

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
SEPTEMBER 8, 2021

Robert J. Bart

2021 SEP -7 AM 9:51

TOWN CLERK
EAST HARTFORD, CT 06109-0721

=====
This Town Council meeting is accessible through "Microsoft Teams" 929-235-8441 Conference ID: 349 072 276 # or [Click here to join the meeting](#)

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
 - A. Kendall Jeanne Hayes
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 17, 2021 Public Hearing/Connecticut City and Towns Development Act
 - B. August 17, 2021 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. On-Call Service Contracts: Section 10-6(a) of the East Hartford Code of Ordinances
 - B. Public Works Department: Road Restoration Presentation
 - C. CPS HR Consulting: Directors' Compensation Study
7. OLD BUSINESS
8. NEW BUSINESS
 - A. 2022-2025 Collective Bargaining Agreement between the East Hartford Board of Education and the East Hartford Education Association
 - B. Approval of Sale of Individual Tax Liens
 - C. Police Coronavirus Relief Funds
 - D. Youth Services Prevention Grant
 - E. Outdoor Amusement Permit Applications:
 1. Hartford Steel Symphony Concert
 2. Believe 208 – Run for the Brave and Finest
 - a. Approval of Application
 - b. Waiver of the Associated Permit Fee
 3. Annual Fall Fest
 - F. Referral to Personnel and Pensions Subcommittee re: IT Manager Job Description
 - G. Reappointments to Various Boards and Commissions
 - H. Refund of Taxes
 - I. Referral to the Real Estate Acquisition and Disposition Committee re: Acquisition of Applegate Lane
 - J. Town Council – Acting as the Committee of the Whole for the Fees Committee re: Filming Location Agreement for the East Hartford Community Cultural Center

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 21st)

PROCLAMATION

Be it hereby known to all that the East Hartford Town Council, along with Mayor Marcia A. Leclerc, hereby offer their congratulations to

KENDALL JEANNE HAYES

Recipient of the

**GREATER HARTFORD CHAPTER OF THE NAACP
ELLA LITTLE CROMWELL SCHOLARSHIP**

On behalf of the citizens of the Town of East Hartford, we hereby recognize the hard work, creativity and dedication of Kendall Hayes. Combining interests in the arts and entrepreneurship, she has excelled in the Girl Scouts of America, launched KFIYAH Designs and a recognized dancer. Just some of her many awards and recognitions are the Teen Mini Mogul Award in 2018, semifinalist in the World of Money Entrepreneur Competition in 2019, and 3rd place winner in the High School section of the Beta Sigma Lambda Educational Foundations' Black History Oratorical Contest. This scholarship is another recognition of Kendall's amazing talents and energy.

IN WITNESS WHEREOF, we hereunto set our hand and cause the seal of the Town of East Hartford to be affixed this eighth day of September, Two-Thousand and Twenty-one.

Marcia A. Leclerc, Mayor



Richard F. Kehoe, Chair, Town Council

Donald Bell, Jr., Vice Chair

Sebrina Wilson, Majority Leader

Esther B. Clarke, Minority Leader

Patricia A. Harmon

Connor Martin

John Morrison

Angela Parkinson

Awet Tsegai

Robert J. Park

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"
2021-AUG 23 AM 10:32

740 MAIN STREET

EAST HARTFORD, CONNECTICUT

TOWN CLERK
EAST HARTFORD

AUGUST 17, 2021

CONNECTICUT CITY AND TOWNS DEVELOPMENT ACT

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

PRESENT Councillor Patricia Harmon
Via Teams

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

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

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

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

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

Copies of the proposed resolution are on file with the East Hartford Town Clerk, and the Clerk of the East Hartford Town Council, 740 Main Street, East Hartford, CT. Any person(s) wishing to express an opinion on this matter may do so at this meeting.

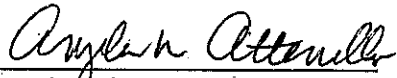
Angela Attenello
Town Council Clerk

Chair Kehoe gave a brief history of the Connecticut City and Town Development Act.

No one came forward to speak.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (7:09 p.m.).
Motion carried 9/0.

Attest 
Angela M. Attenello
Town Council Clerk

EAST HARTFORD TOWN COUNCIL

Robert J. Park

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"

2021 AUG 23 AM 10:32

AUGUST 17, 2021

TOWN CLERK
EAST HARTFORD

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

PRESENT Councillor Patricia Harmon
Via Teams

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30 p.m. He indicated that tonight's Council meeting was a "hybrid" type of meeting, giving the public and the Council the flexibility to participate in person or via the Teams platform. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Todd Andrews, Goodwin University, supports the Mayor's plan for the allocation of ARPA funds, in particular, the Goodwin University Storm Water Management Repair and Replacement project.

APPROVAL OF MINUTES

August 3, 2021 Executive Session

MOTION By Sebrina Wilson
seconded by Awet Tsegai
to **approve** the minutes of the August 3, 2021 Executive Session.
Motion carried 9/0.

August 3, 2021 Regular Meeting

MOTION By Sebrina Wilson
seconded by Connor Martin
to **approve** the minutes of the August 3, 2021 Regular Meeting.
Motion carried 9/0.

NEW BUSINESS

Re-adopting the Connecticut City and Town Development Act

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

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

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

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

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

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

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

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

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

WHEREAS pursuant to the Act, a municipality shall have the power to issue its notes and bonds for achieving the purposes of the Act, including the making of mortgage loans and loans to sponsors, the acquisition of development property, the establishment of reserves to secure such notes and bonds, interest on such notes and bonds during construction and for one year thereafter, and the payment of expenses incident to or necessary for furtherance of the purposes of the Act; and

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

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

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

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

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED: That the Town Council hereby makes the following findings and determinations and the following standards for the implementation of the power granted under the Act:

- (1) an unreasonable number of residents of the Town are subject to hardship in finding employment and adequate, safe and sanitary housing;
- (2) conditions of blight and deterioration exist in parts of the Town and the Town would benefit from the renovation, rehabilitation or construction of commercial or residential properties;
- (3) private enterprise is not meeting such need for housing, employment, and the reduction of blight and deterioration;
- (4) the need for employment and adequate, safe and sanitary housing will be lessened and the Town will be revitalized by the exercise of the powers granted under the Act;
- (5) adequate provisions shall be made for the payment of the cost of acquisition, construction, operation, maintenance and insurance of all development property;
- (6) a feasible method exists and shall be utilized for the relocation into safe and sanitary dwellings of comparable rent of families and individuals displaced as a consequence of the exercise of any power granted under the Act and such families and individuals shall not suffer disproportionate injuries as a result of actions authorized by the Act for the public benefit;
- (7) development property shall not be acquired or disposed of without due consideration of the environmental and economic impact of such acquisition or disposition and the adequacy of existing or proposed municipal services; and
- (8) the acquisition or disposition of all development property shall advance the public interest, general health, safety and welfare, and development, growth and prosperity of the Town.

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

RESOLVED: That the Town Council adopts this Resolution and the Act subject to the following conditions:

- (1) that the powers of such Act shall be restricted to the sections of Town defined generally as
 - (A) the Silver Lane Corridor – bounded on the east by Forbes Street, on the north by Interstate 84, on the south by a line drawn parallel to Silver Lane from the southerly extension of any parcel with access to Silver Lane and to the west by Mercer Avenue and the high occupancy vehicle exit from Interstate 84 to Silver Lane, provided that the corridor

shall include those portions of the property known as Rentschler Field which are not utilized by Raytheon Technologies Corporation or its divisions, subsidiaries or affiliated entities for industrial, manufacturing, engineering, office or other associated or accessory uses, and

(B) the South Meadows – bounded by Interstate 84 to the north, Route 2 to the east, the Hockanum River to the south and the Connecticut River to the west; and

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

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

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

Referral to Fees Committee re: Salon Licensing and Inspections

MOTION By Connor Martin
seconded by Awet Tsegai
to refer to the Fees Committee the establishment of an annual licensing and inspection fee structure for East Hartford salons, with instructions to review the issue and report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

Vaccine Equity and Access Program Grant

MOTION By Awet Tsegai
seconded by Don Bell
to adopt the following resolution:

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

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

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

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

Bid Waiver: Acquisition of Used Fire Apparatus

MOTION By Angie Parkinson
seconded by John Morrison
that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures required by Section 10-7(b) and allow the town to purchase a 2007 Seagrave, formerly used by the Bradley International Airport Fire Department; such waiver being in the best interests of the town; and to **approve** a transfer of \$50,000 from Account G9600 63492 entitled "Contingency", to Account G5317 64507 entitled "Fire Apparatus" to acquire the used fire apparatus.
Motion carried 9/0.

Recommendation from Personnel & Pensions Subcommittee re: Town Council Clerk Job Description

MOTION By Awet Tsegai
seconded by John Morrison
to **recommend** that the Town Council approve the revised job description for "Town Council Clerk" as outlined and attached to a memo dated August 3, 2021 from Theresa Buchanan, Human Resources Director, to Marcia A. Leclerc, Mayor, and as presented at the Personnel & Pensions Subcommittee meeting of Tuesday, August 17, 2021. (see below)
Motion carried 9/0.

TOWN OF EAST HARTFORD

Position Title: Town Council Clerk
Reports to: Town Council Chair
Status: Non-Exempt
Review Date: August 17, 2021
Grade: 10

CLASS DEFINITION:

Provides office administrative and secretarial assistance to the Chair and the members of the Town Council; responsible for the maintenance of the Code of Ordinances on the Town's Website, the fees schedule and all the files for the council, including meeting minutes, records, and agendas; performs administrative secretarial duties of a complex, confidential and responsible nature in the office of the Town Council.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, and implements daily activities and responsibilities of the Town Council office
- Serves as the Clerk of the Council
- Organizes agenda and meeting materials for Town Council meetings and public hearings
- Notifies Councilors of regular, special, and subcommittee meetings, as well as public hearings
- Prepares and advertises legal notices of actions related to Council functions
- Maintains cross reference files of referrals to the Town Council
- Provides secretarial services to the Chair and Councilors as needed
- Composes and types routine correspondence and reports
- Types and transcribes letters, reports and meeting minutes and agendas from rough draft or electronic notes from the Chair and other Councilors

- Establishes and maintains hard-copy and electronic file system to accurately maintain all records, correspondence, and related materials of Council and Council subcommittees for a pre-determined amount of time.
- Assists the public, in person or on the phone, and refers to appropriate office or Councilor whenever possible
- Assists and supports in compliance all aspects of Town boards and commissions
- Arranges meetings/schedules for the Chair and other Councilors
- Provides assistance with the public on viewing all minutes, documents, and ordinances, whether on the website or in hard-copy format
- Prepares budget recommendations for the office, prepares budget meeting schedule, coordinates with town directors/employees on preparation for the budget hearings
- Reports work accomplished to Chair and other Councilors
- Receives meeting information, duplicates, collates, and distributes information packets to Councilors, the Mayor, town administrators, the media, and the public
- Responsible for posting to the town's website, all agendas, minutes, public hearing notices, ordinance , the index to those ordinances , in an expedient and accurate manner
- Responsible for maintaining and updating the Town Council web page on the Town website
- Assumes administrative responsibility for special projects as assigned by the Chair
- Attends all Town Council meetings and public hearings, and special meetings as necessary, in order to transcribe accurate minutes of those meetings
- Prepares requisitions for payment on the Munis System
- Enters budgetary records on the Munis System
- Processes the questions to the Administration from the Councilors, and monitors the return answers

MINIMUM JOB QUALIFICATIONS

The following qualifications are considered likely to provide the required knowledge and abilities to perform the above essential duties.

Education:

Possession of a Bachelor's degree in public administration, business administration, or a closely related field. Whenever possible appropriate education and experience will be considered.

Experience

Four years of increasingly responsible administrative functions or office management in an organization that included regular interaction with government agencies, and the general public is essential.

Licenses/Certificates/Other Qualifications:

- Depending on assignment, possession of a valid license to drive a vehicle in Connecticut may be required.

Knowledge of:

- Modern office equipment, practices, and procedures, including the use of personal computers, tablets and standard business software
- Municipal government functions and organizations, including common requirements, practices, and terminology.
- Basic website editing and related software

Ability to:

- Research, interpret, and analyze Town Ordinances and State Statutes for the public and Councilors
- Acquire a working knowledge of Town government and the functions and services of the various departments, boards, and commissions.
- Analyze situations accurately and adopt an effective course of action.
- Prioritize work for self and others, and complete assignments by required deadlines.
- Process high volume of paperwork accurately and efficiently
- Perform basic mathematical computations
- Meet and deal tactfully and effectively with public officials, employees, and the general public, both on the phone and in person
- Communicate effectively and accurately both orally and in writing

PHYSICAL AND MENTAL STANDARDS:

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities.

- Mobility: frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling, walking, and standing; occasional reaching above and below desk level.
- Dexterity: frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
- Lifting: frequent lifting of papers, files, and material weighing up to 10 pounds; occasional lifting and carrying of equipment and other items up to 25 pounds.
- Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.
- Hearing/Talking: frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological Factors: frequent contact with others, including extensive public contact; frequent deadlines and time-limited assignments.

WORKING CONDITIONS:

- Work is performed in an office setting, subject to continuous interruptions and background noise.
- Work requires ability to attend and participate in numerous and extended night meetings.
- May be required to work remotely if situation requires

ARPA Funds: Authorizing the Mayor to Submit Plan

MOTION

By Don Bell

seconded by Connor Martin

that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to submit the following projected uses of the Coronavirus State and Local Fiscal Recovery Funds allocated to the Town of East Hartford provided the expenditure of such funds shall be subject to Town Council approval:

1.	Renovation of North end Community Center	\$ 1,865,000
2.	COVID – Other Public Health Services	200,000
3.	Supplemental Nat'l Meal Program at Senior Center	800,000
4.	Expansion of the Community Garden & Greenhouse	1,000,000
5.	Digital Inclusion Project Manager	100,000
6.	East Hartford Connects: Services	800,000
7.	East Hartford Connects: Summer Youth Employment	800,000
8.	Small Business Support and Resources	1,000,000
9.	Interval House	100,000
10.	East Hartford Interfaith Ministries	100,000
11.	Other Non-profits	700,000
12.	Support for the Arts in East Hartford	1,000,000
13.	Renovation & ADA Accessibility – Wickham Library	3,500,000
14.	Creation of Police & Youth Services Violence Prevent	250,000
15.	Police & Social Worker Response PILOT Program	250,000
16.	Storm Water Management Repair	4,500,000
17.	Goodwin U – Storm Water Mgmt. Repair & Replace	855,000
18.	Wifi Access Points in Priority Census Tracts	500,000
19.	Technology Upgrades	500,000
20.	Administrative Expenses	219,017
21.	Evaluation & Data Analysis	100,000
22.	Post Office: Planning and Abatement	1,000,000

23.	EHHS Tennis Courts	800,000
24.	Expansion of Staff for Senior Center Programs and Services & Part-time Staff	200,000
25.	Public Safety Garage	1,422,051
26.	Repairs to Historic Properties	<u>2,000,000</u>

Grand Total **\$24,561,068**

Motion carried 9/0.

ARPA Allocation by Town Council

MOTION By Don Bell
seconded by Angie Parkinson
that the Town Council appropriate the following from the town's allocation of Coronavirus State and Local Fiscal Recovery Funds:

➤	1.7 Capital Investment or Physical Plant Changes to Public Facilities that respond to the COVID-19 Public Health Emergency	
	1. Renovation of North end Community Center	\$ 1,865,000
➤	1.12 COVID – Other Public Health Services	200,000
➤	2.1 Household Assistance: Food Programs	
	1. Supplemental Nat'l Meal Program at Senior Center	800,000
	2. Expansion of the Community Garden & Greenhouse	1,000,000
➤	2.10 Aid to Non-Profits	
	1. Interval House	100,000
	2. East Hartford Interfaith Ministries	100,000
➤	3.5 Education Assistance; Other	
	1. Renovation & ADA Accessibility – Wickham Library	3,500,000
➤	5. Infrastructure	
	1. Goodwin U.– Storm Water Mgmt. Repair & Replacement	855,000
➤	Revenue Replacement: Provisions of Government	
	1. EHHS Tennis Courts	800,000
	2. Expansion of Staff for Senior Center Programs & Services and Part-time Staff	200,000
	3. Public Safety Garage	<u>1,422,051</u>
	Grand Total	\$10,842,051

Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Connor Martin asked if the Mayor could update the Council on the Habitat for Humanity projects in East Hartford. *Mayor Leclerc stated that the projects on the corner of Chester and Forbes Streets are progressing. The project on Burnside Avenue has not advanced since the time Habitat gave their presentation to the Town Council.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

Ron Beaulieu, 441 Main Street, #105, would like the Council to revise the existing noise ordinance to include commercial and industrial areas. Mr. Beaulieu is concerned about the noise generated from a pump that is operated by Coca-Cola, located outside their building, that is utilized for water purification and runs 24 hours a day. He also commented on the noise coming from the DOT's construction project on Route 2.

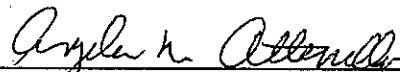
Mayor Leclerc commented on the following: (1) a Town Hall meeting regarding the DOT's Route 2 construction project will take place in Town Hall on Thursday August 19th @ 6PM; (2) the Mayor strongly urges anyone who has been impacted by the removal of trees/shrubs/greenery that borders their neighborhood along the Route 2 project should attend the meeting on Thursday. Additionally, the Mayor stated that the DOT has appointed a liaison to address residents' concerns about the noise levels due to the removal of the trees. That information can be obtained on the town's website. (3) the most recent census shows that East Hartford stays above the 50,000 mark; (4) school in East Hartford begins on Wednesday, August 25th and it is all in-person learning; (5) Community Paint Day is Friday August 27th from 2:30pm to 5:30pm; (6) there is a tentative unveiling date of September 3rd @ 5:30pm; (7) there will be a household hazardous waste collection on Saturday, October 30th at 65 Pitkin Street; (8) the UniteCT landlord/tenant assistance program will be at the town's farmers' market on Friday September 3rd; (9) the Mayor spoke at the dedication of the Joe Marfuggi Walk held at Riverfront Recapture on August 9th; (10) tomorrow the Mayor is hosting a meeting with 38 other members of local municipalities to discuss a standardized approach to masking; and (11) thanked the Council for approving the ARPA funds allocation.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Don Bell
 to **adjourn** (8:55 p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be **Wednesday, September 8th**, due to the observance of Rosh Hashanah.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 25, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: COMMUNICATION: Town On-Call Reporting Per Ordinance 10-6 (a)

As required by Town Ordinance, Section 10-6 (a), please find attached a report from Finance Director Linda Trzetsiak listing the funds spent by the Town for on-call service contracts during the fiscal year beginning on July 1, 2020 and ending on June 30, 2021. The on-call services for surveying, engineering, planning, and architectural services were all bid in FY 2020.

Please place this item on the Town Council agenda for the September 8, 2021 meeting.

C: L. Trzetsiak, Finance Director



MEMORANDUM

DATE: August 24, 2021

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance

TELEPHONE: (860) 291-7246

RE: **Town On-Call Ordinance Reporting - Ordinance 10-6 (a)**

By way of this memo, please find amounts expended on each Town On-Call service contract during the fiscal year beginning on July 1, 2020 and ending on June 30, 2021 in accordance with Town Ordinance 10-6 (a).

These on-call contracts will be in force for a maximum of five years from the date of the Request for Proposal Award (RFP) or when the amount paid cumulatively under the on-call contract exceeds \$150,000, or such lesser amount as provided in the contract.


The on-call contracts for surveying, engineering, planning and architectural services were all bid in fiscal year 2020.

Should you have any questions or problems on this, please feel free to let me know.

Vendor Name	Contract Start Date	\$ Paid FY 21	\$ Paid Life to Date
<u>Surveying</u>			
Alfred Benesch & Co	May-20	\$4,000	\$4,000
BSC Group	May-20	4,512	4,512
CME Associates	May-20	0	2,860
Milone & MacBroom	May-20	0	0
WSP USA Inc	May-20	0	0
<u>Engineering</u>			
Milone & MacBroom	May-20	0	0
Weston & Sampson Engineers	May-20	0	0
Alfred Benesch & Co	May-20	0	0
BSC Group	May-20	0	0
CME Associates Inc	May-20	0	0
Anchor Engineering Services	May-20	0	0
WSP USA Inc	May-20	8,854	8,854
GEI Consultants Inc	May-20	0	0
<u>Planning</u>			
Planimetrics	Aug-19	56,430	64,350
<u>Electrical</u>			
Electrical Contractors Inc	Sep-18	16,317	33,924
<u>Appraisal</u>			
Wellspeak, Dugas & Kane	Sep-18	200	25,700
<u>Architectural</u>			
Christopher Williams Architects	Aug-19	18,500	86,315
JCJ Architects	Aug-19	0	0
Silver Petrucelli	Aug-19	7,500	7,500
Lothrop Architects	Aug-19	0	0
Clohessy, Harris & Kaiser LLC	Aug-19	0	0
Capital Studio Architects	Aug-19	0	0



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 24, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: COMMUNICATION: Road Restoration Presentation

Please reserve time on the September 8, 2021 Town Council agenda for a presentation by Public Works Director John Lawlor about the department's road restoration and asset management program. The presentation will also include the department's Asset Management Consultant, Anthony Garro.

Please save time on the agenda for a presentation and discussion.

C: J. Lawlor, Public Works Director

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

Department of Public Works

1 Ecology Drive
East Hartford, Connecticut 06108

TELEPHONE
(860) 291-7374

FAX (860) 291-7370

www.easthartfordct.gov

JOHN P. LAWLOR JR.
DIRECTOR

July 1, 2021

MEMO TO: Marcia Leclerc, Mayor

FROM: John P. Lawlor Jr., Director of Public Works



CC: File

RE: Road Restoration Presentation to Town Council

I would like time reserved on the Town Council agenda at their first meeting in September (Sept 8th) in order to make an educational presentation of the Public Works Department's road restoration and asset management program.

The presentation will be made by me include our asset management consultant.

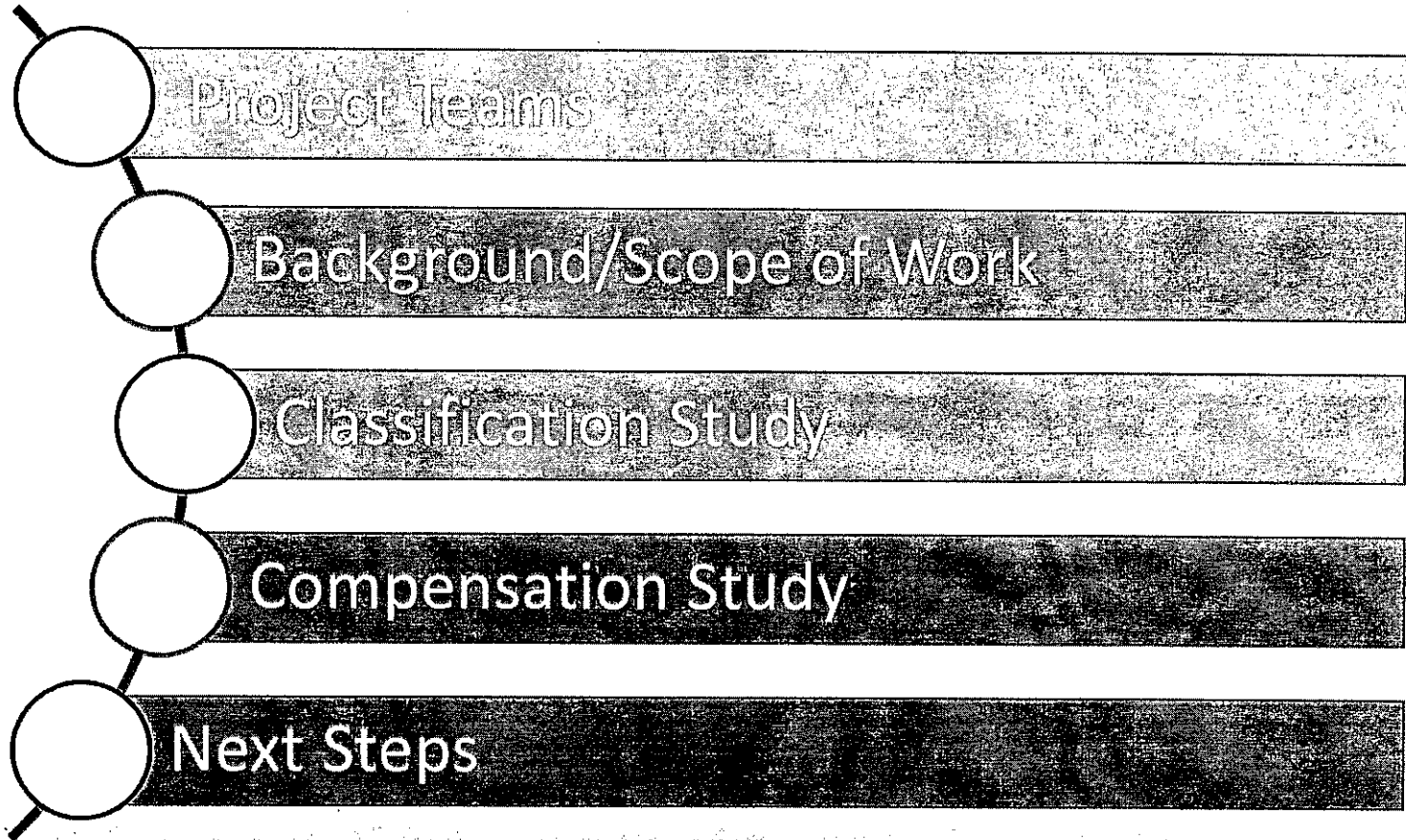
I anticipate the presentation to take no more than 20 minutes. The presentation could be made in-person or virtually depending upon the preference of you or the Council.



Town of East Hartford
Classification & Total Compensation Study
Town Council Presentation

September 8, 2021

● Agenda





CPS HR Project Team

- **Jan Bentley**-Project Manager
- **Edie Sabia**-Senior Project Consultant
- **Igor Shegolev**-Senior Project Consultant
- **Lynda Guerra**-Administrative Technician

● Background & Scope of Work

Classification Study

- 14 positions allocated to 14 classifications
- Class specification recommendations

Total Compensation Study

- 14 benchmark classifications
- 12 labor market agencies

Classification Study

CPS HR  CONSULTING™



Classification Study Goals

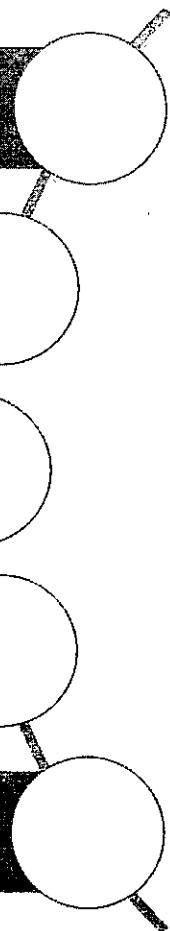
Ensure classification specifications are current and adequate

Ensure classifications are properly titled

Ensure individual positions are properly classified

Ensure accurate minimum qualifications, distinguishing characteristics, etc.

Recommend a sound classification structure that will establish clear levels and define job relationships

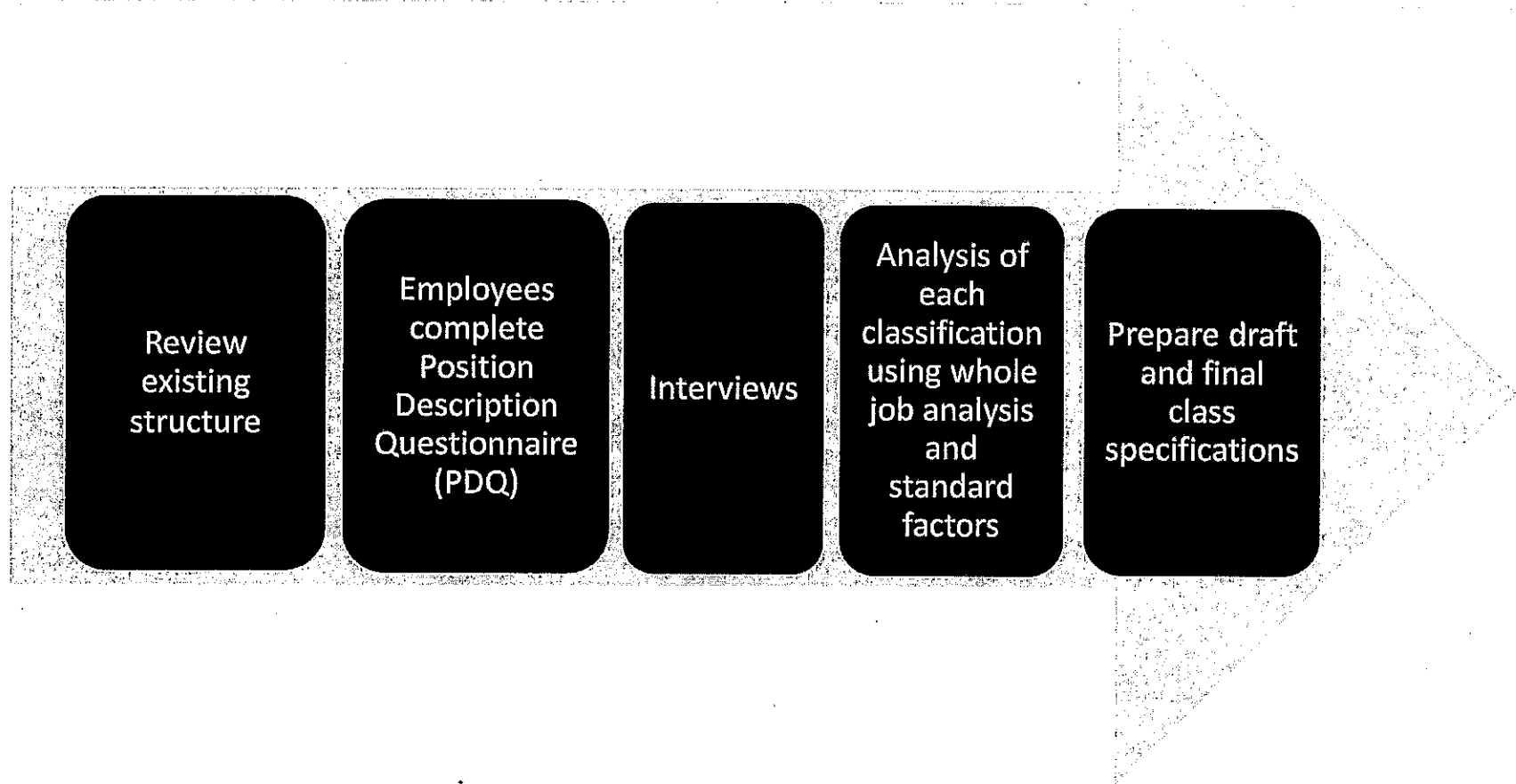




Classifications Included in the Study

- **Chief of Police**
- **Admin Asst to the Mayor (retitled to Chief of Staff)**
- **Corporation Counsel**
- **Director of Development and Planning**
- **Director of Finance**
- **Director of Health (retitled to Director of Health and Social Services)**
- **Director of Human Resources**
- **Director of Inspections and Permits**
- **Director of Parks and Recreation**
- **Director of Public Works**
- **Director of Youth Services**
- **Fire Chief**
- **Library Director**
- **Town Clerk/Registrar of Vital Statistics**

● Classification Study Process






Standard Classification Factors


- **Scope and Complexity**
- **Decision-Making**
- **Impact**
- **Contact With Others**
- **Supervision Received and Exercised**
- **Knowledge, Skills and Abilities**
- **Minimum Qualifications**
- **Working Conditions**
- **Span of Control**

Potential Classification Study Outcomes:


 No changes to positions

 Reclassification of positions

 Change in the title of positions

 Revision of class specifications

 Consolidation of classifications

 Establishment of new classifications

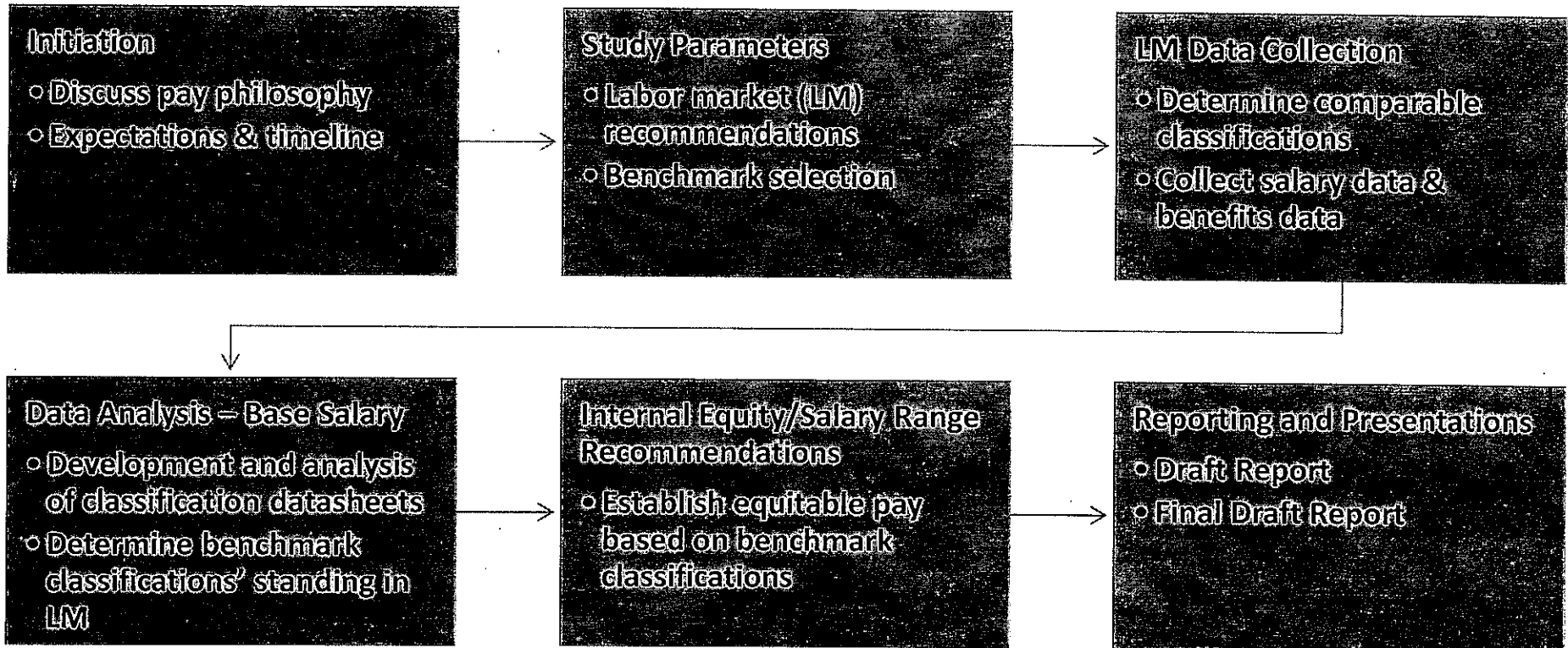
Overview of Classification Recommendations

- Update class specification for *Administrative Assistant to the Mayor* and retitle to *Chief of Staff*;
- Retitle *Director of Health* to *Director of Health and Social Services*;
- Minor updates to class specifications for *Chief of Police*, *Corporation Counsel*, *Director of Development and Planning*, *Director of Finance*, *Director of Human Resources*, *Director of Inspections and Permits*, *Director of Parks and Recreation*, *Director of Public Works*, *Director of Youth Services*, and *Fire Chief*.

Total Compensation Study

CPS HR  CONSULTING™

● Compensation Study Steps & Methodology





Selection of Labor Market Agencies

- City of Bristol
- Town of Enfield
- Town of Hamden
- City of Hartford
- Town of Manchester
- City of Meriden
- City of Middletown
- City of Milford
- Town of Southington
- Town of Stratford
- Town of West Hartford
- City of West Haven



Benchmark Classifications

- Chief of Police
- Chief of Staff
- Corporation Counsel
- Director of Development and Planning
- Director of Finance
- Director of Health and Social Services
- Director of Human Resources
- Director of Inspections and Permits
- Director of Parks and Recreation
- Director of Public Works
- Director of Youth Services
- Fire Chief
- Library Director
- Town Clerk/Registrar of Vital Statistics



Surveyed Compensation Components

- **Total employer compensation costs**
 - * Base salary minimum, midpoint, maximum
 - * Employer retirement contributions
 - * Employer Medicare and Social Security contributions
 - * Employer health plan contributions
 - * Other compensation if applicable

- **Other benefit and compensation practices not included in total compensation but of interest to the District**
 - *Salary Structures of labor market
 - *Employee Agreements/Severance Practices
 - * Full Time Equivalent (FTE) based on functional areas and number of direct and indirect reports for each LM. (Appendix B2)

Compensation Analysis and Salary Recommendations

CPS HR  CONSULTING™

Salary Survey Summary for Benchmarks

Classification Title	# of Matches	Base Salary Minimum	Base Salary Midpoint	Base Salary Maximum	LM Base Salary Minimum	LM Base Salary Midpoint	LM Base Salary Maximum	Mrkt Variance from Min	Mrkt Variance from Mid	Mrkt Variance from Max	Agency TC	Mrkt TC	Mrkt Variance from TC
Chief of Police	12	\$111,005.04	\$138,002.52	\$165,000.00	\$128,717.04	\$133,529.46	\$152,100.36	15.96%	-3.24%	-7.82%	\$214,048.50	\$200,225.82	-6.46%
Chief of Staff	5	\$83,256.96	\$88,606.98	\$93,957.00	\$91,143.00	\$101,606.70	\$103,616.04	9.47%	14.67%	10.28%	\$140,696.41	\$143,108.08	1.71%
Corporation Counsel	6	\$111,005.04	\$121,502.52	\$132,000.00	\$103,943.34	\$126,321.45	\$139,425.90	-6.36%	3.97%	5.63%	\$185,454.00	\$202,321.13	9.10%
Director of Development and Planning	11	\$91,740.00	\$97,467.48	\$103,194.96	\$114,285.72	\$123,262.92	\$135,077.16	24.58%	26.47%	30.90%	\$151,564.87	\$184,396.84	21.66%
Director of Finance	12	\$111,005.04	\$121,502.52	\$132,000.00	\$121,840.80	\$137,244.24	\$146,887.98	9.76%	12.96%	11.28%	\$185,454.00	\$200,711.24	8.23%
Director of Health and Social Services	6	\$100,914.96	\$107,214.96	\$113,514.96	\$109,661.22	\$118,542.24	\$131,655.72	8.67%	10.57%	15.98%	\$163,706.35	\$190,827.41	16.57%
Director of Human Resources	11	\$91,740.00	\$97,467.48	\$103,194.96	\$111,333.72	\$124,034.16	\$124,034.16	21.36%	27.26%	20.19%	\$151,564.87	\$191,887.94	26.60%
Director of Inspections and Permits	3	\$91,740.00	\$97,467.48	\$103,194.96	\$113,229.48	\$117,021.78	\$120,000.00	23.42%	20.06%	16.28%	\$151,564.87	\$169,733.99	11.99%
Director of Parks and Recreation	8	\$91,740.00	\$97,467.48	\$103,194.96	\$103,713.72	\$109,743.15	\$126,435.78	13.05%	12.59%	22.52%	\$151,564.87	\$180,719.10	19.24%
Director of Public Works	12	\$111,005.04	\$138,002.52	\$165,000.00	\$111,248.40	\$130,662.96	\$144,613.38	0.22%	-5.32%	-12.36%	\$222,902.10	\$199,126.72	-10.67%
Fire Chief	10	\$111,005.04	\$138,002.52	\$165,000.00	\$106,889.64	\$128,962.68	\$140,671.38	-3.71%	-6.55%	-14.74%	\$222,902.10	\$196,715.76	-11.75%
Library Director	8	\$91,740.00	\$97,467.48	\$103,194.96	\$112,097.52	\$112,277.70	\$123,828.00	22.19%	15.20%	19.99%	\$151,564.87	\$183,054.73	20.78%
Town Clerk/Registrar of Vital Statistics	12	\$75,561.96	\$80,279.46	\$84,996.96	\$98,216.34	\$104,379.42	\$107,039.40	29.98%	30.02%	25.93%	\$130,154.92	\$160,000.73	22.93%

● Salary Survey Summary for Benchmarks (continued)

- Insufficient matches were found for the class of Director of Youth Services to conduct a valid data analysis.
- A positive number represents District salaries are below Labor Market and need the indicated percentage to reach the Labor Market. A negative number means District is above the Labor Market.

Salary Survey Summary for Benchmarks (continued)

The market median tends to be a more stable representation of trends in the market since it eliminates high and low payers, which can skew data and outcomes. For this reason, CPS HR's methodology is to use the market median for compensation considerations and salary recommendations.

When looking at the overall midpoint of the data in the previous chart, the Town is trending 10.39% below market for base salary and 20.82% below market for total compensation.

● Salary Recommendations

- **The Town requested a new pay structure that incorporates the following:**
 - *Pay ranges with larger spread (bandwidth) than currently exists
 - *Growth within each pay range
 - *Appropriate separation between the pay ranges consistent with labor market data

Salary Recommendations (continued)

Option 1: Open Range Model

Recomm. Grade	Recomm. Grade Minimum	Recomm. Grade Midpoint	Recomm. Grade Maximum
A	\$91,740	\$105,501	\$119,262
B	\$100,914	\$116,051	\$131,188
C	\$111,005	\$127,656	\$144,307
D	\$122,106	\$140,422	\$158,738



Salary Recommendations (continued)

Option 2 : Step System Model

Recomm. Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
A	\$91,740	\$94,798	\$97,856	\$100,914	\$103,972	\$107,030	\$110,088	\$113,146	\$116,204	\$119,262
B	\$100,914	\$103,972	\$107,030	\$110,088	\$113,146	\$116,204	\$119,262	\$122,320	\$125,378	\$131,188
C	\$111,005	\$114,063	\$117,121	\$120,179	\$123,237	\$126,295	\$129,353	\$132,411	\$135,469	\$144,307
D	\$122,106	\$125,164	\$128,222	\$131,280	\$134,338	\$137,396	\$140,454	\$143,512	\$146,570	\$158,738

Salary Recommendations (continued)

Recommended Pay Grade Assignments

Classification Title	Recomm. Grade	Recomm. Grade Minimum	Recomm. Grade Midpoint	Recomm. Grade Maximum
Director of Youth Services	A	\$91,740	\$105,501	\$119,262
Chief of Staff	A	\$91,740	\$105,501	\$119,262
Town Clerk/Registrar of Vital Statistics	B	\$100,914	\$116,051	\$131,188
Director of Parks and Recreation	B	\$100,914	\$116,051	\$131,188
Corporation Counsel	C	\$111,005	\$127,656	\$144,307
Fire Chief	C	\$111,005	\$127,656	\$144,307
Director of Health and Social Services	C	\$111,005	\$127,656	\$144,307
Director of Public Works	C	\$111,005	\$127,656	\$144,307
Director of Human Resources	C	\$111,005	\$127,656	\$144,307
Library Director	C	\$111,005	\$127,656	\$144,307
Director of Inspections and Permits	C	\$111,005	\$127,656	\$144,307
Director of Development and Planning	C	\$111,005	\$127,656	\$144,307
Director of Finance	D	\$122,106	\$140,422	\$158,738
Chief of Police	D	\$122,106	\$140,422	\$158,738

Town of East Hartford Classification & Compensation Study


Questions?

Please contact us at:

- ◆ Jan Bentley - jbentley@cpshr.us
- ◆ Edie Sabia - esabia@cpshr.us
- ◆ Igor Shegolev - ishegolev@cpshr.us



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 24, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Board of Education Contract Agreement

Please see the attached three-year contract agreement for the 2022-2025 collective bargaining agreement between the East Hartford Board of Education and the East Hartford Education Association. The contract was ratified by the Union on August 6, 2021 and approved by the Board of Education on August 23, 2021.

Please place this item on the September 8, 2021 Town Council agenda for the Council's approval.

C: T. Buchanan, Human Resources Director



East
Hartford
Public
Schools

Christopher T. Wethje
Director, Human Resources

1110 Main Street, East Hartford, CT 06108

Tel: (860) 622-5129

Fax: (860) 622-5119

wethje.ct@easthartford.org

August 24, 2021

Robert Pasek
Town Clerk
Town of East Hartford
740 Main Street
East Hartford, CT 06108

Dear Mr. Pasek:

Enclosed please find the signed and fully executed three-year contract agreement for the 2022-2025 collective bargaining agreement between the East Hartford Board of Education and the East Hartford Education Association which was ratified by the Union on August 6, 2021 and approved by the Board of Education on August 23, 2021. Also enclosed are the following: (1) a redline copy of the new contract document showing the negotiated changes from the 2019-22 collective bargaining agreement and (2) a two-page summary of the negotiated agreement. We hope this information is helpful to the Town Council and Mayor.

Sincerely,

Christopher T. Wethje

cc: Charlene Russell-Tucker, Commissioner of Education
Richard Mills, Esq.
Paul Apostalon, President, EHEA
Martin Deren, CEA UniServ Representative
Mayor Marcia LeClerc
Town Council Chairman Richard Kehoe

Summary of Negotiated Teachers Contract Agreement

August 2021

1. Duration: 3 year contract – 2022-2025

2. Wages:
2022-23: 2.5%, No step movement (2.5% total cost)
2023-24: 0.75% plus step below maximum, 2.0% on maximum step (3.24% total cost)
2024-25: 0.75% plus step below maximum, 1.5% on maximum step (3.03% total cost)

Step 1 of the salary schedule will drop, effective July 1, 2024 and on June 30, 2025, a new step will be added between the maximum step and the penultimate step

Total cost over three years including wage increases and step movement: 8.77%

[Step cost is 1.78% in year 2 and 1.79% in year 3; total of 3.57% of the contract cost]

[Wage cost of the contract is 5.2%]

Salary 2022	Salary 2023	Salary 2024	Salary 2025
51,906,036.00	53,203,370.00	54,939,454.00	56,592,206.00
Yearly Increase:	1,297,334.00	1,736,084.00	1,652,752.00
Total Cost:	4,686,170.00		

3. Insurance:

Effective July 1, 2022, the HDHP will include the following components:

- Pharmacy Edits and Preferred Generics (results in saving \$340,617.28 per year)
- Specialty Drug Management (results in saving \$20,036.31 per year)
- Incentive Preventive Rx Rider (results in a cost of \$25,045.39 per year)

Effective July 1, 2023, the HDHP will include the following components:

- American Imaging Management (AIM) Radiology Management for High Cost Diagnostics and Rehabilitative Services (results in saving \$129,875.36 per year)

Premium cost share for the HDHP:

2022-23: 11.0%

2023-24: 11.5%

2024-25: 12.0%

Premium cost share for the dental plan:

2022-23: 25.0%

2023-24: 26.0%

2024-25: 27.0%

Total Annual Savings inclusive of plan edits and premium cost share changes:

2022-23: \$335,608*

2023-24: \$465,483*

2024-25: \$465,483*

***Estimates based on 2021 rates. This will change with utilization for each year**

Total insurance savings over 3 years: \$1,266,574

Board will continue to process employee contributions into HSA as Cadillac tax was repealed

4. Stipend schedules and hourly rates for extra assignments shall increase 1.5% per year of the agreement
5. Revise Section 4.1B to eliminate reference to Memorandum of Agreement as this MOA is no longer applicable
6. Eliminate Section 4.2B allowing for voluntary summer programs as this is permitted regardless of the contractual language provided participation is voluntary
7. Revise job titles in Section 4.7A to reflect titles used by Connecticut State Department of Education
8. Eliminate Section 8.3 regarding limited funding for early childhood programs
9. Modify Section 14.3(d) to require personal day requests (other than for funerals) to be submitted at least 5 business days in advance
10. Eliminate Section 15.3 as longevity payments are no longer paid to any teacher
11. Revise Section 22.2 to clarify existing practice of requiring official transcripts for salary changes due to degree attainment
12. Revise Schedule B-1 to eliminate reference to pay differentials to teachers as no currently employed teacher qualified for these payments

EAST HARTFORD BOARD OF EDUCATION

- and -

EAST HARTFORD EDUCATION ASSOCIATION

~~2019 to 2022~~ to 2025

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THIS AGREEMENT MADE AND ENTERED INTO by and between the EAST HARTFORD BOARD OF EDUCATION (hereinafter referred to as the "Board") and the EAST HARTFORD EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

ARTICLE I
GENERAL

1.1 This Agreement is negotiated under the law in order (a) to fix for its term the salaries and other conditions of effective and harmonious working relationships between the Board and the Association and the professional staff in order that the cause of public education may be best served in East Hartford.

1.2 To this end, the Board and the Association recognize the importance of orderly, just and expeditious resolution of issues which may arise as the result of those provisions of this Agreement dealing with salaries and conditions of employment, and accordingly agree herein upon a grievance procedure for the effective processing of such disputes.

1.3 The Board and the Association accept the provisions of this Agreement as commitments which they will cooperatively and in good faith honor, support and seek to fulfill and perform under governing law.

1.4 Subject to the provisions of the law the Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Except for such negotiations, however, the Board shall be free to communicate with teachers or other representatives, or any other persons, individually or by group, for whatever purpose the Board may deem desirable in the discharge of its responsibilities.

1.5 Despite reference herein to the Board or the Association as such, each reserves the right to act hereunder by committee, individual member, or designated representative, professional or lay, whether or not a member. Each party will provide to the other, upon request, satisfactory evidence (such as official minutes or certificate of resolutions) of authority so to act.

1.6 It is recognized that the Board has and will continue to retain, whether exercised or not the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of East Hartford in all its aspects, including but not limited to the following: To employ, assign, and transfer teachers; and those powers specified in Sections 10-220, 10-221 and 10-222 of the Connecticut General Statutes. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement. No action taken by the Board with respect to such rights, responsibilities

and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance and arbitration provisions of this Agreement.

ARTICLE II **RECOGNITION**

2.1 The Board recognizes the Association for the purpose of professional negotiation, as the exclusive representative of the entire teachers' unit consisting of all professional employees of the Board in positions requiring a teaching or special services certificate, other than substitutes, and excluding persons in the administrators' unit pursuant to and with all the rights and privileges as provided by law. As used in this Agreement, the term "teacher" shall refer to any and all employees whose positions are included in the teacher bargaining unit, as described in Section 2.1.

In accordance with the provisions of Public Act 03-174, employees working in a teaching position solely on the basis of a Durational Shortage Area Permit (DSAP) shall be included in the bargaining unit. Such individuals shall be covered by all terms and conditions of the collective bargaining agreement, except as follows:

- a) A DSAP holder shall not accrue seniority or length of service for any purpose of this Agreement. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained continuously by the Board as a teacher after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of employment by the Board.
- b) The Board shall have the right, in its sole discretion, not to renew and/or to terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.
- c) DSAP holders shall have no bumping rights or recall rights under this Agreement.

2.2 **DUES DEDUCTIONS**

A. The Board agrees to deduct from each teacher for whom a voluntary written dues deduction authorization is submitted an amount equal to the Association membership dues by means of payroll deductions. The amount of the dues deduction from each paycheck shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck during the school year through and including the last paycheck in June. In the case of any such teacher who commences employment after the school year has begun, dues deductions shall be pro-rated, based on the number of months remaining in the school year, unless the Association notifies the

Administration otherwise. The amount of Association membership dues shall be certified by the Association to the Board prior to the opening of school each year.

B. The Board agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of teachers for whom such deductions were made.

C. The Association shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, attorneys' fees or other costs which may arise out of, or by reason of, actions taken against the Board as a result of the enforcement or administration of this article.

ARTICLE III **NEGOTIATION FOR SUCCESSOR AGREEMENT**

3.1 It is the obligation of the parties to meet in accordance with the provisions of Section 10-153d of the Connecticut General Statutes for the purpose of good faith bargaining with the object of entering into a renewal agreement.

ARTICLE IV **TEACHING HOURS AND TEACHER LOAD**

4.1 WORK DAY

A. The Board and the Association recognize and agree the teachers' responsibility to students and the profession generally entails the performance of responsibilities and the expenditure of time beyond the normal working day. Faculty meetings, in-service education sessions, curriculum work sessions and extra help periods shall be a normal part of the teacher's duties. It is recognized, however, that personnel are entitled to weekly schedules on which they can rely in the ordinary course and which should be fairly and evenly maintained throughout the school system, except in emergencies and instances of staffing problems, and without prejudice to voluntary service above and beyond contract requirements as aforesaid, the following schedules are hereby adopted:

B. Whether or not double sessions or similar type programs are instituted, the length of the regularly required work day shall be no more than a maximum of seven hours and twenty minutes of continuous time during which each teacher shall have a duty-free lunch. K-12 teachers shall not be required to report earlier than fifteen (15) minutes before the start of the student day and shall not be required to remain longer than thirty (30) minutes after the close of the student day, ~~except as otherwise provided in a Memorandum of Agreement between the Board and the Association.~~ In the event of an emergency closing, K-12 teachers shall not be required to remain longer than 10 minutes after the students are dismissed, provided that there must be some teacher supervision in

the building until all students have left the building. In the event of a late opening, K-12 teachers shall not be required to report earlier than fifteen (15) minutes before the start of the altered student day. The parties understand that the student day for early childhood education students is substantially different from the student day for K-12 students, and that the work schedules for certified teachers in the early childhood education area are also substantially different. Accordingly, the Board shall have the right to determine the specific work schedules for such early childhood education personnel, subject to the limitation set forth above regarding the overall length of the work day.

C. A directive will be issued to all principals to the effect that they are empowered to make individual arrangements for teachers who, on a schedule or intermittent basis, require an adjustment in their scheduled arrival and departure time. Otherwise the staff will adhere to the scheduled starting and ending time for teachers.

D. The parties acknowledge that the student school day at Woodland School and Stevens Alternative High School is shorter than the length of the student school day at other schools in the district. In recognition of that shorter school day, the parties agree that notwithstanding the provision from Section 4.1B set forth above, teachers at Woodland School and Stevens Alternative High School shall be required to be at work for a total of seven hours and twenty minutes; in accordance with the total teacher work day set forth in Section 4.1B.

E. Certified personnel will be required to set aside one hour and thirty minutes beyond the end of the student day each Tuesday. For all grade levels, the Administration may hold faculty or departmental meetings for up to sixty minutes of the time to be set aside in accordance with this section. The remaining time will be teacher directed for the purpose of data team meetings, data collection and similar activities, at the sole discretion of the teacher. No teacher, regardless of level, shall be required to attend more than one meeting per week. This provision shall not preclude the call of other meetings on other days by proper authorities, but such other meetings shall be held within the time limits prescribed by paragraph B.

F. In-service education sessions and curriculum work sessions may be scheduled on days when students spend less than a full day in school. Teachers shall not be required to attend such special programs later than 4:00 p.m. When such special programs are scheduled on a day when students are not in school, the work day limit specified in Section 4.1B shall apply.

G. With the aim of continuing to improve communication with parents and of utilizing fully the professional resources of the teaching profession, teachers will be required to attend the annual open house/parent night of their assigned building. Itinerant teachers will be required to attend the annual open house/parent night at the building which represents the major portion of their teaching assignments. In addition to the regular work day and the annual open house/parent night, teachers will be required to attend two (2) district sponsored and/or building-sponsored evening events and/or meetings per year. The choice of which events to attend shall be at the sole discretion of the teacher, unless the

Administration schedules evening parent-teacher conferences, in which case an evening of parent-teacher conferences shall count as one of the required evening events. Activities for which the teacher is receiving a stipend shall not count toward such minimum requirements.

H. The parties recognize that early childhood education teachers are required to be available beyond the regular work day for family programs, home visits, conferences with students' families and similar activities, and that the scheduling of such activities must be determined at least in part by the availability and convenience of the students' families.

I. The East Hartford Board of Education and the East Hartford Education Association recognize that the current practice with respect to home visits by early childhood education teachers is to have such teachers accompanied by another employee of the district during such visits. If the Board anticipates modifying or discontinuing this practice, the Board will notify the Association and provide the Association with an opportunity to discuss such modification or discontinuance prior to the implementation of any such change.

J. It is the mutual intent that the period of time designated in the Agreement as "preparation time" is reserved for teachers' use in the preparation of instruction. The Administration may designate up to two days per week of preparation time to be used for the purposes of individual teacher planning and/or for the purposes of common planning. Except in discernible emergencies, this time should not be used for other activities which do not have a direct bearing on the teacher's preparation for education instruction in his/her classroom. This includes infringement for PPT's. In addition, every reasonable effort should be made to schedule a preparation period on each individual school day and avoid any "doubling-up" of two preparation periods on any one day. In unusual circumstances where the foregoing is unavoidable, repetition on a yearly basis should be avoided.

4.2 WORK YEAR

A. The work year of teachers covered by the classroom teacher's salary schedule shall consist of not more than 185 days, including the day before the opening of school. There shall be a minimum of 180 student school days with the option of two additional student days, with no impact issues arising out of the Board increasing the number of student days to 182. Non student days shall be set aside for professional purposes as specified in Section 4.1D.

In addition to the work year set forth above, the work year for new teachers covered by the classroom teachers' salary schedule shall include up to five (5) days of required orientation sessions as scheduled by the Administration, with no additional compensation for such days. New teachers required to attend additional sessions, beyond the five days, shall be paid at the instructional rate as stated in Section ~~4.415.3~~ of the collective bargaining agreement.

Notwithstanding any provision to the contrary in this Agreement, with the Superintendent's approval, High School guidance counselors may be assigned to work up to ten (10) additional work days beyond the regular teacher work year, and Middle School guidance counselors may be assigned to work up to six (6) additional work days beyond the regular teacher work year. The Administration will determine when these days shall be worked. Such additional work days shall be compensated at the teacher's regular per diem rate

B. ~~The Board may elect to conduct a special program for teachers beginning no more than seven calendar days prior to the opening of school, but participation in such programs shall be voluntary, except as otherwise provided in this Agreement.~~ C. Notwithstanding the foregoing, the parties understand that the work year for certain early childhood education personnel will normally exceed the work year set forth above in Section 4.2A. The Board shall have the right to determine the work year for such early childhood education personnel. Publication of the following early childhood work year shall be no later than June 30th. To the extent that the Board designates a work year for such personnel in excess of the work year set forth in Section 4.2A, such additional work shall be compensated at the per diem rates for such employees. The per diem rates used for such compensation shall be based on the salaries in effect on the first day of school in the academic year in question.

~~DC.~~ The parties recognize the Board's unilateral right to alter the scheduling of the student day and or create new programs, including block scheduling. If the Board exercises such rights, the parties will bargain over any impact for which impact bargaining is required under C.G.S. 10-153f.

4.3 EXTRACURRICULAR ACTIVITIES

A. Assignments to extracurricular and cocurricular activities beyond the work day shall be voluntary. In the event that no volunteers are forthcoming for a given extracurricular or cocurricular activity for which there is a provision for payment in the Differentials annexed to this Agreement, an employee may be appointed by the administrator, provided that no teacher may be required to accept such appointment in two successive years.

B. Assignments to extracurricular and cocurricular activities are for one school year only, and appointments to such assignments shall be made annually in writing.

4.4 ELEMENTARY SCHOOL SCHEDULE

A. Elementary school teachers shall have a continuous duty-free lunch period of thirty (30) minutes.

B. Elementary school teachers shall have, in addition to their lunch period, forty-five (45) minutes of preparation/conference time at least five times each

week, during which they shall not be assigned to any other duties, except in emergencies. Such forty-five (45) minutes shall be in no more than two blocks of time, with a minimum of thirty (30) minutes in one such block. The other block of fifteen (15) minutes may be the portion of the lunch/recess period which exceeds the thirty (30) minutes prescribed in the preceding paragraph. If the fifteen (15) minute lunch extension is taken away on a day of inclement weather, then the teacher may leave fifteen (15) minutes before the end of the work day.

C. Elementary art, music, physical education, etc., teachers may not be assigned annually more than six (6) teaching periods per full or shortened day. If a special area teacher is assigned to teach both elementary school and middle school classes in the same day, such teacher shall not be assigned more than a combination of five (5) teaching periods on such days.

D. It is understood that duties to be performed within the elementary school are to be evenly distributed among the staff at each school. The involuntary assignment of more than one duty to any one teacher on any given day should not be made when there is another teacher on the staff with no duties assigned on that day.

4.5 MIDDLE SCHOOL SCHEDULE

A. Middle school teachers shall have a continuous duty-free lunch period of thirty (30) minutes.

B. Middle school teachers shall have, in addition to their lunch period, a preparation/conference period equivalent to a class period at least five times each week, during which they shall not be assigned to any other duties, except in emergencies.

C. In addition to homeroom or equivalent duty, academic subject area teachers in middle schools shall not be assigned annually more than five (5) teaching periods plus one (1) extra duty assignment per day. As used in this paragraph, the term "teaching period" shall include only classroom instructional groups. The term "extra duty assignment" shall include study halls, tutoring, resource centers, general supervision, directed activities, small group instruction, team conferences called by the Administration and other similar assignments.

D. Middle school academic subject area teachers shall not be required to prepare annually more than three academic subject areas. For the purposes of this Section, courses organized by ability levels or phases are not to be considered separate preparations.

E. Middle school special area teachers (art, music, etc.) may not be assigned annually more than six teaching periods per day. If a special area teacher is assigned to teach both elementary school and middle school classes in the same day, such teacher shall not be assigned more than a combination of five (5) teaching periods on such day.

4.6 HIGH SCHOOL SCHEDULE

A. High school teachers shall have a continuous duty free lunch period equivalent to the length of the student lunch period.

B. High school teachers shall have, in addition to their lunch period, a preparation/conference period equivalent to a class period at least five (5) times each week, during which they shall not be assigned to any other duties, except in emergencies.

C. In addition to homeroom or equivalent duty, academic subject area high school teachers shall not be assigned annually more than five (5) teaching periods plus one (1) extra duty assignment per day. As used in this paragraph, the term "teaching period" shall include only classroom instructional groups. The term "extra duty assignment" shall include conventional study halls, tutoring, resource centers, general supervision, and other similar assignments.

Teachers may be assigned a duty period in lieu of a teaching assignment. Science teachers responsible for laboratory courses may be assigned one (1) laboratory period in lieu of an extra duty assignment on any given day.

D. High School teachers shall not be required to make more than three (3) teaching preparations by course title within subject areas at any one time. Such teachers, in addition, may be required to teach one limited enrollment course (i.e. less than ten students) provided that they are relieved of homeroom obligations and extra duties such as study hall.

4.7 RESOURCE/SUPPORTIVE STAFF

A. It is recognized that the most efficient use of resource and/or supportive staff may involve work day and work year schedules which differ from those set forth elsewhere in this Article. As used herein the term "resource and/or supportive staff" means ~~librarian~~library media specialist, instructional resource teacher, guidance counselor, psychologist, social worker, speech and ~~hearing clinician~~language pathologist, and any position which becomes a part of school planning and placement teams (excluding classroom teachers).

B. The Board may during the term of this Agreement propose changes in the work day and work year for resource and/or supportive staff. If such a proposal is made, the parties shall meet promptly for the purpose of negotiating such proposal. Such negotiation shall include the issue of appropriate security arrangements. No proposed change may be implemented by the Board within thirty (30) days after the proposal is made, without prior written agreement of the Association.

C. Special education teachers required to do diagnostic testing will have in addition to their conference period, scheduled time necessary, within the student day, to fulfill testing needs as determined by the administration.

ARTICLE V
REDUCTION IN FORCE

5.1 In the event of a reduction in the number of certified personnel in East Hartford, the following procedure shall be followed subsequent to the Board of Education's determination of the number of positions to be eliminated:

A. Establish the names of people who are in the affected instructional areas (within elementary, middle and high school grade levels, considered separately).

B. List the names of said personnel by ranking those most senior at the top and those most junior at the bottom on the basis of length of continuous service in the district.

C. Terminate the employment of the least senior person if no other position exists in any other instructional area in which the person may be placed based upon his/her certification endorsements and length of service.

D. In the event that administrative positions below the rank of Director are eliminated such personnel may elect to exercise seniority based upon his/her certification endorsement/endorsements and length of continuous service in the district. In which case, the procedure established in paragraphs A, B and C above shall be followed to ascertain whether a position shall be made available to such administrator.

E. No tenured certified teacher (as defined in Section 10-151 (b) of the Connecticut General Statutes) shall be laid off when a position exists which is either vacant or occupied by a non-tenured teacher and for which the tenured teacher is certified or immediately certifiable.

5.2. A. In the event of a tie in length of service for a position defined in the Recognition Clause of this Agreement, Article II, Section 2.1, the following criteria shall be applied in the order listed:

1. Previous regular teaching service in East Hartford.
2. Previous long-term substitute service in East Hartford.
3. Previous per diem substitute service in East Hartford.
4. Date contract signed.

B. Seniority shall be determined on the basis of length of continuous service in the district.

C. Length of service shall be defined as continuous service in the East Hartford School System under a contract of employment. Such length of service shall not include leaves of absence without pay in the excess of one school year. Provided, however, that required military leaves of absence shall be covered as to length of service as required by the Connecticut General Statutes pertaining thereto.

D. Tenured teachers who are laid off shall be placed on a "recall list" for a period of two school years and shall be re-employed on the basis of length of service, provided they hold the necessary certification endorsement for the position. Any person refusing a full time position when recalled shall retain his/her position on the recall list; a second refusal will place that person on the bottom of the recall list.

E. Personnel who are re-employed from a recall list shall be entitled to reinstatement of sick days, length of service credit and placement on the salary schedule at the level above the level held when laid off.

5.3 It is understood that the layoff of a tenured teacher is a termination of employment subject to administrative and/or judicial review in the manner set forth in the subsections of Section 10-151 of the Connecticut General Statutes, as amended, and in no other manner. In the case of judicial review under those statutory provisions (tenured teacher) the parties agree that the provisions of this article can and should be submitted to the court.

ARTICLE VI **FACILITIES**

The Board will make every reasonable effort to provide in each school building:

6.1 Space in each classroom in which teachers may safely store instructional materials and supplies;

6.2 A teacher workroom containing adequate equipment and supplies to aid in the preparation of instructional materials;

6.3 An appropriately furnished room to be used as a faculty lounge (said room to be in addition to the aforementioned teachers' workroom) containing a telephone;

6.4 Clean, well-lighted, well-supplied and well-ventilated teachers' rest rooms restricted to staff use;

6.5 A system whereby teachers can effectively and expeditiously communicate with the main building office in the event of an emergency;

6.6 Teachers' cafeterias or rooms provided for teachers' lunch in all schools;

6.7 Two-way communication system between classrooms and office in all school buildings;

6.8 Working, conference and storage facilities for special instructional and non-instructional personnel.

ARTICLE VII NON-DISCRIMINATION

7.1 Both parties agree to continue their policies of not discriminating against any teacher by reasons of membership or non-membership in, participation or non-participation in the activities of the Association or any other employee organization. Both parties also agree to continue their policies of not discriminating against any teacher on the basis of race, color, religion, age, sex, national origin, disability, marital status, or sexual orientation. Use of masculine or feminine pronouns is understood to refer to teachers of either sex.

Section 7.1 is included in this Agreement for informational purposes only. Section 7.1 shall not be subject to the grievance procedure.

ARTICLE VIII TEXTBOOKS

8.1 The policy of the Board is to ensure that each pupil has adequate materials to implement the instructional program.

8.2 Prior to changing a textbook, the teachers affected and/or a committee of such teachers appointed by the Superintendent shall be given the opportunity to meet and consult with the Superintendent or his designee regarding the proposed change or selection.

~~8.3 — The parties recognize that with regard to early childhood education, funding for instructional materials may be limited by the amount of governmental funding provided for such early childhood education programs.~~

ARTICLE IX STAFFING CONSIDERATIONS

9.1 In order to establish class size for Grades K-12, enrollment shall be examined on the twentieth (20th) student day in the school year. Where a class size exceeds 25 in Grades K-2, 27 in Grades 3-4 or 28 in Grades 5-6 on such twentieth (20th) day, the class(es) affected shall be split and an additional teacher shall be hired for the remainder of the school year. If at any point during the school year after such twentieth (20th) day a class size exceeds 29 in Grades K-2, 29 in Grades 3-4 or 31 in Grades 5-6, the class(es) affected shall be split and an additional teacher shall be hired for the remainder of

the school year. The Administration may make the class size determination set forth in this section prior to the twentieth (20th) day in its discretion.

At each elementary school, class sizes within the same grades shall not deviate by more than two (2) students, unless there are sound educational reasons for such deviation of numbers. The preceding sentence shall not apply to any deviation caused by the disenrollment of one or more students for any reason during the school year.

ARTICLE X **NON-TEACHING DUTIES**

10.1 The Board and the Association agree that a teacher's primary responsibility is to teach and that his energy should be utilized to this end.

ARTICLE XI **SUMMER SCHOOL PROGRAM**

11.1 The Board and the Association recognize that the summer school program may vary substantially from year to year, offers the opportunity for experimentation, and calls for flexibility in approach. The parties understand and agree that the early childhood education student school year normally extends beyond the K-12 school year, and that the term "summer school program" as used in this Article shall not be deemed to include such extended year programs in the early childhood education area.

11.2 The Board will adequately publicize its general scope and content, and the positions to be filled by teachers on the district website as soon as possible.

11.3 Subject to special requirements of the program (e.g. in-service training for new personnel), position openings shall be filled on the basis of competence and experience, and other things being equal preference shall be given to applicants from the regularly appointed teacher staff in the East Hartford school system.

ARTICLE XII **PROTECTIONS**

12.1 Teachers shall immediately report verbally to their supervisor, to be followed by a written report, all cases of assault suffered by them in connection with their employment.

12.2 Such report shall be forwarded to the Superintendent and the Board which shall comply with any reasonable request from the teacher for information in its possession not privileged under the law which relates to the incident of the persons involved.

12.3 The Board shall comply with the provisions of Section 10-235 of the Connecticut General Statutes with respect to civil proceedings initiated against a teacher.

ARTICLE XIII ACCIDENT BENEFITS

13.1 Whenever a certified person is absent from school as a result of personal injury, compensable under the Connecticut Workers' Compensation Laws, and arising out of and in the course of his employment, he may use his accumulated sick leave to supplement payments received for temporary total disability under the Workers' Compensation Act. Sick leave used for this purpose will be deducted at the rate of one-half day for each date of absence. The Board shall have the right to have such person examined by a physician designated by the Board for the purpose of establishing the length of time during which he is temporarily disabled from performing his duties, and, in the event that there is no adjudication in the appropriate workers' compensation proceeding for the period of temporary disability, the opinion of said physician as to the said period shall control.

A teacher who is unable to work as a result of an incident falling within the provisions of Conn. Gen. Stat. § 10-236a shall be eligible for continuation of full salary payments in accordance with said statutory provision.

The following shall apply to any teacher who is eligible for payments under Section 23.1 and who has used sick leave to supplement workers' compensation payments under this section within the three (3) calendar years preceding his or her normal retirement under the Teachers' Retirement System: The total number of sick days used by such teacher for such purpose shall be restored for the purpose of calculating the benefit available to the teacher under Section 23.1, subject to the maximum payment limitations set forth in Section 23.1.

13.2 If a teacher is absent because of illness of a contagious communicable disease, other than the common cold or flu, traceable to contact made in school, the absence will not be charged against that teacher's sick leave.

ARTICLE XIV LEAVE PROVISIONS

SICK LEAVE

14.1 Each certified person shall receive leave of absence with full pay for sickness at a rate of fifteen (15) days a year. These fifteen (15) days may be accumulated up to one hundred eighty-five (185) days. Notwithstanding the foregoing, any teacher who has accrued more than one hundred eighty-five (185) sick days as of June 30, 2007 shall be permitted to retain such accumulated sick days, but shall not be permitted to accumulate

any additional sick days on or after July 1, 2007 unless and until such time as such teacher's total sick leave accumulation falls below one hundred eighty-five (185) days. Sick leave days used by a teacher in any contract year shall first be charged to the teacher's 15-day sick leave allotment for that year, prior to any charge against the teacher's accumulated sick leave. Accumulated sick leave will be determined on the basis of such person's service with the Board since the most recent date of hire.

14.2 Sick leave credits will not accumulate while such teacher is absent from work on leave without pay.

14.3 Sick leave may be used in the following cases:

- (a) Personal illness or physical incapacity.
- (b) Enforced quarantine of such person in accordance with the community health regulations.
- (c) Illness or physical incapacity in such teacher's immediate family. For the purposes of this paragraph (c) immediate family is defined as any relative who resides in the primary residence of the employee. In addition, if a teacher is eligible for leave under the federal Family and Medical Leave Act in order to provide necessary care for a spouse, parent or child with a serious health condition, the teacher may use accumulated sick leave for up to thirty (30) days of such leave.
- (d) Up to a total of five (5) personal days per year will be granted for absence for business beyond the individual's control which cannot be conducted outside of school hours. Except in emergencies or a funeral (as set forth in #5 below), the request for such leave must be made at least five (5) business days prior to such leave by the individual to the Director of Human Resources, acting as designee of the Superintendent, provided that for two (2) days per year said request need not state the reason for the leave. Such two (2) days may not be used in conjunction with any other leave day or school holiday, but may otherwise be used in conjunction with each other. Leave under this paragraph (d) will be granted for the following reasons:
 1. Court appearance where the teacher is a party or is subpoenaed.
 2. House and mortgage closing of the teachers' domicile.
 3. Wedding of teacher or member of immediate family.
 4. Graduation of teacher or member of immediate family.
 5. Funeral not covered in Section 14.7 (multiple requests to attend the same funeral will be granted at the discretion of the Director of Human Resources).

Immediate family for purposes of this paragraph (d) is defined as parent, stepparent, grandparent, spouse, child, stepchild, grandchild and also any relative who resides in the employee's primary residence.

The number of days allowable for each of the above reasons shall be subject to reasonable limitations. Personal days shall not be used to extend student recess periods.

- (e) Additional personal days for the above or personal days for reasons not mentioned above may be granted at the discretion of the Director of Human Resources.

14.4 In exceptional cases, the Board may grant additional sick leave with or without pay. Requests for such additional sick leave shall be in writing and must be signed by such person when possible.

14.5 Sick leave may not be used for recuperation from illness or injury which is directly traceable to employment by another employer.

14.6 It shall be the responsibility of the certified person to notify the central office in advance of extended absence if possible.

- (a) The Superintendent may request an appropriate medical certificate from any certified person for any leave of any duration.
- (b) When required to provide a certificate, the teacher shall have the option of providing a certificate from a doctor of his/her own choosing, in which case the teacher shall pay, or a doctor chosen by the Board in which case the Board shall pay. In any case, the Board may seek the judgment of its own physician.

BEREAVEMENT LEAVE

14.7 Three (3) days special leave with full pay shall be granted for bereavement and attendant activities in the event of a death in the immediate family of a teacher. Immediate family for purposes of this clause is defined as parent, stepparent, grandparent, spouse, brother, sister, child, stepchild, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law and father-in-law of a teacher and also any relation who is domiciled in the teacher's house. Additional days may be requested pursuant to Section 14.3(d).

JURY DUTY

14.8 A teacher who is absent from work in order to report for jury duty or appear as a witness under a legally enforceable subpoena shall receive a leave of absence with full

pay. A teacher shall remit per diem jury pay, but not traveling expenses, to the Board when he or she receives jury duty pay from the state. This provision shall not apply to legal proceedings wherein the teacher, or the Association, is a party.

PROFESSIONAL CONFERENCES--VISITING DAY

14.9 Upon approval of the Superintendent or his designees, a visiting day or leave with full pay shall be granted to a teacher for visiting classes in other schools, attending conferences or important professional meetings. Travel expenses will be granted.

RELIGIOUS LEAVE

14.10 Up to three full days of paid leave may be granted to teachers for the celebration of religious high holy days. The request for such leave must be submitted at least five (5) business days prior to such leave to the Director of Human Resources, acting as designee of the Superintendent.

MATERNITY/ADOPTIVE/CHILDREARING LEAVE

14.11 Notwithstanding any provision in this contract to the contrary, the Board shall comply with all provisions of applicable federal and/or state law concerning disability maternity leave and/or family and medical leave.

14.12 Childrearing or adoptive leave for purposes other than disability must be requested, in writing, prior to (a) the time disability sick leave due to pregnancy commences, or (b) the time that the spouse of a certified staff member is determined to be disabled as a result of pregnancy, or (c) the adoption of a minor child, whichever is applicable.

A. Childrearing or adoptive leave shall commence at the end of disability sick leave as determined by medical authority, as applicable.

B. If disability sick leave commences between September 1 and January 31, the child-rearing leave shall extend for the remainder of the school year. Notification of intent to return shall be submitted by March 1 of the calendar year in which the certificated staff member plans to return. Failure to notify will constitute a resignation.

C. If the disability sick leave commences between February 1 and August 31, the child-rearing leave shall extend for the remainder of the school year and may extend for the next full school year if the teacher elects to do so in writing at the time the leave is requested. Notification of intent to return shall be submitted by January 1 of the calendar year in which the certified staff member plans to return. Failure to notify will constitute a resignation.

D. The certified staff member will be reinstated to a position for which he is certified and qualified provided his status has not been affected by Article 5.1 of this Agreement.

E. A certified staff member absent on child-rearing leave will be placed, upon his return, at the next salary step appropriate to his step placement at time of leave, provided teaching service exceeded ninety (90) school days in the school year.

F. Upon the expiration of any FMLA leave applicable to the teacher's childrearing leave, the teacher may continue insurance coverage at the teacher's expense for the duration of the childrearing leave.

G. Credit toward longevity shall not be granted for this period of leave.

H. Sick leave not used during disability leave shall be restored upon return to the system.

SABBATICAL LEAVE

14.13 Upon the recommendation of the Superintendent a sabbatical leave may be granted at the discretion of the Board for purposes of professional growth and development.

A. The teacher must have completed at least seven years of satisfactory service with the Board.

B. Sabbatical leave may be granted for one half of a school year or for one entire school year.

C. Applications for sabbatical leave should be submitted to the Superintendent on or before March 1st. The deadline of March 1st may be waived by the Superintendent.

D. Written notice of the Board's decision on each sabbatical leave application will be given to each applicant by June 1st.

E. Teachers absent on sabbatical leave shall be paid 75% of the contract rate in effect during such leave; provided, however, reductions shall be made, where necessary, so that the total of such payments, together with any amounts received in connection with the activities carried on during the sabbatical leave, do not exceed the salary to which such teacher would have been entitled under this contract for service with the Board during the period of the sabbatical leave. In addition to such salary, the Board may, in its discretion, reimburse the teacher for travel and other expenses related to the sabbatical leave. During the sabbatical leave, the teacher may continue insurance coverage at the teacher's expense for the duration of the leave.

F. In extraordinary cases where a teacher plans to study in areas determined by the Board to be critical, the seven year requirement of Section A may be waived and the employee may receive up to 100% of the contract rate referred to in Section E.

G. A teacher absent from service because of sabbatical leave, shall be entitled to such advancement on the salary schedule as he would have received had he remained in the system.

H. In the event that completion of the approved professional objectives of the sabbatical leave is made impossible by illness or injury, salary payments will be continued beyond the date such disability is incurred for a period equivalent to the sick leave credit accrued by the teacher.

I. Teachers who are granted sabbatical leave shall as a condition of acceptance agree to return to service in the school system for a period of two (2) full school years following the completion of the sabbatical leave. In the event a teacher does not fulfill his/her agreement to serve two years following the completion of the sabbatical leave, the following provisions shall apply:

- 1) For service of less than one full year following completion of the sabbatical, the teacher shall reimburse the Board for the full amount of all compensation paid to the teacher during the period of the sabbatical leave.
- 2) For service of more than one year but less than two full years following completion of the sabbatical, the teacher shall reimburse the Board in an amount equal to one-half of the total compensation paid to the teacher during the period of the sabbatical leave.
- 3) Such reimbursement shall be made to the Board in one lump sum within sixty days of the end of the sabbatical leave.

GENERAL PURPOSE LEAVES

14.14 The Administration shall consider and may grant such leaves as requested in writing for general purposes under the following conditions:

- A. Such leaves shall be without pay.
- B. Such leaves shall normally be for a period of one school year.
- C. Application must be submitted at least ninety (90) calendar days prior to the date the leave is expected to commence, unless the leave will commence at the beginning of a school year, in which case the application must be submitted prior to March 1st of the school year preceding the school year for which the leave is being requested.

D. Candidate must have completed at least ten (10) years of satisfactory service with the Board.

E. During such leave, the teacher may continue insurance coverage provided that the teacher pays the costs for such insurance, except as otherwise provided by law. This subsection E will not apply in any situation in which a teacher is employed by a charter school or any other employer during the period of leave.

F. Teachers must notify the Board by March 1st of the leave year of their decision whether or not to return to teaching. Failure to notify, results in automatic resignation. This date is of the essence.

G. Teacher returns to normal salary sequence and benefits accrual excluding the year of leave.

H. Return to same position is dependent upon needs of school system.

ARTICLE XV **SALARIES**

15.1 The salary schedules and differentials for the school years covered by this Agreement are set forth on Schedules A and B attached hereto and hereby made a part of this Agreement.

15.2 Certified personnel shall have the option of choosing either 21 equal pay periods or 22 pay periods where the first 21 pays are equal to 1/26 of the teachers' pay and the 22nd pay period is equal to 5/26 of the teachers' pay.

~~15.3 On completion of 15 years service in East Hartford, \$200 will be added to the salary schedule. This will be increased by \$200 each five year period thereafter until retirement. Credit shall be given for years necessary to achieve longevity for United States Military Service which interrupts teaching service in East Hartford; such credit not to exceed two years. This provision shall be applicable only to teachers who are eligible for and are receiving such longevity payments as of June 30, 1995. Any teacher who is not eligible for and is not receiving such longevity payments as of June 30, 1995 shall not be eligible for such payments.~~

~~15.4~~ 15.3 The following hourly rates of compensation shall apply to the work set forth below:

	<u>Rates Per Hour</u>		
	2019 <u>2022-</u> <u>20202023</u>	2020 <u>2023-</u> <u>20212024</u>	2021 <u>2024-</u> <u>20222025</u>
Home Instruction	\$31.06 <u>32.56</u>	\$31.53 <u>33.05</u>	\$32.08 <u>33.55</u>

Summer Work	\$31.06 <u>32.56</u>	\$31.53 <u>33.05</u>	\$32.08 <u>33.55</u>
Supervision of school dances, athletic events and other activities	\$24.91 <u>26.11</u>	\$25.28 <u>26.50</u>	\$25.72 <u>26.90</u>
Assigned detention supervision which occurs beyond the teacher's normal work day	\$31.06 <u>32.56</u>	\$31.53 <u>33.05</u>	\$32.08 <u>33.55</u>
Special education summer work	\$52.66 <u>55.21</u>	\$53.45 <u>56.04</u>	\$54.39 <u>56.88</u>

ARTICLE XVI
INSURANCE

16.1 The Board shall maintain a High Deductible Health Plan/Health Savings Account (hereinafter "HSA Plan") as set forth in Appendix C. Enrollment in the insurance plans shall be subject to any and all eligibility requirements established by the insurance carrier and/or plan administrator, at group rates subject to conditions imposed by the carriers, with such coverage to be paid by the employee through payroll deduction.

Effective July 1, 2022, the High Deductible Health Plan will include the following components:

- Pharmacy Edits and Preferred Generics
- Specialty Drug Management
- Incentive Preventive Rx Rider

Effective July 1, 2023, the High Deductible Health Plan will include the following components:

- American Imaging Management (AIM) Radiology Management for High Cost Diagnostics and Rehabilitative Services

The Board will not fund any portion of the deductible under the HSA Plan.

~~Effective with the 2021-22 contract year, the Board will not process employee contributions into employees' Health Savings Accounts, unless the Board and the Association mutually agree otherwise.~~

The teachers' premium contributions toward the HSA Plan will be as follows:

Effective July 1, ~~2019~~2022: ~~9.0~~11.0%

Effective July 1, ~~2020~~2023: ~~10.0~~11.5%

Effective July 1, ~~2021~~2024: ~~11.0~~12.0%

The Board will also provide for all teachers Blue Cross Full Service Dental Plan with riders A, B, C. The teachers' premium contributions toward the dental plan will be as follows:

Effective July 1, ~~2019~~2022: ~~23.0~~25.0%

Effective July 1, ~~2020~~2023: ~~24.0~~26.0%

Effective July 1, ~~2021~~2024: ~~25.0~~27.0%

The teachers' premium contributions shall be based on the fully-insured rates for the plan selected.

The Board will adopt an Internal Revenue Code Section 125 plan which allows teachers to pay insurance contributions with pre-tax dollars.

The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. The impact of the excise tax is scheduled to take effect in 2022. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Teacher Negotiation Act. During such mid-term negotiations, the parties will reopen Section 16.1 (including the related Appendix C of the contract) for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

16.2 The Board shall provide and pay for a life insurance policy with a double indemnity provision for each teacher in the amount of \$25,000.

16.3 Life insurance for teachers retiring after January 1, 1970, shall be paid in full by the Board to the amount of \$3,000.

16.4 Teachers retiring under Chapter 167A shall be permitted to continue their health insurance in accordance with C.G.S. 10-183t.

16.5 The Board shall have the right to self-insure for any of the insurance benefits described in this Article and/or to change administrators/carriers/plans for any of the insurance benefits, provided the overall level of benefits, when considered as a whole, remains substantially comparable to the overall level of benefits in effect immediately preceding any such change.

ARTICLE XVII

VACANCIES, ASSIGNMENTS AND TRANSFERS

17.1 Promotional positions are defined as those positions requiring an administrative or supervisory certificate or positions set forth on Schedule B attached hereto.

17.2 When the Superintendent determines that a vacancy exists in a promotional position or a new promotional position is created, notice of such vacancy or newly created position shall be made known to all teachers by posting for a minimum period of ten (10) school days on the district website and bulletin boards.

17.3 Notice of all such vacancies that arise during the summer months shall be posted for a minimum period of ten (10) days on the district website and on the central office bulletin boards.

17.4 A written notice of the decision on each application shall be forwarded to the applicant.

17.5 Qualifications, work requirements and the effective date for vacancies or newly created positions shall be clearly defined for all prospective applicants.

17.6 Nothing herein shall preclude the Board in an emergency from filling such positions with any person whom it finds qualified.

17.7 Teachers shall be notified in writing annually of their teaching assignments not later than the last day of school. Such notification shall include grade level, subject area and building assignment. In the event of a change in circumstances, such assignments may be changed as required to meet the situation, and the teacher shall be notified as soon as possible. No transfer of teachers will occur after the first thirty (30) days of school, except in unforeseen circumstances such as death, resignation, changes in student enrollment or emergency school closing, or by agreement with the affected teacher after consultation with the Association. In the event that a teacher is reassigned from one building to another building after the start of the school year, the affected teacher shall be given two (2) school days to complete the required move. If the teacher is reassigned within the same building after the start of the school year, he/she shall be given one (1) school day to complete the required move. Appointments to extracurricular or cocurricular positions shall be confirmed in writing to the teachers appointed to such positions.

17.8 Teachers who desire a change in assignment or who desire to transfer to another building shall file a written statement of such desire with the Department of Human Resources no later than January 1. Such statement shall include the grade and/or subject to which the teacher desires to be assigned or the school or schools (in order of preference, if the teacher has preferences) to which he desires to be transferred.

17.9 Notice of transfer shall be given to teachers as soon as practicable and under normal circumstances no later than the last day of school. Where a request is denied, the teacher will receive an explanation for such action either in person or in writing, at the option of the Administration. Where no response is given by the last day of school, this teacher shall be entitled to a personal explanation upon request.

17.10 In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of inter-school travel. Such teachers shall be notified of any change in their schedules as soon as practicable. Such teachers shall have sufficient travel/set-up time in addition to their regularly scheduled conference periods.

ARTICLE XVIII
GRIEVANCE PROCEDURE

18.1 The purpose of the following grievance procedure shall be to settle equitably at the lowest possible administrative level issues which may arise from time to time with respect to the salaries and working conditions of teachers provided for in this Agreement. The Board and the Association agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure, subject to the provisions of the Freedom of Information Act. The Board also agrees to make available to any aggrieved teacher and/or his Association representative all records within the possession of the Board which bear on the issues raised by the grievance, to the extent required by the Freedom of Information Act.

18.2 A. Grievance. A grievance shall mean (i) a complaint by a certified teacher or teachers that his, her or their rights under the specific language of this agreement have been violated or that as to him, her or them there is a misinterpretation or misapplication of a specific provision of this agreement, or (ii) a complaint concerning an event or condition which affects the welfare or conditions of employment of a teacher or group of teachers. However, grievances defined in (ii) above may only be processed as far as level three of the grievance procedure, and level four shall not apply.

B. Aggrieved. An individual or group of individuals alleging that a grievance exists.

C. Grievor. An individual or group of individuals who are alleged to be the cause of, or who have committed, a grievance.

D. Teacher. Any person who is included in the unit as defined in Article 2.1.

E. Days shall mean days when school is in session. During the summer, days shall mean business working days.

GENERAL PRINCIPLES

18.3 A. It shall be the firm policy of the Board to assure to every teacher an opportunity to have the unobstructed use of this grievance procedure without fear of reprisal or without prejudice in any manner to his/her professional status.

B. A teacher may seek and use the assistance of an officer or representative of the Association in the presentation and/or appeal of any grievance. Such assistance shall include, but not be limited to, the direct representation of a teacher at all steps of the grievance procedure.

C. Nothing contained in this grievance procedure shall be construed to deny any teacher his/her constitutional rights under the laws of the State of Connecticut.

D. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level of grievance procedure should be considered maximum. These time limits may, however, be extended by mutual agreement. The failure of a teacher (aggrieved) to proceed to the next step of the grievance procedure within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance. The failure of an administrator or one who is grieved against at any step to communicate his/her decision to the aggrieved within the specified time limits shall permit the aggrieved to proceed to the next step.

E. The primary function of this procedure is to seek to resolve the professional problems of individual teachers or groups of teachers. This is to be done with the least possible publicity maintaining professional confidences so as to curtail any adverse effect on the school system or profession.

PROCEDURE

18.4 1. Informal Level.

A teacher with a grievance shall first discuss it with the grieved person and/or with an Association Representative with the objective of resolving the matter informally.

2. Level One.

A. The aggrieved person shall meet with his/her immediate superior and present a written statement of his grievance to the immediate superior, with a copy to the grieved person, within the time period set forth in Section 18.6.C.

B. The immediate superior shall give a written decision to the aggrieved within five days of receipt of the grievance.

3. Level Two.

A. In the event that the aggrieved person is not satisfied with the disposition of his grievance at Level One, or in the event that no decision has been rendered within five days after presentation of the grievance in writing, he/she or his/her designee which may be the Chairman of the Association Committee on Professional Rights and Responsibilities shall file the grievance in writing with the Superintendent within ten days.

B. Within five days after the receipt of the written grievance, the Superintendent or his designee shall meet with the aggrieved person in an effort to resolve the grievance. The Superintendent shall render his/her decision in writing to the teacher and the Association within five days after the conclusion of said meeting.

4. Level Three.

A. In the event that the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or in the event no decision has been rendered within five days after the conclusion of said meeting with the Superintendent or his/her designee, he/she or his/her designee shall file the grievance in writing with the Board of Education within ten days.

B. Within ten days after the receipt of the written grievance, the Board of Education shall meet with the aggrieved person in an effort to resolve the grievance. The decision shall be rendered in writing to the teacher and the Association within five days after the conclusion of said meeting.

5. Level Four.

A. In the event that the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, or in the event no decision has been rendered within five days after the conclusion of the meeting with the Board, he/she may, within five days after a decision by the Board or ten days after the conclusion of the meeting with the Board, whichever is sooner, request in writing the Association to submit his/her grievance to arbitration. If the Association determines that the grievance is meritorious and submitting it is in the best interest of the East Hartford school system, it may submit the grievance to arbitration with a written copy to the Board within ten days after receipt of such a request from the aggrieved person.

B. Within five days after written notice of such arbitration, representatives of the Board and the Association shall agree upon and select an arbitrator or arbitrators. If the parties cannot agree upon an arbitrator or arbitrators at this meeting, the grievance shall be submitted to American Dispute Resolution Center by the Association. The arbitration shall be conducted in accordance with the administrative procedures, practices and rules of American Dispute Resolution Center.

C. The arbitrator so selected shall confer with representatives of the Board and the Association and hold hearings promptly and, render his/her decision. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusion on the issues submitted. The arbitrator shall hear and decide only one grievance in each case. He/she shall be bound by and must comply with all of the terms of this Agreement. He/she shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement. The decision of the arbitrator shall be binding upon all parties to this agreement during the life of this agreement, except as otherwise provided by law.

D. The cost of the services of the arbitrator including per diem expenses, if any, and actual travel and subsistence expenses, shall be borne equally by the Board and the Association.

RIGHT OF TEACHERS TO REPRESENTATION

18.5 A. Any teacher may be represented at all stages of this grievance procedure by himself or a member of the East Hartford Education Association. When a teacher represents himself or herself, the Association shall have the right to be present and to state its views at all stages of this grievance procedure.

B. No teacher may file for arbitration as an individual but only the Association may file an appeal to arbitration hereunder.

C. Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity to attend for all persons proper to be present. When such meetings are held during school hours, all persons who participate shall be excused without loss of pay or leave time for that purpose.

D. The Association shall have the right to initiate a grievance which in the opinion of the President of the Association or his/her designee affects a group or class of teachers and such action shall be taken in the name of the President of the Association or his designee. If such a grievance is the result of action or inaction by the Board or central administration, it shall be initiated at Level 2.

E. The Association representatives shall be permitted, when otherwise free from teaching assignment, to investigate and process grievances to ascertain compliance with the provisions of this Agreement, provided their principal or supervisors have been notified of where they are going and why they are leaving their school buildings and have received permission therefor, and provided further that upon entering a school building they shall inform the principal or the building administrative office personnel why they are there and received permission to carry out their purpose. This permission in both instances shall not be unreasonably withheld.

MISCELLANEOUS

18.6 A. Forms and instructions for filing and processing grievances and other documents necessary under the procedure shall be prepared by the Association and shall be made available at each school office. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

B. All grievances must be processed through and in accordance with the grievance procedure set forth herein.

18.6. C. Any complaint or grievance not presented in writing at level one for disposition through the grievance procedure set forth above within fifteen (15) school days of the occurrence of the facts or condition giving rise thereto, or within fifteen (15) school days of the grievant's knowledge of their occurrence, whichever comes later, shall not

thereafter be treated or processed as a grievance under this Agreement. In the case of an individual grievance, knowledge shall be presumed to take place no later than thirty (30) calendar days after the occurrence in question.

ARTICLE XIX
ITEMS NOT IN AGREEMENT

19.1 Any item not covered in this agreement may hereafter be governed by the modification of existing policies, rules and/or regulations or by the adoption by the Board of a new policy, and/or regulations.

ARTICLE XX
CURRICULUM DEVELOPMENT

20.1 The Association is interested in curriculum and recognizes that rapid technological and sociological changes and growth mandate constant study of and revision in our curriculum and instructional program. Therefore, curriculum revision shall be thoroughly researched by committees composed of appropriate certified personnel. The teachers are expected to play an active role in preparation, implementation, evaluation of curriculum and facilities. In order to reach their goals the Board is expected to utilize release time during the school day and/or sponsor summer curriculum workshops. The rate of pay for summer workshops shall be the same as the rate for summer school work.

ARTICLE XXI
MISCELLANEOUS

21.1 Any teacher may inspect and/or copy any material in his/her personnel file upon giving three (3) working days' written notice to the Human Resources department. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question.

21.2 If negotiation meetings between the Board and the Association are scheduled during normal working hours of a school day, representatives of the Association shall be relieved from all regular duties without loss of pay as necessary in order to permit their attendance at such meetings.

21.3 The Board agrees that two (2) teachers designated by the Association shall, upon request, be granted a leave of absence for up to two years without pay for the purpose of engaging in Association activities. A teacher on leave of absence under this Section, who returns to his position at the end of that leave, shall upon such return be placed on the salary step he/she would have been on without the leave. Such teachers may continue their health insurance benefits, at their own expense, in accordance with applicable law.

21.4 Duties and responsibilities of teachers shall not be changed without the opportunity for negotiations upon request concerning fair and equitable adjustment of compensation. Any negotiated adjustment shall be effective as of the date of the change in duties and responsibilities.

21.5 Reasonable released time for teachers shall be arranged when, and if, requested by the Association leadership for meetings.

21.6 No teacher shall in an effort to effect a settlement of any disagreement with the Board, engage in any strike or concerted refusal to render services.

21.7 Any teacher assigned to teach less than one-half the regular full-time teaching load shall not be entitled to medical or life insurance benefits. All benefits, including insurance benefits and paid leave of any kind, shall be available on a prorated basis to those assigned to teach less than a full teaching load. Notwithstanding the foregoing, any part-time teacher assigned to teach one-half or more of the regular teaching load as of June 30, 2007, and who thereafter continues teaching in a part-time position equal to one-half or more of the regular teaching load, on a continuous basis, shall receive the same insurance benefits accorded a full-time teacher.

21.8 Any teacher who uses his/her personal vehicle on approved Board business in or out of the district during the work day or after hours will be reimbursed at the IRS rate, in accordance with all applicable IRS regulations. In order to be eligible for such reimbursement, the teacher must submit a written request for reimbursement to the Business Office no later than the thirtieth (30th) calendar day of the calendar month following the travel, except that reimbursement requests for mileage for the months of May and June must be submitted by the tenth (10th) calendar day of the calendar month following the travel. Payment will be monthly.

21.9 Long-term substitutes, as defined under the Connecticut General Statutes and the regulations promulgated by the State Department of Education, shall be paid in accordance with this section. Long-term substitutes who are hired for an assignment which is expected to last at least one full school year shall be paid at Step One of the BA Schedule from day one of the assignment. Long-term substitutes who are hired for an assignment which is expected to last less than one full school year shall be paid at a rate to be determined by the Board. In no case shall any long-term substitute be eligible for benefits under this contract, except that long-term substitutes may participate in the health insurance plan(s) offered to teachers, at their own expense. As used in this section, the term "benefits" shall include, but shall not be limited to, the provisions set forth in Articles V, XIII, XIV, XV, XVI, XVII, XXI (except Section 21.1, if a formal evaluation is prepared for such teacher), XXII and XXIII.

21.10 No teacher shall be suspended, reduced in rank or compensation or denied an increment without just cause.

21.11 Teachers may submit requests for job sharing arrangements to the Administration. The Administration shall have the sole discretion to approve or deny such requests, and no such decisions shall be subject to the grievance procedure.

ARTICLE XXII
SALARY PLACEMENT

22.1 Schedule credit shall be given for active military service, or Peace Corps service up to two (2) years.

22.2 In order to become effective for salary purposes, changes in degree status (together with official transcripts or other satisfactory evidence of course completion) must be submitted to the Director of Human Resources in accordance with the following schedule:

<u>Deadline for Submission</u>	<u>Date Changes Will Become Effective</u>
August 15	First payroll occurring after 9/1
January 15	First payroll occurring after 2/1

22.3 (a) For salary placement the District will recognize all previous full-time pre-K through 12 teaching experience from East Hartford Public Schools, another public school district and/or parochial/private schools if a regular teacher (not substitute) with appropriate State certification is hired. No new teacher will be placed on a step higher than currently employed East Hartford teachers having equal education and experience.

(b) Under extenuating circumstances exceptions to 22.3(a) will be permitted after notification to EHEA of reasons.

ARTICLE XXIII
RETIREMENT SEPARATION PAY

23.1 Teachers who were hired prior to July 1, 2004 and who retire from public school teaching while eligible for retirement under the State Teachers' Retirement Plan shall receive retirement separation pay for serving a minimum fifteen (15) years of continuous teaching service in East Hartford. Such payment shall be made as follows:

The following payment formula shall apply:

<u>Percent</u>	<u>Maximum Days Paid</u>
40% of accumulated sick leave (not to exceed 185 days)	74

Payment is at 1/185 of the teacher's annual salary based on degree and step in retirement year. The Board shall pay to the estate of a teacher who dies before retirement, but would otherwise be eligible for a benefit under this paragraph, an amount computed as if the teacher had retired on the date of death. This provision applies only to teachers who retire from teaching service, as described above, and it shall not under any circumstances apply to a teacher whose employment is terminated by the Board and/or who loses or surrenders his/her teaching certificate as a result of moral misconduct (as defined in Conn. Gen. Stat. § 10-151) occurring prior to the teacher's separation from employment with the Board. In order to receive the payments described in Section 23.1 on or about June 30 of the year in which the teacher retires, the teacher must submit written notice of retirement to the Superintendent or his/her designee on or before January 1 of the year in which the teacher retires. If notice of retirement is not submitted to the Superintendent or his/her designee on or before such date, such payments will be made on or about June 30 of the following year.

The provision regarding separation pay outlined above shall not apply to any teacher hired on or after July 1, 2004.

23.2 Teachers shall receive their retirement separation pay in one payment.

ARTICLE XXIV **WAIVER CLAUSE**

24.1 In the event that any portion or portions of this agreement are found to be illegal, void, or voidable, it is agreed that such finding will have no effect on the remaining portion or portions of this Agreement, and both parties will meet immediately and bargain such new language as is necessary to comply with such restrictions.

ARTICLE XXV **DURATION**

25.1 This Agreement contains the full and complete Agreement between the Board and the Association on all negotiable issues, and neither party shall be required during the term thereof to negotiate upon any issue, whether it is covered or not covered in this Agreement.

25.2 This Agreement shall be in full force and effect for the period commencing July 1, ~~2019~~2022 – June 30, ~~2022~~2025.

25.3 This Agreement shall bind and inure to the benefit of the Board, certified personnel, and the Association.

EAST HARTFORD EAST HARTFORD
BOARD OF EDUCATION

EDUCATION ASSOCIATION

By _____

By _____

Date: _____

Date: _____

SCHEDULE A-1
Salary Schedule
~~2019-2020~~
2022-2023

Step	BA	BA+30	MA	MA+1	PHD
1	\$51,165 <u>52,444</u>	\$57,658 <u>59,099</u>	\$59,279 <u>60,761</u>	\$61,983 <u>63,533</u>	\$67,395 <u>69,080</u>
2	\$54,096 <u>55,448</u>	\$60,588 <u>62,103</u>	\$62,211 <u>63,766</u>	\$64,916 <u>66,539</u>	\$70,324 <u>72,082</u>
3	\$56,258 <u>57,664</u>	\$63,293 <u>64,875</u>	\$64,916 <u>66,539</u>	\$68,162 <u>69,866</u>	\$73,571 <u>75,410</u>
4	\$58,425 <u>59,886</u>	\$65,996 <u>67,646</u>	\$67,622 <u>69,313</u>	\$71,405 <u>73,190</u>	\$76,813 <u>78,733</u>
5	\$60,588 <u>62,103</u>	\$68,704 <u>70,422</u>	\$70,324 <u>72,082</u>	\$74,653 <u>76,519</u>	\$80,602 <u>82,617</u>
6	\$62,753 <u>64,322</u>	\$71,405 <u>73,190</u>	\$73,030 <u>74,856</u>	\$77,899 <u>79,846</u>	\$84,390 <u>86,500</u>
7	\$64,916 <u>66,539</u>	\$74,653 <u>76,519</u>	\$76,275 <u>78,182</u>	\$81,143 <u>83,172</u>	\$88,177 <u>90,381</u>
8	\$67,622 <u>69,313</u>	\$77,899 <u>79,846</u>	\$79,520 <u>81,508</u>	\$84,928 <u>87,051</u>	\$91,962 <u>94,261</u>
9	\$70,324 <u>72,082</u>	\$81,143 <u>83,172</u>	\$82,766 <u>84,835</u>	\$88,718 <u>90,936</u>	\$95,751 <u>98,145</u>
10	\$73,030 <u>74,856</u>	\$84,390 <u>86,500</u>	\$86,010 <u>88,160</u>	\$92,504 <u>94,817</u>	\$99,538 <u>102,026</u>
11	\$75,733 <u>77,513</u>	\$87,634 <u>89,634</u>	\$89,260 <u>91,324</u>	\$96,292 <u>98,374</u>	\$103,325 <u>105,702</u>
12	<u>\$80,169</u>	<u>\$92,769</u>	<u>\$94,489</u>	<u>\$101,932</u>	<u>\$109,378</u>

The salary schedule set forth above reflects a ~~2.00~~2.50% general wage increase applied to steps 1-~~11~~12 of the ~~2018-19~~June 30, 2022 salary schedule.

There shall be no step advancement during the ~~2019~~2022-2023 contract year.

SCHEDULE A-2
Salary Schedule
~~2020-2021~~
2023-2024

Step	BA	BA+30	MA	MA+1	PHD
1	\$51,165 <u>52,837</u>	\$57,658 <u>59,543</u>	\$59,279 <u>61,217</u>	\$61,983 <u>64,009</u>	\$67,395 <u>69,598</u>
2	\$54,096 <u>55,864</u>	\$60,588 <u>62,568</u>	\$62,211 <u>64,245</u>	\$64,916 <u>67,038</u>	\$70,324 <u>72,623</u>
3	\$56,258 <u>58,097</u>	\$63,293 <u>65,362</u>	\$64,916 <u>67,038</u>	\$68,162 <u>70,390</u>	\$73,571 <u>75,976</u>
4	\$58,425 <u>60,335</u>	\$65,996 <u>68,153</u>	\$67,622 <u>69,832</u>	\$71,405 <u>73,739</u>	\$76,813 <u>79,324</u>
5	\$60,588 <u>62,568</u>	\$68,704 <u>70,950</u>	\$70,324 <u>72,623</u>	\$74,653 <u>77,093</u>	\$80,602 <u>83,237</u>
6	\$62,753 <u>64,804</u>	\$71,405 <u>73,739</u>	\$73,030 <u>75,417</u>	\$77,899 <u>80,445</u>	\$84,390 <u>87,148</u>
7	\$64,916 <u>67,038</u>	\$74,653 <u>77,093</u>	\$76,275 <u>78,768</u>	\$81,143 <u>83,795</u>	\$88,177 <u>91,059</u>
8	\$67,622 <u>69,832</u>	\$77,899 <u>80,445</u>	\$79,520 <u>82,119</u>	\$84,928 <u>87,704</u>	\$91,962 <u>94,968</u>
9	\$70,324 <u>72,623</u>	\$81,143 <u>83,795</u>	\$82,766 <u>85,471</u>	\$88,718 <u>91,618</u>	\$95,751 <u>98,881</u>
10	\$73,030 <u>75,417</u>	\$84,390 <u>87,148</u>	\$86,010 <u>88,821</u>	\$92,504 <u>95,528</u>	\$99,538 <u>102,792</u>
11	\$76,869 <u>78,094</u>	\$88,949 <u>90,306</u>	\$90,599 <u>92,009</u>	\$97,736 <u>99,112</u>	\$104,875 <u>106,495</u>
12	<u>\$81,773</u>	<u>\$94,624</u>	<u>\$96,378</u>	<u>\$103,971</u>	<u>\$111,565</u>

The salary schedule set forth above reflects the following: ~~1.502.0%~~ increase applied to step ~~11~~12 of the ~~2019-202022-23~~ salary schedule: ~~no~~0.75% increase applied to the ~~2019-202022-23~~ rates for steps ~~1-10~~11.

Teachers not on the maximum step will advance one step on the salary schedule, effective July 1, ~~2020-2023~~.

SCHEDULE A-3
Salary Schedule - 2024-2025

2021-2022

Step	BA	BA+30	MA	MA+1	PHD
1	\$51,165 <u>\$53,234</u>	\$57,658 <u>\$59,989</u>	\$59,279 <u>\$61,676</u>	\$61,983 <u>\$64,489</u>	\$67,395 <u>\$70,120</u>
2	\$54,096 <u>\$56,283</u>	\$60,588 <u>\$63,038</u>	\$62,211 <u>\$64,726</u>	\$64,916 <u>\$67,541</u>	\$70,324 <u>\$73,167</u>
3	\$56,258 <u>\$58,533</u>	\$63,293 <u>\$65,852</u>	\$64,916 <u>\$67,541</u>	\$68,162 <u>\$70,918</u>	\$73,571 <u>\$76,546</u>
4	\$58,425 <u>\$60,787</u>	\$65,996 <u>\$68,664</u>	\$67,622 <u>\$70,356</u>	\$71,405 <u>\$74,292</u>	\$76,813 <u>\$79,919</u>
5	\$60,588 <u>\$63,038</u>	\$68,704 <u>\$71,482</u>	\$70,324 <u>\$73,167</u>	\$74,653 <u>\$77,671</u>	\$80,602 <u>\$83,861</u>
6	\$62,753 <u>\$65,290</u>	\$71,405 <u>\$74,292</u>	\$73,030 <u>\$75,983</u>	\$77,899 <u>\$81,049</u>	\$84,390 <u>\$87,802</u>
7	\$64,916 <u>\$67,541</u>	\$74,653 <u>\$77,671</u>	\$76,275 <u>\$79,359</u>	\$81,143 <u>\$84,424</u>	\$88,177 <u>\$91,742</u>
8	\$67,622 <u>\$70,356</u>	\$77,899 <u>\$81,049</u>	\$79,520 <u>\$82,735</u>	\$84,928 <u>\$88,362</u>	\$91,962 <u>\$95,680</u>
9	\$70,324 <u>\$73,167</u>	\$81,143 <u>\$84,424</u>	\$82,766 <u>\$86,112</u>	\$88,718 <u>\$92,305</u>	\$95,751 <u>\$99,622</u>
10	\$73,030 <u>\$75,983</u>	\$84,390 <u>\$87,802</u>	\$86,010 <u>\$89,488</u>	\$92,504 <u>\$96,244</u>	\$99,538 <u>\$103,563</u>
11	\$78,214 <u>\$82,999</u>	\$90,506 <u>\$96,043</u>	\$92,184 <u>\$97,824</u>	\$99,446 <u>\$105,530</u>	\$106,710 <u>\$113,239</u>
12	<u>\$82,999</u>	<u>\$96,043</u>	<u>\$97,824</u>	<u>\$105,530</u>	<u>\$113,239</u>

The salary schedule set forth above reflects the following: ~~1.75%~~ 1.5% increase applied to step ~~11~~ 12 of the ~~2020-21~~ 2023-24 salary schedule; ~~no~~ 0.75% increase applied to the ~~2020-21~~ 2023-24 rates for steps 1-~~10~~ 11. Step 1 of the schedule shall be dropped.

Teachers not on the maximum step will advance one step on the salary schedule, effective July 1, ~~2021-2024~~ 2022-2025. Effective June 30, ~~2022-2025~~ 2022-2025, the Board and the Association agree to split the bubble between steps ~~10~~ 11 and ~~11~~ 12 in half by adding a step in between steps ~~10~~ 11 and ~~11~~ 12, resulting in a 12-step schedule, as set forth in the schedule below. No step movement will occur on June 30, ~~2022-2025~~ 2022-2025, and no teacher's actual salary will change on June 30, ~~2022-2025~~ 2022-2025. Teachers who were on Step ~~11~~ 12 (maximum step) immediately prior to June 30, ~~2022-2025~~ 2022-2025 will be on Step ~~12~~ 13 (maximum step) effective June 30, ~~2022-2025~~ 2022-2025.

The parties agree that the 12-step schedule set forth below will be used as the basis for the parties' negotiations for a successor collective bargaining agreement. The actual salaries and/or step advancement for the period July 1, ~~2022-2025~~ 2022-2025 forward will be subject to those negotiations for the successor collective bargaining agreement.

Step	BA	BA+30	MA	MA+1	PHD
1	\$51,165 <u>\$53,234</u>	\$57,658 <u>\$59,989</u>	\$59,279 <u>\$61,676</u>	\$61,983 <u>\$64,489</u>	\$67,395 <u>\$70,120</u>
2	\$54,096 <u>\$56,283</u>	\$60,588 <u>\$63,038</u>	\$62,211 <u>\$64,726</u>	\$64,916 <u>\$67,541</u>	\$70,324 <u>\$73,167</u>
3	\$56,258 <u>\$58,533</u>	\$63,293 <u>\$65,852</u>	\$64,916 <u>\$67,541</u>	\$68,162 <u>\$70,918</u>	\$73,571 <u>\$76,546</u>
4	\$58,425 <u>\$60,787</u>	\$65,996 <u>\$68,664</u>	\$67,622 <u>\$70,356</u>	\$71,405 <u>\$74,292</u>	\$76,813 <u>\$79,919</u>
5	\$60,588 <u>\$63,038</u>	\$68,704 <u>\$71,482</u>	\$70,324 <u>\$73,167</u>	\$74,653 <u>\$77,671</u>	\$80,602 <u>\$83,861</u>
6	\$62,753 <u>\$65,290</u>	\$71,405 <u>\$74,292</u>	\$73,030 <u>\$75,983</u>	\$77,899 <u>\$81,049</u>	\$84,390 <u>\$87,802</u>
7	\$64,916 <u>\$67,541</u>	\$74,653 <u>\$77,671</u>	\$76,275 <u>\$79,359</u>	\$81,143 <u>\$84,424</u>	\$88,177 <u>\$91,742</u>

8	\$67,622 <u>70.356</u>	\$77,899 <u>81.049</u>	\$79,520 <u>82.735</u>	\$84,928 <u>88.362</u>	\$91,962 <u>95.680</u>
9	\$70,324 <u>73.167</u>	\$81,143 <u>84.424</u>	\$82,766 <u>86.112</u>	\$88,718 <u>92.305</u>	\$95,751 <u>99.622</u>
10	\$73,030 <u>75.983</u>	\$84,390 <u>87.802</u>	\$86,010 <u>89.488</u>	\$92,504 <u>96.244</u>	\$99,538 <u>103.563</u>
11	\$75,622 <u>78.680</u>	\$87,448 <u>90.984</u>	\$89,097 <u>92.699</u>	\$95,975 <u>99.856</u>	\$103,124 <u>107.294</u>
12	\$78,214 <u>80.840</u>	\$90,506 <u>93.514</u>	\$92,184 <u>95.262</u>	\$99,446 <u>102.693</u>	\$106,710 <u>110.266</u>
13	\$82,999 <u>85.514</u>	\$96,043 <u>98.680</u>	\$97,824 <u>100.000</u>	\$105,530 <u>108.000</u>	\$113,239 <u>116.000</u>

SCHEDULE B-1

The following teachers shall receive in addition to their basic salary, the differentials listed opposite their classification for added responsibility.

POSITION	<u>2019</u><u>2022-</u> <u>2023</u>	<u>2020</u><u>2023-</u> <u>2124</u>	<u>2021</u><u>2024-</u> <u>2225</u>	# RELEASE PERIODS*
Athletic Coordinator High School	10,995 <u>11,525</u>	11,160 <u>11,698</u>	11,355 <u>11,873</u>	2
Athletic Coordinator Middle School	7,329 <u>7,683</u>	7,439 <u>7,798</u>	7,569 <u>7,915</u>	3/wk
Computer Coordinator	0	0	0	5
Elem. Media Coordinator	0	0	0	5
Prof. Development Coordinator	5,863 <u>6,146</u>	5,951 <u>6,238</u>	6,055 <u>6,332</u>	2
Supportive Coordinator	9,162 <u>9,604</u>	9,299 <u>9,748</u>	9,462 <u>9,894</u>	10
Student Activities Coordinator H.S.	7,329 <u>7,683</u>	7,439 <u>7,798</u>	7,569 <u>7,915</u>	0
Student Activities Coordinator M.S.	2,199 <u>2,305</u>	2,232 <u>2,340</u>	2,271 <u>2,375</u>	0
MS Team Leader	3,666 <u>3,843</u>	3,721 <u>3,901</u>	3,786 <u>3,960</u>	0
HS Program Leader	3,666 <u>3,843</u>	3,721 <u>3,901</u>	3,786 <u>3,960</u>	0
HS Co-Band Director (2)	3,666 <u>3,843</u>	3,721 <u>3,901</u>	3,786 <u>3,960</u>	0
HS Marching Band Field Show	619 <u>649</u>	628 <u>659</u>	639 <u>669</u>	
HS Co-Vocal Director (2)	1,099 <u>1,152</u>	1,115 <u>1,169</u>	1,135 <u>1,187</u>	0
HS Orchestra Director	1,099 <u>1,152</u>	1,115 <u>1,169</u>	1,135 <u>1,187</u>	
MS Co-Band Director (2 at EHMS; 1 at Sunset)	1,001 <u>1,050</u>	1,016 <u>1,066</u>	1,034 <u>1,082</u>	
MS Choir Director	1,001 <u>1,050</u>	1,016 <u>1,066</u>	1,034 <u>1,082</u>	
MS Orchestra Director	1,001 <u>1,050</u>	1,016 <u>1,066</u>	1,034 <u>1,082</u>	
Work Study Advisor	2,565 <u>2,689</u>	2,603 <u>2,729</u>	2,649 <u>2,770</u>	0
MS Academic Areas Coordinator	2,199 <u>2,305</u>	2,232 <u>2,340</u>	2,271 <u>2,375</u>	0
Academic Teams 7-10 Coordinator	3,666 <u>3,843</u>	3,721 <u>3,901</u>	3,786 <u>3,960</u>	1
CAPT & CMT 7-12 Coordinator	3,666 <u>3,843</u>	3,721 <u>3,901</u>	3,786 <u>3,960</u>	0
Printer	3,076 <u>3,225</u>	3,122 <u>3,273</u>	3,177 <u>3,322</u>	0
Academy Coordinator E.H.M.S.	3,666 <u>3,843</u>	3,721 <u>3,901</u>	3,786 <u>3,960</u>	0

Department Chairperson:

Stipend is per teacher with a minimum of \$1,000 and a maximum of \$6,000. Those holding positions on June 1, 1994, paying more than \$6,000 will not be subject to the maximum cap for as long as they do not voluntarily leave that position or the number of teachers in the department warrants payment of over \$6,000

1-2 department teachers

1/wk

3-5	department teachers	2/wk
6-10	department teachers	3/wk
11-15	department teachers	4/wk
16+	department teachers	5/wk

<u>POSITION</u>	<u>2019-22</u>	<u># RELEASE PERIODS*</u>
Psychological Examiner**	3,280	0
Social Worker***	3,280	0
Reading consultant***	3,280	0
Special Ed. Teacher***	1,510	0
Speh. Hrg. Therapist***	1,510	0

* Release periods are by the day unless indicated with "/wk" which are by the week.

~~** The differential for this position is payable only to teachers who were in such position as of the last day of school in June 1994, and only for as long as they do not voluntarily leave that position. The dollar amount is frozen at the June 30, 1994 rate.~~

~~*** The differential for this position is payable only to teachers who were in such position as of the last day of school in June 1982, and only for as long as they do not voluntarily leave that position. The dollar amount is frozen at the June 30, 1994 rate.~~

SCHEDULE B-2

B-2 payments for coaching positions shall be made with the regular payroll process on the first pay day that follows approval by the Human Resources Department, within thirty (30) calendar days after the completion of the regular season.

<u>SPORT</u>		<u>20192022-</u> <u>2023</u>	<u>20202023-</u> <u>2124</u>	<u>20212024-</u> <u>2225</u>
<u>Football</u>				
Head Coach	(1)	<u>7,319,672</u>	<u>7,429,787</u>	<u>7,559,904</u>
Assistant	(3)	<u>5,490,755</u>	<u>5,572,841</u>	<u>5,670,929</u>
Freshman	(2)	<u>5,490,755</u>	<u>5,572,841</u>	<u>5,670,929</u>
<u>Basketball</u>				
Head Coach	(2)	<u>6,862,193</u>	<u>6,965,301</u>	<u>7,087,411</u>
Assistant	(2)	<u>5,033,275</u>	<u>5,108,354</u>	<u>5,197,434</u>
Freshman	(2)	<u>4,118,317</u>	<u>4,180,382</u>	<u>4,253,448</u>
<u>Baseball - Softball</u>				
Head Coach	(2)	<u>5,947,234</u>	<u>6,036,328</u>	<u>6,142,623</u>
Assistant	(2)	<u>4,572,793</u>	<u>4,641,865</u>	<u>4,722,938</u>
Freshman	(2)	<u>3,660,837</u>	<u>3,715,895</u>	<u>3,780,953</u>
<u>Track (Outdoor)</u>				
Head Coach	(2)	<u>5,490,755</u>	<u>5,572,841</u>	<u>5,670,929</u>
Assistant	(2)	<u>4,118,317</u>	<u>4,180,382</u>	<u>4,253,448</u>
Freshman	(2)	<u>3,203,358</u>	<u>3,251,408</u>	<u>3,308,459</u>
<u>Track (Indoor)</u>				
Head Coach	(1)	<u>4,118,317</u>	<u>4,180,382</u>	<u>4,253,448</u>
Assistant	(2)	<u>2,745,878</u>	<u>2,786,921</u>	<u>2,835,965</u>
<u>Swimming</u>				
Head Coach	(2)	<u>5,490,755</u>	<u>5,572,841</u>	<u>5,670,929</u>
Assistant	(2)	<u>4,118,317</u>	<u>4,180,382</u>	<u>4,253,448</u>
<u>Gymnastics</u>				
Head Coach	(1)	<u>5,490,755</u>	<u>5,572,841</u>	<u>5,670,929</u>
Assistant	(1)	<u>4,118,317</u>	<u>4,180,382</u>	<u>4,253,448</u>
<u>Wrestling</u>				
Head Coach	(1)	<u>5,490,755</u>	<u>5,572,841</u>	<u>5,670,929</u>
Assistant	(1)	<u>4,118,317</u>	<u>4,180,382</u>	<u>4,253,448</u>
Freshman	(1)	<u>3,203,358</u>	<u>3,251,408</u>	<u>3,308,459</u>
<u>Soccer</u>				
Head Coach	(2)	<u>5,490,755</u>	<u>5,572,841</u>	<u>5,670,929</u>
Assistant	(2)	<u>4,118,317</u>	<u>4,180,382</u>	<u>4,253,448</u>
Freshman	(2)	<u>3,203,358</u>	<u>3,251,408</u>	<u>3,308,459</u>

<u>SPORT</u>		<u>2019-2022-2023</u>	<u>2020-2023-2124</u>	<u>2021-2024-2225</u>
<u>Cross Country</u>				
Head Coach	(2)	<u>4,118,431.7</u>	<u>4,180,438.2</u>	<u>4,253,444.8</u>
Assistant	(1)	<u>2,745,287.8</u>	<u>2,786,292.1</u>	<u>2,835,296.5</u>
<u>Volleyball</u>				
Head Coach	(2)	<u>4,118,431.7</u>	<u>4,180,438.2</u>	<u>4,253,444.8</u>
Assistant	(2)	<u>2,745,287.8</u>	<u>2,786,292.1</u>	<u>2,835,296.5</u>
<u>Golf</u>				
Head Coach	(1)	<u>4,118,431.7</u>	<u>4,180,438.2</u>	<u>4,253,444.8</u>
Assistant	(1)	<u>2,745,287.8</u>	<u>2,786,292.1</u>	<u>2,835,296.5</u>
<u>Badminton</u>				
Head Coach	(1)	<u>4,118,431.7</u>	<u>4,180,438.2</u>	<u>4,253,444.8</u>
<u>Tennis</u>				
Head Coach	(2)	<u>4,118,431.7</u>	<u>4,180,438.2</u>	<u>4,253,444.8</u>
<u>Intramurals</u>				
Coaches	(8)	<u>1,830,917</u>	<u>1,857,946</u>	<u>1,889,975</u>
Coordinator*	(1)	<u>1,830,917</u>	<u>1,857,946</u>	<u>1,889,975</u>
<u>Cheerleading</u>				
Coaches	(2)	<u>2,745,287.8</u>	<u>2,786,292.1</u>	<u>2,835,296.5</u>
<u>Hockey</u>				
Head Coach	(1)	<u>6,862,719.3</u>	<u>6,965,730.1</u>	<u>7,087,411</u>
Assistant	(1)	<u>5,033,527.5</u>	<u>5,108,535.4</u>	<u>5,197,543.4</u>
<u>Middle School</u>				
Major Coaches	(9)	<u>3,203,358</u>	<u>3,251,408</u>	<u>3,308,459</u>
Minor Coaches	(12)	<u>1,830,917</u>	<u>1,857,946</u>	<u>1,889,975</u>
Cheerleading	(1)	<u>2,289,399</u>	<u>2,323,435</u>	<u>2,364,472</u>
6 th Grade Intramurals	(2)	<u>1,830,917</u>	<u>1,857,946</u>	<u>1,889,975</u>

*Coordinator will not evaluate staff and must have some direct contact with students.

Athletic Trainer - \$18,727,196.31 in 2019-20, \$19,008,2022-23, \$19,925 in 2020-212023-24 and \$19,341,20,224 in 2021-222024-25. Payments are made in three installments, one for Fall sports, one for Winter and one for Spring.

The following provisions shall apply to coaching positions:

1. The Board and the Association agree that it is in the best interests of the district to maximize the opportunities for all interested individuals to apply for athletic coaching positions within the district, and to maximize the district's ability to select the most qualified applicant for all coaching positions.
2. Accordingly, the parties agree that all athletic coaching positions will be posted in a two-year cycle. All Winter and Spring coaching positions will be posted in one two-year cycle, and all Fall coaching positions will be posted in another two-year cycle in the following year. Intramural coaching positions will also be included with their respective seasons.
3. In the event of a vacancy in any coaching position occurring during a two-year cycle for any reason (including, but not limited to, resignation, retirement, non-renewal for the following season and/or termination), the Administration will retain the right to post the vacancy for the remainder of the two-year cycle.

Postings of athletic coaching vacancies will be prepared by Department of Human Resources and will be posted shortly after the conclusion of each coaching season. All qualified individuals wishing to apply for any coaching position (including current incumbents who wish to be considered for reappointment) must apply in accordance with the procedures established by the Department of Human Resources. For each coaching position, the Administration shall have the right to appoint the individual determined by the Administration to be most qualified for the position in question.

SCHEDULE B-3

Schedule B-3 payments for advisor or extracurricular positions shall be made with the regular payroll process twice yearly: the last pay day in January and the last pay day in June. Persons holding position(s) on Schedule B-3 do not receive release periods.

<u>ACTIVITY</u>		<u>2019</u> 2022- <u>2023</u>	<u>2020</u> 2023- <u>2124</u>	<u>2021</u> 2024- <u>2225</u>
<u>High School</u>				
<u>Class Advisors</u>				
Freshman	(2)	668 <u>700</u>	678 <u>711</u>	690 <u>722</u>
Sophomore	(2)	1,001 <u>1,050</u>	1,016 <u>1,066</u>	1,034 <u>1,082</u>
Junior	(4)	1,336 <u>1,401</u>	1,356 <u>1,422</u>	1,380 <u>1,443</u>
Senior	(4)	2,005 <u>2,102</u>	2,035 <u>2,134</u>	2,071 <u>2,166</u>
<u>Extra-Curricular</u>				
Yearbook		3,675 <u>3,852</u>	3,730 <u>3,910</u>	3,795 <u>3,969</u>
Newspaper Advisor		2,005 <u>2,102</u>	2,035 <u>2,134</u>	2,071 <u>2,166</u>
Select Choirs Director		2,005 <u>2,102</u>	2,035 <u>2,134</u>	2,071 <u>2,166</u>
District Choir Accompanist		1,001 <u>1,050</u>	1,016 <u>1,066</u>	1,034 <u>1,082</u>
EHHS Choir Accompanist		1,001 <u>1,050</u>	1,016 <u>1,066</u>	1,034 <u>1,082</u>
Drama Director & Advisor		5,947 <u>6,234</u>	6,036 <u>6,328</u>	6,142 <u>6,423</u>
Technical Director		2,745 <u>2,878</u>	2,786 <u>2,921</u>	2,835 <u>2,965</u>
Music/Vocal Director		2,745 <u>2,878</u>	2,786 <u>2,921</u>	2,835 <u>2,965</u>
Musical Choreographer		1,238 <u>1,298</u>	1,257 <u>1,317</u>	1,279 <u>1,337</u>
Musical Producer		1,531 <u>1,605</u>	1,554 <u>1,629</u>	1,581 <u>1,653</u>
Stage Manager		2,005 <u>2,102</u>	2,035 <u>2,134</u>	2,071 <u>2,166</u>
Jazz Band Director		2,005 <u>2,102</u>	2,035 <u>2,134</u>	2,071 <u>2,166</u>
Color Guard Director		1,660 <u>1,740</u>	1,685 <u>1,766</u>	1,714 <u>1,792</u>
Tri-M Advisor		1,336 <u>1,401</u>	1,356 <u>1,422</u>	1,380 <u>1,443</u>
Drill Team Advisor		1,336 <u>1,401</u>	1,356 <u>1,422</u>	1,380 <u>1,443</u>
School Publicity		1,336 <u>1,401</u>	1,356 <u>1,422</u>	1,380 <u>1,443</u>
Business Manager		1,336 <u>1,401</u>	1,356 <u>1,422</u>	1,380 <u>1,443</u>
Ass't Newspaper Advisor		1,336 <u>1,401</u>	1,356 <u>1,422</u>	1,380 <u>1,443</u>
Literary Magazine Advisor		1,001 <u>1,050</u>	1,016 <u>1,066</u>	1,034 <u>1,082</u>
Student Council		1,001 <u>1,050</u>	1,016 <u>1,066</u>	1,034 <u>1,082</u>
Co-Curricular and Other Activities		336 <u>352</u>	341 <u>357</u>	347 <u>362</u>
Lead Teacher/Site Coordinator - UCONN PDC Schools (paid by UCONN)		533 <u>558</u>	541 <u>566</u>	550 <u>574</u>
EHHS/EHMS iPad Coordinator (1 position responsible for both schools)		558 <u>585</u>	566 <u>594</u>	576 <u>603</u>
TEAM Module Readers		558 <u>585</u>	566 <u>594</u>	576 <u>603</u>

The parties acknowledge and agree that any and all compensation provided to each Lead Teacher/Site Coordinator shall be the sole responsibility of the University of Connecticut. The Board shall not be responsible for compensating any Lead Teacher/Site Coordinator. The Board agrees to provide appropriate release time for the Lead Teacher/Site Coordinator, as required, to conduct observations of pre-service teachers and attend educational consortium meetings as offered by the Neag School of Education at the University of Connecticut.

ACTIVITY

2019-2022- **2020-2023-** **2021-2024-**
2023 **2124** **2225**

Middle School and Sunset Ridge

Stage Manager (EHMS only)	<u>2,005</u> <u>2,102</u>	<u>2,035</u> <u>2,134</u>	<u>2,071</u> <u>2,166</u>
Talent Show Advisor (EHMS only)	<u>1,001</u> <u>1,050</u>	<u>1,016</u> <u>1,066</u>	<u>1,034</u> <u>1,082</u>
Jazz Band Director	<u>1,336</u> <u>1,401</u>	<u>1,356</u> <u>1,422</u>	<u>1,380</u> <u>1,443</u>
Select Choir Director	<u>1,001</u> <u>1,050</u>	<u>1,016</u> <u>1,066</u>	<u>1,034</u> <u>1,082</u>
Choir Accompanist	<u>668</u> <u>700</u>	<u>678</u> <u>711</u>	<u>690</u> <u>722</u>
Class Advisors (4)	<u>1,336</u> <u>1,401</u>	<u>1,356</u> <u>1,422</u>	<u>1,380</u> <u>1,443</u>
Newspaper	<u>1,336</u> <u>1,401</u>	<u>1,356</u> <u>1,422</u>	<u>1,380</u> <u>1,443</u>
Yearbook Advisor	<u>1,336</u> <u>1,401</u>	<u>1,356</u> <u>1,422</u>	<u>1,380</u> <u>1,443</u>
Student Council	<u>1,001</u> <u>1,050</u>	<u>1,016</u> <u>1,066</u>	<u>1,034</u> <u>1,082</u>
Ski Club	<u>668</u> <u>700</u>	<u>678</u> <u>711</u>	<u>690</u> <u>722</u>

Inter-Elementary

Co-Band Director (2)	<u>1,002</u> <u>1,051</u>	<u>1,017</u> <u>1,067</u>	<u>1,035</u> <u>1,083</u>
Co-Orchestra Director (2)	<u>1,002</u> <u>1,051</u>	<u>1,017</u> <u>1,067</u>	<u>1,035</u> <u>1,083</u>
Co-Choir Director (2)	<u>1,002</u> <u>1,051</u>	<u>1,017</u> <u>1,067</u>	<u>1,035</u> <u>1,083</u>

Elementary

Extracurricular Activities per school (6) (includes choral, art & physical education)	<u>668</u> <u>700</u>	<u>678</u> <u>711</u>	<u>690</u> <u>722</u>
Coordinator of Science & Embedded Task Materials	<u>579</u> <u>607</u>	<u>588</u> <u>616</u>	<u>598</u> <u>625</u>
Instrumental Music (A stipend shall be received for each school the teacher is assigned)	<u>668</u> <u>700</u>	<u>678</u> <u>711</u>	<u>690</u> <u>722</u>
Grade level data team leader (data teams of 3 or more teachers)	<u>545</u> <u>571</u>	<u>553</u> <u>580</u>	<u>563</u> <u>589</u>
Grade level data team leader (data teams of 2 or fewer teachers)	<u>272</u> <u>285</u>	<u>276</u> <u>289</u>	<u>281</u> <u>293</u>

CIBA

Yearbook Club	<u>1,117</u> <u>1,171</u>	<u>1,134</u> <u>1,189</u>	<u>1,154</u> <u>1,207</u>
Peer Tutoring	<u>1,001</u> <u>1,050</u>	<u>1,016</u> <u>1,066</u>	<u>1,034</u> <u>1,082</u>
Interact Club	<u>1,001</u> <u>1,050</u>	<u>1,016</u> <u>1,066</u>	<u>1,034</u> <u>1,082</u>
Student Advisory Board	<u>1,001</u> <u>1,050</u>	<u>1,016</u> <u>1,066</u>	<u>1,034</u> <u>1,082</u>
Chinese Club	<u>336</u> <u>352</u>	<u>341</u> <u>357</u>	<u>347</u> <u>362</u>
Model UN	<u>336</u> <u>352</u>	<u>341</u> <u>357</u>	<u>347</u> <u>362</u>
Mock Trial	<u>336</u> <u>352</u>	<u>341</u> <u>357</u>	<u>347</u> <u>362</u>
Dance Club	<u>336</u> <u>352</u>	<u>341</u> <u>357</u>	<u>347</u> <u>362</u>
GSA	<u>336</u> <u>352</u>	<u>341</u> <u>357</u>	<u>347</u> <u>362</u>
Art Club	<u>336</u> <u>352</u>	<u>341</u> <u>357</u>	<u>347</u> <u>362</u>
Chess Club	<u>336</u> <u>352</u>	<u>341</u> <u>357</u>	<u>347</u> <u>362</u>
Animal Rights Club	<u>336</u> <u>352</u>	<u>341</u> <u>357</u>	<u>347</u> <u>362</u>
Choir	<u>336</u> <u>352</u>	<u>341</u> <u>357</u>	<u>347</u> <u>362</u>

MEMORANDUM OF UNDERSTANDING

I. **RE: Time between Elementary Art, P.E., Music, etc. Classes**

The Board and the Association agree to have the elementary school/duties committee explore changes in the elementary school schedule to allow for up to a five (5) minute interim between Art, P.E., Music, etc. classes. The parties are aware that such a schedule is currently in place at the Pitkin Elementary School and that it could be used as a model for the other elementary schools.

EAST HARTFORD
BOARD OF EDUCATION

EAST HARTFORD
EDUCATION ASSOCIATION

By: Robert S. Fresher

By: Robert Corso

Date: December 12, 1991

Date: December 12, 1991

APPENDIX C

**HIGH DEDUCTIBLE HEALTH PLAN
HEALTH SAVINGS ACCOUNT**

THIS IS A BRIEF SUMMARY OF THE BENEFITS COVERED UNDER THE PLAN. IT IS NOT INTENDED TO BE A COMPLETE LIST OF BENEFITS

COST SHARE PROVISIONS	In-Network <i>Member pays:</i>	Out-of-Network <i>Member pays:</i>
Annual Deductible (<i>single/ family</i>)	\$2,000/\$4,000	
Coinsurance	Not applicable	20%
<i>Out of Pocket Maximum (Including Deductible)</i> (<i>single/ family</i>)	\$4,000 / \$8,000	\$4,000/\$8,000
Lifetime Maximum	Unlimited	Unlimited
Single Deductible must be satisfied before any Covered Services		
	In-Network After Annual Deductible <i>Member pays:</i>	Out-of-Network After Annual Deductible <i>Member pays:</i>
PREVENTIVE CARE		
Well child care	No cost share	Deductible & Coinsurance
Adult Physical examinations	No cost share	Deductible & Coinsurance
Other Preventive Screenings:		
Routine gynecological care: pap smear & pelvic exam	No cost share	Deductible & Coinsurance
Mammography, Prostate, colorectal, colonoscopy, lipid & diabetic	No cost share	Deductible & Coinsurance
Hearing & Vision screening	No cost share	Deductible & Coinsurance
Immunizations and Vaccinations (other than those needed for travel)	No cost share	Deductible & Coinsurance
HOSPITAL SERVICES		
All Inpatient Admissions	Deductible	Deductible & Coinsurance
Specialty Hospital 100 days per member per Calendar Year – additional visits are available once maximum is met, subject to Out of Network cost shares	Deductible	Deductible & Coinsurance
Outpatient Surgery in a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
DIAGNOSTIC SERVICES		
Diagnostic lab and x-ray	Deductible	Deductible & Coinsurance
High Cost Diagnostic Tests MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance

THERAPY SERVICES		
Outpatient Rehabilitation Outpatient Rehabilitation and restorative physical, occupational, speech and chiropractic therapy for up to 50 combined visits per Calendar Year. Additional visits are available once maximum is met, subject to Out of Network cost shares.	Deductible	Deductible & Coinsurance
Allergy Office Visit/Testing	Deductible	Deductible & Coinsurance
Allergy Injections – Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
MEDICAL EMERGENCY/URGENT CARE SERVICES		
Emergency Room Treatment Emergency cost share waive if the Member is admitted directly to the Hospital from the emergency room	Deductible	Deductible & Coinsurance
Ambulance- Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible & Coinsurance
PHYSICIAN MEDICAL/SURGICAL SERVICES		
Medical Office Visits	Deductible	Deductible & Coinsurance
Services of a Physician or Surgeon (Other than a medical office visit.	Deductible	Deductible & Coinsurance
	In-Network After Annual Deductible <i>Member pays:</i>	Out-of-Network After Annual Deductible <i>Member pays:</i>
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES		
Outpatient Treatment for Mental Health Care and Substance Abuse Care	Deductible	Deductible & Coinsurance
Inpatient Hospital Services In a Hospital or Residential Treatment Center for Mental Health Care	Deductible	Deductible & Coinsurance
Inpatient Rehabilitation Treatment for Substance Abuse Care In a Hospital or a Substance Abuse Treatment Facility	Deductible	Deductible & Coinsurance
OTHER MEDICAL SERVICES		
Skilled Nursing Facility Up to 120 days per Calendar Year	Deductible	Deductible & Coinsurance
<i>Private Duty Nursing</i> Limited to \$15,000 per Plan Year	Deductible	Deductible & Coinsurance
<i>Immunizations and Vaccinations for Travel</i>	Deductible	Deductible & Coinsurance

<i>Prescription Drugs</i>		
<p>Retail Pharmacy: The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.</p> <p>Diabetic equipment, drugs, and supplies.</p>	Deductible	Deductible & Coinsurance
<p>Mail Order Pharmacy: The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 90 day supply.</p> <p>Diabetic equipment, drugs, and supplies.</p>	Deductible	Deductible & Coinsurance

<p>Prescription drugs –after deductible (when purchased from network pharmacy)</p> <p style="text-align: center;"><u>Pharmacy Management and Edits</u></p>	<p>Retail (30 day supply) \$10 Tier 1 co payment \$25 Tier 2 co payment \$40 Tier 3 co payment</p> <p>Mail Order (90 day supply) \$10 Tier 1 co payment \$50 Tier 2 co payment \$80 Tier 3 co payment</p> <p style="text-align: center;"><u>Quantity limits</u> <u>Step Therapy</u> <u>Prior Authorization</u> <u>Preferred Generics</u> <u>Specialty Drug Management</u></p>	<p>Deductible & Coinsurance Per prescription</p> <p>Deductible & Coinsurance Per prescription</p>
<p><u>Preventive Drug Rider</u> <i><u>Anthem Preventive Drug List</u></i></p>	<p style="text-align: center;"><u>No cost</u></p>	<p style="text-align: center;"><u>No Deductible & Coinsurance</u></p>
<p>Human Organ and Tissue Transplant Unlimited Maximum</p>	<p>Deductible</p>	<p>Deductible & Coinsurance</p>
<p>Home health care Nursing and therapeutic services limited to 200 visits per calendar year</p>	<p>Deductible</p>	<p>Deductible & Coinsurance</p>
<p>Home health aide services limited to 80 visits that are (applicable to the 200 visit limit)</p> <p>In the Home Hospice Medical Social Services under the direction of a Physician Up to \$420</p>	<p>Deductible</p> <p>Deductible</p>	<p>Deductible & Coinsurance</p> <p>Deductible & Coinsurance</p>
<p>Infusion Therapy Unlimited lifetime maximum</p>	<p>Deductible</p>	<p>Deductible & Coinsurance</p>
<p>Durable Medical Equipment and Prosthetic Devices</p> <p>Hearing Aid Coverage Available for dependent children age 12 years and under with a maximum of \$1,000 within a two year period</p> <p>Diabetic equipment and supplies</p>	<p>Deductible</p>	<p>Deductible & Coinsurance</p>
<p style="text-align: center;"><i>Ostomy Related Services</i></p>	<p>Deductible</p>	<p>Deductible & Coinsurance</p>
<p>Hospice Care (Inpatient)</p>	<p>Deductible</p>	<p>Deductible & Coinsurance</p>
<p style="text-align: center;"><i>Wig</i></p> <p>Up to \$500 maximum per Member per Plan Year</p>		

Specialized Formula	Deductible	Deductible & Coinsurance
Infertility Services – covered only to the levels pursuant to State of CT mandate Office Visits Outpatient Hospital Inpatient Hospital Infertility Drugs The maximum supply of a drug for which benefits will provided when dispensed under any one prescription is 30 day supply	Deductible	Deductible & Coinsurance
Maternity	Deductible	Deductible & Coinsurance

Dependent Maximum age is 26 years.


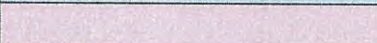
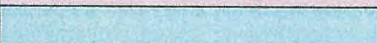
Notes to Benefit Descriptions

- Skilled nursing facility services limited to 120 days per calendar year.
- Home health care services are limited to 200 visits per calendar year.
- Inpatient rehabilitative services limited to 100 days per member per calendar year.
- PT, OT, ST, and chiropractic services limited to 50 combined visits per member per calendar year.
- Inpatient hospitalizations require authorizations.
- [American Imaging Management \(AIM\) to be effective July 1, 2023](#)
 - [Radiology Management](#)
 - [Rehabilitative Management](#)
- For a complete list of exclusions and limitations, please reference your Certificate of Coverage.

This does not constitute your health plan or insurance policy. It is only a general description of the plan.

Document comparison by Workshare 9 on Tuesday, July 27, 2021 8:28:13 AM


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Description	#9959687v3<SG> - East Hartford BOE Teachers' Contract, 2022-25
Rendering set	Standard

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Style change	
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Moved cell	
Split/Merged cell	
Padding cell	

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Deletions	733
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Moved to	0
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Format changed	0
Total changes	1492



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 31, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: Approval of the Sale of Individual Tax Liens

On May 18, 2021, the Town Council approved a motion to allow the Town to undertake certain actions to prepare a number of tax liens for sale to third parties. These actions included, notifying the record owner of each property that their property is subject to a lien to be included in a tax sale, establishing minimum qualifications for a repayment plan, notifying the property owner that the purchasers of the liens will have the right of foreclosure on their property, and that the Administration shall return to the Town Council with the results of the request for proposal and request approval for sale of the tax liens. Attached is a list of tax liens needing approval for sale.

Please place this on the Town Council agenda for the September 8, 2021 meeting.

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



MEMORANDUM

DATE: August 30, 2021

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance

TELEPHONE: (860) 291-7246

RE: Town Council Approval of the Sale of Individual Tax Liens

At the May 18, 2021 Town Council Meeting, a motion was approved by the Town Council as it relates to tax liens the town is interested in selling including the following provisions:

1. The Collector of Revenue shall notify the record owner of each property subject to a lien that is to be included in the tax lien sale, by certified mail, that the lien is being included in the request for proposal and invitation to bid, and that the owner should contact the Town immediately to pay the taxes or seek a payment plan if they wish to keep the Town's tax liens on their property from being sold;
2. In order to qualify for a payment plan, the property owner must meet the following three criteria:
 - They must remit 25% of the outstanding amount due
 - They cannot have defaulted on a prior payment arrangement
 - Their property must not have active property code violations;
3. The letters from the Collector of Revenue to each property owner shall notify the property owner that the purchaser of the tax lien on their property shall have the right to foreclose on that property; and
4. The Administration shall return to the Town Council with the results of the request for proposal and that the proposal for each tax lien must be approved by the Town Council before it is sold.

With respect to the aforementioned motion, having satisfied the conditions of the process articulated by the Town Council and now need to return to the Town Council to seek approval to sell tax liens where the bids received by the Town through the request for proposal (RFP) process were satisfactory.

Know that the initial list acted on by the Town Council on April 20, 2021 totaled 84 properties with \$1,869,401.97 due to the town in delinquent taxes. The list which went out for request for proposal at the end of July included 48 properties with \$832,918.72 due to the Town

As of today, 6 properties did not receive a bid while 18 properties either paid in full or entered into a payment plan with the town leaving 24 properties totaling \$440,024.86 set to go to lien sale.

Based on the bids received (and attached), we are requesting these 24 properties be sold to the following bidders:

Bidder # 1	Tower Capital Management LLC	8 bids totaling	\$145,616.33
Bidder # 2	TLOA Servicing LLC	5 bids totaling	\$ 83,449.66
Bidder # 3	RTLFC-CT LLC	11 bids totaling	\$254,401.29

It should be noted that all bids being recommended for approval were higher than the tax and interest due to the town producing a premium of \$43,442.42

Please note that the bids awarded for the 3 properties identified with an * will require some additional follow up in the closing process. The taxpayers redeemed a partial amount of the taxes due, but not enough to remove the property from the tax lien sale list and they did not enter into a payment arrangement.

Once these liens are sold, the property owner will have the opportunity to redeem these liens from the new owner based on a time period established by Connecticut General Statutes.

Based on these recommendations, I would respectfully request that this package of information be forwarded along to the Town Council for their approval. Should you have any questions or problems on the aforementioned, please feel free to let me know.

Cc: Iris Laurenza, Tax Collector

Town of East Hartford Lien Sale Bid Sheet 2021

Interest through 10/31/21

BILL#	UNIQUE NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	TOWER CAPITAL	TLOA	RTLF-CT	AWARD
2018-01-0000128	14103 A & M TOWING & RECOVERY INC	422-430 TOLLAND ST	12,824.73	2,885.57	24	15,734.30				
2019-01-0000128	14103 A & M TOWING & RECOVERY INC	422-430 TOLLAND ST	16,769.58	3,270.07	24	20,063.65				
TOTAL	2	14103 422-430 TOLLAND ST				35,797.95	-	-	37,945.83	RTLF
2017-01-0016491	17093 FEDERAL NATIONAL MORTGAGE ASSOCIATIC 355 GOODWIN ST	355 GOODWIN ST	7,913.94	4,392.23	24	12,330.17				
2018-01-0016491	17093 FEDERAL NATIONAL MORTGAGE ASSOCIATIC 355 GOODWIN ST	355 GOODWIN ST	8,154.72	3,058.02	24	11,236.74				
2019-01-0016491	17093 FEDERAL NATIONAL MORTGAGE ASSOCIATIC 355 GOODWIN ST	355 GOODWIN ST	8,289.22	1,616.40	24	9,929.62				
TOTAL	3	17093 355 GOODWIN ST				33,496.53	36,836.95	36,012.78	36,176.26	NA PAID
2018-01-0004959	6417 FELLOWS GEORGE A & RONALD J	20 HIGHLAND ST	13,014.02	4,844.29	24	17,882.31				
2019-01-0004959	6417 FELLOWS GEORGE A & RONALD J	20 HIGHLAND ST	14,041.00	2,738.00	24	16,803.00				
TOTAL	2	6417 20 HIGHLAND ST				34,685.31	-	-	36,766.43	RTLF
2018-01-0014813	4071 SAS ENERGY LLC	379 ELLINGTON RD	8,436.12	2,783.92	24	11,244.04				
2019-01-0014813	4071 SAS ENERGY LLC	379 ELLINGTON RD	17,150.52	3,344.35	24	20,518.87				
TOTAL	2	4071 379 ELLINGTON RD				31,762.91	-	-	-	NO BID
2016-01-0004180	8519 DUBAY GUY F	121 MAIN ST	2,183.33	1,506.50	24	3,713.83				
2017-01-0004180	8519 DUBAY GUY F	121 MAIN ST	5,226.83	2,900.89	24	8,151.72				
2018-01-0004180	8519 DUBAY GUY F	121 MAIN ST	6,187.86	2,320.45	24	8,532.31				
2019-01-0004180	8519 DUBAY GUY F	121 MAIN ST	6,289.92	1,226.53	24	7,540.45				
TOTAL	4	8519 121 MAIN ST				27,938.31	28,669.22	29,950.77	30,732.15	RTLF
2016-01-0008933	6391 MAFFESSOLI CURTIS F	71-73 HIGBIE DR	2,445.43	1,687.35	24	4,156.78				
2017-01-0008933	6391 MAFFESSOLI CURTIS F	71-73 HIGBIE DR	4,954.26	2,749.62	24	7,727.88				
2018-01-0008933	6391 MAFFESSOLI CURTIS F	71-73 HIGBIE DR	5,104.98	1,914.37	24	7,043.35				
2019-01-0008933	6391 MAFFESSOLI CURTIS F	71-73 HIGBIE DR	5,189.18	1,011.89	24	6,225.07				
TOTAL	4	6391 71-73 HIGBIE DR				25,153.08	26,112.69	26,916.92	28,171.45	RTLF
2016-01-0011238	5664 PATTISON LEONARD & JAMES R	6-8 GREAT HILL RD	4,119.24	3,027.64	24	7,170.88				
2017-01-0011238	5664 PATTISON LEONARD & JAMES R	6-8 GREAT HILL RD	4,172.64	2,315.81	24	6,512.45				
2018-01-0011238	5664 PATTISON LEONARD & JAMES R	6-8 GREAT HILL RD	4,299.58	1,612.34	24	5,935.92				
2019-01-0011238	5664 PATTISON LEONARD & JAMES R	6-8 GREAT HILL RD	4,370.50	852.25	24	5,246.75				

Interest through 10/31/21

BILL#	UNIQUE NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	TOWER CAPITAL	TLOA	RTLF-CT	AWARD
TOTAL	4	5664 6-8 GREAT HILL RD				24,866.00	25,295.17	26,202.32	-	NA PAID
2017-01-0002608	7306 IRIZARRY LESLIE	133 JERRY RD	5,535.72	3,069.34	24	8,629.06				
2018-01-0002608	7306 IRIZARRY LESLIE	133 JERRY RD	5,704.14	2,139.05	24	7,867.19				
2019-01-0002608	7306 IRIZARRY LESLIE	133 JERRY RD	5,798.22	1,130.66	24	6,952.88				
TOTAL	3	7306 133 JERRY RD				23,449.13	25,783.91	25,208.38	26,263.03	RTLF
2016-01-0005315	6934 SANTANA SANDRA	130 HOLLISTER DR	3,666.64	218.08	24	3,908.72				
2017-01-0005315	6934 SANTANA SANDRA	130 HOLLISTER DR	4,196.00	2,328.78	24	6,548.78				
2018-01-0005315	6934 SANTANA SANDRA	130 HOLLISTER DR	4,323.64	1,621.36	24	5,969.00				
2019-01-0005315	6934 SANTANA SANDRA	130 HOLLISTER DR	4,394.96	857.02	24	5,275.98				
TOTAL	4	6934 130 HOLLISTER DR				21,702.48	23,932.55	23,418.66	23,438.68	TOWER *
2016-01-0012328	6073 RIVERA LUIS A	19 HARRISON PL	2,101.96	1,450.35	24	3,576.31				
2017-01-0012328	6073 RIVERA LUIS A	19 HARRISON PL	4,258.42	2,363.43	24	6,645.85				
2018-01-0012328	6073 RIVERA LUIS A	19 HARRISON PL	4,387.98	1,645.50	24	6,057.48				
2019-01-0012328	6073 RIVERA LUIS A	19 HARRISON PL	4,460.36	869.77	24	5,354.13				
TOTAL	4	6073 19 HARRISON PL				21,633.77	-	-	-	NO BID
2017-01-0013745	5506 FUCHS GEORGE	88-90 GOVERNOR ST	3,511.85	1,815.15	24	5,351.00				
2018-01-0013745	5506 FUCHS GEORGE	88-90 GOVERNOR ST	6,133.36	2,300.01	24	8,457.37				
2019-01-0013745	5506 FUCHS GEORGE	88-90 GOVERNOR ST	6,234.52	1,215.73	24	7,474.25				
TOTAL	3	5506 88-90 GOVERNOR ST				21,282.62	22,398.23	22,975.02	22,559.58	TLOA
2017-01-0010493	5604 GILBERT KAREN E	45 GRANDE RD	4,833.68	2,682.69	24	7,540.37				
2018-01-0010493	5604 GILBERT KAREN E	45 GRANDE RD	4,980.74	1,867.78	24	6,872.52				
2019-01-0010493	5604 GILBERT KAREN E	45 GRANDE RD	5,062.90	987.27	24	6,074.17				
TOTAL	3	5604 45 GRANDE RD				20,487.06	22,524.61	22,022.67	22,945.51	RTLF
2017-01-0012728	14661 RUDDY JOHN J EST OF & PATRICIA T	220 WESTERLY TER	4,770.78	2,647.78	24	7,442.56				
2018-01-0012728	14661 RUDDY JOHN J EST OF & PATRICIA T	220 WESTERLY TER	4,915.92	1,843.47	24	6,783.39				
2019-01-0012728	14661 RUDDY JOHN J EST OF & PATRICIA T	220 WESTERLY TER	4,997.00	974.42	24	5,995.42				
TOTAL	3	14661 220 WESTERLY TER				20,221.37	-	21,736.95	22,647.94	NA PAID
2019-01-0014315	1451 THE EAST HARTFORD EQUIPMENT CORP	101 BROOKSIDE LN	18,888.29	804.98	24	19,717.27				
TOTAL	1	1451 101 BROOKSIDE LN				19,717.27	-	-	22,083.35	NA PAID

Interest through 10/31/21

BILL#	UNIQUE NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	TOWER CAPITAL	TLOA	RTLCT	AWARD
2017-01-0015031	13448 MOSCOSO-DIAZ LILIANA	38 SPRINGSIDE AVE	4,826.54	1,461.29	24	6,311.83				
2018-01-0015031	13448 MOSCOSO-DIAZ LILIANA	38 SPRINGSIDE AVE	4,973.38	1,865.02	24	6,862.40				
2019-01-0015031	13448 MOSCOSO-DIAZ LILIANA	38 SPRINGSIDE AVE	5,055.40	985.81	24	6,065.21				
TOTAL	3	13448 38 SPRINGSIDE AVE				19,239.44	21,228.16	20,822.84	20,393.81	TOWER *
2019-01-0005022	8770 MAIN HARDWARE LLC	1191-1195 MAIN ST	16,799.78	3,023.95	24	19,847.73				
TOTAL	1	8770 1191-1195 MAIN ST				19,847.73	21,630.61	20,395.85	21,038.60	TOWER
2018-01-0009763	8367 MESSIER FAMILY IRREVOCABLE TRUST	57 LORRAINE CT	7,518.74	2,819.53	24	10,362.27				
2019-01-0009763	8367 MESSIER FAMILY IRREVOCABLE TRUST	57 LORRAINE CT	7,642.76	1,490.34	24	9,157.10				
TOTAL	2	8367 57 LORRAINE CT				19,519.37	21,909.95	20,802.72	21,471.31	TOWER
2016-01-0009835	14533 MICKIEWICZ GENEVIEVE F	133 WASHINGTON AVE	660.55	227.89	24	912.44				
2017-01-0009835	14533 MICKIEWICZ GENEVIEVE F	133 WASHINGTON AVE	4,074.94	2,261.59	24	6,360.53				
2018-01-0009835	14533 ESTATE OF MICKIEWICZ GENEVIEVE F	133 WASHINGTON AVE	4,198.92	1,574.59	24	5,797.51				
2019-01-0009835	14533 MICKIEWICZ GENEVIEVE F ESTATE OF	133 WASHINGTON AVE	4,268.16	832.29	24	5,124.45				
TOTAL	4	14533 133 WASHINGTON AVE				18,194.93	-	19,549.72	20,378.33	NA PAID
2017-01-0014498	10983 MORALES CAPELLAN YORLENI &	48 PARK AVE	4,196.94	1,329.30	24	5,550.24				
2018-01-0014498	10983 MORALES CAPELLAN YORLENI &	48 PARK AVE	4,324.64	1,621.74	24	5,970.38				
2019-01-0014498	10983 MORALES CAPELLAN YORLENI &	48 PARK AVE	4,395.96	857.22	24	5,277.18				
TOTAL	4	10983 48 PARK AVE				16,797.80	-	-	18,813.54	NA PAID
2017-01-0002837	13987 GATTI JUSTIN D	46 TOLLAND ST	3,886.15	1,165.84	24	5,075.99				
2018-01-0002837	13987 GATTI JUSTIN D	46 TOLLAND ST	4,360.48	1,635.18	24	6,019.66				
2019-01-0002837	13987 GATTI JUSTIN D	46 TOLLAND ST	4,432.40	864.32	24	5,320.72				
TOTAL	3	13987 46 TOLLAND ST				16,416.37	-	17,771.83	-	TLOA
2013-01-0007489	1119 SCHULTZ JOSEPH W	263 BREWER ST REAR	1,114.58	1,421.09	24	2,559.67				
2014-01-0007489	1119 SCHULTZ JOSEPH W	263 BREWER ST REAR	1,125.86	1,232.82	24	2,382.68				
2015-01-0007489	1119 SCHULTZ JOSEPH W	263 BREWER ST REAR	1,125.86	1,030.16	24	2,180.02				
2016-01-0007489	1119 SCHULTZ JOSEPH W	263 BREWER ST REAR	1,317.88	968.64	24	2,310.52				
2017-01-0007489	1119 SCHULTZ JOSEPH W	263 BREWER ST REAR	1,334.96	740.9	24	2,099.86				
2018-01-0007489	1119 SCHULTZ JOSEPH W	263 BREWER ST REAR	1,375.58	515.84	24	1,915.42				
2019-01-0007489	1119 SCHULTZ JOSEPH W	263 BREWER ST REAR	1,398.26	272.66	24	1,694.92				

Interest through 10/31/21

BILL#	UNIQUE NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	TOWER CAPITAL	TLOA	RTLF-CT	AWARD
TOTAL	7	1119 263 BREWER ST REAR				15,143.09	-	-	-	NO BID
2016-01-0009733	11388 MERCHANT FOUNDERS LLC	262 PITKIN ST	2,536.00	1,863.96	24	4,423.96				
2017-01-0009733	11388 MERCHANT FOUNDERS LLC	262 PITKIN ST	2,568.88	1,425.72	24	4,018.60				
2018-01-0009733	11388 MERCHANT FOUNDERS LLC	262 PITKIN ST	2,647.04	992.64	24	3,663.68				
2019-01-0009733	11388 MERCHANT FOUNDERS LLC	262 PITKIN ST	2,690.70	524.68	24	3,239.38				
TOTAL	4	11388 262 PITKIN ST				15,345.62	-	-	-	NO BID
2018-01-0011220	13584 PATRICK JANICE E	25 STRONG DR	6,510.84	1,367.27	24	7,902.11				
2019-01-0011220	13584 PATRICK JANICE E	25 STRONG DR	6,933.40	1,352.02	24	8,309.42				
TOTAL	2	13584 25 STRONG DR				16,211.53	-	17,391.47	17,832.69	NA PAID
2018-01-0015106	7111 WADE LYNE	73 JAMES ST	4,436.20	1,064.68	24	5,524.88				
2019-01-0015106	7111 WADE LYNE	73 JAMES ST	8,898.74	1,735.26	24	10,658.00				
TOTAL	2	7111 73 JAMES ST				16,182.88	17,575.04	17,378.03	17,153.86	NA PAID
2017-01-0001029	9902 BEAULIEU PAUL L	60 MONTAGUE CIR	2,997.34	1,663.52	24	4,684.86				
2018-01-0001029	9902 BEAULIEU PAUL L	60 MONTAGUE CIR	3,972.52	1,489.70	24	5,486.22				
2019-01-0001029	9902 BEAULIEU PAUL L	60 MONTAGUE CIR	4,038.04	787.41	24	4,849.45				
TOTAL	3	9902 60 MONTAGUE CIR				15,020.53	15,743.38	16,172.46	16,823.00	RTLF
2018-01-0010155	6765 LORD JOSEPH	61 HILTON DR	6,275.28	2,082.23	24	8,381.51				
2019-01-0010155	6765 LORD JOSEPH	61 HILTON DR	6,378.78	953.35	24	7,356.13				
TOTAL	2	6765 61 HILTON DR				15,737.64	-	16,828.22	17,626.16	NA PAID
2017-01-0003697	1060 LE HOAI T	11 BREWER ST	2,128.74	1,085.66	24	3,238.40				
2018-01-0003697	1060 LE HOAI T	11 BREWER ST	4,387.00	1,645.13	24	6,056.13				
2019-01-0003697	1060 LE HOAI T	11 BREWER ST	4,459.36	869.57	24	5,352.93				
TOTAL	3	1060 11 BREWER ST				14,647.46	16,248.86	15,820.14	15,526.31	TOWER
2017-01-0014342	10117 THERRIEN BEVERLY A EST OF &	154 NAOMI DR	3,343.36	1,855.57	24	5,222.93				
2018-01-0014342	10117 BEDNARZ CANDACE & BEDNARZ BRETT	154 NAOMI DR	3,445.08	1,291.91	24	4,760.99				
2019-01-0014342	10117 BEDNARZ CANDACE & BEDNARZ BRETT	154 NAOMI DR	3,501.90	682.87	24	4,208.77				
TOTAL	3	10117 154 NAOMI DR				14,192.69	-	15,253.84	-	TLOA
2017-01-0008400	13411 FERRARO-LEE TEENA & LEE PERRY	24 SPAULDING CIR	3,456.30	1,918.25	24	5,398.55				

Interest through 10/31/21

BILL#	UNIQUE NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	TOWER CAPITAL	TLOA	RTL-F-CT	AWARD
2018-01-0008400	13411 FERRARO-LEE TEENA & LEE PERRY	24 SPAULDING CIR	3,330.64	1,248.99	24	4,603.63				
2019-01-0008400	13411 FERRARO-LEE TEENA & LEE PERRY	24 SPAULDING CIR	3,385.58	660.19	24	4,069.77				
TOTAL	3	13411 24 SPAULDING CIR				14,071.95	-	-	-	NO BID
2017-01-0010617	55 BENNETT EUGINA	25 ALPS DR	2,392.43	394.75	24	2,811.18				
2018-01-0010617	55 BENNETT EUGINA	25 ALPS DR	4,370.17	721.08	24	5,115.25				
2019-01-0010617	55 BENNETT EUGINA	25 ALPS DR	5,351.42	1043.53	24	6,418.95				
TOTAL	3	55 25 ALPS DR				14,345.38	16,319.71	15,739.75	16,066.83	NA PAID
2017-01-0012200	8385 RICE CHARLES J	63 LYDALL RD	1,149.06	51.71	24	1,224.77				
2018-01-0012200	8385 RICE CHARLES J	63 LYDALL RD	4,708.18	1,765.57	24	6,497.75				
2019-01-0012200	8385 RICE CHARLES J	63 LYDALL RD	4,785.84	933.24	24	5,743.08				
TOTAL	3	8385 63 LYDALL RD				13,465.60	14,832.30	14,652.73	14,273.54	NA PAID
2017-01-0011878	1730 QUATTRO JAMES A	149-151 BURNSIDE AVE	3,331.08	327.81	24	3,682.89				
2018-01-0011878	1730 QUATTRO JAMES A	149-151 BURNSIDE AVE	3,776.08	1,416.03	24	5,216.11				
2019-01-0011878	1730 QUATTRO JAMES A	149-151 BURNSIDE AVE	3,838.36	748.48	24	4,610.84				
TOTAL	3	1730 149-151 BURNSIDE AVE				13,509.84	-	14,711.63	14,320.44	TLOA *
2016-01-0011876	16757 QUANSAH EDITH	190 WAKEFIELD CIR	1,986.69	327.81	24	2,338.50				
2017-01-0011876	16757 QUANSAH EDITH	190 WAKEFIELD CIR	2,715.20	602.89	24	3,342.09				
2018-01-0011876	16757 QUANSAH EDITH	190 WAKEFIELD CIR	2,797.80	1,049.18	24	3,870.98				
2019-01-0011876	16757 QUANSAH EDITH	190 WAKEFIELD CIR	2,843.94	554.57	24	3,422.51				
TOTAL	4	16757 190 WAKEFIELD CIR				12,974.08	13,661.30	14,074.64	14,530.97	RTL-F
2017-01-0000589	10942 AREL PAUL & BARBARA L/U	109 OXFORD DR	1,932.62	985.64	24	2,942.26				
2018-01-0000589	10942 AREL PAUL L/U & BARBARA L/U	109 OXFORD DR	3,982.82	1,493.56	24	5,500.38				
2019-01-0000589	10942 MITTICA DEBBIE E	109 OXFORD DR	4,048.52	789.46	24	4,861.98				
TOTAL	3	10942 109 OXFORD DR				13,304.62	14,018.20	14,368.96	14,635.09	RTL-F
2018-01-0003922	15005 DILLON WESLEY J	12 WIND RD	4,945.38	1,854.52	24	6,823.90				
2019-01-0003922	15005 DILLON WESLEY J	12 WIND RD	5,026.94	980.25	24	6,031.19				
TOTAL	2	15005 12 WIND RD				12,855.09	14,425.94	13,698.62	14,140.60	TOWER
2018-01-0011237	2581 PATTISON JAMES R SR & SHEILA M	146 CHESTER ST	4,937.04	1,851.39	24	6,812.43				
2019-01-0011237	2581 PATTISON JAMES R SR & SHEILA M	146 CHESTER ST	5,018.46	978.6	24	6,021.06				

Insterest through 10/31/21

BILL#	UNIQUE NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	TOWER CAPITAL	TLOA	RTLF-CT	AWARD
TOTAL	2	2581 146 CHESTER ST				12,833.49	14,401.64	13,675.60	13,603.50	NA PAID
2015-01-0004704	15971 SERVILLE RONALD A & IRMA E	233 ELLINGTON RD 115	876.25	90.98	24	991.23				
2016-01-0004704	15971 SERVILLE RONALD A & IRMA E	233 ELLINGTON RD 115	1,698.04	1,248.06	24	2,970.10				
2017-01-0004704	15971 SERVILLE RONALD A	233 ELLINGTON RD 115	1,720.06	954.64	24	2,698.70				
2018-01-0004704	15971 SERVILLE RONALD A	233 ELLINGTON RD 115	1,772.38	664.64	24	2,461.02				
2019-01-0004704	15971 SERVILLE RONALD A	233 ELLINGTON RD 115	1,801.62	351.31	24	2,176.93				
TOTAL	5	15971 233 ELLINGTON RD 115				11,297.98	-	11,830.46	12,653.74	RTLF
2019-01-0002999	3273 DAL HOLDINGS LLC	34 CONNECTICUT BLVD	10,550.60	2,057.37	24	12,631.97				
TOTAL	1	3273 34 CONNECTICUT BLVD				12,631.97	14,363.73	12,973.78	13,389.89	NA PAID
2019-01-0010893	1864 RANGASAMMY EDWIN AS GUARDIAN	551-553 BURNSIDE AVE	1,988.20	89.47	24	2,101.67				
TOTAL	2	1864 551-553 BURNSIDE AVE				2,101.67	2,233.66	2,170.03	2,227.78	NA PAID
2016-01-0009530	16608 MCFARLANE ALLI G	421 TOLLAND ST 301	1,117.68	771.2	24	1,912.88				
2017-01-0009530	16608 MCFARLANE ALLI G	421 TOLLAND ST 301	2,264.34	1,256.71	24	3,545.05				
2018-01-0009530	16608 MCFARLANE ALLI G	421 TOLLAND ST 301	2,333.22	874.96	24	3,232.18				
2019-01-0009530	16608 MCFARLANE ALLI G	421 TOLLAND ST 301	2,371.70	462.48	24	2,858.18				
TOTAL	4	16608 421 TOLLAND ST 301				11,548.29	11,985.38	12,352.10	12,934.09	RTLF
2018-01-0002495	14665 CATTANACH LINDA L	234 WESTERLY TER	4,717.02	1,768.88	24	6,509.90				
2019-01-0002495	14665 CATTANACH LINDA L	234 WESTERLY TER	4,794.82	934.99	24	5,753.81				
TOTAL	2	14665 234 WESTERLY TER				12,263.71	-	-	13,735.36	NA PAID
2017-01-0003395	2072 CYR ROGER E	70 CAMBRIDGE DR	935.75	449.16	24	1,408.91				
2018-01-0003395	2072 CYR ROGER E	70 CAMBRIDGE DR	4,020.14	1,507.55	24	5,551.69				
2019-01-0003395	2072 CYR ROGER E	70 CAMBRIDGE DR	4,086.46	796.86	24	4,907.32				
TOTAL	3	2072 70 CAMBRIDGE DR				11,867.92	13,242.60	12,859.33	13,054.72	TOWER
2018-01-0001948	14628 BURLEY MARIE L & STEPHEN J	103 WESTERLY TER	4,598.18	1,724.32	24	6,346.50				
2019-01-0001948	14628 BURLEY MARIE L & STEPHEN J	103 WESTERLY TER	4,674.02	911.43	24	5,609.45				
TOTAL	2	14628 103 WESTERLY TER				11,955.95	12,723.23	12,740.14	12,673.31	NA PAID
2018-01-0009748	13841 MERRILL PAUL K	38 THOMAS ST	4,390.94	1,646.61	24	6,061.55				
2019-01-0009748	13841 MERRILL PAUL K	38 THOMAS ST	4,909.68	957.39	24	5,891.07				

Interest through 10/31/21

BILL#	UNIQUE NAME	PROPERTY LOCATION	TAX	INTEREST	LIEN	TOTAL	TOWER CAPITAL	TLOA	RTLF-CT	AWARD
TOTAL	2	13841 38 THOMAS ST				11,952.62	12,522.00	12,737.34	12,669.78	TLOA
2018-01-0007848	652 KOPEL MELVIN R	24-26 BELDEN ST	4,836.84	1,095.73	24	5,956.57				
2019-01-0007848	652 KOPEL MELVIN R	24-26 BELDEN ST	4,916.62	958.74	24	5,899.36				
TOTAL	2	652 24-26 BELDEN ST				11,855.93	12,765.44	12,706.16	12,567.29	NA PAID
2019-01-0000027	11011 150 PARK AVENUE LLC "	150-174 PARK AVE	11,001.03	825.08	24	11,850.11				
TOTAL	1	11011 150-174 PARK AVE				11,850.11	12,356.66	-	12,561.12	NA PAID
2018-01-0010478	16518 WHITT WENDY E	50 SCOTLAND RD 1-A	4,740.10	788.95	24	5,553.05				
2019-01-0010478	16518 WHITT WENDY E	50 SCOTLAND RD 1-A	4,818.28	939.56	24	5,781.84				
TOTAL	2	16518 50 SCOTLAND RD 1-A				11,334.89	12,997.66	12,175.74	12,695.08	TOWER
2013-01-0013158	10522 SCHULTZ JOSEPH W	418 OAK ST	790.42	1007.79	24	1,822.21				
2014-01-0013158	10522 SCHULTZ JOSEPH W	418 OAK ST	798.42	874.27	24	1,696.69				
2015-01-0013158	10522 SCHULTZ JOSEPH W	418 OAK ST	798.42	730.55	24	1,552.97				
2016-01-0013158	10522 SCHULTZ JOSEPH W	418 OAK ST	837.96	615.9	24	1,477.86				
2017-01-0013158	10522 SCHULTZ JOSEPH W	418 OAK ST	848.82	471.1	24	1,343.92				
2018-01-0013158	10522 SCHULTZ JOSEPH W	418 OAK ST	874.66	328	24	1,226.66				
2019-01-0013158	10522 SCHULTZ JOSEPH W	418 OAK ST	889.08	173.37	24	1,086.45				
TOTAL	7	10522 418 OAK ST				10,206.76	-	-	-	NO BID

GRAND TOTAL

832,918.72 **518,738.78** **636,098.60** **729,520.95**

DEPOSIT

140,000.00 127,219.72 145,904.19

AWARD

145,616.33 83,449.66 254,401.29 483,467.28

PROP

8 5 11 24

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TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 31, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *em*
RE: RESOLUTION: Police Coronavirus Relief Funds

The Town of East Hartford is looking to apply for grant funding from the State Office of Policy and Management (OPM) for Police Coronavirus Relief Funds in the amount of \$35,000. This is a one-time grant that does not require a local match.

The East Hartford Police Department has been selected for this funding to help address personnel costs related to crime challenges exacerbated by the pandemic. Funding is also determined by the Department's participation in task forces and other coordinated efforts in the region to respond to pandemic-related public safety needs.

Please place this item on the Town Council agenda for the September 8, 2021 meeting. I recommend that the Town Council approve the resolution as submitted.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
Lt. Nieves, East Hartford Police Department

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 8th day of September, 2021

RESOLUTION

WHEREAS; the state Office of Policy and Management has made Coronavirus Relief Funds (CRF) available to the Town, and

WHEREAS; the purpose of these funds is to address crime challenges exacerbated by the COVID-19 pandemic and to facilitate the Police Department's participation in task forces and other coordinated efforts in our region to respond to pandemic-related public health and public safety needs,

NOW THEREFORE LET IT BE RESOLVED; that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Office of Policy and Management as they pertain to this Coronavirus Relief Funds grant.

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

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

Seal

Signed: _____
Angela M. Attenello, Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Police Coronavirus Relief Funds

Funder: U.S. Treasury via State Office of Policy and Management

Grant Amount: \$35,000

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: To help law enforcement personnel participate in task forces and other methods to promote regional coordination to respond to pandemic-related public health and public safety challenges.

Results achieved: Defray payroll expenses for personnel substantially devoted to mitigating or responding to COVID-19


Duration of grant: Funds must be obligated by December 31, 2021

Status of application: Under development

Meeting attendee: Lt. Paul Neves, x7616

Comments: None

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – Police Coronavirus Relief Funds
DATE: August 30, 2021

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the state Office of Policy and Management (OPM) for Police Coronavirus Relief Funds.

The East Hartford Police Department has been selected for this funding to help address personnel costs related to crime challenges created or exacerbated by the pandemic. Funding is also based the Department's participation in task forces and other coordinated efforts in the region to respond to pandemic-related public health and public safety needs.

East Hartford has realized a significant increase in property crimes, most of which involve motor vehicle thefts, thefts from motor vehicles and thefts of motor vehicle parts and accessories. Recognizing this as a regional problem, the Department is participating in a coordinated effort among neighboring jurisdictions to combat these incidents.

I have attached a questionnaire required by OPM to provide you with more information on these initiatives.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 8, 2021. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Lieutenant Paul Neves, EHPD

Coronavirus Relief Funds (CRF) Questionnaire

East Hartford Police Department

1. Who is your agency's contact person or contact people for the grant?

EHPD Contact: Lieutenant Paul Neves
Support Services Bureau
(860)291-7616

2. How will the funds help personnel participate in task forces and other methods to promote regional coordination to respond to pandemic-related public health and public safety challenges?

The East Hartford Police Department has realized a significant increase in property crimes, most of which involve Motor Vehicle Thefts, Thefts from Motor Vehicles and Thefts of Motor Vehicle Parts and Accessories. For example, comparing the first six months (January 1 to June 30) of 2019, 2020 and 2021, we found that Theft of MV Parts and Accessories incidents went from 47 in 2019 to 66 in 2020 and 178 in 2021. Motor Vehicle Theft incidents increased from 64 in 2019 to 105 in 2020 and 128 in 2021; and Thefts from Motor Vehicles have seen an increase from 50 in 2019 to 100 in 2020 and 144 in 2021. We are currently on track to see close to or above triple digit increases in these three crime categories for all of 2021. Due to the upsurge of these crime trends, the Department has created an Auto Theft Unit consisting of two Officers and a Detective to address the spike. Although the main focus will be Auto Theft, they will also be focusing on Thefts from Motor Vehicles and Thefts of Motor Vehicle Parts and Accessories as these crimes often are perpetrated by the same criminals.

It's no secret that criminals and their associated activities are not bound by town borders. Criminals often commit crimes based on opportunity and not location. Many of the recent crime sprees are occurring regionally, which makes this recent spike in crime more challenging. We realize it will take a coordinated effort by neighboring jurisdictions to combat these incidents. Our Department's newly formed Auto Theft Unit has reached out to all Capital Region Departments and recently hosted a meeting to discuss similar incidents and suspects. We plan to host a bi-weekly meeting specifically focusing on the aforementioned crime areas. We have also begun to work with neighboring agencies and have conducted directed details using a multijurisdictional approach. The proposed Coronavirus Relief Funds, if granted, would assist in paying for added overtime expenses related to having officers assigned to the Auto Theft Unit.

3. How will you focus the funds on responding to pandemic-related public health and public safety challenges affecting juveniles?

Like many other agencies, East Hartford has seen a significant spike in criminal activity perpetrated by juveniles and youths under the age of 20. Many of these incidents involve stolen motor vehicles and other property crimes. It's clear that one of the driving factors behind this spike in crime involving juveniles was the pandemic. The lack of in-school learning and the structure of everyday life that existed before the pandemic has proven to be detrimental to the youth of our country. Additionally, the nation-wide loss of police legitimacy has exacerbated the challenges facing officers on the street when dealing with youth and property crimes. Our agency's Auto Theft Unit has focused on

investigating these incidents after the fact, identifying juvenile offenders and meeting with parents or guardians. These interactions have thus far led to a handful of arrests and referrals to our Town's Juvenile Review Board. The CRF's will be utilized to continue these investigations and to partner with our local Juvenile Review Board and Juvenile Court to help provide information and services to juvenile offenders and their families.

4. How will you use the funds to partner with juvenile justice system personnel and stakeholders serving youth to address pandemic-related public health and public safety challenges?

As stated above, the CRF's can be utilized to continue these investigations and to partner with our local Juvenile Review Board, Juvenile Probation and Juvenile Court to help provide information and services to juvenile offenders and their families. Furthermore, the funds can be used to enhance our ability to bring together our Community Service Officers and School Resource Officers along with Investigators and community based organizations to create a holistic approach to combating this issue.

5. What crime challenges created or exacerbated by the pandemic, including a rise in stolen cars and violent crime, will these funds help with?


As previously mentioned, the East Hartford Police Department has realized a significant increase in property crimes, most of which involve Motor Vehicle Thefts, Thefts from Motor Vehicles and Thefts of Motor Vehicle Parts and Accessories. There have been several documented cases regionally where stolen motor vehicles have been involved in more violent criminal acts. Our agency has several documented incidents over the last 18 months where juveniles have utilized stolen vehicles in drive by shootings, ramming police vehicles and showing a complete disregard for the safety of our community. The CRF's will be utilized to further the investigations into these crimes and make arrests or referrals to help get offenders off the street. First offense youths will be referred to a diversionary program to avoid a pathway toward future criminal acts. These efforts will also work toward making our community safer.

6. How will these funds be used to participate in community engagement efforts?

The CRF's will help support our Community Service Officers to participate in activities that focus on youth crime prevention. We will also utilize the School Resource Officers to provide support and training to at risk youth in our school system. Additionally, our Auto Theft Unit members will coordinate community engagement efforts with the CSO's and SRO's to provide information and training to our community on how to deter and prevent crime. We will also leverage existing faith-based community partnerships with the goal of preventing and deterring future criminal activity.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 31, 2021
TO: Richard F. Kehoe, Chair 
FROM: Mayor Marcia A. Leclerc
RE: RESOLUTION: Youth Services Prevention Grant

The East Hartford Youth Task Force has been identified in Public Act 19-117 to be the recipient of a biennial grant in the amount of \$75,000 per year for FY 2022 and 2023. The funding is for prevention and intervention programs to reduce youth violence and divert individuals from the Juvenile Justice System. This grant does not require a local match.

Please place this item on the Town Council agenda for the September 8, 2021 meeting. I recommend that the Town Council approve the resolution as submitted.

C: P. O'Sullivan, Grants Manager
C. Nolan, Youth Services Director

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 8th day of September, 2021.

R E S O L U T I O N

WHEREAS the Town of East Hartford (Youth Task Force) has been identified in Public Act 19-117, to be a recipient of a \$75,000 per year grant from the State of Connecticut for the provision of preventive youth services for fiscal years 2022 and 2023; and

WHEREAS as a condition of the grant, the Town is required to provide documentation that details a plan for spending, monitoring, and reporting on these funds in a manner that is consistent with the intent of the Public Act,

NOW THEREFORE LET IT BE RESOLVED; that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the State of Connecticut Judicial Branch, Office of the Chief Court Administrator as they pertain to this Youth Services Prevention grant.

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

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

Seal

Signed: _____
Angela M. Attenello, Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: FY 2022 and FY 2023 Youth Services Memorandum of Understanding for Youth Services Prevention Funding from the CT Judicial Branch.

Funder: CT Judicial Branch Court Support Services Division

Grant Amount: \$75,000 per year (\$150,000 total for two years)

Frequency: One time Annual Biennial Other _____

First year received:	<u>2013</u>		
Last 3 years received:	<u>2021</u>	<u>2020</u>	<u>2019</u>
Funding level by year:	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: To provide programs and services to the youth of East Hartford.

Results achieved: Numerous programs developed under this grant opportunity including Adventure Plus, Summer Adventure Plus, Girls Circle, Boys Council, and other positive youth development programs.


Duration of grant: Two years

Status of application: Document is a Memorandum of Understanding. This is a formula (noncompetitive) grant. No application required.

Meeting attendee: Cephus Nolen, Director of Youth Services, x7181

Comments: None

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Referral to Council – Youth Services Prevention Grant
DATE: August 30, 2021

Attached is a proposed Town Council Resolution authorizing you to execute a memorandum of understanding and other documents as may be required for a State of Connecticut Youth Services Prevention Grant.

The East Hartford Youth Task Force has been identified in Public Act 19-117, to be a recipient of a \$150,000 grant (\$75,000 per year for two years) from the State of Connecticut Judicial Branch for preventive youth services. This funding is for prevention and intervention programs to reduce youth violence and divert individuals from the Juvenile Justice System. No matching funds are required for this program.

I have attached a description of some of the programs that have been developed and operated using funds from this grant.

I respectfully request that the attached Resolution be placed on the Town Council agenda for their meeting to be held September 8, 2021. Please contact me at ext. 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Cephus Nolen, Jr., Director of Youth Services
Marc Bassos, Outreach Coordinator

Judicial Branch – Court Support Services Division

Description of Services

July 1, 2021– June 30, 2022

P.A. 19-117/

MOU #8181-014

Part I: Identifying Information	
Date Prepared:	8/30/2021
Agency Name:	Town of East Hartford / Youth Services
Contact Person:	Marc Bassos
Contact Telephone Number:	860-291-7182
Contact Email Address:	mbassos@easthartfordct.gov

Part II: Provide a brief summary of the program services to be delivered, frequency of services, specific location of the program site, target population, and approximate number of participants consistent with the intent of P.A. 19-117. Please limit your response to one page.

Juvenile Review Board Case Mentor – The JRB Case Mentor will follow-up on specific JRB cases on a weekly basis in support of securing positive outcomes for those youth referred. The Case Mentor is authorized to speak to the youth, their parent/guardian and report to the JRB Manager and the entire Board membership. *Case Load: 30-50 youth*

Family Mentor / Social Worker – The Family Mentor / Social Worker will screen and develop supports for those youth and their family referred to the Youth Services Bureau for truancy, school, defiance, runaway, beyond control of the parent, and/or inappropriate sexual behavior. *Case Load: 30-50 youth*

Community Mini-Grant Program – Youth Services and the Youth Advisory Board will select 8 community programs that provide the youth of East Hartford with positive youth development opportunities. *Participation: 8 providers serving approx. 150 youth*

Adventure Plus Initiative – Youth Services will partner with the East Hartford Police Department and Public Schools to offer a program that helps build stronger relationships between the youth and the police. All facilitators will receive training in Social Justice Education awareness and techniques. The A/P initiative engages youth in grades 6-12. *Participation: 350 youth*

Boys Council – Boys Council is a strengths-based group approach for boys and youth who identify with male development to promote their safe and healthy passage through pre-teen and adolescent years. It aims to promote boys' natural strengths, and to increase their options about being male in today's world. *Participation: 30 youth*

Girls Circle – The Girls Circle model, a structured support group for girls and youth who identify with female development in grades 6-12, integrates relational theory, resiliency practices, and skills training in a specific format designed to increase positive connection, personal and collective strengths, and competence in girls. *Participation: 30 youth*

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

www.easthartfordct.gov

August 31, 2021

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

**Re: Outdoor Amusement Permit Application
"Hartford Steel Symphony Concert"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Public Library** by **Sarah Kline Morgan, Library Director**. The applicant seeks to conduct the **Hartford Steel Symphony Concert** on the front lawn of the **Raymond Library at 840 Main Street** on **Saturday, September 18, 2021, from 11 AM – 1:30 PM**. The concert will begin at noon. This is a free concert co-sponsored by the Commission on Culture and Fine Arts.

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

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

The **Inspections and Permits Department** states that permits and inspections may be required for temporary installations.

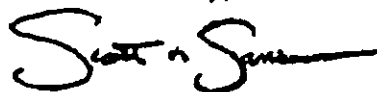
The **Fire, Public Works, Health and Parks & Recreation Departments** approve the application as submitted and **states there are no anticipated costs to their Departments for this event.**

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

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

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom
Chief of Police

Cc: Applicant

Rivera, Augustina

From: Gentile, Richard
Sent: Tuesday, August 17, 2021 4:22 PM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit for Hartford Steel Symphony Concert-East Hartford Public Library

I have no comments or concerns with this application.

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

860-291-7217
rpgentile@easthartfordct.gov

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

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, August 17, 2021 10:39 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit for Hartford Steel Symphony Concert-East Hartford Public Library

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for the "Hartford Steel Symphony Concert" taking place on Saturday, September 18, 2021. Please review and submit comments back to me no later than 12:00 noon, Tuesday, August 31, 2021.

Rivera, Augustina

From: Sasen, Christine
Sent: Thursday, August 19, 2021 8:19 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit for Hartford Steel Symphony Concert-East Hartford Public Library

ok

From: Rivera, Augustina
Sent: Tuesday, August 17, 2021 10:39 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
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Please note that this application has to make it to the September 8th Town Council meeting and I must get everything to the Mayor's Office no later than Thursday, September 2nd at the latest, so if comments can make it back to me on time, it will be greatly appreciated.

Have an awesome day.

Tina

Augustina Rivera
 Administrative Clerk 3
 Support Services Bureau
 East Hartford Police Department
 31 School Street
 East Hartford, CT 06108
arivera@easthartfordct.gov

Office: 860-291-7631
 Fax: 860-610-6290

Rivera, Augustina

From: Grew, Greg
Sent: Tuesday, August 17, 2021 4:49 PM
To: Rivera, Augustina
Subject: Re: Outdoor Amusement Permit for Hartford Steel Symphony Concert-East Hartford Public Library

Per Ordinance 5-3 my review and approval is not required. Permits and inspections may be required for temporary installations.

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)



Town of
EAST HARTFORD
CONNECTICUT

Town Hall
740 Main Street
East Hartford, CT 06108
Direct [\(860\) 291-7345](tel:8602917345)
Mobile [\(860\) 874-8034](tel:8608748034)
<http://www.easthartfordct.gov/inspections-and-permits>

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, August 17, 2021 10:39 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit for Hartford Steel Symphony Concert-East Hartford Public Library

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Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for the "Hartford Steel Symphony Concert" taking place on Saturday, September 18, 2021. Please review and submit comments back to me [no later than 12:00 noon, Tuesday, August 31, 2021.](#)

Please note that this application has to make it to the September 8th Town Council meeting and I must get everything to the Mayor's Office no later than Thursday, September 2nd at the latest, so if comments can make it back to me on time, it will be greatly appreciated.



Scott Sansum
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401

FILE DEP.



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, September 18, 2021**
Event: **Hartford Steel Symphony Concert**
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

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

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel
- Anticipated Cost(s) if known \$ _____

Signature Stephen Alsop. Asst. Chief. Date 8/19/21

Comments:

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

DATE: August 24, 2021

APPLICATION FOR: Hartford Steel Symphony Concert

APPLICANT: Sarah Kline Morgan, Library Director, East Hartford
Public Library 860-290-4340

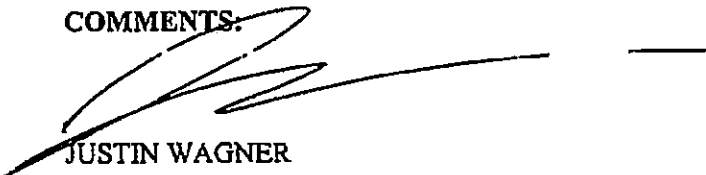
ADDRESS: 840 Main Street, Raymond Library
11:00 a.m. to 1:30 pm

DATE(S) OF EVENT: Saturday, September 18, 2021

Pursuant to your request, a review of the above application was completed and the following recommendation is made:

- The application is approved as submitted.
- The application be revised. Approved conditionally.
- The application is disapproved.
- No application to the Connecticut Fire Safety Code

COMMENTS:


JUSTIN WAGNER
FIRE MARSHAL
TOWN OF EAST HARTFORD



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, September 18, 2021**
Event: **Hartford Steel Symphony Concert**
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

- 1. the application be approved as submitted.
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- 3. the application be disapproved for the reason(s) set forth in the attached comments.

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

Anticipated Cost(s) if known \$ None

Marilynn Cruz-Aponte August 17, 2021
Signature Date

Comments:



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, September 18, 2021**
Event: **Hartford Steel Symphony Concert**
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

Laurence Burnsed, MPH, MBA
Signature

August 30, 2021
Date

Comments:

No concerns with the event permit request.



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, September 18, 2021**

Event: **Hartford Steel Symphony Concert**

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

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

- 1. the application be approved as submitted.
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-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$0.00

Ted Fravel

Signature

8/30/21

Date

Comments:

Rivera, Augustina

From: Hawkins, Mack
Sent: Wednesday, August 18, 2021 7:14 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit for Hartford Steel Symphony Concert-East Hartford Public Library

Tina,

I have reviewed the Outdoor Amusement Permit Application for "Hartford Steel Symphony Concert-East Hartford Public Library" event for 2021. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, August 17, 2021 10:39 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit for Hartford Steel Symphony Concert-East Hartford Public Library

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
Hartford Steel Symphony concert
2. Date(s) of Event:
September 18, 2021
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
**Sarah Kline Morgan, library director, East Hartford Public Library
smorgan@easthartfordct.gov
860.290.4340**
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
n/a
5. List the location of the proposed amusement: (Name of facility and address)
Raymond Library front lawn: 840 Main St., East Hartford, CT 06108
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Saturday, September 18, 11 AM - 1:30 PM
7. Provide a detailed description of the proposed amusement:
The Hartford Steel Symphony, a steel drum band, will present an outdoor concert at 12:00 PM on the library lawn, co-sponsored by the Commission on Culture and Fine Arts.

FOR OFFICE USE

Insurance Certificate Included:	YES	✓	NO
Liquor Permit Included:	YES	✓	NO
Certificate of Alcohol Liability Included:	YES	✓	NO
Time Waiver Request Included:	YES	✓	NO
Fee Waiver Request Included:	YES	✓	NO

Outdoor Amusement Permit Fees:

Sport, athletic contest, musical, operatic, dramatic, theatrical or pictorial performance or other exhibitions	\$ 10/performance §5-6
Parades	\$ 25/each parade §5-6
Fireworks display or air show	\$ 25/performance §5-6
Carnival, rodeo, circus, or tent show	\$ 100/day §5-6

Total Assessed Amusement Permit Fee

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 8.17.21 1 0 : 1 7 AM PM

Time remaining before event: 32 days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

August 31, 2021

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

Re: Outdoor Amusement Permit Application
"Believe 208 - Run for the Brave and Finest"

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **CABLE, Inc. by Kathryn Kleis, its Race Director**. The applicant seeks to conduct a **5K Run in memory of East Hartford Police Officer Paul Buchanan on Sunday, September 26, 2021 from 8:00 am to 9:30 am**. The race will begin at the Knights of Columbus (1831 Main Street) and into South Windsor, northbound on Main Street, and return southbound on Main Street. **There will be music and food at the event.**

The applicant respectfully requests a waiver of the associated permit fee, under the provisions of (TO) 5-6(a), due to the Town of East Hartford as the purpose of this event is to fund initiatives that directly benefit first responders in the community.

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

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

The **Inspections and Permits Department** states that permits and inspections may be required for temporary installations.

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

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

- The Police Department can provide adequate police protection for the event. The site is suitable for the outdoor amusement, the expected crowds are of small to moderate size, and the area has sufficient parking available.
- This event can be conducted with a minimal impact upon the surrounding neighborhoods and a near-normal flow of traffic on the streets adjacent to the site can be maintained.

- The anticipated costs to the Department for this event is \$2,049.40.

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom
Chief of Police

Cc: Applicant

Rivera, Augustina

From: Gentile, Richard
Sent: Monday, August 16, 2021 4:27 PM
To: Rivera, Augustina
Cc: Fravel, Theodore
Subject: RE: Outdoor Amusement Permit Application-Believe 208- Run for the Brave and Finest

I have no issues with this application. They should fill out a license agreement for use of Town roads as in the past. Rich

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

860-291-7217
rpgentile@easthartfordct.gov

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

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Monday, August 16, 2021 2:15 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilynn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application-Believe 208- Run for the Brave and Finest

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for the "Believe 208- Run for the Brave and Finest" taking place on Sunday, September 26, 2021. Please review and submit comments back to me no later than 12:00 noon, Monday, August 30, 2021.

Please note that the Certificate of Insurance and the Fee Waiver are included with the application attachment.

Rivera, Augustina

From: Sasen, Christine
Sent: Wednesday, August 18, 2021 3:08 PM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application-Believe 208- Run for the Brave and Finest

Ok

From: Rivera, Augustina
Sent: Monday, August 16, 2021 2:15 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application-Believe 208- Run for the Brave and Finest

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for the "Believe 208- Run for the Brave and Finest" taking place on Sunday, September 26, 2021. Please review and submit comments back to me [no later than 12:00 noon, Monday, August 30, 2021.](#)

Please note that the Certificate of Insurance and the Fee Waiver are included with the application attachment.

Thank you.

Tina

Augustina Rivera
Administrative Clerk 3
Support Services Bureau
East Hartford Police Department
31 School Street
East Hartford, CT 06108
arivera@easthartfordct.gov

Office: 860-291-7631
Fax: 860-610-6290

Rivera, Augustina

From: Grew, Greg
Sent: Monday, August 16, 2021 10:57 PM
To: Rivera, Augustina
Subject: Re: Outdoor Amusement Permit Application-Believe 208- Run for the Brave and Finest

Per Ordinance 5-3 my review and approval is not required. Permits and inspections may be required for temporary installations.

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)



Town of
EAST HARTFORD
CONNECTICUT

Town Hall
740 Main Street
East Hartford, CT 06108
Direct [\(860\) 291-7345](tel:8602917345)
Mobile [\(860\) 874-8034](tel:8608748034)
<http://www.easthartfordct.gov/inspections-and-permits>

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Monday, August 16, 2021 2:14 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application-Believe 208- Run for the Brave and Finest

Good afternoon,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for the "Believe 208- Run for the Brave and Finest" taking place on Sunday, September 26, 2021. Please review and submit comments back to me [no later than 12:00 noon, Monday, August 30, 2021.](#)

Please note that the Certificate of Insurance and the Fee Waiver are included with the application attachment.

Thank you.

Tina



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401

Fire Dept



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Sunday, September 26, 2021**
Event: **Believe 208-Run for the Brave and Finest**
Applicant: **CABLE INC., Believe 208 by Kathryn Kleis, its Race Director**

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

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

- Fire Department
- Health Department
- Parks & Recreation Department
- Public Works Department
- Corporation Counsel
- Anticipated Cost(s) if known \$ _____

Signature Stephen Alsup Asst. Chief

8/17/2021
Date

Comments:

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

DATE: August 24, 2021

APPLICATION FOR: Believe 208-Run for the Brave and Finest

APPLICANT: CABLE, Inc. by Katie Kleis, its Race Director
W-860-913-2157 C-203-313-08322

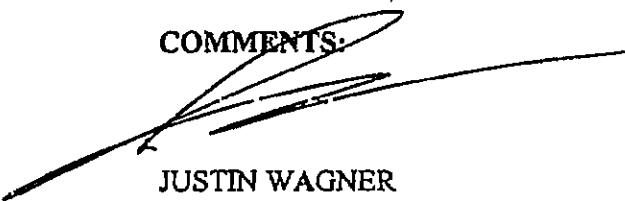
ADDRESS: 1831 Main St., East Hartford to South Windsor Town
Line

DATE(S) OF EVENT: Sunday, September 26, 2021

Pursuant to your request, a review of the above application was completed and the following recommendation is made:

- The application is approved as submitted.
- The application be revised. Approved conditionally.
- The application is disapproved.
- No application to the Connecticut Fire Safety Code

COMMENTS:



JUSTIN WAGNER
FIRE MARSHAL
TOWN OF EAST HARTFORD



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Sunday, September 26, 2021**

Event: **Believe 208-Run for the Brave and Finest**

Applicant: **CABLE INC., Believe 208 by Kathryn Kleis, its Race Director**

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

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$ None

Signature _____

Date _____

Comments:



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Sunday, September 26, 2021**

Event: **Believe 208-Run for the Brave and Finest**

Applicant: **CABLE INC., Believe 208 by Kathryn Kleis, its Race Director**

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

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

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

Anticipated Cost(s) if known \$ _____

Laurence Burnsed
Signature

August 27, 2021
Date

Comments:

East Hartford Health Department discussed foodservice plans with event organizer. All food and drinks will be pre-packaged.



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Sunday, September 26, 2021**
Event: **Believe 208-Run for the Brave and Finest**
Applicant: **CABLE INC., Believe 208 by Kathryn Kleis, its Race Director**

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

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

Ted Frawel

Signature

8/30/21

Date

Comments:

Rivera, Augustina

From: Hawkins, Mack
Sent: Wednesday, August 18, 2021 7:24 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application-Believe 208- Run for the Brave and Finest

Tina,

I have reviewed the Outdoor Amusement Permit Application for **Believe 208 – Run for the Brave and Finest 2021**. I approve the application as submitted. The anticipated cost to the Department for this event is \$2,049.40.

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Monday, August 16, 2021 2:15 PM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sassen, Christine <CSassen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application-Believe 208- Run for the Brave and Finest

Good afternoon,

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
Believe 208 - Run for the Brave and Finest
2. Date(s) of Event:
Sunday, September 26, 2021
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
**CABLE, Inc., Believe 208
2 Redbud Lane
Glastonbury, CT 06033
Kathryn Kleis, Race Director
W: 860-913-2157 C: 203-313-0832
Email: Katy.Kleis@gmail.com or believe208run@gmail.com**
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
Please see attached list with names and addresses
5. List the location of the proposed amusement: (Name of facility and address)
From 1831 Main Street, East Hartford, CT (Knights of Columbus) to South Windsor town line
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Sunday, September 26, 2021 from 8:00 am - 9:30 am
7. Provide a detailed description of the proposed amusement:
5K road race in memory of East Hartford Police Officer Paul Buchanan-see attached for more information

8. Will music or other entertainment be provided wholly or partially outdoors?
- Yes No
- a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? **8 am - 11am at Knights of Columbus**
9. What is the expected age group(s) of participants?
4-70
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
200-500
11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:
- a. Crowd size impact:
Road closure Ellington Road & Main Street to Old Main Street, South Windsor
- b. Traffic control and flow plan at site & impact on surrounding / supporting streets:
EHPD will open northbound to southbound as runners complete course
- c. Parking plan on site & impact on surrounding / supporting streets:
Parking at Knights of Columbus in designated lots, no overflow on streets
- d. Noise impact on neighborhood:
Minimal
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:
Trash receptacles provided, volunteers will clean course on-going & asap
- f. List expected general disruption to neighborhood's normal life and activities:
Minimal traffic delays for Passaro Dr & Main Street approximately 35-45 min max
- g. Other expected influence on surrounding neighborhood:
None
12. Provide a detailed plan for the following:
- a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:
Police, Fire and Medical on-site
- b. Provisions for notification of proper authorities in the case of an emergency:
Volunteers with cell phones/walkie talkies. Emergency personnel on-site.
- c. Any provision for on-site emergency medical services:
EHFD on-site
- d. Crowd control plan:
Not applicable
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition:
Cones and trash will be picked up by volunteers.

E. Provision of sanitary facilities:
On-site at Knights of Columbus

13. Will food be provided, served, or sold on site:

- a. Food available: Yes No AND
- b. Contact has been made with the East Hartford Health Department Yes No.

14. Does the proposed amusement involve the sale and / or provision of alcoholic beverages to amusement attendees,

Yes No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

- a. For such sale or provision,
- b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

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

Fee waiver request is attached

CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official duties.

- a. False Statement is a Class A Misdemeanor.
- b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

I declare, under the penalties of False Statement, that the information provided in this application is true and correct to the best of my knowledge:

Cable, Inc. , Believe 208

(Legal Name of Applicant)

Kathryn Klais

(Applicant Signature)

Kathryn Klais

(Printed Name)

8/16/2021

(Date Signed)

Race Director

(Capacity in which signing)

-
- (Click button to send application electronically to ehpdpermits@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Liquor Permit Included:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Certificate of Alcohol Liability Included:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Time Waiver Request Included:	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Fee Waiver Request Included:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

Outdoor Amusement Permit Fees:

Sport, athletic contest, musical, operatic, dramatic, theatrical or pictorial performance or other exhibitions	\$ 10/performance §5-6
Parades	\$ 25/each parade §5-6
Fireworks display or air show	\$ 25/performance §5-6
Carnival, rodeo, circus, or tent show	\$ 100/day §5-6

Total Assessed Amusement Permit Fee

Received By: Augustina Ruzica
Employee Number: 9099
Date & Time Signed: 8/16/21 1:52 AM (PM)
Time remaining before event: 41 days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.

Rivera, Augustina

Subject: FW: Believe 208 5K Run for 2021
Attachments: Believe 208 2021 Race Application.pdf

From: Katy Kleis <believe208run@gmail.com>
Sent: Monday, August 16, 2021 12:23 PM
To: Rivera, Augustina <ARivera@easthartfordct.gov>
Subject: Re: Believe 208 5K Run for 2021

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

Hi Tina,

Below, please find the addresses for the board members, as requested.

Louise Pyers, CEO
82 Cottonwood Road
Newington, CT 06111

Sean Grant, Co-Chairman
239 Middle Turnpike E,
Manchester, CT 06040

John Rich, Co-Chairman
737 Colonel Ledyard Hwy
Ledyard, CT 06339

James Scott
700 Prospect Street
New Haven, CT 06511

Sue Bowman
42 Bridge Lane,
Enfield CT 06082

Phyllis DiGioia
867 Main St #3a
Manchester, CT 06040

Teresa Velez
253 High Street
Hartford, CT 06103

Shaun McColgan
375 Main Street
Danbury, CT 06810

Marshall Segar
10 Schenker Ave,
Old Saybrook, CT 06475

Question #7

Believe 208: Run for the Brave and Finest

The Annual Believe 208 5K Run for the Brave and Finest, in Memory of East Hartford Police Officer Paul Buchanan, supports "Believe 208". "Believe 208", an initiative in collaboration with the Connecticut Alliance to Benefit Law Enforcement (CABLE), works to provide resources, training and information on all aspects of first responder well-being. The "Believe 208" mission is to increase awareness of the unique challenges facing first responders and to be a trusted, influential source for first responders, their families, agencies and community stakeholders. Proceeds from the race fund education and training efforts and provide resources to first responders and families in need.

Course Route:

The 5K race will start at the Knights of Columbus (1831 Main Street, East Hartford) and will continue into South Windsor on Main Street Northbound and will return on Main Street South Bound.

Believe 208: Run for the Brave and Finest

Fee Waiver Request

The Annual Believe 208 5K Run for the Brave and Finest, in Memory of East Hartford Police Officer Paul Buchanan, supports "Believe 208". "Believe 208", an initiative in collaboration with the Connecticut Alliance to Benefit Law Enforcement (CABLE), works to provide resources, training and information on all aspects of first responder well-being. The "Believe 208" mission is to increase awareness of the unique challenges facing first responders and to be a trusted, influential source for first responders, their families, agencies and community stakeholders. Proceeds from the race fund education and training efforts and provide resources to first responders and families in need.

We hereby request a fee waiver in light of the event's mission and desire for 100% of race proceeds to fund initiatives that directly benefit first responders in the community.

The Believe 208: Run for the Brave and Finest

The route is as follows:

- Beginning at the Run Command Post, the Knights of Columbus Hall located at 1831 (Old) Main St., East Hartford, runners will run
- North onto Main St which turns into (Old) Main Street
- Continue straight past the intersection of Gilman and (Old) Main Streets
- Continue straight past Passaro Drive.
- Continue straight past Brook Street.
- Continuing straight to North King Street, South Windsor at which point runners turn around on the street's loop and follow the same route back to the point and place of beginning.



EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Town of East Hartford
its officials, employees,
volunteers, boards and commissions
740 Main Street
East Hartford, CT 06108

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

August 31, 2021

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

**Re: Outdoor Amusement Permit Application
"Annual Fall Fest"**

Dear Chairman Kehoe:

Attached please find the amusement permit application by the **East Hartford Parks and Recreation Department** by **Jonathan Cooper, Recreation Supervisor**. The applicant seeks to conduct the **Annual Fall Fest on the Town Green on Saturday, October 9, 2021**, from 11 AM – 3 PM. Set up starts at 8:00 AM. This family oriented event consists of a show at the gazebo, petting farm, inflatables, climbing wall, arts & crafts, pumpkin painting, civic group booths, commercial and food vendors.

Rain date: Sunday, October 10, 2021 with the same hours.

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

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

The **Inspections and Permits Department** states that permits and inspections may be required for temporary installations.

The **Fire Department** approves the application as submitted and indicates there are no anticipated costs to their Department. **The Fire Marshall will perform any inspection(s) necessary (i.e. Food Truck/Inflatables) on the day of event.**

The **Health Department** approves the application as submitted and **will work with the Parks & Recreation Department** to assure food vendors are appropriately inspected and permitted for the event. **They will also provide guidance for COVID-19 precautions based on community transmission and any recommendations/requirements when the event is scheduled.**


The **Parks & Recreation** approves the application as submitted.

The **Public Works Department** approves the application as submitted and **states that the anticipated cost to the department is \$1,590.00.**

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

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

Respectfully submitted for your information.

Sincerely,


Scott M. Sansom
Chief of Police

Cc: Applicant

Rivera, Augustina

From: Gentile, Richard
Sent: Friday, July 30, 2021 8:26 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application-Annual Fall Fest

I have no concerns with this application

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

860-291-7217
rpgentile@easthartfordct.gov

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

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, July 28, 2021 9:33 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application-Annual Fall Fest

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for the "Annual Fall Fest" taking place on Saturday, October 9, 2021. Please review and submit comments back to me [no later than 12:00 noon, Wednesday, August 11, 2021.](#)

Thank you. Have a great day.

Rivera, Augustina

From: Sasen, Christine
Sent: Thursday, August 26, 2021 9:58 AM
To: Rivera, Augustina
Cc: Cooper, Jonathan
Subject: Fall Festival Risk Management Response
Attachments: 08_26_2021_09_50_08scan.pdf

Ok with me. All Certificates of Insurance attached. Chris

Christine M. Sasen, MBA
Risk Manager
Town of East Hartford
740 Main Street
East Hartford, CT 06108
Telephone: (860) 291-7244
Facsimile: (860) 291-0145
Cell: (860) 436-7787
E-Mail: csasen@easthartfordct.gov

Rivera, Augustina

From: Grew, Greg
Sent: Wednesday, July 28, 2021 1:37 PM
To: Rivera, Augustina
Subject: Re: Outdoor Amusement Permit Application-Annual Fall Fest

Per Ordinance 5-3 my review and approval is not required. Permits and inspections may be required for temporary installations.

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)



Town of
EAST HARTFORD
CONNECTICUT

Town Hall
740 Main Street
East Hartford, CT 06108
Direct [\(860\) 291-7345](tel:8602917345)
Mobile [\(860\) 874-8034](tel:8608748034)
<http://www.easthartfordct.gov/inspections-and-permits>

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, July 28, 2021 9:32 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application-Annual Fall Fest

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for the "Annual Fall Fest" taking place on Saturday, October 9, 2021. Please review and submit comments back to me no later than 12:00 noon, Wednesday, August 11, 2021.

Thank you. Have a great day.

Tina

Augustina Rivera



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, October 9, 2021**
Rain Date: Sunday, October 10, 2021

Event: **Annual Fall Fest**

Applicant: **East Hartford Parks & Recreation Department by Jonathan Cooper, Recreation Supervisor**

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

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

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

Anticipated Cost(s) if known \$ _____

Signature Stephen Alsop Assistant Chief

Date 7/28/21

Comments:

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

DATE: July 30, 2021

APPLICATION FOR: Annual Fall Fest

APPLICANT: East Hartford Parks & Recreation Department by
Jonathan Cooper, its Recreation Supervisor
860-291-7164

ADDRESS: East Hartford Town Green

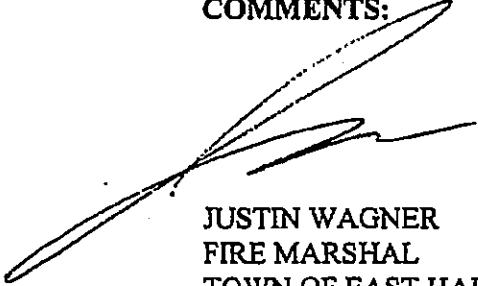
DATE(S) OF EVENT: Saturday, October 9, 2021 Set up: 8:00 a.m.
Event hours: 11:00 a.m. - 3:00 p.m.
Rain Date: Sunday, October 10, 2021 with the same
hours for set up and operation

Pursuant to your request, a review of the above application was completed and the following recommendation is made:

- The application is approved as submitted.
- The application be revised. Approved conditionally.
- The application is disapproved.
- No application to the Connecticut Fire Safety Code

COMMENTS:

FIRE MARSHAL WILL PERFORM ANY
INSPECTION(S) NECESSARY, I.E. FOOD
TRUCKS/INFLATABLES, ON THE DAY OF THE
EVENT.



JUSTIN WAGNER
FIRE MARSHAL
TOWN OF EAST HARTFORD



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, October 9, 2021**
Rain Date: **Sunday, October 10, 2021**

Event: **Annual Fall Fest**

Applicant: **East Hartford Parks & Recreation Department by Jonathan Cooper, Recreation Supervisor**

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

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

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

Anticipated Cost(s) if known \$ _____

Laurence Burnsed, MPH, MBA
Signature

August 16, 2021
Date

Comments:

The East Hartford Health Department will work with Parks & Recreation to assure food vendors are appropriately inspected and permitted for the event. We will also provide guidance for COVID-19 precautions based on community transmission and any recommendations / requirements when the event is scheduled.



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, October 9, 2021**
Rain Date: **Sunday, October 10, 2021**

Event: **Annual Fall Fest**

Applicant: **East Hartford Parks & Recreation Department by Jonathan Cooper, Recreation Supervisor**

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

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

Ted Fravel
Signature

8/30/21
Date

Comments:



Scott Sansom
Chief of Police

TOWN OF EAST HARTFORD
POLICE DEPARTMENT
SUPPORT SERVICES BUREAU
Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **Saturday, October 9, 2021**
Rain Date: **Sunday, October 10, 2021**

Event: **Annual Fall Fest**

Applicant: **East Hartford Parks & Recreation Department by Jonathan Cooper, Recreation Supervisor**

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

- 1. the application be approved as submitted.
 - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
 - 3. the application be disapproved for the reason(s) set forth in the attached comments.
-
- Fire Department
 - Health Department
 - Parks & Recreation Department
 - Public Works Department
 - Corporation Counsel
-
- Anticipated Cost(s) if known \$1590.00 _____

Signature **Marilynn Cruz-Aponte** August 2, 2021
Date

Comments:

Public Works costs are associated with set-up of tents and decorations and rubbish management and site clean-up. .

Rivera, Augustina

From: Hawkins, Mack
Sent: Thursday, July 29, 2021 7:22 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application-Annual Fall Fest

Tina,

I have reviewed the Outdoor Amusement Permit Application for "Annual Fall Fest" event for 2021. I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, July 28, 2021 9:33 AM
To: Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit Application-Annual Fall Fest

Good morning,

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
Annual Fall Fest
2. Date(s) of Event:
Saturday, October 9, 2021; rain date is Sunday, October 10, 2021
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, 860-291-7164, Jonathan Cooper, Recreation Supervisor
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, c/o Theodore Fravel, Parks & Recreation Director
5. List the location of the proposed amusement: (Name of facility and address)
East Hartford Town Green, 1047 Main ST. across from 50 Chapman Place
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Saturday, October 9, 2021, 11:00AM-3:00PM, Set-up starts at 8:00AM. Same October 10, 2021.
7. Provide a detailed description of the proposed amusement:
Family-oriented event consisting of show at gazebo, petting farm, inflatables, climbing wall, arts & crafts, pumpkin painting, civic group booths, commercial vendors, food vendors.

8. Will music or other entertainment be provided wholly or partially outdoors?

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? Saturday, October 9, 11:00am-2:00pm, rain date same time

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

Infants to 70 years of age or older. Predominate age is 3-11 years old.

10. What is the expected attendance at the proposed amusement:

(If more than one performance, indicate time / day / date and anticipated attendance for each.)

1500 people are anticipated to attend throughout the day.

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

a. Crowd size impact:

crowd size varies throughout the day. Event is contained in the park.

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

Normal traffic pattern is expected with an increase in traffic volume.

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

Parking at the Community Cultural Center, adjacent street and public areas.

d. Noise impact on neighborhood:

Noise is not expected to be disruptive to the neighborhood.

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

Park Maintenance personnel will provide trash clean-up throughout the event.

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

There will be more foot and vehicle traffic during a typical Saturday.

g. Other expected influence on surrounding neighborhood:

The event will attract people to Town's Central Business District

12. Provide a detailed plan for the following:

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

Emergency personnel will have access to event site.

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

Cell phones and two-way radios will be used in the event of an emergency.

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

no

d. Crowd control plan:

Park rangers will assist in crowd control and providing parking directions.

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

Parks Maintenance personnel will clean the area at the event's conclusion.

f. Provision of sanitary facilities:

Provision of sanitary facilities.

13. Will food be provided, served, or sold on site:

a. Food available: Yes No AND

b. Contact has been made with the East Hartford Health Department Yes No.

14. Does the proposed amusement involve the sale and / or provision of alcoholic beverages to amusement attendees,

Yes No Alcoholic beverages will be served / provided.

If 'YES', describe, in detail, any and all arrangements and what procedures shall be employed:

a. For such sale or provision,

b. To ensure that alcohol is not sold or provided to minors or intoxicated persons.

Check if copy of the liquor permit, as required by State law, is included with application.

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

CGS Sec. 53a-157. False Statement: Class A Misdemeanor.

A person is guilty of False Statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official duties.

a. False Statement is a Class A Misdemeanor.

b. The penalty for a Class A Misdemeanor is imprisonment for a term not to exceed one (1) year, or a fine not to exceed \$1,000, or both a fine and imprisonment.

I declare, under the penalties of False Statement, that the information provided in this application is true and correct to the best of my knowledge:

Jonathan Cooper
(Legal Name of Applicant)

(Applicant Signature)

Jonathan Cooper
(Printed Name)

7/26/2021
(Date Signed)

Recreation Supervisor
(Capacity in which signing)

• (Click button to send application electronically to ehpdpermits@easthartfordct.gov)

FOR OFFICE USE

Insurance Certificate Included: YES
Liquor Permit Included: YES
Certificate of Alcohol Liability Included: YES
Time Waiver Request Included: YES
Fee Waiver Request Included: YES

NO
NO
NO
NO
NO

Outdoor Amusement Permit Fees:

Sport, athletic contest, musical, operatic, dramatic, theatrical or pictorial performance or other exhibitions \$ 10/performance §5-6
Parades \$ 25/each parade §5-6
Fireworks display or air show \$ 25/performance §5-6
Carnival, rodeo, circus, or tent show \$ 100/day §5-6

Total Assessed Amusement Permit Fee

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 7/27/21 8:50 AM PM

Time remaining before event: 73 days.

If roads or sidewalks will be closed to public use as a result of this event the applicant must comply with signage requirements per Section 5-4 and present a signed affidavit attesting to this at the Town Council meeting.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/10/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown of Connecticut, Inc. 55 Capital Boulevard, Ste 102 Rocky Hill CT 06067	CONTACT Judy Kenigan PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: jkenigan@bbolct.com	
	INSURER(S) AFFORDING COVERAGE NAIC #	
INSURED Circle K Kennel & Farm; & Theodore & Mary Krogh 92 Young Street East Hampton CT 06424	INSURER A: Western World Insurance Company	
	INSURER B: Progressive Casualty Insurance Company 24260	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 21 Master/Auto Rent REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

WKA LTR	TYPE OF INSURANCE	CODE (WKA)	WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NPP6519976	04/22/2021	04/22/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPROP AGG \$ Bodily Injury \$mk(s) \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			02644485-8	06/03/2021	12/03/2021	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Package Disc \$
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTHER
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Fall Festival - Event Date October 9 2021
The Town of East Hartford, its officials, employees, volunteers, boards and commissions are included as additional insured

CERTIFICATE HOLDER Town of East Hartford 740 Main Street East Hartford CT 06105	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 24, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached revised job description for Information Technology Manager.

The job description for this position has not been updated since 2002. The revised description falls under Local 818 AFSME has been reviewed and approved by their ruling body. As such, I am referring the attached description to the Personnel and Pension Subcommittee for further review and discussion.

Please place this item on the Town Council agenda for the September 8, 2021 meeting.

C: T.Buchanan, Human Resources Director

HUMAN RESOURCE DEPARTMENT

TO: Leclerc, Marcia, Mayor; Town Council
FROM: Theresa Buchanan, HR Director
SUBJECT: IT Manager Job Description
DATE: 8/23/2021

Human Resources is submitting a revised job description for Information Technology Manager. This revised job description which falls under Local 818 AFSME union and has been reviewed and approved by their ruling body. This position hasn't been updated since 2002. After a careful analysis of the essential functions of this position the following changes are being proposed:

- The position reflects the shift to a strategic and management of efficient operations
- Position reports to the Chief Information Officer verses Finance Director.
- Oversees network operations for the Town.

Following the review of the job description, human resources will be seeking to recruit for the position with the promotion of Ken Sayers. Sayers has been promoted to the position of Chief Information Security Officer.

TOWN OF EAST HARTFORD

TITLE: Information Technology Manager

GRADE: 108

DEPARTMENT: Data Processing

DATE: 11/12/02

GENERAL DESCRIPTION

~~This is very responsible management information systems work involving planning, coordinating, directing and maintaining the information systems technology for the municipality.~~

~~Work involves responsibility for assuring the maximum utilization of Management Information Systems (MIS) resources toward the furtherance of the municipality's goals. Duties include researching, evaluating and recommending upgrades of current systems, designing, developing new systems, and serving as an information management resource for all departments. This position also has the responsibility for making difficult scheduling decisions and recommendations for hardware and systems improvements. The work requires that the employee have considerable knowledge, skill and ability in programming, systems analysis, design and development.~~

The Office of Information Technology manager works closely with town departments throughout the town to provide access to secure and accurate data, telephone, email, Internet and databases.

The manager oversees the operations of the Office of Information Technology employees assisting when required. As part of the Strategic plan the manager is the lead team member to determine priorities and work plans to accomplish department goals. The IT manager develops procedures for a coordinated approach to efficient workflow operations.

SUPERVISION RECEIVED

~~Works under the direction of the Finance Director.~~

Direction of the Chief Information Officer. (CIO)

SUPERVISION EXERCISED

Supervises assigned MIS employees.

Supervises assigned Office of Information Technology

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~• Consults with Finance Director and department heads to determine management information needs. Provides leadership and direction in the development of short and long term plans and technical support to Town Hall departments. Develops and leads a motivated team of IT staff to deliver excellent technical/non-technical support throughout town offices.~~
- Develops and leads a motivated team of IT staff to deliver excellent technical/non-technical support throughout town offices. Provides daily supervision and oversight to IT staff and schedules daily tasks

- Researches, evaluates and makes recommendations for upgrading, repair and maintenance of existing systems.
- ~~Designs, develops and implements new systems to accommodate the municipality's needs. Oversees the acquisition of compatible computer hardware and software. Consults with Chief Information Officer and department heads to determine technology needs.~~
- ~~Manages and supervises assigned operations to achieve goals within available resources. Plans and organizes workloads and staff assignments. Trains, motivates and evaluates assigned staff. Assists the Chief Information Officer in Developing a strategic plan to implement new systems to accommodate the municipality's needs. Oversees the acquisition of computer hardware and software.~~
- ~~Serves as technology resource for all departments. —Manages and supervises assigned operations to achieve goals within available resources. Plans and organizes workloads and staff assignments.~~
- ~~Plans and coordinates a Local Area Network (LAN) for the Town and performs LAN administration duties such as installing servers, adding users/groups, creating folders for sharing and giving access permission. — Oversees the network operations for the Town and should have the ability to perform Network administration duties such as installing servers, adding users/groups, creating folders for sharing and giving access permission if assistance is needed.~~
- Coordinates training classes and programs for municipal employees.—, including IT Staff as needed
- ~~Maintains knowledge of state of the art data processing hardware, software, and personal computer network design, development, integration and maintenance, as well as E-mail, interactive applications and geographic information systems.— Maintains technical proficiency in software, hardware, networks and support for applications~~
- Oversees the Town's phone systems with the Network Administrator
- ~~Develops and maintains professional contacts to exchange systems information.~~
- ~~Prepares the annual division budget, presents and defends budget requests.—Collaborates with the Chief Information Officer and the Chief Information Security Officer on the department budget. Provides insight for reasoning behind the budget asks.~~

- ~~Installs and tests new software products. Creates new applications (design and coding work). Performs servers and special applications backups (SQL).~~
- Oversees the installation and testing of new software products. Oversees new applications (design and coding work). Assists with servers and special applications backups (SQL).
- ~~Provide for security of data and assures that backups are maintained.~~
- Collaborates with the network administrator, CIO and CISO on Cyber Security, data integrity and assures that backups are maintained.
- ~~Prepares project reports and informs Finance Director of project status and problems.~~
- Establishes criteria for the drafting of requests for proposals (RFP's) for the municipality's MIS needs.
- ~~Places and follows up on service calls to outside hardware/software support vendors to assure prompt and appropriate repair of hardware and software.~~
- Oversees and follows-up on service calls to outside hardware/software support vendors to assure prompt and appropriate repair of hardware and software.
- ~~Assures the effectiveness and efficient use of personnel, materials, facilities, time and budgeted funds for hardware and/or software. Makes budget recommendations for MIS DepaiLuent requirements.~~
- Assures the effective and efficient use of personnel, materials, facilities, time.
- Assist IT staff with support of core city applications, including GIS, Financial/HR ERP, Public Safety applications and other line of business tools such including but not limited to Permitting.
- Oversees vendor management process with guidance from the CISO

KNOWLEDGE, SKILLS, AND ABILITIES

- ~~Considerable knowledge of data processing operations, systems, programming and administration for an organization with the needs of the Town.~~
- Extensive knowledge of Information Technology operations, systems, programming and administration for an organization with the needs of the Town.
- ~~Considerable knowledge of municipal operations, budgeting and planning.~~
- Understanding of municipal operations, budgeting and planning.
- ~~Considerable knowledge of user applications and ability to establish and administer local area or wide area networks.~~

- Solid knowledge of user applications and ability to establish and administer networks
-
- ~~Considerable leadership and managerial skills.~~
- Strong leadership and managerial skills.
- ~~Considerable ability to write programs in the municipality's programming language.~~
- Ability to use various coding languages is a plus
- ~~Good ability to plan, organize and direct a data processing operation and staff.~~
- Substantial ability to plan, organize and direct a data processing operation and staff.
-
- ~~Good ability to monitor progress and adjust resources to accomplish work objectives.~~
- Solid knowledge of how to monitor progress and adjust resources to accomplish work objectives.
-
- ~~Considerable ability to communicate technical concepts to lay persons.~~
- Understanding of how to communicate technical concepts to lay persons.
-
- ~~Considerable ability to establish and maintain effective working relationships with Town officials, coworkers and vendors.~~
- Ability to establish and maintain effective working relationships with Town officials, coworkers and vendors.
-

QUALIFICATIONS

A Bachelor's Degree in computer science or a related area, plus five to seven years of progressively responsible experience in programming and systems analysis, development and design which bridges the hardware and software sides of the information technology spectrum, including at least one year as a supervisor, project manager, or operating manager, or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

~~Computer hardware and software, word processor, calculator, mechanical devices used to transport, distribute, or package information, and typical office equipment.~~

TITLE: INFORMATION TECHNOLOGY MANAGER

PHYSICAL AND MENTAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, talk and listen. Periodically the employee is required to walk, stand, use hands and fingers to operate office equipment and reach with hands and arms. The employee must be able to access and work in small, enclosed areas when installing equipment and cables. The employee may occasionally lift/or move up to 40 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. Must be able to read, analyze and interpret professional periodicals and journals, write reports and effectively present information and respond to questions. This position requires the ability to define problems, collect data, establish facts and draw valid conclusions and deal with a variety of abstract and concrete 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.

The work is conducted in typical office working conditions with relatively few disagreeable features. The noise level in the work environment is moderately noisy.

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 OFFICE OF THE MAYOR

DATE: August 31, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ew*
RE: REAPPOINTMENT: Boards and Commissions

The following names have been submitted by the Democratic Town Committee Chair for reappointment to the below boards and commissions.

Beautification Commission (3-year term)

D	Cynthia Woodman	61 Dartmouth Dr	12/22
D	Dolores Kehoe	190 Andover Rd	12/23
D	Julie Robinson	1266 Forbes St	12/23
D	Patricia Sirois	45 Jefferson Ln	12/23

Board of Assesment Appeals (3-year term)

D	John Murphy	78 Cambridge Dr	12/23
D	Hassan Robinson	1266 Forbes St	12/23

Commission on Aging (5-year term)

D	Gary James Kelly	28 Wentworth Dr	12/23
D	Cheryl Kennedy Gagne	68 Silver Ln, Unit 52	12/22
D	Eugenia Perry	68 Silver Ln, Unit 40	12/23

Commission on Culture and Fine Arts (5-year Term)

D	Lisa Gold	23 Prasser Dr	12/24
D	Glorisa Visgillo Lupi	106 Sherwood Dr	12/24
D	Rosamond White	93 Sandra Drive	12/24

Commission on Services for Persons with Disabilities (2-year term)

D	Sunlida Caminero	107 Cambridge Dr	12/21
D	Vanessa Jenkins	26 Suffolk Dr	12/21
D	Veronica Rosario	31 High St #11108	12/21

Economic Development (3-year Term)

D	Joelle Murchison	230 Timber Tr	12/22
D	Veronica Rosario	31 high St #11108	12/22

In-Land Wetlands Commission (4-year Term)

D	Daniel O'Dea	137 Madison St	12/23
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Personnel Appeals Board (3-year term)

D	Shaun Jones	37 Kenyon Pl	12/23
D	Godfred T. Amsah	97 Pendleton Dr	12/23
D	Rosamond White (Alternate)	93 Sandra Dr	12/22

Planning and Zoning Commission (5-year term)

D	Sidney Soderholm	46 Pezzente Ln	12/25
D	Henry Pawlowski	48 Oxford Dr	12/25

Please place these reappointments on the Town Council agenda for the September 8, 2021 meeting.

C: R. Pasek, Town Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: August 30, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: REFERRAL: Refund of Taxes

I recommend that the Town Council approve a total refund of taxes in the amount of \$23,361.70 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place this item on the Town Council agenda for the September 8, 2021 meeting.

C: I. Laurenza, Tax Collector
L. Trzetzak, Finance Director
K. Foran, Assistant Collector of Revenue

INTEROFFICE MEMORANDUM

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

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

SUBJECT: REFUND OF TAXES

DATE: 8/27/2021

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$23,361.70. Please see attached listing. Please place this item on the Town Council agenda for September 8, 2021.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2019-01-0000015	21 GEORGE PROSPECT EH APARTMENTS LLC	339 MAIN ST	NASHUA, NH 03060	133 PROSPECT ST	0	-500.00
2019-03-0050136	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101	2017/3GTU2NEC1HG512370	0	-486.76
2019-03-0050159	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101	2016/KL7CJPSB8GB711300	0	-372.60
2019-03-0050172	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101	2018/1GNEVGKW0JJ104153	0	-155.70
2019-03-0050186	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101	2018/1GCVKRECOJZ242520	0	-311.86
2020-03-0050139	ACAR LEASING LTD	PO BOX 1990	FORT WORTH, TX 76101	2018/1GCGTCEN4J1208258	0	-241.52
2020-03-0051365	ANDREWS MARK D	70 DAVIS RD	EAST HARTFORD, CT 06118-3014	2004/47CTBAM224J111690	0	-42.16
2019-03-0052834	BARRETT KAREN J	656 FORBES ST	EAST HARTFORD, CT 06118-1915	1972/1X27D2W161853	0	-22.50
2020-03-0052691	BARRETT KAREN J	656 FORBES ST	EAST HARTFORD, CT 06118-1915	1972/1X27D2W161853	0	-22.50
2019-03-0052998	BAZZANO MICHAEL S	312 MEADOWCREEK RD	COPPELL, TX 75019	2010/WDYPE8CC3A5497249	0	-105.52
2019-03-0053163	BELANGER LINDA A	8 APACHE RD	EAST HARTFORD, CT 06118-2501	2001/1NXBR12E81Z471137	0	-14.85
2019-03-0062416	BMV FINANCIAL SERVICES ATTN TAX	5550 BRITTON PKWY	HILLIARD, OH 43026-7456	2017/WBA8E5G54HNU42102	0	-55.36
2019-03-0054422	BRIDGE ENERGY SERVICES LLC	222 PITKIN ST STE 108	EAST HARTFORD, CT 06108-3261	2016/1FM5K8GT7GGC79863	0	-462.38
2020-03-0056420	CICHON MARK T	20 HALSEY ST	EAST HARTFORD, CT 06118-2316	2008/JN8ASS8V48W107576	0	-39.15
2019-03-0079226	CHAPMAN GARY L JR	52 STONEWOOD TER	VERNON ROCKVILLE, CT 06066	2003/1GCHK29U33E294676		-17.91
2019-04-0081413	COITEUX DEBRA	68 FITZGERALD DR	EAST HARTFORD, CT 06118-2363	2019/SHHFK7H92KU224101	0	-556.11
2020-03-0056902	COLLINS WILLIAM P	49 AUTUMN CT	EAST WINDSOR, CT 06088-9779	2015/2G61M5S39F9122645	0	-544.00
2020-03-0057104	CONGDON HARRY C	250 CHESTER ST	EAST HARTFORD, CT 06108-2818	2001/1G1NE52J216153397	0	-51.61
2020-03-0058679	DAVILA BETHZAIDA	104 WOOD DR	EAST HARTFORD, CT 06108-1234	2009/19UUA96569A006268		-87.34
2020-03-0059381	DIAZ BERRIOS FERMIN	886 MAIN ST APT 408	EAST HARTFORD, CT 06108	2007/1N4AL21E67C115959	0	-124.65
2019-03-0060761	DUNN KELLY A	19 TIFFANY RD	EAST HARTFORD, CT 06108-1143	2006/JNKCV51F46M607310	-8.45	-140.85
2017-04-0082560	EASTMOND TARIMA C	33 GIDDING ST 2ND FLOOR	HARTFORD, CT 06106	2003/1N4AL11D83C133486	0	-42.90
2020-03-0088122	EBAI DICKSON A	162 LARRABEE ST	EAST HARTFORD, CT 06108	2017/JF2SJAEC3HH452506	0	-602.56

2019-03-0061666	ENTERPRISE FM TRUST	600 CORPORATE PARK DR	SAINT LOUIS, MO 63105-4204	2014/2FMDK4GCOEBB01138	0	-384.30
2019-03-0061668	ENTERPRISE FM TRUST	600 CORPORATE PARK DR	SAINT LOUIS, MO 63105-4204	2011/2FMDK4JC3BBA88714	0	-315.000
2019-03-0061670	ENTERPRISE FM TRUST	9315 OLIVE BLVD	SAINT LOUIS, MO 63132-3211	2016/1FTEX1E84GFB29243	0	-833.40
2019-03-0061671	ENTERPRISE FM TRUST	9315 OLIVE BLVD	SAINT LOUIS, MO 63132-3211	2016/1FM5K8D85GGC41533	0	-770.86
2019-03-0061675	ENTERPRISE FM TRUST	9315 OLIVE BLVD	SAINT LOUIS, MO 63132-3211	2017/1FM5K8DHXHG75739	0	-846.46
2019-03-0061676	ENTERPRISE FM TRUST	9315 OLIVE BLVD	SAINT LOUIS, MO 63132-3211	2017/5UXKROC37H0V81561	0	-1,164.16
2019-03-0061682	ENTERPRISE FM TRUST	9315 OLIVE BLVD	SAINT LOUIS, MO 63132-3211	2012/1FTEX1EM1CFB36383	0	-491.40
2020-03-0062595	FRANKSON ERROL D	59 STERLING RD	EAST HARTFORD, CT 06108-1665	2006/2HNYD18986H510062	0	-172.35
2019-03-0063436	FUQUA DALILA	99 BURNSIDE AVE APT 12	EAST HARTFORD, CT 06108-3417	2012/1C3CCBAB3CN166640	0	-45.67
2020-03-0062798	FUQUA DALILA	99 BURNSIDE AVE APT 12	EAST HARTFORD, CT 06108-3417	2009/JNKCV61F09M053340	0	-37.35
2019-03-0063560	GAITHER TORI M	56 COLUMBUS CIR	EAST HARTFORD, CT 06108	2010/JN1AJOHR7AM750772	0	-205.82
2019-03-0064661	GONZALEZ-MORALES DANIELA	153 SPRING ST	WINDSOR LOCKS, CT 06096	2013/2T3DFREVXDW084838	0	-243.45
2019-03-0064662	GONZALEZ-MORALES DANIELA	153 SPRING ST	WINDSOR LOCKS, CT 06096	2004/2HKYF18524H534231	0	-170.00
2019-03-0064663	GONZALEZ-MORALES DANIELA	153 SPRING ST	WINDSOR LOCKS, CT 06096	2015/1GAZG1FF3F1108693	0	-273.55
2020-03-0064037	GOORAHOO JANET Z	43 MITCHELL CT	EAST HARTFORD, CT 06118-2227	2002/1FAFP42XX2F210571	0	-22.05
2019-03-0065396	GUTHRIE ROBIN J	7 LEXINGTON RD	EAST HARTFORD, CT 06118-3581	2011/JTDKN3DU7B1474193	0	-43.96
2019-04-0083161	HALLQUIST MATTHEW D	35 FARNHAM DR	EAST HARTFORD, CT 06118-3023	2017/4S3GTAD68H373S734	0	-93.24
2019-03-0065654	HAMPTON VICTORIA A	418 GOFF RD	WETHERSFIELD, CT 06109	2016/2HKRM4H54GH617580	0	-94.19
2020-03-0065906	HODELIN LAVONN P	15 GLENN RD	EAST HARTFORD, CT 06118-2112	2008/JN8AS58V28W412168	0	-13.05
2019-01-0009378	HOME LOAN SERV	PO BOX 7899	BOISE, ID 83707-1899	37 BARBONSEL RD	0	-3,169.17
2019-04-0083476	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2017/1HGCR2F52HA101095	0	-96.66
2020-03-0066127	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2017/1HGCR2F30HA233156	0	-225.45
2020-03-0066173	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2018/1HGCV2F34JA029106	0	-338.40
2020-03-0066183	HONDA LEASE TRUST	600 KELLY WAY	HOLYOKE, MA 01040-9681	2018/1HGCV1F36JA262107	0	-245.70
2020-03-0067670	JONES EBONI S	48 PATTON ST	EAST HARTFORD, CT 06118-2328	2014/1N4AL3APOEC189009	0	-121.77
2019-04-0083878	JORDAN DONNYE N	967 ASYLUM AVE	HARTFORD, CT 06114	2016/2C3CDZAG3GH289399	0	-567.45
2020-03-0068283	KELSO WALTER T	55 BIRCHWOOD RD	EAST HARTFORD, CT 06118-1701	2008/3N1BC13E78L401141	0	-26.77

2020-03-0072655	MENSAH ALEXANDER	101 CONNECTICUT BLVD APT 8G	EAST HARTFORD, CT 06108-3023	2010/4T1BF3EK4AU560354	0	-36.45
2019-03-0074875	MORIN PHILIP J	46 NAOMI DR	EAST HARTFORD, CT 06118-1942	2011/1N4AL2AP4BC134004	0	-61.42
2019-04-0085206	NISSAN INFINITI LT	PO BOX 650214	DALLAS, TX 75265-9523	2017/JN8AT2MV8HW258440	0	-127.26
2020-03-0074658	NISSAN INFINITI LT	PO BOX 650214	DALLAS, TX 75265-9523	2017/1N4AA6AP3HC431996	0	-407.70
2013-03-0076069	ONEAL JAMES PATRICK	41 MILWOOD RD	E HARTFORD, CT 06118-2200	1998/1B7GG22XXWS653710	0	-158.98
2020-03-0076298	PATEL CHAITALI J	235 EAST RIVER DR 601	EAST HARTFORD, CT 06108	2006/2D4GP44LX6R874962	0	-37.30
2019-01-0007160	PENNY MAC	6101 CONDOR DR SUITE 200	MOORPARK, CA 93021	20 RUSTIC LN	0	-3,271.01
2020-03-0078570	REYES MINERVA	29 HARMONY ST	EAST HARTFORD, CT 06108-2835	2008/1HGCS22868A009511	0	-83.52
2019-03-0080743	RIVERA-MARRERO CYNTHIA Y	300 WOODYCREST DR	EAST HARTFORD, CT 06118-2764	2008/1J8FF48W78D744118	0	-64.80
2019-03-0081564	ROMAN ALBERTO L	79 SUNNYREACH DR	EAST HARTFORD, CT 06118-3147	2001/1FTRX18L61NB09073	-13.89	-154.35
2018-04-0087465	ROMERO ROSARIO A	82 SAINT AUGUSTINE ST	WEST HARTFORD, CT 06110	2016/JF1GJAK61GH015269	-22.60	-188.37
2019-03-0081664	ROMERO ROSARIO A	82 SAINT AUGUSTINE ST	WEST HARTFORD, CT 06110	2011/2CTFLREC5B6400384	0	-57.18
2020-03-0088110	ROPER LINDA W	21 FOWLER LN	EAST HARTFORD, CT 06108	2001/JHLRD184615024742	0	-45.00
2019-04-0086799	SIMMONS MICHAEL P	33 BURNSIDE AVE APT G1	EAST HARTFORD, CT 06108-3406	2003/YV1VS27533F984429	0	-414.70
2019-03-0075804	SHAUGNESSY SABINA	389 CLUBHOUSE RD	LEBANON, CT 06249	2005/2T1BR32E85C363801	0	-154.00
2019-03-0085122	STREET BARBARA M	14 RENE CT	EAST HARTFORD, CT 06108-1338	2014/5XXGM4A73EG263692	0	-307.06
2019-03-0086423	TOYOTA MOTOR CREDIT CORP	20 COMMERCE WAY STE 800	WOBURN, MA 01801	2017/5TFDYSF12HX629317	0	-279.00
2019-03-0087303	VALDES DAISY	24 HIGHT COURT 4	EAST HARTFORD, CT 06118	2013/1N4AL3AP6DN406517	0	-147.96
2019-01-0014611	VAZQUEZ LUIS	64 HOLLAND LN	EAST HARTFORD, CT 06108	64 HOLLAND LN	0	-752.50
2019-03-0088583	WALSH MERFEIA ADELLA ADE	56 MALLARD CT	WINDSOR LOCKS, CT 06096	2015/5J6RM4H56FLO28700	-34.72	-514.36
2020-03-0086666	WARD PHILLIP J	367 BREWER ST	EAST HARTFORD, CT 06118-2108	2003/1FAFP36363W310623	0	-6.70
SUBTOTAL					-79.66	-23282.04
TOTAL						\$ (23,361.70)



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 2, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *Ma*
RE: REFERRAL: Real Estate Acquisition & Disposition Committee

Please see the attached memo provided by Development Director Eileen Buckheit regarding the acquisition of Applegate Lane.

The Town has a permanent easement in order to use Applegate Lane, a private road, to access the development site at the former Showcase Cinemas. The Town has approached the trustees of the land known as Applegate Lane to purchase it and make it a public road. Both owners have agreed to a transfer it to the Town.

Please place this item on the Town Council agenda for the September 8, 2021 meeting.

C: Eileen Buckheit, Development Director



TO: Mayor Marcia Leclerc

FROM: Eileen Buckheit, Development Director

EB

DATE: September 2, 2021

RE: September 8, 2021 Town Council agenda item

I am respectfully requesting an item be placed on the September 8, 2021 Town Council agenda under new business.

As we have been discussing in relation to the development of the former Showcase Cinemas site, Applegate Lane is not a public road. Rather the Town has a permanent easement in order to use the road to get to our development site.

However, in order to more securely move forward with the future development, the Town has approached the trustees of the land also known as Applegate Lane to purchase it which would result in a public road. A parcel to the rear (on the curve) is also privately owned by the apartment complex. Both owners have agreed to a transfer to the Town.

In order to proceed, I am requesting a referral to the Real Estate and Acquisition Committee for this matter.

Thank you and let me know if you have any questions.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 2, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *me*
RE: Filming Location Agreement – Community Cultural Center

A production company has approached the Town with a request to film at the Community Cultural Center for a five-day period beginning in late September 2021, together with the use of various props and stage, audio, and visual equipment.

A flat fee of \$6,500 would be paid to the town. Use of the Community Cultural Center for such additional days and portions thereof beyond such five days would amount to \$450 for each portion of an additional day for up to six hours of use.

In order to secure the location, the production company is requesting filming location approval subject to the preparation and finalization of any documents deemed necessary by the Corporation Counsel.

Please place this item on the Town Council agenda for the September 8, 2021 meeting. I ask that the Council act as a Committee of the Whole in place of the Fees Committee to authorize this agreement.

C: R. Gentile, Asst. Corporation Counsel

Move:

That the Town Council, acting as a Committee of the Whole for the Fees Committee, authorizes the use of portions of the East Hartford Community Cultural Center by a video production company, for a five day period, expected to be in late September, 2021, together with the use of various props and stage and audio visual equipment, for a flat fee of no less than six thousand five hundred dollars (\$6,500), and the use of portions of the East Hartford Community Cultural Center for such additional days or portions thereof beyond such five days, at a rate of four hundred fifty dollars (\$450) for each portion of an additional day, up to six hours of use. The portion of the Community Cultural center to be used by such production company shall be subject to mutual agreement of the Town and the production company. The agreement documenting use of the Community Cultural Center shall include indemnification of the Town for any liability as a result of production company's actions or inactions and such other provisions as the Corporation Counsel's Office deems appropriate; such authorization to end October 31, 2021.