Robert J. Brooks

2019 SEP 16 A 11:52

TOWN CLERK
EAST HARTFORD

TOWN COUNCIL AGENDA

TOWN COUNCIL CHAMBERS

740 MAIN STREET

EAST HARTFORD, CONNECTICUT

SEPTEMBER 17, 2019

6:45P.M. Executive Session **_REVISED 09-16-19_**

==========

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

Pledge of Allegiance 7:30 p.m.

1. CALL TO ORDER

2. AMENDMENTS TO AGENDA

3. RECOGNITIONS AND AWARDS
   A. East Hartford Fire Department: Deputy Chief Al Dodd

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. September 3, 2019 Executive Session
   B. September 3, 2019 Public Hearing/Columbus Circle Extension
   C. September 3, 2019 Regular Meeting

6. COMMUNICATIONS AND PETITIONS
   A. On-Call Service Contracts FY2019

7. OLD BUSINESS

8. NEW BUSINESS
   A. Recommendation from Personnel & Pensions Subcommittee re:
      1. Revised Job Descriptions:
         a. Deputy Town Clerk
         b. Assistant Town Clerk
      2. New Job Descriptions:
         a. Facilities Maintenance Specialist
         b. Administrative Operations Coordinator
   B. Department of Homeland Security Emergency Management Performance Grant
   C. CT Judicial Branch Court Support Services: Youth Services Prevention Funding
   D. Appointment of Orlena Cowan to the Property Maintenance Code Board of Appeals
   E. Outdoor Amusement Permit Application:
      1. Approval of Application
      2. Waiver of Permit Fee

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
    A. Pending assessment (tax) appeal known as Shaar Realty, LLC v. Town of East Hartford, Docket No. HHB-CV-176038475-S, real property located at 229 Ellington Road, 231 Ellington Road and 233 Ellington Road (131 Units)
    B. Pending Superior Court action known as Cynthia Craig v. Town of East Hartford, et al., Docket No. HHD-CV-18-6095518-S
    C. Pending Federal Court action known as Harry Ravalese v. Town of East Hartford, et al., Docket No. 3:16-CV-1642 (VAB).

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

12. ADJOURNMENT (next meeting: October 1st)

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 10

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: RECOGNITION- EHFD Deputy Chief Al Dodd's 43 Years of Service

---

I would like to request time on the Council Agenda of September 17, 2019, for the recognition of East Hartford Fire Department's Deputy Chief Al Dodd's retirement after 43 years of dedicated service to the town.

Deputy Chief Dodd was hired by the East Hartford Fire Department in September of 1976, proudly serving the East Hartford community for over four decades. Throughout his years of service he has been a staunch advocate for the Fire Department and his willingness to share his knowledge has been invaluable to all firefighters.

Attached is the proclamation that will be presented to Deputy Chief Dodd at the September 17th Town Council Meeting.

Thank you.

C: J. Oates, Fire Department Chief

TOWN OF EAST HARTFORD
CONNECTICUT

PROCLAMATION

By

The Honorable Marcia A. Leclerc, Mayor

WHEREAS, Deputy Chief Al Dodd was hired by the East Hartford Fire Department in September of 1976, proudly and passionately serving the East Hartford community for 43 years; and

WHEREAS, throughout his extensive career, Deputy Chief Dodd has taken on many responsibilities, as he successfully rose through the ranks from a firefighter to apparatus operator, lieutenant, captain and lastly, deputy chief in May of 1998 where he had served to the day of his retirement; and

WHEREAS, Deputy Chief Dodd has demonstrated utmost professionalism throughout his career, serving as an incident commander during major events including the BKM Warehouse fire on George Street in 2009 that resulted in the loss of the commercial building, and a plane crash on Main Street in 2016, among many others; and

WHEREAS, over the years, he has proven to be a staunch advocate for the entire Fire Department, and his successful leadership along with his willingness to share his knowledge have been invaluable to all firefighters; and

WHEREAS, Deputy Chief Dodd's unceasing commitment to the betterment of the East Hartford community hasn't gone unnoticed as he dedicated four decades of his career to ensuring the wellbeing of our residents on a daily basis.

NOW, THEREFORE, I, Marcia A. Leclerc, Mayor of the great Town of East Hartford, on behalf of all who know and worked with him, am proud to join members of staff and community to wish

Deputy Chief Al Dodd

A well-deserved retirement and recognize all his accomplishments and contributions to our town.

IN WITNESS WHEREOF, I hereunto set my hand and cause the seal of the Town of East Hartford to be affixed this Seventeenth day of September, Two-thousand and Nineteen.

Marcia A. Leclerc, Mayor

Robert J. Rasch

2019 SEP 10 A 2:25

TOWN CLERK
EAST HARTFORD

TOWN COUNCIL MAJORITY OFFICE

SEPTEMBER 3, 2019

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair Linda A. Russo, Majority Leader Ram Aberasturia, Minority Leader Esther B. Clarke, Councillors Marc I. Weinberg, and Caroline Torres

ABSENT Councillors Joseph R. Carlson, Patricia Harmon and Shelby Brown

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

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:47 p.m.

MOTION By Esther Clarke
seconded by Linda Russo
to **go into** Executive Session to discuss the pending Workers' Compensation claim of former employee, Edward Sullivan.
Motion carried 6/0.

MOTION By Esther Clarke
seconded by Linda Russo
to **go back to** Regular Session.
Motion carried 6/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (6:59 p.m.)
Motion carried 6/0.

Attest _____
Richard F. Kehoe
Town Council Chair

Robert J. Rosek

2019 SEP 10 A 2:25

TOWN CLERK
EAST HARTFORD

TOWN COUNCIL CHAMBERS

740 MAIN STREET

EAST HARTFORD, CONNECTICUT

SEPTEMBER 3, 2019

PUBLIC HEARING/COLUMBUS CIRCLE EXTENSION

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

ABSENT Councillors Joseph Carlson and Patricia Harmon

Chair Kehoe called the public hearing to order at 7:15 p.m.

The following is a copy of the legal notices published in the East Hartford Gazette on Thursday, August 22nd and Thursday August 29th.

LEGAL NOTICE

Public notice is hereby given that the Town Council of the Town of East Hartford, Connecticut, will hold a public hearing on **Tuesday, September 3, 2019 at 7:00 p.m.** in the Town Council Chambers, 740 Main Street, East Hartford, Connecticut, to hear public comment on the conveyance of Columbus Circle Extension a.k.a. Columbus Street Extension to the Housing Authority of the Town of East Hartford.

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

Angela Attenello
Town Council Clerk

Chair Kehoe indicated that, per state law, the Town must hold a public hearing to obtain citizen input on the transfer of any town-owned property, which in this case is Columbus Circle Extension a.k.a. Columbus Street Extension. This parcel of land is being conveyed to the East Hartford Housing Authority – which owns the abutting housing complex known as Veterans Terrace – for a payment of $5,000.00 from the Housing Authority to the town plus a right of first refusal on the Housing Authority's offices at 546 Burnside Avenue should they decide to sell in the future. The Housing Authority's acquisition of Columbus Circle Extension will provide a better layout of the reconstruction of Veterans Terrace.

No one came forward to speak.

ADJOURNMENT

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

Attest Angela Attenello
Angela M. Attenello
Town Council Clerk

Robert J. Black

2019 SEP 10 A 2:25

TOWN CLERK
EAST HARTFORD

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS

SEPTEMBER 3, 2019

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

ABSENT Councillors Joseph R. Carlson and Patricia Harmon

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Frank Wojtyna, 28 Michael Avenue, thought that Columbus Circle Extension would be physically opened up into Michael Avenue, creating "a racetrack" for traffic, which he is very much against. *The Chair explained that the Council's action and the Housing Authority's plan would ensure that Columbus Circle Extension would not be connected to Michael Avenue.*

COMMUNICATIONS AND PETITIONS

In the Mayor's absence, Chair Kehoe announced the following: (1) in recognition of International Overdose Awareness Day on August 31st, the Town Hall cupola was lit up in purple; (2) on Thursday September 5th at 6PM, the Commission on Culture and Fine Arts will celebrate the life and work of painters Thomas Cole and Frederic Edwin Church. Additionally on Sunday September 8th East Hartford residents are invited to Hudson, New York to visit the house-museums of both painters; and (3) on Wednesday September 11th CT Kid Governor Ella Briggs will visit Raymond Library to discuss her platform with those in attendance.

APPROVAL OF MINUTES

August 20, 2019 Regular Meeting

MOTION By Ram Aberasturia
seconded by Caroline Torres
to **approve** the minutes of the August 20, 2019 Regular Meeting.
Motion carried 7/0.

NEW BUSINESS

Columbus Circle Extension a.k.a. Columbus Street Extension:

Discontinuance of Columbus Circle Extension a.k.a. Columbus Street Extension as a Town Road

MOTION By Linda Russo
seconded by Ram Aberasturia
that the East Hartford Town Council, having complied with the notice requirements of Connecticut General Statutes Section 13a-49 (a) (2), **discontinue** the road known as Columbus Circle Extension a/k/a Columbus Street Extension, as shown on the attached map, and as described in a deed recorded in Volume 275 at Page 108 of the East Hartford Land Records, as a Town road, and authorizes Chair Richard Kehoe to provide the notices of discontinuance required under Connecticut General Statutes Section 13a-49 (a) (3).
Motion carried 7/0.

The map referenced in the above motion follows these minutes.

Conveyance of Columbus Circle Extension a.k.a. Columbus Street Extension to the Housing Authority of the Town of East Hartford

MOTION By Linda Russo
seconded by Caroline Torres
that the East Hartford Town Council waive the appraisal requirement set forth in Town Ordinances Section 10-19 (c) and, upon expiration of the appeal period or resolution of any appeal in favor of the Town, transfer the former road known as Columbus Circle Extension a/k/a Columbus Street Extension, as shown on the attached map, and as described in a deed recorded in Volume 275 at Page 108 of the East Hartford Land Records, to the Housing Authority of the Town of East Hartford, for the sum of $5,000 plus a right of first refusal on 546 Burnside Avenue, East Hartford, Connecticut, as set forth in a July 5, 2019 letter from the Housing Authority of the Town of East Hartford, to the Town' s Real Estate Acquisition and Disposition Committee, a copy of which is attached hereto.
Motion carried 7/0.

The map and the July 5th letter referenced in the above motion follows these minutes.

Refund of Taxes

MOTION By Marc Weinberg
seconded by Caroline Torres
to **refund** taxes in the amount of $6,314.40
pursuant to Section 12-129 of the Connecticut General Statutes.
Motion carried 7/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	T ax Over Paid
2018-03-0053148	BENITEZ JOANY J	2015/3N1AB7APXFL692320		-28.21
2018-03-0055581	CARPENTIERI WILLIAM R	2000/4T1BF28B5YU034461		-17.86
2017-04-0084328	CHASE AUTO FINANCE	2018/JF2SJAGC2JH515825		-337.59
2017-03-0058476	CROSS CLAUDETTE E	2009/WVWHL73CX9E528038	-17.18	-229.05
2017-03-0058477	CROSS CLAUDETTE E	2007/3N1AB61E17L706809	-10.16	-135.45
2018-03-0061482	ENTERPRISE FM TRUST	2014/2GNFLFEK0E6280362		-217.80
2018-03-0061490	ENTERPRISE FM TRUST	2011/1J4RR4GG9BC519602		-139.51
2018-03-0062115	FIGUEROA ANNA M	2009/1FMCU93G49KB00520		-35.77
2017-04-0081086	FORD CREDIT PERSONAL PROP. TAX	2015/1FA6P0HD6F5110260		-156.28
2018-03-0062710	FORBES RALSTON R	2008/YV1MS390982375587		-23.80
2018-03-0064242	GONZALEZ CARLOS L	2002/4T1BF32K52U516160		-123.75
2018-03-0064240	GONZALEZ CARLOS L	2005/1GKDT13S452389902		-190.80
2018-03-0064241	GONZALEZ CARLOS L	1997/47CC10DV3021134		-48.15
2018-03-0064771	HARRINGTON PATRICIA	2015/JF2GPASC4F8308162		-145.44
2018-03-0066006	HERNANDEZ LUIS A	1999/2MEFM74W1XX669412		-11.02
2018-03-0066256	HINDS KAILA R	2013/5NPEB4AC2DH798431		-47.88
2018-03-0066548	HONDA LEASE TRUST	2016/2HGFC2F52GH522281		-200.02
2018-03-0066566	HONDA LEASE TRUST	2016/5FNRL5H39GB101091		-364.95
2018-03-0066584	HONDA LEASE TRUST	2016/5J8TB4H39GL029875		-392.63
2018-03-0066588	HONDA LEASE TRUST	2017/JHMCR6F33HC003653		-402.71
2018-03-0066620	HONDA LEASE TRUST	2016/2HGFC4B09GH305428		-171.59
2017-03-0067411	HUFF JEFFREY L	2008/1HGCP26868A092823		-62.19
2018-03-0068749	KELLEY JENNIFER J	2000/WBADM6345YGU21543		-7.83
2018-03-0071914	MARINO CAROLYN C	2014/1FADP3F24EL310512		-45.40
2018-03-0058568	MERCEDES BENZ FINANCIAL SERV.	2016/55SWF4KB9GU115804		-640.90
2018-03-0058589	MERCEDES BENZ FINANCIAL SERV.	2016/WDDHF8JB1GB274425		-750.60
2018-03-0058597	MERCEDES BENZ FINANCIAL SERV.	2018/55SWF4KB4JU269523		-763.88
2017-04-0085825	NELSON SHERENE M	2007/1HGCM66497A048228		-82.52
2018-03-0075944	OCASIO ANGEL R	2006/KNAGE123365048226		-17.37
2018-03-0077303	PELLETIER CHRISTOPHER	2008/1N4AL21E08N538817		-25.60
2018-03-0080920	ROGERS TINA M	2005/1YVFP80C655M55194		-18.76
2018-03-0081706	SAEZ MELVIN	2005/1HGCM55485A168725		-114.75
2018-03-0083189	SIERRA LUIS A	2000/4T1BG22K9YU640108		-17.37
2018-03-0084423	STPIERRE BONNIE C	2011/4T1BK3EK6BU121928		-44.19
2017-03-0086779	TOYOTA LEASE TRUST	2015/2T1BURHE0FC434726		-251.23
2017-03-0089090	WHEELER KIMBERLY A	2008/3N1AB61E18L716015		-24.21
		SUBTOTAL	-27.34	-6287.06

TOTAL	**$(6,314.40)**

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke stated that she received several phone calls from residents who were dissatisfied with the re-striping of Silver Lane, which reconfigured the road into a two-lane road.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Workers' Compensation Claim: Edward Sullivan

MOTION By Ram Aberasturia
seconded by Caroline Torres
to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending Workers' Compensation claim of former employee, Edward Sullivan, for a total sum of $10,000.00.
Motion carried 7/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Prescille Yamamoto, 235 East River Drive, thanked the Council for approving her recent reappointment to the East Hartford Housing Authority's Board of Commissioners.

Marc Weinberg wished Caroline Torres a belated Happy Birthday and also recognized Assistant Corporation Counsel Rich Gentile's upcoming birthday.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (7:58 p.m.).
Motion carried 7/0.

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

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

East Hartford Housing Authority
546 Burnside Ave, East Hartford, CT 06108

Main Office
860-290-8301

Maintenance\24 Hour Emergency
860-290-8300

TDD 1-800-545-1833 ext 216

Finance Dept Fax
860-290-8308

Leasing Dept Fax
860-289-1688

www.ehhousing.org

July 5, 2019

Via hand delivery

Real Estate Acquisition & Disposition Committee
Town of East Hartford Town Council
740 Main Street - 2nd Floor
East Hartford, CT 06108
Attention: Linda Russo, Chair

Re: Town of East Hartford Discontinuance and Conveyance of Columbus Circle Extension, East Hartford, to the Housing Authority of the Town of East Hartford

Dear Chair Russo and Members of the Committee:

Thank you for the opportunity our team had at the Committee's June 20, 2019 meeting to further discuss the Town of East Hartford's ("Town") discontinuance and subsequent conveyance of Columbus Circle Extension a/k/a Columbus Street Extension ("Road") to the Housing Authority of the Town of East Hartford ("EHHA"). As you know, the discontinuance and subsequent conveyance of the Road is a critical requirement needed to facilitate the next phases of the Veterans Terrace development. Further, and as we have discussed at both the Committee's June 20, 2019 and May 15, 2019 meetings, the deadline for applying for tax credits for the next phase of Veterans Terrace is expected to be November 1, 2019, and EHHA must have site control of the Road by that time in order to satisfy application criteria. In order to meet that deadline, and with timing now critical, the Road discontinuance and conveyance process must begin immediately.

At the Committee's June 20, 2019 meeting, the Committee and our team discussed EHHA's prior offers to the Committee dated June 5, 2019 and May 15, 2019. Following those discussions, EHHA hereby submits for review and consideration by the Committee and Town Council a final proposal. In exchange for the Town's discontinuance and subsequent conveyance of the Road to EHHA in order to facilitate the Veterans Terrace redevelopment, EHHA will:

1.) Grant the Town a right of first refusal ("ROFR") on EHHA's property at 546 Burnside Avenue ("Burnside Property") on the following terms:

a. For a period of five (5) years commencing on the date the Road is conveyed to EHHA ("ROFR Period"), EHHA will not transfer, sell, assign, give, or otherwise dispose of the Burnside Property to any third-party (a "Third-Party Transaction") without first offering the Burnside Property for a period of thirty (30) days to the Town as provided below.

b. If, during the ROFR Period, EHHA receives a bona fide written offer for a Third-Party Transaction that EHHA desires to accept ("Third-Party Offer"), EHHA will, within five (5) business days following EHHA's determination to accept the Third-Party Offer, notify the Town in writing of such Third-Party Offer ("Offer Notice"), including a copy of the Third-

JAMES KATE CHAIRMAN | PRESCILLE YAMAMOTO VICE CHAIRMAN | JOHN CARELLA TREASURER | HAZELANN COOK COMMISSIONER | KATHLEEN STEPHENS COMMISSIONER | DEBRA BOUCHARD EXECUTIVE DIRECTOR | RALPH J. ALEXANDER LEGAL COUNSEL

EQUAL HOUSING OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

Party Offer. The Town will then have the right to purchase the Burnside Property on the same financial and other terms and conditions of set forth in such Third-Party Offer ("Material Terms"); *provided, however*, that the Town shall not be entitled to a financing contingency, regardless if one is provided or contemplated in the Third Party Offer or as part of the Material Terms. Subject to the foregoing limitation, the Offer Notice will constitute an offer made by EHHA to enter into an agreement with the Town on the same Material Terms of such Third-Party Offer ("ROFR Offer").

c. Within thirty (30) days from receipt of the Offer Notice ("Exercise Period"), the Town may accept the ROFR Offer by written notice to EHHA ("Exercise Notice"). The Town's failure to deliver the Exercise Notice to EHHA by the expiration of the Exercise Period will be deemed a rejection of the ROFR Offer, and EHHA may consummate the Third-Party Transaction.

d. If the Town delivers a timely Exercise Notice, the Town and EHHA will execute a binding contract for the purchase of the Burnside Property consistent with the ROFR Offer within ten (10) days.

e. The ROFR will: (i) not be assignable to any other person, and (ii) be subject to compliance with any legal requirements imposed by the United States Department of Housing and Urban Development and/or the State of Connecticut Department of Housing with respect to the disposition of EHHA real property; and

2.) Pay the Town $5,000 as consideration for the Road, which would be paid upon completion of the discontinuance and conveyance of the Road to EHHA, such payment and amount being consistent with the Town's past practice of requiring grantees of Town property to pay nominal consideration for such properties.

With the tax credit application deadline fast approaching, we appreciate your prompt attention to this revised and final offer.

Should you have any questions concerning this revised offer or the Veterans Terrace project, our team will be happy to answer them at your upcoming July meeting.

Very truly yours,

Debra Bouchard

Debra Bouchard
Executive Director

cc: EHHA Board of Commissioners
Gregg T. Burton, Esq.

JAMES KATE CHAIRMAN | PRISCILLE YAMAMOTO VICE CHAIRMAN | JOHN CARELLA TREASURER | HAZELANN COOK COMMISSIONER | KATHLEEN STEPHENS COMMISSIONER | DEBRA BOUCHARD EXECUTIVE DIRECTOR | RALPH J. ALEXANDER LEGAL COUNSEL

EQUAL HOUSING OPPORTUNITY

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The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

0 400 800 ft

Printed on 02/07/2019 at 12:14 PM

East Hartford MapsOnline

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 13, 2019

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

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

As required by Town Ordinance 10-6(a), please find attached a report noting the funds spent by the Town on each on-call service contract during fiscal year 2019 ending June 30, 2019.

Please place this information on the September 17, 2019 Town Council agenda as a communication.

Thank you.

C: M. Walsh, Finance Director

MEMORANDUM

DATE: September 13, 2019

TO: Marcia A. Leclerc, Mayor

FROM: Michael P. Walsh, 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, 2018 and ending on June 30, 2019 in accordance with Town Ordinance 10-6 (a).

Vendor Name	Contract Start Date	$ Paid FY 2019	$ Paid Life to Date
Alfred Benesch & Co. (Engineers)	05/2017	$8,461	$70,415
A I Engineers (Engineers)	05/2017	1,670	67,670
Anchor Engineering (Engineers)	05/2017	9,775	27,275
Electrical Contractors (Electricians)	11/2015	9,537	35,337
Malone and Macbroom (Engineers)	05/2017	75,536	80,001
Capital Studio Architects (Architects)	03/2016	15,330	25,383
FAK Electrical (Electricians)	11/2015	0	7,290
Silver Petrucelli (Architects)	03/2016	58,554	115,848
J. Associates (Architects)	03/2016	0	16,985
Christopher Williams (Architects)	03/2016	68,726	116,680
CME Associates (Engineers)	07/2013	36,695	73,209

The aforementioned 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 $100,000, or such lesser amount as provided in the contract.

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

TOWN OF EAST HARTFORD

TITLE: Deputy Town Clerk **GRADE:** 10

DEPARTMENT: Town Clerk **DATE:** 08/01/19

GENERAL DESCRIPTION:

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

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

SUPERVISION RECEIVED:

Works under the general supervision of the Town Clerk.

SUPERVISION EXERCISED:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

QUALIFICATIONS:

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

Or

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

SPECIAL REQUIREMENTS:

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

TOOLS AND EQUIPMENT USED:

Cash register, calculator, computer and traditional office equipment.

PHYSICAL AND MENTAL DEMANDS:

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

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

WORK ENVIRONMENT:

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

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

GENERAL GUIDELINES:

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

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

TOWN OF EAST HARTFORD

TITLE: Assistant Town Clerk **GRADE:** 8

DEPARTMENT: Town Clerk **DATE:** 08/01/19

GENERAL DESCRIPTION

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

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

SUPERVISION RECEIVED

Works under the general supervision of the Town Clerk.

SUPERVISION EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

QUALIFICATIONS:

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

Or

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

SPECIAL REQUIREMENTS:

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

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

TOOLS AND EQUIPMENT USED:

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

PHYSICAL AND MENTAL DEMANDS:

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

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

WORK ENVIRONMENT:

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

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

GENERAL GUIDELINES:

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

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

TOWN OF EAST HARTFORD

TITLE:	Facilities Maintenance Specialist	**GRADE:**	9
DEPARTMENT	Public Works	**DATE:**	08/01/19

GENERAL DESCRIPTION

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

DISTINGUISHING CHARECTERISTICS

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

SUPERVISION RECEIVED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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

KNOWLEDGE, SKILLS AND ABILITIES

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

QUALIFICATIONS

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

SPECIAL REQUIREMENTS

Must have a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED

, hand and power tools, cleaning equipment, computer.

PHYSICAL AND MENTAL DEMANDS

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

WORK ENVIRONMENT

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

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

GENERAL GUIDELINES

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

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

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 9, 2019

TO: Marc Weinberg, Chairman of the Personnel and Pensions Subcommittee

FROM: Mayor Marcia A. Leclerc

RE: REVISION – Administrative Operations Coordinator Job Description

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As requested by the Personnel and Pensions Committee at their September 05, 2019 meeting attached to this email for your review and processing is the revised Job Description for the new position of Administrative Operations Coordinator highlighting the recommended changes made by the committee to the language in the Licensing Requirements Section of the Job Description.

Also enclosed for your review and consideration is the clean copies of the new job description.

The East Hartford CSEA, Local 2001, SEIU Town Hall Employees Union has approved the recommended revised language to the Licensing Requirement Section of the Job Description as indicated in the final draft of position noted above.

I recommend that the above amended job description as approved by the Personnel and Pension Subcommittee at their September 05, 2019 meeting be added to the agenda for the September 17, 2019, Town Council meeting.

If you have any additional questions or concerns let me know.

Cc: Richard Kehoe, Town Council Chairman
Santiago Malave, Human Resources Director
Milton G. Grew, Inspections and Permits Director

TOWN OF EAST HARTFORD

TITLE: Administrative Operations Coordinator **GRADE:** 8

DEPARTMENT: Inspections and Permits **DATE:** 09/05/19

POSITION DEFINITION:

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

GENERAL DUTIES:

- Plans and organizes work according to established or standard office procedures.
- Determines priority of work tasks and reports all work accomplished to the director.
- Relieves supervisor of office administrative detail work.
- Performs office administrative work in the functional areas of budget control, accounts payable, special permits, employee payroll and benefits, equipment use, and related department reporting systems.
- Establishes and maintains financial and administrative record files.
- Types and transcribes letters, reports, and meeting minutes from rough draft.
- Composes and types routine correspondence and reports.
- Arranges meetings and schedules appointments for supervisor.
- Advises department on budget problems, policies, and procedures and assists in the maintenance of proper budgetary controls. At the direction of the Director prepares the department budget reports and summaries.
- Manages property maintenance and zoning violations data collection and follow up under the direction of the Director.
- Acts as the primary administrative support staff to the Director, receiving assignments from the Director.
- Composes public reports. Handles information requests.
- Assists the department in implementing improvements, and in overall administration of the department.
- Prepares and develops statistical reports, spreadsheets, graphs and related materials in order to track permits, fees collections, department operating budget, etc.
- Assists in the preparation of special studies on the department programs and procedures.
- Assists in the performance of routine professional and technical support of the on-line permitting system.

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

ADDITIONAL DUTIES:

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

QUALIFICATIONS PROFILE:

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

Or

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

KNOWLEDGE, SKILLS AND ABILITIES

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

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

LICENSING REQUIREMENTS:

Must be a State of Connecticut Notary Public.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

Works in an office setting subject to continuous interruptions and background noise.
Includes exposure to VDT's (video display terminals) on a daily basis.
Must be able to access and process information contained in file records and computer databases.

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

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

Robert J. Pasek

2019 SEP 10 A 2:08

TOWN CLERK
EAST HARTFORD

TOWN COUNCIL MAJORITY OFFICE

PERSONNEL AND PENSIONS SUBCOMMITTEE

SEPTEMBER 5, 2019

PRESENT Marc Weinberg, Chair; Councillors Linda Russo and Caroline Torres

ALSO PRESENT
Marcia Leclerc, Mayor
Santiago Malave, Human Resources Director
Tom Baptist, Interim Public Works Director
Greg Grew, Inspections & Permits Director
Robert Pasek, Town Clerk

CALL TO ORDER

Chair Weinberg called the meeting to order at 5:30 pm.

APPROVAL OF MINUTES

May 29, 2019

MOTION By Caroline Torres
seconded by Linda Russo
to **approve** the minutes of the May 29, 2019 meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Revised Job Descriptions:

Deputy Town Clerk and Assistant Town Clerk:

Robert Pasek, Town Clerk, presented to the Committee a general overview of the daily routine of the Town Clerk's office, and the responsibilities each position has within the department. Besides the additional tasks of reports to various state agencies that are included in the revised job descriptions, the most notable addition is in the category of Special Requirements. In the Deputy Town Clerk's job description it reads: "Must be a Certified Municipal Clerk in the State of Connecticut". In the Assistant Town Clerk's job

description it reads: "Must be able to become a Certified Municipal Clerk within four years".

Deputy Town Clerk

MOTION By Linda Russo
seconded by Caroline Torres
to recommend that the Town Council approve the revised job description of "Deputy Town Clerk" and the salary upgrade of that position from grade 8 to grade 10, as outlined and attached to a memo dated August 14, 2019 from Human Resources Director Santiago Malave to Mayor Marcia A. Leclerc.
Motion carried 3/0.

Assistant Town Clerk

MOTION By Linda Russo
seconded by Caroline Torres
to recommend that the Town Council approve the revised job description of "Assistant Town Clerk" and the salary upgrade of that position from grade 7 to grade 8, as outlined and attached to a memo dated August 14, 2019 from Human Resources Director Santiago Malave to Mayor Marcia A. Leclerc.
Motion carried 3/0.

New Job Descriptions:

Facilities Maintenance Specialist

Tom Baptist, Interim Public Works Director, addressed the Committee on vacating the current HVAC Maintenance/Repairman positon – which is specific to one area of building maintenance activities – and create the new position of Facilities Maintenance Specialist which will include responsibilities to improve the overall operations of the Building Maintenance division.

MOTION By Caroline Torres
seconded by Linda Russo
to recommend that the Town Council (1) eliminate the vacant position entitled "HVAC Maintenance/Repairman" in the Public Works Department; and (2) approve the new job description of "Facilities Maintenance Specialist" dated August 1, 2019 – which will replace the vacated position entitled "HVAC Maintenance/Repairman" – as attached to a memo dated August 14, 2019 from Human Resources Director Santiago Malave to Mayor Marcia A. Leclerc.
Motion carried 3/0.

Administrative Operations Coordinator

Greg Grew, Inspections & Permits Director, spoke to the Committee about the current Administrative Aide job description which – if approved – will be renamed "Administrative Operations Coordinator" and the training requirements of that position. Councillor Torres requested that "State of Connecticut" be added to the requirement of Notary Public under the section "License Requirement".

MOTION By Caroline Torres
seconded by Linda Russo
to recommend that the Town Council (1) approve the revisions to the current position in the Inspections & Permits Dept. entitled " Administrative Aide" and the salary upgrade of that position from grade 7 to grade 8; and (2) to re-name the position "Administrative Operations Coordinator", as outlined and attached to a memo dated August 14, 2019 from Human Resources Director Santiago Malave to Mayor Marcia A. Leclerc, provided the "Licensing Requirements" section shall read "State of Connecticut Notary Public".
Motion carried 3/0.

ADJOURNMENT

MOTION By Caroline Torres
seconded by Linda Russo
to **adjourn** (6:00 p.m.)
Motion carried 3/0.

Cc: Town Council
Mayor Leclerc
Santiago Malave, Human Resources Director
Tom Baptist, Interim Public Works Director
Greg Grew, Inspections & Permits Director
Robert Pasek, Town Clerk

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 6, 2019

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: RESOLUTION: Emergency Management Performance Grant

The Town of East Hartford is eligible for funding under the federal Department of Homeland Security Emergency Management Performance Grant program through the administration of the State of Connecticut Department of Emergency Management & Homeland Security (DEMHS). This program provides funding for Municipal Emergency Operations Centers (EOC), staffing and other emergency management activities.

East Hartford's Federal Fiscal Year 2019 allocation amount is $25,118.50. The program requires a 100% match, which will come from funds already-budgeted for the Fire Department. The Town has participated in this annual grant program for more than 11 years.

Please place this resolution on the agenda for the September 17th, 2019 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

Thank you.

C: E. Buckheit, Development Director
J. Oates, Fire Department Chief
B. Jennes, Fire Department Captain
P. O'Sullivan, Grants Manager

RESOLUTION

I, Angela 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, do hereby certify that the following is a true and correct copy of a resolution adopted by the East Hartford Town Council at its duly called and held meeting on September 17th, 2019, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that Town of East Hartford, Connecticut may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Marcia A. Leclerc, as Mayor of the Town of East Hartford, Connecticut, is authorized and directed to execute and deliver any and all documents on behalf of the Town of East Hartford and to do and perform all acts and things which she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that Marcia A. Leclerc now holds the office of Mayor and that she has held that office since January 10th, 2011.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of September, 2019.

_____

Angela M. Attenello, Town Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: FFY 2019 Emergency Management Performance Grant (EMPG)

Funder: U.S. Department of Homeland Security via State of Connecticut Department of Emergency Management & Homeland Security (DEMHS)

Grant Amount: 25,118.50

Frequency: ☐ One time ☒ Annual ☐ Biennial ☐ Other _____

First year received:	2006*		
Last 3 years received:	2018	2017	2016
Funding level by year:	25,410.50	$25,516.50	$25,599.50

Is a local match required? ☒ Yes ☐ No

If yes, how much? 100% From which account? Fire Administration**

Grant purpose: This program provides funding for Municipal Emergency Operations Centers (EOC), staffing and other emergency management activities.

Results achieved: Town Fire administration costs reduced by grant amount

Duration of grant: One year

Application status: Under development

Meeting attendee: Fire Chief John Oates, ext. 7403

Comments: *Grants Office records show Town applications for this program as early as 2006, however the Town may have participated even earlier. This program has existed at the federal level in a variety of names and forms since the 1950s.

**Match is provided by funds already budgeted for Fire Department.

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager

SUBJECT: Council Resolution – Emergency Management Performance Grant - FFY 2019

DATE: September 6, 2019

The Town of East Hartford is again eligible for funding under the federal Department of Homeland Security Emergency Management Performance Grant program through the administration of the State of Connecticut Department of Emergency Management & Homeland Security (DEMHS). This program provides funding for Municipal Emergency Operations Centers (EOC), staffing and other emergency management activities. An application must be filed by the Town to DEHMS to access this funding.

East Hartford's Federal Fiscal Year 2019 allocation amount is $25,118.50, a decrease of $292.00 from last year. The program requires a 1 to 1 match from the municipality. The Town has participated in this annual grant program for more than 11 years.

I have attached an excerpt from the FEMA website that provides more information on this program.

Attached is a Resolution which will authorize you as Mayor to apply for these funds. I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on September 17th, 2019. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Captain Brian Jennes, East Hartford Fire Dept.
Chief John Oates, East Hartford Fire Dept.

Homeland Security

Fiscal Year 2019 Emergency Management Performance Grant Program

Overview

In Fiscal Year 2019, DHS is providing more than $350 million to enhance the ability of state, local, tribal, and territorial governments to prevent, protect against, mitigate, respond to and recover from potential terrorist acts

The Fiscal Year (FY) 2019 Emergency Management Performance Grant (EMPG) program provides resources to assist state, local, tribal, and territorial governments in preparing for all hazards, as appropriated by the *Department of Homeland Security Appropriations Act, 2019* (Pub. L. No. 116-6) and as authorized by Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 *et seq.*); the *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 *et seq.*); and *the National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 *et seq.*).

The EMPG program plays an important role in the implementation of the National Preparedness System. The program supports the building, sustainment and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient nation. Delivering core capabilities requires the combined efforts of the whole community, rather than the exclusive effort of any single organization or level of government. The EMPG program's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Title VI of the *Stafford Act* authorizes the Federal Emergency Management Agency (FEMA) to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States. Emergency preparedness is a shared responsibility between the Federal government and state, local, tribal and territorial governments nationwide. Through the EMPG program, the Federal government provides coordination, guidance, and assistance to support a comprehensive emergency preparedness system to address all hazards.

Funding

In FY 2019, the EMPG program provides $350,100,000 to assist state, local, tribal, and territorial governments in preparing for all hazards, as authorized by the *Stafford Act*. This funding amount includes $100,000 from the Disaster Relief Fund, which FEMA must make available to the Federated States of Micronesia and the Republic of the Marshall Islands pursuant to Article X of the *Federal Programs and Services Agreement of the Compact of Free Association Act* (Pub. L. No. 108-188).

All 50 states, the District of Columbia, and Puerto Rico each receive a base amount of 0.75 percent of the total available grant funding. Four territories (American Samoa, Guam, Northern Mariana Islands, and the U.S. Virgin Islands) each receive a base amount of 0.25 percent of the total available grant funding. The balance of EMPG program funds is distributed based on population.

Eligibility

All 56 states and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia (collectively "state or territory"), are eligible to apply for FY 2019 EMPG program funds. Either the State Administrative Agency (SAA) or the State's Emergency Management Agency (EMA) is eligible to apply directly to FEMA for EMPG funds on behalf of each state or territory. However, only one application is accepted from each state or territory.

Funding Guidelines

The FY 2019 EMPG program focuses on planning, operations, equipment acquisitions, training, exercises, construction, and renovation to enhance and sustain the all-hazards core capabilities of state, local, tribal and territorial governments. The period of performance for the EMPG program is 36 months, from October 1, 2018 to September 30, 2021.

The FY 2019 EMPG program has a cost-share requirement. The Recipient contribution can be cash (hard match) or third-party in-kind (soft match). Eligible EMPG program applicants shall agree to make available non-Federal funds to carry out an EMPG award in an amount not less than 50 percent of the total project cost. Specifically, the Federal share applied toward the EMPG budget shall not exceed 50 percent of the total budget as submitted in the application and approved in the award. If the total project ends up costing more, the Recipient is responsible for any additional costs; if the total project ends up costing less, the recipient may owe FEMA an amount required to ensure that the Federal cost share is not in excess of 50 percent. A state must at least equally match (cash or third party in-kind) the Federal contribution pursuant to sections 611(j) and 613(a) of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Pub. L. No. 93-288), as amended, (42 U.S.C. §§ 5121 *et seq.*). Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. The Recipient's contribution should be specifically identified. These non-Federal contributions have the same eligibility requirements as the Federal share.

DHS/FEMA administers cost-matching requirements in accordance with 2 C.F.R. § 200.306. To meet matching requirements, the Recipient's contributions must be verifiable, reasonable, allowable, allocable, necessary under the grant program, and in compliance with all applicable Federal requirements and regulations.

In accordance with 48 U.S.C. § 1469a, cost-match requirements are waived for the insular areas of the U.S. territories of American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and the Republic of the Marshall Islands.

For more information about funding guidelines, please see the FY 2019 EMPG Notice of Funding Opportunity, located at www.fema.gov/grants.

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 6, 2019

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: RESOLUTION: CT Judicial Branch Youth Services Prevention Funding

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The Town of East Hartford is once again eligible for the Youth Services Prevention Funding under the CT Judicial Branch Court Support Services Division in the amount of $100,000 for two years ($50,000 per year). No matching local funds are required for the grant. The funding is for prevention and intervention programs to reduce youth violence and divert individuals from the Juvenile Justice System.

Attached is a draft resolution authorizing an application to the CT Judicial Branch Court Support Services Division for the grant funding. Please place this resolution on the agenda for the September 17th, 2019 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

Thank you.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
C. Nolen, Director of Youth Services
M. Bassos, Outreach Coordinator

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 17th day of September, 2019.

RESOLUTION

WHEREAS the Town of East Hartford (Youth Task Force) has been identified In Public Act 19-117, to be a recipient of a $50,000 per year grant from the State of Connecticut for the provision of preventive youth services for fiscal years 2020 and 2021; 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, 2019.

Seal

Signed: _____
Angela M. Attenello, Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: FY 2020 and FY 2021 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: $50,000 per year ($100,000 total for two years)

Frequency: ☐ One time ☐ Annual ☒ Biennial ☐ Other _____

First year received:	2013		
Last 3 years received:	2018	2017	2016
Funding level by year:	$68,750	$65,853	$85,150

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: September 6, 2019

Attached is a proposed Town Council Resolution authorizing you to execute an application 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 $100,000 grant ($50,000 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 17, 2019. 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

Below are some programs that were developed in part or in whole with previous allocations of this grant funding:

Groups & Programs

Boys Council (10-18 year olds): This is a strengths-based group approach to promote boys' and young men's safe and healthy passage through pre-teen and adolescent years. The program meets a core developmental need in boys for strong, positive relationships. In this 8 week, 90 minutes per session structured environment, boys and young men gain the vital opportunity to address masculine definitions and behaviors and build their capacities to find their innate value and create good lives - individually and collectively.

Girls Circle (10-18 year olds): This is an 8 week, 90 minutes per session, structured support group for girls from 10-18 years is designed to increase positive connections, personal and collective strengths, and competence in girls. It aims to counteract social and interpersonal forces that impede girls' growth and development by promoting an emotionally safe setting and structure within which girls can develop caring relationships and use authentic voices.

Adventure Plus (12-17 year olds): This non-enforcement project, planned for and with youth 12 to 17 years of age, serves some at risk youth; involves police officers who do not have regular interaction with youth; includes a community service component; and includes activities that will appeal to youth and encourage their participation.

TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 6, 2019

TO: Richard F. Kehoe, Chair

FROM: Mayor Marcia A. Leclerc

RE: APPOINTMENT: Boards and Commissions

The following name was submitted by the Democratic Town Committee Chairman for appointment to the below board. Please place this nomination on the agenda for the September 17th, 2019 meeting.

Property Maintenance Code Board of Appeals			(5-Year Term)
D	Orlena Cowan	78 Prospect St.	12/23

C: R. Pasek, Town Clerk

Town of East Hartford
Boards and Commissions
Application

Date: May 17, 2019

Name: Orlena Cowan
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 78 Prospect St, East Hartford, CT **Apt.#** **Zip:** 06108

Home Phone: n/a **Email:** OrlenaHR@gmail.com

Cell Phone: 860-805-2279 **Years as an E.Hartford Resident:** 10+

Occupation: HR & Real Estate **Employer:** MassMutual, Enfield, CT
Employer/Work Address

Formal Education/Certifications: BA Organizational Communications, Marketing, HR Certifications

Party Affiliation: **Unafilitated** ☐ **Democrat** ☑ **Republican** ☐ **Minority Party**
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Building Board of Appeals, Personnel Appeals Boa

Interest statement:
Your reason for being interested in serving our Town in this capacity

As a long time volunteer leader on other local and community boards I am interested in serving the community that I live in and that my children have grown up in. I possess a variety of experiences, accomplishments, results, expertise and skills that can add great value to the town.

List of qulifications that you believe will be an asset to the board/commission on which you wish to serve:

Over 15+ Years in HR/Leadership/Operations/Training/Event Planning & Design
Over 3+ Years in Real Estate

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

☑ understand the commitment required for this appointment and have attended at least one meeting of the board/commission I am applying to serve on, and i understand that members who are absent for 30% or more of regular meetings will be presumed to have resigned from such board or commission.

☑ understand that I may be required to complete training and/or continuing education.

☑ understand that I must be a resident of the Town of East Hartford, have no criminal record considered by the town to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the town, not be in arrears on any town taxes, fines, or other obligations owed to the town.

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

Signature Cowan, Orlena	Digitally signed by Cowan, Orlena Date: 2019.05.17 20:17:05 -04'00'	Date	
Please return completed and signed form to:	BCpost@easthartfordct.gov	**or mail to:**	Town of East Hartford Office of the Mayor 740 Main Street East Hartford CT 06108

For internal use only:

Mandatory Qualifications:

Resident_____ T/O_____ C/R_____ T/C_____

DEMOCRATS
DEMOCRATIC TOWN COMMITTEE
OF EAST HARTFORD

September 6, 2019

The Honorable Marcia A. Leclerc, Mayor
Town of East Hartford
740 Main Street
East Hartford, CT 06108

Re: Endorsements to Boards and Commissions

Dear Mayor Leclerc:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met on August 15, 2019 to consider the endorsement of Orlena Cowan, 78 Prospect St, East Hartford, CT for a vacancy on the Property Maintenance Code Board of Appeals.

In accordance with our guidelines the above were interviewed, their credentials reviewed and a vote to endorse her appointment was held. The result was unanimous and EHDTC does here by endorse the appointment of the above. The appropriate attachments are herewith for your convenience.

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

Respectfully,

Craig Stevenson, Chair

52 MILWOOD ROAD EAST HARTFORD CONNECTICUT 06118 860-306-8325 CRSTEVENSON@COMCAST.NET

MARCIA A. LECLERC
MAYOR

SCOTT M. SANSOM
CHIEF OF POLICE

TOWN OF EAST HARTFORD
Police Department

31 School Street
East Hartford, Connecticut 06108-2638

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

August 27, 2019

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

Re: Outdoor Amusement Permit Application
"Out of the Darkness Walk"

Dear Mr. Kehoe:

Attached please find a copy of the amusement permit application submitted by the **American Foundation for Suicide Prevention, CT Chapter by Michelle Peters its Area Director.** The applicant seeks to conduct a charity walk on **Saturday, September 28, 2019** from **7:30 AM to 1 PM** at **Great River Park. Music will be provided by a DJ** and will be **played from 9 AM to 12 PM.**

The applicant respectfully **requests a waiver of the associated permit fee,** under the provisions of (TO) 5-6(a), due to the Town of East Hartford as this is a Not-for-Profit organization which hopes to bring attention to the issue of suicide prevention.

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

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

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

The **Police Department** approves the application as submitted and states **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

TOWN OF EAST HARTFORD POLICE DEPARTMENT

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

OUTDOOR AMUSEMENT PERMIT APPLICATION

Marcia A. Leclerc
Mayor

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:

   Out of the Darkness Walk to Fight Suicide

2. Date(s) of Event:

   September 28th 2019

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):

   American Foundaton for Suicide Prevention
   Michelle Peters
   860-614-7207
   PO Box 333 Plainville CT 06062

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.

   Michelle Peters, Area Director PO BOX 333 Plainville CT 06062

5. List the location of the proposed amusement: (Name of facility and address)

   Great River Park - East Hartford side. Applicate apprived and definite with Riverfront Recapture.

6. List the dates and hours of operation for each day (if location changes on a particular day, please list):

   Saturday, 9/28 730 am - 1pm

7. Provide a detailed description of the proposed amusement:

   Chrity Walk to bring awareness to suicide prevention. We will have registration from 830-930, followed by brief remarks and out and back walk along river.

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)? 930-12

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

Primarily teeens and adults. Some families may bring smaller children

10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
450

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:

Peaceful crowd will remain on the walkway and in amphitheater

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

None anticipated - walk will remain on walkway along the river

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

CERT wil direct traffic to onsite and overflow parking credit union

d. Noise impact on neighborhood:

none anticipated

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

volunteers will pick up all trash; we will bring in extra bags

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

none at all anticipated. Attendees typically walk and leave directly after

g. Other expected influence on surrounding neighborhood:

none, other than raising awareness to an important cause

12. Provide a detailed plan for the following:

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

all access points will remain clear will rehelp from main clear w help from vols

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

vols with radios and cell phones will be positioned along the walk

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

eachyear we have asked local EMS to use the park as home base

d. Crowd control plan:

no issues ever in the past and none anticipated this year.

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

We have assignd vols to this task along w area director and walk commitee

f. Provision of sanitary facilities:

Per riverfront, use of portolets

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):

As this our 5th year at this site, we kindly ask for a fee waiver as this is a charity

---

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:

Michelle Peters
(Legal Name of Applicant)

(Applicant Signature) Michelle Peters (Printed Name) 8/9/19 (Date Signed)

Area Director, AVSPCT
(Capacity in which signing)

(Send application electronically to ehpdpermits@easthartfordct.gov)

FOR OFFICE USE

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

Received By: Paulyna Pham

Employee Number: 9084

Date & Time Signed: 8/12/19 11 : 59 AM PM

Time remaining before event: 46 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.

Riverfront recapture
Different by nature.

Definite

Client/Organization	Event Date	Telephone	Fax	Event #
American Foundation For Suicide Prevention	9/28/2019 (Sat)	(860) 614-7208	( ) -	E08283
Address		**Booked**	**Revised**	**Pln Guests**
120 wall street 29th floor		11/19/2018	2/5/2019 12:46:00 PM	200

Party Name	Site Contact	Booking Email	Booking Cell
Out of the Darkness Suicide Preventio	Michelle Peters	mpeters@afsp.org	(860) 614-7208

Event Details

Date	Arrival	Start	End	Departure	Banquet Room	Description
9/28/2019-Sat	7:30 am	9:00 am	12:00 pm	1:30 pm	Great River Park	Charity walk

Food/Service Items	Price	Qty	Total
Hourly Facility Fee	300.00	6	1,800.00

Subtotal	1,800.00	Next Deposit	0.00	Pay Method	Credit Card	Card Number	*** 7806
Tax	0.00	Due Date		Card Type	Master Card	Expires	08-2020
Total Value	1,800.00	Balance	1,300.00	Card Holder	Michelle Peters		
				Signature			

Payments Made

Date	Payment	Method	Card Holder	Card Type	Card Number	Expires
2/5/2019	500.00	Credit Card	Michelle Peters	Master Card	****** 7806	08-2020

All deposits are non-refundable.

I have read the above **Contract** and **Riverfront Event Policies** and agree to the terms and conditions as well as any terms and conditions on any contract addendum which I may sign.

Client: _____ Date: _____

Please make payments to Riverfront Recapture 50 Columbus Blvd., 1st Floor, Hartford, CT 06106-1984

Insp. & Permits

Pham, Paulyna

From: GREG GREW <mggrew@grewdesign.com>
Sent: Monday, August 12, 2019 12:18 PM
To: Pham, Paulyna
Cc: Grew, Greg
Subject: RE: Out of the Darkness Walk Application

⚠ **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.**

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
740 Main Street
East Hartford, CT 06108
Direct (860) 291-7345
Mobile (860) 874-8034
mggrew@easthartfordct.gov
www.easthartfordct.gov/inspections-and-permits

From: PPham@easthartfordct.gov [mailto:PPham@easthartfordct.gov]
Sent: Monday, August 12, 2019 12:14 PM
To: jcordier@easthartfordct.gov; mcruzaponte@easthartfordct.gov; tfravel@easthartfordct.gov; Joates@easthartfordct.gov
Cc: BCohen@easthartfordct.gov; RDavis@easthartfordct.gov; Ddrouin@easthartfordct.gov; SDwyer@easthartfordct.gov; JFicacelli@easthartfordct.gov; RPGentile@easthartfordct.gov; mggrew@easthartfordct.gov; MHawkins@easthartfordct.gov; KMunson@easthartfordct.gov; Pneves@easthartfordct.gov; Moconnell@easthartfordct.gov; SSansom@easthartfordct.gov; CSasen@easthartfordct.gov; Jwagner@easthartfordct.gov; MWalsh@easthartfordct.gov
Subject: Out of the Darkness Walk Application

Good afternoon all –

Please see attached for the application for the 'Out of the Darkness Walk to Fight Suicide'.

Date: Saturday, September 28, 2019

Town Ordinance (TO) 5-3 requires that certain department heads submit their comments, regarding this amusement application, within two weeks from the date the application was filed. Please send signed reviews, or an e-mail, regarding your comments no later than **Monday, August 26, 2019.**

Thank you,

corp. counsel

Pham, Paulyna

From: Gentile, Richard
Sent: Tuesday, August 13, 2019 10:53 AM
To: Pham, Paulyna
Subject: RE: Out of the Darkness Walk Application

Looks Good. Thank you.

From: Pham, Paulyna
Sent: Tuesday, August 13, 2019 8:48 AM
To: Gentile, Richard
Subject: RE: Out of the Darkness Walk Application

Please see attached.

From: Gentile, Richard
Sent: Monday, August 12, 2019 2:30 PM
To: Pham, Paulyna <PPham@easthartfordct.gov>
Subject: RE: Out of the Darkness Walk Application

Then the application needs to be amended to change the name and list the below officers. Thank you

From: Pham, Paulyna
Sent: Monday, August 12, 2019 2:27 PM
To: Gentile, Richard
Subject: RE: Out of the Darkness Walk Application

The applicant has confirmed that the chart below is accurate and up to date.

From: Gentile, Richard
Sent: Monday, August 12, 2019 2:06 PM
To: Pham, Paulyna <PPham@easthartfordct.gov>
Cc: Sasen, Christine <CSasen@easthartfordct.gov>
Subject: RE: Out of the Darkness Walk Application

While everything generally looks OK to me, I do not know how this organization is structured. It appears to be a local chapter of a national organization. And the actual name of the applicant would appear to be "The American Foundation for Suicide Prevention, Inc. " That is the name registered with the Connecticut Secretary of State. And it appears that the following are the listed officers. Please confirm with the applicant.

JERRY ROSENBAUM PRESIDENT	120 WALL STREET, FL 29, NEW YORK, NY, 10005	120 WALL STREET, FL 29, NEW YORK, NY, 10005
DANIEL KILLPACK SECRETARY & TREASURER	120 WALL STREET, FL 29, NEW YORK, NY, 10005	120 WALL STREET, FL 29, NEW YORK, NY, 10005
GRETCHEN HAAS VICE PRESIDENT	120 WALL STREET, FL 29, NEW YORK, NY, 10005	120 WALL STREET, FL 29, NEW YORK, NY, 10005
MICHAEL BALLARD DIRECTOR	120 WALL STREET, FL 29, NEW YORK, NY, 10005	120 WALL STREET, FL 29, NEW YORK, NY, 10005
YEATES CONWELL DIRECTOR	120 WALL STREET, FL 29, NEW YORK, NY, 10005	120 WALL STREET, FL 29, NEW YORK, NY, 10005
CHRISTOPHER EPPERSON DIRECTOR	120 WALL STREET, FL 29, NEW YORK, NY, 10005	120 WALL STREET, FL 29, NEW YORK, NY, 10005

Pham, Paulyna

From: Sasen, Christine
Sent: Wednesday, August 21, 2019 1:56 PM
To: Pham, Paulyna
Subject: RE: Out of the Darkness Walk Application

Ok by Risk Management.

From: Pham, Paulyna
Sent: Wednesday, August 21, 2019 1:33 PM
To: Sasen, Christine
Subject: RE: Out of the Darkness Walk Application

Please see attached.

From: Sasen, Christine
Sent: Wednesday, August 21, 2019 1:32 PM
To: Pham, Paulyna <PPham@easthartfordct.gov>
Cc: Gentile, Richard <RPGentile@easthartfordct.gov>
Subject: RE: Out of the Darkness Walk Application

I need Certificate of Insurance like last year to review. Thx

From: Pham, Paulyna
Sent: Monday, August 12, 2019 1:36 PM
To: Cordier, James; Cruz-Aponte, Marilynn; Fravel, Theodore; Oates, John
Cc: Cohen, Bruce; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Gentile, Richard; Grew, Greg; Hawkins, Mack; Munson, Kevin; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Wagner, Justin; Walsh, Mike
Subject: RE: Out of the Darkness Walk Application

Hello all –

Please see attached for a revised Directors Review and Notice. I apologize for any inconveniences.

From: Pham, Paulyna
Sent: Monday, August 12, 2019 12:14 PM
To: Cordier, James <jcordier@easthartfordct.gov>; Cruz-Aponte, Marilynn <mcruzaponte@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Cohen, Bruce <BCohen@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>; Munson, Kevin <KMunson@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>; Walsh, Mike <MWalsh@easthartfordct.gov>
Subject: Out of the Darkness Walk Application

Good afternoon all –

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

Scott M. Sansom
Chief of Police

Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **September 28, 2019**

Event: **Out of the Darkness Walk to Fight Suicide**

Applicant: **American Foundation for Suicide Prevention, CT Chapter by Michelle Peters, its Area 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

Michael T. O'Connell — 08/19/19
Signature — Date

Comments:

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

Scott M Sansom
Chief of Police

Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **September 28, 2019**

Event: **Out of the Darkness Walk to Fight Suicide**

Applicant: **American Foundation for Suicide Prevention, CT Chapter by Michelle Peters, its Area Director**

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

- [x] 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.

- [x] Fire Department
- [ ] Health Department
- [ ] Parks & Recreation Department
- [ ] Public Works Department
- [ ] Corporation Counsel

- [ ] Anticipated Cost(s) if known $ _____

Signature 8/26/19 Date

Comments:

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POLICE DEPARTMENT
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☐ Fire Department
☐ Health Department
☐ Parks & Recreation Department
☒ Public Works Department
☐ Corporation Counsel

☐ Anticipated Cost(s) if known $ None

Marilynn Cruz-Aponte — 8-13-2019
Signature — Date

Comments:

PWRS

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

Scott M. Sansom
Chief of Police

Marcia A. Leclerc
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- [ ] Fire Department
- [ ] Health Department
- [x] Parks & Recreation Department
- [ ] Public Works Department
- [ ] Corporation Counsel

- [ ] Anticipated Cost(s) if known $_____

Signature _____ Date 8/26/19

Comments:

Pham, Paulyna

From: Hawkins, Mack
Sent: Monday, August 26, 2019 3:21 PM
To: Pham, Paulyna
Subject: RE: Out of the Darkness Walk Application

Paulyna,

I have reviewed the Outdoor Amusement Permit Application for Out of The Darkness Walk to Fight Suicide (2019). I approve the application as submitted. Mark the Worksheets *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: Pham, Paulyna
Sent: Monday, August 26, 2019 9:45 AM
To: Hawkins, Mack <MHawkins@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Cooper, Jonathan <JCooper@easthartfordct.gov>
Cc: Driscoll, Eileen <EDriscoll@easthartfordct.gov>
Subject: FW: Out of the Darkness Walk Application

Good morning all,

The approval/review for the "Out of the Darkness Walk to Fight Suicide" is due by the end of the day today. Please get it to me as soon as possible.

Thank you,

Robert J. Peck

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7208
FAX (860) 291-7389

2019 SEP 12 P 8:55
TOWN CLERK
EAST HARTFORD

DATE: September 12, 2019

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, September 17, 2019 6:45 p.m. Town Council Majority Office

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

Tuesday, September 17, 2019

6:45 p.m.

Town Council Majority Office

The purpose of the meeting is to meet in executive session to discuss the following cases:

- The pending assessment (tax) appeal known as Shaar Realty, LLC v. Town of East Hartford, Docket No. HHB-CV-176038475-S, involving real property located at 229 Ellington Road, 231 Ellington Road and 233 Ellington Road (131 Units).
- The pending Superior Court action known as Cynthia Craig v. Town of East Hartford, et al., Docket No. HHD-CV-18-6095518-S.
- The pending Federal Court action known as Harry Ravalese v. Town of East Hartford, et al., Docket No. 3:16-CV-1642 (VAB).

C: Mayor Leclerc
Scott Chadwick, Corporation Counsel
Brian Smith, Assessor
Christine Sasen, Risk Manager