the public health.
 - (3) Compliance with this article constitutes an unreasonable hardship on the applicant.
- (c) The application for variance shall be reviewed and either approved or rejected at least five (5) days prior to the proposed start of said activity. The approval or rejection shall be in writing and shall state the condition of approval, if any, or the reasons for rejection.
- (d) Failure to rule on the application in the designated time shall constitute approval of the variance.

Section 9. Severability

All provisions of the zoning regulations of the Town, which are more stringent than those set forth herein, shall remain in force. If, for any reason, any work, clause, paragraph or section of this article shall be held to make the same unconstitutional or superceded by any state law or regulation, this article shall not thereby be invalidated and the remainder of the article shall continue in effect.

Adopted: February 24, 1987
Advertised: March 4, 1987
Effective: March 19, 1987

WINDSOR

ARTICLE III. NOISE CONTROL

Sec. 9-30. Definitions.

The following definitions shall apply in the interpretation and enforcement of this Ordinance.

- .1 AMBIENT NOISE OR BACKGROUND NOISE: Shall mean noise of a measurable intensity which exists at a point as a result of a combination of many distant sources individually indistinguishable. In statistical terms, it is the level which is exceeded 90% of the time (L90) in which the measurement is taken.
- .2 CHIEF OF POLICE: Shall mean the Chief of Police of the Town of Windsor or a duly authorized officer subject to his orders.
- .3 COMMERCIAL ZONE: Shall mean all Business Zones (B-1, B-2, B-3) and Professional Zone as defined in the Zoning Regulations of the Town of Windsor and all uses associated therewith either permitted as a right or as a special use.
- .4 CONSTRUCTION: Shall mean any site preparation, assembly, erection, substantial repair, alteration, or similar action, but excluding demolition, for or of public or private rights-of-way, structures, utilities, or similar property.
- .5 CONSTRUCTION EQUIPMENT: Shall mean any equipment or device operated by fuel or electric power used in construction or demolition work.
- .6 DAY: Shall mean the hours between 7:00 A.M. and 10:00 P.M., Monday through Saturday, and the hours 9:00 A.M. through 10:00 P.M. on Sundays.
- .7 DECIBEL: Shall mean a logarithmic unit of measure used in measuring magnitudes of sound. The symbol is dB.
- .8 DEMOLITION: Shall mean any dismantling, intentional destruction or removal of structures, utilities, public or private right-of-way surfaces or similar property.
- .9 DOMESTIC POWER EQUIPMENT: Shall mean, but not limited to, power saws, drills, grinders, lawn and garden tools and other domestic power equipment intended for use in residential areas by a homeowner.

- .10 EMERGENCY: Shall mean any occurrence or set of circumstances involving actual or imminent physical trauma or property damage which demands immediate action.
- .11 EMERGENCY VEHICLE: Shall mean any motor vehicle authorized by the Town of Windsor to have sound warning devices such as sirens and bells which can lawfully be used when responding to an emergency.
- .12 EMERGENCY WORK: Shall mean work made necessary to restore property to a safe condition following an emergency, or work required to protect persons or property from exposure to imminent danger.
- .13 IMPULSE NOISE: Shall mean sound of short duration, usually less than one second, with an abrupt onset and rapid decay.
- .14 INDUSTRIAL ZONE: Shall mean all Industrial (I-1 and I-2), Wholesale and Storage, and Restricted Commercial Zones as defined in the Zoning Regulations of the Town of Windsor and all uses associated therewith either permitted as a right or as a special use.
- .15 MOTOR VEHICLE: Shall be defined as per Section 14-1 (26) of the Connecticut General Statutes.
- .16 MUFFLER: Shall mean a device for abating sounds such as escaping gases.
- .17 NIGHT: Shall mean the hours between 10:00 P.M. and 7:00 A.M., Sunday evening through Saturday morning, except that night shall mean the hours between 10:00 P.M. Saturday and 9:00 A.M. Sunday.
- .18 NOISE: Shall mean any sound, the intensity of which, exceeds the standards set forth in Section 9-31.2 of this Ordinance.
- .19 NOISE LEVEL: Shall mean the sound pressure level as measured with a sound level meter using the A-weighting network. The level so read is designated dB(A) or dBA.
- .20 PERSON: Shall mean any individual, firm, partnership, association, syndicate, company, trust, corporation, municipality, agency, or political or administrative subdivision of the State or other legal entity of any kind.
- .21 PREMISE: Shall mean any building, structure, land, or portion thereof, including all appurtenances, and shall include yards, lots, courts, inner yards, and real properties without buildings or improvements, owned or controlled by a

person. The emitter's premise includes contiguous publically dedicated street and highway rights-of-way, all road rights-of-way and waters of the State.

- .22 PROPERTY LINE: Shall mean that real or imaginary line along the ground surface and its vertical extension which a) separates real property owned or controlled by any person from contiguous real property owned or controlled by another person, and b) separates real property from the public right-of-way.
- .23 PUBLIC RIGHT-OF-WAY: Shall mean any street, avenue, boulevard, highway, sidewalk, alley, park, waterway, railroad or similar place which is owned or controlled by a governmental entity.
- .24 RECREATIONAL VEHICLE: Shall mean any internal combustion engine powered vehicle which is being used for recreational purposes.
- .25 RESIDENTIAL ZONE: Shall mean all Residential (AA, A, R-13, R-11, R-10, and R-8), NZ (Public and Quasi-Public), PUD (Planned Urban Development), and Agricultural Zones as defined in the Zoning Regulations of the Town of Windsor and all uses associated therewith either permitted as a right or as a special use.
- .26 SOUND: Shall mean a transmission of energy through solid, liquid, or gaseous media in the form of vibrations which constitute alterations in pressure or position of the particles in the medium and which, in air evoke physiological sensations, including, but not limited to, an auditory response when impinging on the ear.
- .27 SOUND LEVEL METER: Shall mean an instrument used to take sound level measurements and which should conform, as a minimum, to the operational specifications of the American National Standards Institute for Sound Level Meters S1.4--1971 (Type S2A).
- .28 SOUND PRESSURE LEVEL: Shall mean twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of a sound to the reference pressure of twenty micronewtons per square meter (20×10^{-6} Newtons/meter²), and is expressed in decibels (dB).

Sec. 9-31. Noise Level Measurement Procedures. For the purpose of determining noise levels as set forth in this Ordinance, the following guidelines shall be applicable.

- .1 All personnel conducting sound measurements shall be trained in the current techniques and principles of sound measuring equipment and instrumentation.
- .2 Instruments used to determine sound level measurements shall conform to the sound level meters as defined by this Ordinance.

- .3 The general steps listed below shall be followed when preparing to take sound level measurements.
- (a) The instrument manufacturer's specific instructions for the preparation and use of the instrument shall be followed.
 - (b) The sound level meter shall be calibrated before and after each set of measurements.
 - (c) When measurements are taken out of doors, a wind screen shall be placed over the microphone of the sound level meter as per the manufacturer's instructions.
 - (d) The sound level meter shall be placed at an angle to the sound source as specified by the manufacturer's instructions and at least four (4) feet above the ground. It shall be so placed as not to be interfered with by individuals conducting the measurements.
 - (e) Measurements shall be taken at a point that is located about one foot beyond the boundary of the emitter's premise within the receptor's premise. The emitter's premise includes his/her individual unit of land or group of contiguous parcels under the same ownership as indicated by public land records.
- .4 The recommended practices for determining statistical noise levels shall be those as outlined in the document entitled Connecticut Noise Survey Data Form #101.

Sec. 9-32. Noise Levels.

- .1 It shall be unlawful for any person to emit or cause to be emitted any noise beyond the boundaries of his/her premise in excess of the noise levels established in these regulations.
- .2 NOISE LEVEL STANDARDS
- (a) No person in a Residential Zone shall emit noise beyond the boundaries of his/her premise exceeding the levels stated herein and applicable to adjacent Residential, Commercial or Industrial Zones:

Receptor's Zone

<u>Emitter's Zone</u>	<u>Industrial</u>	<u>Commercial</u>	<u>Residential/Day</u>	<u>Residential/Night</u>
Residential	62 dBA	55 dBA	55 dBA	45 dBA

- (b) No person in a Commercial Zone shall emit noise beyond the boundary of his/her premise exceeding the levels stated herein and applicable to adjacent Residential, Commercial or Industrial Zones:

Emitter's Zone	Receptor's Zone			
	Industrial	Commercial	Residential/Day	Residential/Night
Commercial	62 dBA	62 dBA	55 dBA	45 dBA

- (c) No person in an Industrial Zone shall emit noise beyond the boundary of his/her premise exceeding the levels stated herein and applicable to adjacent Residential, Commercial or Industrial Zones:

Emitter's Zone	Receptor's Zone			
	Industrial	Commercial	Residential/Day	Residential/Night
Industrial	70 dBA	66 dBA	61 dBA	51 dBA

.3 HIGH BACKGROUND NOISE LEVELS AND IMPULSE NOISE

- (a) In those individual cases where the background noise levels caused by sources not subject to these Regulations exceed the standards contained herein, a source shall be considered to cause excessive noise if the noise emitted by such source exceeds the background noise levels by 5 dBA, provided that no source subject to the provisions of this ordinance shall emit noise in excess of 80 dBA at any time, and provided that this Section does not decrease the permissible levels of other Sections of this Ordinance.
- (b) No person shall cause or allow the emission of impulse noise in excess of 80 dB peak sound pressure level during the nighttime to any Residential Noise Zone.
- (c) No person shall cause or allow the emission of impulse noise in excess of 100 dB peak sound pressure level at any time to any zone.

.4 EXCLUSIONS

These levels shall not apply to noise emitted by or related to:

- (a) Natural phenomena.
- (b) Any bell or chime from any building clock, school, or church

- (c) Any siren, whistle, or bell lawfully used by emergency vehicles or any other alarm systems used in an emergency situation provided, however, that burglar alarms not terminating within thirty (30) minutes after being activated shall be unlawful.
- (d) Warning devices required by OSHA or other State or Federal safety regulations.
- (e) Farming equipment or farming activity.

.5 EXEMPTIONS.

The following shall be exempt from these regulations subject to special conditions as spelled out:

- (a) Noise generated by any construction equipment which is operated between the hours of 7:00 A.M. and 9:00 P.M., provided that the operation of construction equipment between the hours of 9:00 P.M. and 7:00 A.M. shall not exceed the maximum noise levels as specified in Section 9-31.2.
- (b) Noise created as a result of, or relating to an emergency.
- (c) Noise from domestic power equipment such as, but not limited to, power saws, sanders, grinders, lawn and garden tools or similar devices operated between the hours of 7:00 A.M. and 9:00 P.M. Monday through Saturday, and between the hours of 9:00 A.M. and 9:00 P.M. on Sundays.
- (d) Noise from snow removal equipment.
- (e) Noise from demolition work conducted between the hours of 7:00 A.M. and 9:00 P.M., provided that when considered emergency work, demolition shall be exempted at all times from the noise levels set in this regulation.
- (f) Noise created by any aircraft flight operations which are specifically preempted by the Federal Aviation Administration.
- (g) Noise created by any recreational activities which are permitted by law and for which a license or permit has been granted by the Town, including but not limited to parades, sporting events, concerts and firework displays.
- (h) Noise created by blasting other than that conducted in connection with construction activities shall be exempted provided that the blasting is conducted between 8:00 A.M. and 5:00 P.M. local time at specified hours previously announced to the local public, or provided that a permit for such blasting has been obtained from local authorities.

- (i) Noise created by aircraft, or aircraft propulsion components designed for or utilized in the development of aircraft, under test conditions.
- (j) Noise created by products undergoing tests, where one of the primary purposes of the test is evaluation of product noise characteristics and where practical noise control measures have been taken.
- (k) Noise generated by transmission facilities, distribution facilities and substations of public utilities providing electrical powers, telephone, cable television or other similar services and located on property which is not owned by the public utility and which may or may not be within utility easements.

Sec. 9-33. Prohibited Noise Activities.

The following activities are prohibited:

- .1 VEHICLE HORNS: No person shall at any time sound any horn or other audible signal device of a motor vehicle unless it is necessary as a warning to prevent or avoid a traffic accident.
- .2 TRUCK IDLING: No person shall operate an engine of any standing motor vehicle with a weight in excess of 10,000 pounds Manufacturer's Gross Vehicle Weight (GVW) for a period in excess of ten (10) minutes when such vehicle is parked on a residential premise or on a Town road next to a residential premise.
- .3 EXHAUST DISCHARGE: No person shall discharge into the ambient air the blow-down of any steam vent of the exhaust of any stationary internal combustion engine or air compressor equipment, unless such discharge be through a muffler as defined by Sec. 9-30.16 of this Ordinance or through an apparatus providing equal noise reduction.

Sec. 9-34. Motor Vehicle Noise.

- .1 All motor vehicles operated within the limits of the Town of Windsor shall be subject to the noise standards and decibel levels as found in Title 14, Section 14-80a-1 through 14-80a-18 of the Connecticut State Statutes.
- .2 No sound amplifying devices on or within motor vehicles shall emit noise in excess of the noise levels as specified in Section 9-32.2.

Sec. 9-35. Recreational Vehicle Noise.

- .1 No person shall create or cause to be created any unreasonably loud or disturbing noise due to the operation of a recreational vehicle. A noise shall be deemed to be unreasonably loud and a violation of this Ordinance under the following circumstances:

- (a) When the noise so generated exceeds the noise level standards as set forth in Sec. 9-32, and
- (b) Recreational vehicles shall also be in violation of this Ordinance if operated within a premise within 100 feet of the property line.

Sec. 9-36. Inspections.

- .1 For the purpose of determining compliance with the provisions of this Ordinance, the Chief of Police or his designated representative is hereby authorized to make inspections of all noise sources and to take measurements and make tests whenever necessary to determine the quantity and character of noise. In the event that any person refuses or restricts entry and free access to any part of a premise, or refuses inspection, testing or noise measurement of any activity, device, facility, or process where inspection is sought, the Chief of Police or his designated representative may seek from the appropriate court a warrant without interference, restriction or obstruction, at a reasonable time, for the purpose of inspecting, testing or measuring noise.
- .2 It shall be unlawful for any person to refuse to allow or permit the Chief of Police or his designated representative free access to any premise when the Chief of Police or his designated representative is acting in compliance with a warrant for inspection and order issued by the appropriate court.
- .3 It shall be unlawful for any person to violate the provisions of any warrant or court order requiring inspection, testing or measurement of noise sources.
- .4 No person shall hinder, obstruct, delay, resist, prevent in any way, interfere or attempt to interfere with any authorized person while in the performance of his/her duties under this Ordinance.

Sec. 9-37. Penalties.

- .1 Any person in violation of any of the provisions of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in an amount not to exceed twenty-five (\$25) dollars. Each day such violation continues after the time for correction of the violation has been given in an order, shall constitute a continuing violation and the amount of the fine shall be fifty (\$50) dollars for each day said violation continues.

Sec. 9-38. Variance.

- .1 Any person living or doing business in Windsor may apply to the Chief of Police for a variance from one or more of the provisions of the Ordinance, which are more stringent than the Connecticut Department of Environmental Protection regulations for the control of noise, providing that the applicant supplies all of the following information to the Chief of Police at least twenty (20) days prior to the start of said activity.
 - (a) The location and nature of activity.
 - (b) The time period and hours of operation of said activity.
 - (c) The nature and intensity of the noise that will be generated, and,
 - (d) Any other information required by the Chief of Police.
- .2 No variance from these regulations shall be issued unless it has been demonstrated that:
 - (a) The proposed activity will not violate any provisions of the Connecticut Department of Environmental Protection regulations.
 - (b) The noise levels generated by the proposed activity will not constitute a danger to the public health, and,
 - (c) Compliance with the regulations constitutes an unreasonable hardship on the applicant.
- .3 The application for variance shall be reviewed and either approved or rejected at least five (5) days prior to the proposed start of said activity. The approval or rejection shall be in writing and shall state the condition of approval, if any, or the reasons for rejection.
- .4 Failure to rule on the application in the designated time shall constitute approval of the variance.

Sec. 9-39. Contracts.

Any written agreement, purchase order or contract whereby the Town of Windsor is committed to an expenditure of funds in return for work, labor, services, supplies, equipment, materials or any combination thereof, shall not be entered into unless such agreement, purchase order or instrument contains provisions that any equipment or activities which

are subject to the provisions of this Ordinance will be operated, constructed, conducted or manufactured without violating the provisions of this Ordinance.

Sec. 9-40. Severability.

All provisions of the Town Code in conflict herewith are repealed and that if for any reason, any word, clause, paragraph, or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of this Ordinance shall continue in effect. Any provision herein which is in conflict with the Connecticut General Statutes or the Public Health Code of the State of Connecticut are hereby repealed, it being understood that said Statutes and Code shall take precedent over this Ordinance.

Sec. 9-41. Repealer Provisions.

The provisions of this Ordinance shall be included and incorporated in the Code of Ordinances of the Town of Windsor, Connecticut, as an addition or amendment thereto, and shall be appropriately renumbered to conform to the uniform numbering system of the Code.

Sec. 9-42. Effective Date.

This Ordinance shall become effective ten (10) days after publication in a newspaper having a circulation in Windsor.

APPROVED AS TO FORM:

Town Attorney

ATTEST:

Town Clerk

Distributed to Town Council

April 19, 1982

Public Hearing Advertised

June 11, 1982

Public Hearing

June 21, 1982

Adopted

June 21, 1982

Advertised

Effective

