

Robert J. Probst

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
OCTOBER 1, 2019

2019 SEP 27 A 11: 15

TOWN CLERK
EAST HARTFORD

6:30 p.m. Executive Session

REVISED 09-27-19

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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
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 17, 2019 Executive Session
 - B. September 17, 2019 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Presentation by Interval House re: Domestic Violence Response and Services
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Setting a Public Hearing Date of Tuesday, October 15th @ 7:15 p.m. in Council Chambers: Revisions to Chapter 13 of the East Hartford Code of Ordinances, Section 13-1 entitled "ATV Operation on Public and Private Property".
 - B. Outdoor Amusement Permit Application: "Japan Week: Lion Dancing"
 - C. Appointments to Boards and Commissions:
 1. Planning and Zoning Commission
Sidney C. Soderholm; term to expire December 2019
 2. Board of Assessment Appeals
John P. Murphy; term to expire December 2020
 - D. Refund of Taxes
 - E. **Referral to Ordinance Committee re: Fire-related Ordinances**
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

- A. Town of East Hartford v Iglesia Fuente De Salvacion Misionera, Inc., et al, Docket No. HHD-CV-17-6076907-S, involving 302-304 Tolland Street and 306 Tolland Street
- B. Town of East Hartford v Iglesia Fuente De Salvacion Misionera, Inc., East Hartford, Docket No. HHD-CV-17-6076227-S, involving 302-304 Tolland St and 306 Tolland St.
- C. United Technologies Corporation, Pratt & Whitney D v. Town of East Hartford, Docket No. HHB-CV-17-6037148-S, HHB-CV-17-6037146-S, HHB-CV-18-6044670-S, HHB-CV-19-6052267-S, involving 400 Main Street and 1 Pent Road.

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

- A. Other Elected Officials
- B. Other Residents
- C. Mayor

12. ADJOURNMENT (next meeting: October 15th)

Robert J. Russo

2019 SEP 23 A 8:30

TOWN COUNCIL MAJORITY OFFICE

SEPTEMBER 17, 2019

TOWN CLERK
EAST HARTFORD

EXECUTIVE SESSION

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

ABSENT Councillors Joseph R. Carlson and Shelby J. Brown

ALSO Scott Chadwick, Corporation Counsel
PRESENT Dennis Durao, Attorney, Karsten & Tallberg, LLC

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:51 p.m.

MOTION By Esther Clarke
seconded by Linda Russo
to **go into** 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).

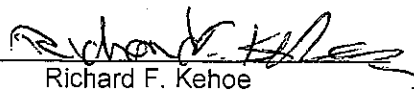
Motion carried 7/0.

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

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (7:26 p.m.)
Motion carried 7/0.

Attest



Richard F. Kehoe
Town Council Chair

Robert J. Clark

2019 SEP 23 A 8:30

TOWN CLERK
EAST HARTFORD

EAST HARTFORD TOWN COUNCIL
TOWN COUNCIL CHAMBERS

SEPTEMBER 17, 2019

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

ABSENT Councillors Joseph R. Carlson and Shelby J. Brown

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:43 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.

RECOGNITIONS AND AWARDS

East Hartford Fire Department: Deputy Chief Al Dodd

Mayor Leclerc and the Town Council presented the following proclamation to Deputy Chief Al Dodd:

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, proudly joins with the Town Council to wish

Deputy Chief Al Dodd

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

Deputy Chief Dodd thanked the Mayor and the Town Council for their support over his 43-year career with the Fire Department.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Kate Dumas, 89 Mallard Drive, addressed the Council on the condition of Mallard Drive – road potholes – including cracked sidewalks and blight issues in her neighborhood.

Susan Kniep, 50 Olde Roberts Street, (1) thanked Deputy Chief Dodd for his decades of service to the town and extended her best wishes for a happy and healthy retirement; (2) asked that the Town Council's questions and concerns on legal issues presented in Executive Session be made public as a matter of transparency; (3) suggested that the town audit the on-call service contracts; and (4) asked that the King Court lawsuit be included on the next Town Council agenda.

Mayor Leclerc commented on (1) the Showcase Cinema project: CRDA has awarded Cherry Hill Construction the demolition contract; (2) on September 19th there will be a kick-off meeting for both Wickham Library and the new Senior Center; (3) a section of road on Westerly Terrace was never completed, but will be when Mallard Drive is paved; (4) road paving/repair status: (a) Linwood, Montclair, Forbes are completed (b) Maple to be completed by end of next week (c) Tolland, Timber Trail, Green Manor and Jarmon to be completed by end of this Fall (d) Martin Circle/Warren Drive area to be completed soon (e) Delmont, Bodwell, Vernon, Maridon will begin soon; (5) the cemetery clean-up date is October 15th; (6) on September 28th a stop-log exercise will be performed on the levee side of Cedar Street; (7) Fall Fest and the Greater Hartford Marathon events will be held on October 12th; and (8) Coffee with a Cop will be Wednesday October 2nd at the Dunkin Donuts on Silver Lane.

APPROVAL OF MINUTES

September 3, 2019 Executive Session

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **approve** the minutes of the September 3, 2019 Executive Session.
Motion carried 7/0.

September 3, 2019 Public Hearing/Columbus Circle Extension

MOTION By Ram Aberasturia
seconded by Caroline Torres
to **approve** the minutes of the September 3, 2019 Public Hearing.
Motion carried 7/0.

September 3, 2019 Regular Meeting

MOTION By Ram Aberasturia
seconded by Caroline Torres
to **approve** the minutes of the September 3, 2019 Regular Meeting.
Motion carried 7/0.

COMMUNICATIONS AND PETITIONS

On-Call Service Contracts FY2019

Chair Kehoe reviewed this year's report which provides the amount of funds spent by the Town on each on-call service contract for fiscal year ending June 30, 2019. There are eleven on-call contracts. By ordinance, these contracts will be in force for a maximum of five years and cannot exceed \$100,000. Two of the contracts have exceeded the \$100,000 cap and, therefore, will not be receiving additional contracts under this bid.

<u>Vendor Name</u>	<u>Contract Start Date</u>	<u>\$ Paid FY 2019</u>	<u>\$ Paid Life to Date</u>
Alfred Benesch & Co. (Engineers)	05/2017	\$ 8,461	\$70,415
A I Engineers (Engineers)	05/2017	1,670	67,670
Anchor Engineers (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

NEW BUSINESS

Recommendations from the Personnel & Pensions Subcommittee:

Deputy Town Clerk

MOTION By Linda Russo
seconded by Marc Weinberg
to **approve** the revised job description entitled "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, and as unanimously approved at the Personnel & Pensions Subcommittee meeting of September 5, 2019.
Motion carried 7/0.

A copy of the revised job description follows these minutes.

Assistant Town Clerk

MOTION By Linda Russo
seconded by Marc Weinberg
to **approve** the revised job description entitled "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, and as unanimously approved at the Personnel & Pensions Subcommittee meeting on September 5, 2019.
Motion carried 7/0.

A copy of the revised job description follows these minutes.

Facilities Maintenance Specialist

MOTION By Linda Russo
seconded by Caroline Torres
to (1) **eliminate** the vacated position of "HVAC Maintenance/Repairman" with a salary grade 9 in the Public Works Department; and (2) **approve** the new job description entitled "Facilities Maintenance Specialist" with a salary grade 9 in the Public Works Department which will replace the vacated position of HVAC Maintenance Repairman, as outlined and attached to a memo dated August 14, 2019 from Human Resources Director Santiago Malave to Mayor Marcia A. Leclerc, and as unanimously approved at the Personnel & Pensions Subcommittee meeting on September 5, 2019.
Motion carried 7/0.

A copy of the new job description follows these minutes.

Administrative Operations Coordinator

MOTION By Linda Russo
seconded by Caroline Torres
to (1) **approve** the revisions to the current position in the Inspections & Permits Department entitled "Administrative Aide" and the salary upgrade of that position from grade 7 to grade 8; and (2) re-name the position "Administrative Operations Coordinator", provided that the "Licensing Requirements" section shall read "Must be a State of Connecticut Notary Public" as outlined and attached to a memo dated September 9, 2019 from Mayor Marcia A. Leclerc to Marc Weinberg, Chair of the Personnel & Pensions Subcommittee, and as unanimously approved at the Personnel & Pensions Subcommittee meeting of September 5, 2019.
Motion carried 7/0.

A copy of the revised and re-named job description follows these minutes.

Department of Homeland Security Emergency Management Performance Grant

MOTION By Marc Weinberg
seconded by Ram Aberasturia
to **adopt** the following resolution:

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.

On call of the vote, motion carried 7/0.

CT Judicial Branch Court Support Services: Youth Services Prevention Funding

MOTION By Ram Aberasturia
 seconded by Caroline Torres
 to **adopt** the following 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.

On call of the vote, motion carried 7/0.

Appointment of Orlena Cowan to the Property Maintenance Code Board of Appeals

MOTION By Marc Weinberg
 seconded by Linda Russo
 to **approve** the appointment of Orlena Cowan, 78 Prospect Street, to the Property Maintenance Code Board of Appeals; term to expire December 2023.
 Motion carried 7/0.

Out of the Darkness Walk

MOTION By Marc Weinberg
 seconded by Caroline Torres
 to **approve** the outdoor amusement permit application entitled "Out of the Darkness Walk" submitted by Michelle Peters, Area Director for the American Foundation for Suicide Prevention, CT Chapter, to conduct a charity walk on Saturday, September 28, 2019 from 7:30AM to 1PM at Great River Park with music to be provided from 9:00AM to

12PM, subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies; and to **waive** the associated permit fee under the provisions of Town Ordinance §5-6(a) as this is a not-for-profit organization which hopes to bring attention to the issue of suicide prevention.
Motion carried 7/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Pat Harmon (1) asked for an update on the petition signed by the residents of Woodbridge Avenue regarding cut-through vehicle traffic on their street; (2) inquired on whose responsibility it is to tend to the excess growth of weeds/grass around railroad tracks; and (3) suggested that, for next year's road repair program, the town paves the main roads first and the side streets last – she feels this would improve traffic flow when school starts in late August and September. *Mayor Leclerc* (1) indicated that the traffic study had begun, but new counters needed to be ordered and the results were just now being compiled; (2) suggested that Councillor Harmon prepare a list of the railroad crossings that need attention and send it to her office – she will look into it; and (3) the Mayor stated that there are more side streets than main roads and that may not be possible.

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

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)

MOTION By Ram Aberasturia
 seconded by Linda Russo
 to **accept** the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as Shaar Realty, LLC v Town of East Hartford, Docket Number HHB-CV-17-6038475-S, involving real property located at 229 Ellington Road, 231 Ellington Road and 233 Ellington Road (137 units), from the fair market value of \$8,609,073 to the fair market value of \$8,109,073, which shall generate a reduction of \$16,467.50 in property taxes, for the Grand List Year of 2016.
 Motion carried 7/0.

Pending Superior Court action known as Cynthia Craig v. Town of East Hartford, et al, Docket No. HHD-CV-18-6095518-S

MOTION By Ram Aberasturia
 seconded by Marc Weinberg
 to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending Superior Court action known as Cynthia Craig v Town of East Hartford, et al, Docket No. HHD-CV-18-6095518-S, for a total sum of

\$35,000.00.
Motion carried 7/0.

Pending Federal Court action known as Harry Ravalese v Town of East Hartford, et al
Docket No. 3:16-CV-1642 (VAB).

MOTION By Ram Aberasturia
seconded by Marc Weinberg
to **accept** the recommendation of Corporation Counsel to fully and finally
settle the pending Federal Court action known as Harry Ravalese v Town
of East Hartford, et al Docket No. 3:16-CV-162 (VAB) for a total sum of
\$45,000.00.
Motion carried 7/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

ADJOURNMENT

MOTION By Esther Clarke
seconded by Linda Russo
to **adjourn** (9:00 p.m.).
Motion carried 7/0.

The Chair announced that the next meeting of the Town Council would be October 1st.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK

TOWN OF EAST HARTFORD

TITLE: Deputy Town Clerk

GRADE: 10

DEPARTMENT: Town Clerk

DATE: 08/01/19

GENERAL DESCRIPTION:

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

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

SUPERVISION RECEIVED:

Works under the general supervision of the Town Clerk.

SUPERVISION EXERCISED:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Oversees postings and/or filing of agendas and meetings of all East Hartford's Boards and Commissions.
- Issues a variety of licenses and permits including marriage, dog, hunting, fishing, archery, and trapping license, and burial, disinterment, and files liquor permits. Computes and collects fees.
- Types a variety of materials including correspondence, forms, reports, and statistics, and enters data into a computer according to explicit procedures.
- Maintains a wide variety of files and record books. Processes confidential birth records.
- Assists public land records research and use of public terminal.
- Provides certified documents to the public both at the counter and vial mail.
- Operates a variety of standard and specialized office machines, including a computer console.
-
- 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 invoice the IRS, State of CT, and MDC for recording documents, processes payments when received.
- May be required to prepare monthly reports for and processes payments to DEEP and State of CT Treasurer.
- May be required to process monthly animal control reports and forwards to the Dept. of Agriculture.
- May be required to process state conveyance tax checks for land sales transactions and forwards to Dept. of Revenue Services.

KNOWLEDGE, SKILLS AND ABILITIES

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

QUALIFICATIONS:

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

Or

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

SPECIAL REQUIREMENTS:

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

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

TOOLS AND EQUIPMENT USED:

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

PHYSICAL AND MENTAL DEMANDS:

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

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

WORK ENVIRONMENT:

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

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

GENERAL GUIDELINES:

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

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

TOWN OF EAST HARTFORD

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

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.

ATV Operation on Public and Private Property September 24, 2019

Statement of Purpose: To add the operation of ATVs and other vehicles on private land near residential property to the list of public nuisances affecting public safety and eliminating the overly broad definition of nuisance.

The following specific nuisance provisions are governed in other areas of town law and will be deleted:

Under subdivision 2:

- (B) would be dealt with by zoning, property maintenance or the State Building Code.
- (C) billboards are regulated elsewhere
- (E) running wires overhead would need an electrical permit and would not be allowed over public ways.
- (I) Unlawful use of property would be zoning.

Subdivision (3) will be eliminated in its entirety as the specific public health nuisances are covered under the Public Health Code.

The draft also prohibits the operation of snowmobiles, ATV's dirt bikes and mini-bikes on streets and roads. It provides the Town with the ability to seize and forfeit any such vehicle engaged in violation of the ordinances and establishes enhanced penalties as authorized under state law.

Sec. 13-1 of the Code of Ordinances of the Town of East Hartford is hereby repealed and the following is substituted in lieu thereof:

Nuisance

(a) As used in this Article: “snowmobile” and “all-terrain vehicle” shall have the same meaning as contained in section 14-379 of the Connecticut General Statutes; “dirt bike” and “mini-motorcycle” shall have the same meaning as contained in section 14-390m of the Connecticut General Statutes. [(1) "Public nuisance" shall mean any act, thing, occupation, condition or use of property which shall continue for such length of time as to: (A) Substantially annoy, injure or endanger the comfort, health, repose or safety of the public; (B) In any way render the public insecure in life or in the use of property; (C) Greatly offend the public morals or decency; (D) Unlawfully and substantially interfere with, obstruct or tend to obstruct or render dangerous for passage any street, alley, lightway, navigable body of water or other public way; (E) Interfere with the comfortable enjoyment of life or property an entire community or neighborhood, or by considerable number of person. (F) Any violation of any Section of this Article. (G) Keeping, maintaining or causing or permit to be kept or maintained, either as the owner or as the one in possession or in charge, any flood light or any other reflector type light on any property in such manner that its light is unnecessarily thrown into the residence of any person in the vicinity so as

to constitute, while the light is on, a continuous annoyance to a person occupying the other residence.

2.] (b) Public nuisances affecting public safety shall mean: [include, but not be limited to the following:] (A) All ice not removed from public sidewalks and all snow not removed from public sidewalks as required by Town ordinance; (B) [All signs and billboards, awning and other similar structures over or near streets, sidewalks, public grounds or places frequented by the public, so situated or constructed as to endanger the public safety; (C) All trees, hedges, billboards or other obstructions which prevent persons driving vehicles on public streets, alleys or highways from obtaining a clear view of traffic when approaching an intersection or pedestrian cross-walks; (D) [All limbs of trees which project over a public sidewalk, less than eight feet above the surface thereof or less than ten feet above the surface of a public street; [(E) All wires over streets, alleys or public grounds which are strung less than sixteen feet above the surface of street or ground; (F)] (C) All obstructions of streets, alleys, sidewalks or cross-walks and all excavations in or under the same, except as permitted by the ordinances of the town or which, although made in accordance with such ordinances, are kept or maintained for an unreasonable length of time after the purpose thereof has been accomplished; [(G)] (D) All open and unguarded pit, wells, excavations or unused basements freely accessible from any public street, alley or sidewalk; [(H)] (E) All abandoned refrigerators or iceboxes from which the doors and other covers have not been removed or which are not equipped with a device for opening from the inside; (I) Any unauthorized or unlawful use of property abutting on a public street, alley or sidewalk or of a public street, alley or sidewalk which causes large crowds of people to gather, obstructing traffic and free use of the streets or sidewalks;] (F) The operation on public property, private residential property or non-residential private property within one thousand feet of a residential property of any dirt bike, all-terrain vehicle, snow mobile, mini-motorcycle or other motorized vehicle not authorized for use on a street or road, provided that this subdivision shall not apply to motorized vehicles used in the operation of a farm or in the maintenance of property such as a riding lawn mower.

[3. Public nuisances affecting health shall include but not be limited to the following acts, omissions, conditions, or things: (A) All decayed, harmfully adulterated or unwholesome food or drink sold or offered for sale to the public. (B) Carcasses of animals, birds or fowl not buried or otherwise disposed of in a sanitary manner within twenty four hours after death; (C) Accumulations of decayed animal or vegetable matter, trash, rubbish, rotting lumber, bedding, packing material, scrap metal or any material whatsoever in which flies, mosquitoes, disease-carrying insects, rats or other vermin may breed. All stagnant water in which mosquitoes, flies or other insects can multiply; (D) The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, creamery or industrial wastes or other substances; (E) All noxious weeds and other rank growth or vegetation; (F) The escape of smoke, soot, cinders, noxious acids, fumes, gases, fly ash or industrial dust in quantities as to endanger the health of persons of ordinary sensibilities or to threaten or cause substantial injury to property; and (G) Any use of property, substances or things emitting or causing any foul, offensive, noisome, nauseous, noxious, or disagreeable odors, effluvia or stenches extremely repulsive to the physical senses of ordinary persons which annoy, discomfort, injure or inconvenience the health of any appreciable number of persons.]

(c) The owner of any dirt bike, all-terrain vehicle, or mini-motorcycle that is operating or has operated in violation of the provisions of this section shall forfeit possession of such vehicle to the town of East Hartford which shall take ownership of such vehicle subject to any bona fide lien, lease or security interest unless such owner did not know or could not have reasonably known that such vehicle was being used or was intended to be used in violation of this section. Any seized vehicle shall be sold at public auction by the town and the proceeds deposited in the town's general fund.

(d) Any person found in violation of this section shall be fined not more than one thousand dollars for the first violation, not more than one thousand five hundred dollars for the second violation and not more than two thousand dollars for the third and any subsequent violation.

Robert J. Pasik

TOWN COUNCIL MAJORITY OFFICE

2019 SEP 27 A 8:53

ORDINANCE COMMITTEE

TOWN CLERK
EAST HARTFORD

SEPTEMBER 23, 2019

PRESENT Rich Kehoe, Chair; Councillors Linda Russo and Esther Clarke

ALSO Marcia Leclerc, Mayor
PRESENT Rich Gentile, Assistant Corporation Counsel
Scott Sansom, Chief of Police
Mack Hawkins, Deputy Chief of Police
Jim Cordier, Health & Social Services Director
Greg Grew, Inspections & Permits Director
Jessica Carrero, Assistant to the Mayor
Kevin Crowley, 84 Northfield Drive

CALL TO ORDER

Chair Kehoe called the meeting to order at 5:30 p.m.

APPROVAL OF MINUTES

May 2, 2019 Meeting

MOTION By Esther Clarke
seconded by Linda Russo
to **approve** the May 2, 2019 meeting minutes.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Kevin Crowley, 84 Northfield Drive, referenced his neighbors' petition (which he had emailed to the Council Clerk earlier in the day) with regard to the operation of an ATV on residential property located on Forest Street, the noise of which is affecting residents in the Timber Trail, Anita Drive and Northfield Drive neighborhood. He brought this issue to the attention of the Mayor's office and the Police Department. The neighbors are frustrated because this activity continues to disrupt the peaceful enjoyment of their property.

The Committee agreed to take New Business out of order to accommodate the members of the public who were present.

NEW BUSINESS

Chair Kehoe addressed the issue of ATV noise, providing the Committee members and Mr. Crowley with the September 23rd draft of the ATV Operation on Private Property ordinance. The Chair recognized that, based on conversations with the Administration, the enforcement

of the current activity under the public nuisance ordinance is very difficult because the police have to arrive while the ATV is operating and determine that the noise interferes with the comfortable enjoyment of life and property which he said was a very subjective standard and difficult to enforce.

The September 23rd draft eliminates the general language and also some of the specific nuisance language that is already regulated in either the building code or the zoning regulations and as such is repetitive and unnecessary. The new ordinance would prohibit the operation of ATVs, dirt bikes, snow mobiles and other motorized vehicles that are not authorized for use on the street or road (cars, trucks and motorcycles). The draft language would pertain to the operation of these ATVs on public property, on private residential property and on non-residential private property within one thousand feet of a residential property. So that in essence the operation of these vehicles would occur in such a manner as to prevent disruption of the quiet enjoyment of the neighbors' property. There is an exception for vehicles that are used in the operation of a farm – such as a tractor – and for the maintenance of property – such as a riding lawnmower.

The Committee discussed the details of the ordinance and noted that the draft ordinance would also eliminate the specific examples of public nuisances affecting health as all of them are already violations of the public health code and the public health director has indicated that it is far easier to enforce the public health code than it would be if it was in an ordinance.

There was a discussion as to whether the operation of ATVs and other motorized vehicles on the streets of East Hartford would be prohibited. It was noted that state law prohibits such activity but that it does require the individual towns to adopt an ordinance allowing for the seizure of such vehicles as an effective way of deterring the individuals driving these vehicles and disrupting traffic on town roads and streets. The Corporation Counsel's office will look into whether the state law requires action by the Town Council in order to seize these vehicles and if so, will work with the Chair of the Ordinance Committee on the draft language.

MOTION By Esther Clarke
 seconded by Linda Russo
 to **send** the September 24, 2019* draft of the "ATV Operation on Private Property" ordinance to the Town Council for the purposes of setting a public hearing date.
 Motion carried 3/0.

* The September 24th draft is the September 23rd draft with the following change: *(F) The operation on public property, private residential property or non-residential private property within one thousand feet of a residential property of any dirt bike, all-terrain vehicle, snow mobile or other motorized vehicle not authorized for use on a street or road, provided that this subdivision shall not apply to motorized vehicles used in the operation of a farm or in the maintenance of property such as a riding lawn mower.*

It will also include any language the Chair and the Corporation Counsel's office agrees is necessary to authorize the seizure of ATVs and other such vehicles when they are operating or have operated on town roads.

OLD BUSINESS

Blight: Chapters 7 and 21

The Chair discussed the draft with regard to vehicles parked on town roads which is an amendment to Chapter 21 of the Code of Ordinances. The intent of this amendment is to ensure that motor vehicles improperly or illegally parked on a town road will be under the jurisdiction of the Police Department and included in Section 21-3 of the Town Ordinances. The Committee also reviewed the other provisions of Chapter 21 and noted that a number of those provisions could be eliminated, including having a one-year on-street parking permit – except for when the need is for a person who has a disability – and also include deleting the provisions in Chapter 21 that deal with snowmobiles and bicycles. Snowmobiles would be covered under the new ATV ordinance and bicycles are already covered under state law. These changes would be included in an overall amendment to Chapter 21 and the Blight Ordinance which is being updated to reflect the changes to the Property Maintenance Code since the last time the Town adopted the Model Property Maintenance Code, it was the 2003 edition. The latest version of the Model Property Maintenance Code is the 2015 edition which will need to be adopted and amended to ensure that stricter provisions in the Town of East Hartford's Code will be maintained.

The Corporation Counsel's office continues to work with the Inspections & Permits Department to ensure that we have covered all of the issues of concern and will provide a draft to address the update of the Blight ordinance, which will also include transferring parking vehicles on property off of the street under the Blight ordinance. This change means the provision will be enforced by the Inspections & Permits Department. The Police Department will retain the regulation of vehicles parked on the street.

The draft will be provided to the Chair who will review it for technical changes and consistency of approach and distribute it to the Committee at their next meeting which will be Monday, October 7th at 5:30pm.

ADJOURNMENT

MOTION By Linda Russo
 seconded by Esther Clarke
 to **adjourn** (8:05 p.m.)
 Motion carried 3/0.

cc: Mayor Leclerc
Rich Gentile, Assistant Corporation Counsel
Scott Sansom, Chief of Police
Mack Hawkins, Deputy Chief of Police
Jim Cordier, Health & Social Services Director
Greg Grew, Inspections & Permits Director
Jessica Carrero, Assistant to the Mayor

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

www.easthartfordct.gov

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

September 17, 2019

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

**Re: Outdoor Amusement Permit Application
"Japan Week: Lion Dancing"**

Dear Mr. Kehoe:

Attached please find a copy of the amusement permit application submitted by the **East Hartford Public Library by Sarah Kline Morgan, Library Director**. The applicant seeks to conduct an event that will feature a dance performance of Shishimai (lion dance) as part of the Library's "Japan Week" festivities. The event will take place at the **East Hartford Public Library located at 840 Main Street on Saturday, October 12, 2019 from 12:30 PM to 2:00 PM**.

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 **Office of Corporation Counsel and the Finance Department** approves the application as submitted.

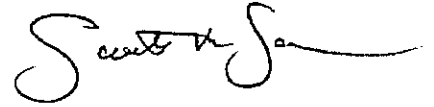
The **Fire, Public Works, Health, and Parks & Recreation Departments** approve the application as submitted and state **there are no anticipated costs to their Departments**.

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

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

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
Japan Week: Lion Dancing
2. Date(s) of Event:
Saturday, October 12, 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):
Sarah Kline Morgan, Library Director
East Hartford Public Library
840 Main St., East Hartford, CT 06108
860-290-4340, smorgan@easthartfordct.gov
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.
The applicant is the Town of East Hartford, a Connecticut Municipal Corporation, acting through its Director of Libraries, Sarah Kline Morgan.
5. List the location of the proposed amusement: (Name of facility and address)
Front lawn of the Raymond Library, 840 Main St.
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Saturday, October 12, 2019, 12:30 - 2:00
7. Provide a detailed description of the proposed amusement:
A dance performance of shishimai (lion dance) for an all-ages audience at 1 PM as part of the Library's "Japan Week" festivities.

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

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 1 - 2

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

0 - 100

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

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

20 - 50

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:

Minimal. The lawn can easily accommodate the estimated crowd.

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

Traffic patterns will be sufficiently controlled by the light at Rt 5/Central Ave.

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

Parking at library. Overflow parking at Town Hall. No impact on local roads.

d. Noise impact on neighborhood:

Minimal. This is a predominantly business/commercial neighborhood.

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

Trash receptacles will be available. Library staff to address trash/litter.

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

None anticipated given the short duration/limited scope of event.

g. Other expected influence on surrounding neighborhood:

None.

12. Provide a detailed plan for the following:

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

This is a Town facility with proper accessibility for public safety response.

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

Employees will have their cellphones available. Land lines in the library.

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

Town EMS will handle medical emergencies. Fire House #1 is close by.

d. Crowd control plan:

Library staff will handle necessary crowd control.

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

Library staff will clean property to previous condition.

f. Provision of sanitary facilities:
Available in the adjacent library.

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

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

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

- Yes No Alcoholic beverages will be served / provided.

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

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

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

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

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

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

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

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

Sarah Kline Morgan

(Legal Name of Applicant)


(Applicant Signature)

Sarah Kline Morgan

(Printed Name)

08.29.2019

(Date Signed)

Library Director

(Capacity in which signing)

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

FOR OFFICE USE

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

Received By: Paulyna Pham

Employee Number: 9084

Date & Time Signed: 9/3/19 8 : 23 AM PM

Time remaining before event: 38 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.

Pham, Paulyna

From: Gentile, Richard
Sent: Friday, September 6, 2019 8:11 AM
To: Pham, Paulyna
Subject: RE: Japan Week: Lion Dancing Application

I have no comments or concerns with respect to this application.

Richard P. Gentile
Assistant Corporation Counsel
Town of East Hartford
740 Main Street
East Hartford, CT 06108
860-291-7217
rpgentile@easthartfordct.gov

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL AND/OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE DELETE ALL COPIES OF THIS MESSAGE INCLUDING ANY ATTACHMENTS AND NOTIFY THE OFFICE OF THE CORPORATION COUNSEL THAT YOU RECEIVED THIS COMMUNICATION IN ERROR BY CALLING 860 291-7215. THANK YOU

From: Pham, Paulyna
Sent: Tuesday, September 03, 2019 8:59 AM
To: Cordier, James; Cruz-Aponte, Marilyn; 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; Sassen, Christine; Wagner, Justin; Walsh, Mike
Subject: Japan Week: Lion Dancing Application

Good morning all –

Please see attached for the outdoor amusement permit application for “Japan Week: Lion Dancing”.

Date: Saturday, October 12, 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 Tuesday, September 17, 2019.

Paulyna Pham

East Hartford Police Department
Administrative Clerk
31 School St.
East Hartford CT 06108
Ph: (860) 291-7631

“Serving Our Community with Pride and Integrity”

Pham, Paulyna

From: Sasen, Christine
Sent: Friday, September 13, 2019 12:57 PM
To: Pham, Paulyna
Subject: RE: Japan Week: Lion Dancing Permit Appl.

Ok with me

From: Pham, Paulyna
Sent: Friday, September 13, 2019 10:51 AM
To: Oates, John; Munson, Kevin; Fravel, Theodore; Dwyer, Sean; Sasen, Christine; Hawkins, Mack
Subject: Japan Week: Lion Dancing Permit Appl.

Good morning,

Just a reminder that the reviews/approval for the outdoor amusement permit application for "Japan Week: Lion Dancing" is due by Tuesday, September 17th, 2019.

Thank you,

Paulyna Pham

East Hartford Police Department
Administrative Clerk
31 School St.
East Hartford CT 06108
Ph: (860) 291-7631

"Serving Our Community with Pride and Integrity"



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 12, 2019**
Event: **Japan Week: Lion Dancing**
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

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

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

Anticipated cost(s) if known \$ 0

Signature _____ Date 9/13/19

Comments:
LOW IMPACT / LOW RISK.



Scott M Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

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

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

Anticipated cost(s) if known \$ None

Marilynn Cruz-Aponte Assistant Director 9-3-2019
Signature Date

Comments:



Scott M. Sansom
Chief of Police

Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 12, 2019**
Event: **Japan Week: Lion Dancing**
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

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

Anticipated cost(s) if known \$ _____ 0 _____

Michael O'Connell
Signature

09/03/2019
Date

Comments:



Scott M. Sansom
Chief of Police

Outdoor Amusement Permits
31 School Street
East Hartford, CT 06108
(860) 528-4401



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 12, 2019**
Event: **Japan Week: Lion Dancing**
Applicant: **East Hartford Public Library by Sarah Kline Morgan, Library Director**

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

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

Anticipated cost(s) if known \$0.00

Ted Fravel _____ 9/17/19
Signature Date

Comments:

Pham, Paulyna

From: Hawkins, Mack
Sent: Tuesday, September 17, 2019 8:20 AM
To: Pham, Paulyna
Subject: RE: Japan Week: Lion Dancing Permit Appl.

Paulyna,

I have reviewed the Outdoor Amusement Permit Application for Japan Week Lion Dancing for 2019. I approve the application as submitted. Please mark the worksheet *Extra Attention* for the day of the event.

Thanks 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: Tuesday, September 17, 2019 8:09 AM
To: Fravel, Theodore <tfravel@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: Japan Week: Lion Dancing Permit Appl.

Good morning,

Just a reminder that the reviews/approval for the outdoor amusement permit application for "Japan Week: Lion Dancing" is due by the end of today, Tuesday, September 17th, 2019.


Thank you,

Paulyna Pham

East Hartford Police Department



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 20, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: APPOINTMENT: Boards and Commissions

The following names were submitted by the Democratic Town Committee Chairman for appointment to the below boards and commissions. Please place this nomination on the agenda for the October 1st, 2019 meeting.

Planning and Zoning Commission (5-Year Term)
D Sidney C. Soderholm 46 Pezzente Ln 12/19

Board of Assessment Appeals (3-year Term)
D John P. Murhy 205 Westerly Terrace 12/20

C: R. Pasek, Town Clerk



September 20, 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 September 20, 2019 to consider the endorsement the following candidates for appointment to the following boards or commissions

John Murphy to the Board of Assessment Appeals	205 Westerly Terrace	murphyjohnp1953@gmail.com	(860) 995- 3389
Sid Soderholm as Alternate to the Planning & Zoning Commission	46 Pezzente Lane	sidsoderholm@yahoo.com	301-789- 8638

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

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

Respectfully,

Craig Stevenson, Chair



**Town of East Hartford
Boards and Commissions
Application**

Date: August 18, 2019

Name: Sidney C. Soderholm
Your name exactly as it appears on the E. Hfd. Voter Registration List

Address: 46 Pezzente Ln Apt.# _____ Zip: 06108

Home Phone: _____ Email: sidsoderholm@yahoo.com

Cell Phone: 301-789-8638 Years as an E.Hartford Resident: 2

Occupation: Retired Employer: NA
Employer/Work Address

Formal Education/Certifications: BS, MA, PhD Physics

Party Affiliation: Unaffiliated Democrat Republican Minority Party _____
As it appears on the E. Hfd. Voter Registration List

Name of board or commission you wish to serve on: Planning & Zoning Commission

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

I want to serve the Town by encouraging business development balanced with the needs of residents for a very livable city. I want to apply existing regulations fairly and carefully consider residents' views in considering proposed regulations.

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

My attention to detail and respect for each person will be helpful in considering proposed regulations, applying regulations, considering applications and working with P&Z Commission members. I have time in my retirement to carefully consider matters before the Commission. My supervisory and management training and experience will be helpful in dealing with people.

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 Sidney C. Soderholm Digitally signed by Sidney C. Soderholm Date: 2019.08.18 20:48:02 -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 _____



Town of East Hartford
Boards and Commissions
Application

Date: 1/2/2019

Name: John P. Murphy Jr.

Your name exactly as it appears on the E. Hfd. Voter Registration List

Address: 205 Westerly Terrace

Apt.#

Zip: 06118

Home Phone:

Email: murphyjohnp1953@gmail.com

Cell Phone: 860-995-3389

Years as an E.Hartford Resident: 6

Occupation: Assistant Business Manager Employer: IBEW Local 1228 PO Box 275 06070 Simsbury, CT

Formal Education/Certifications: Antioch University B.S. NECA/IBEW Joint Apprenticeship Training

Party Affiliation: Unaffiliated

Democrat [checked]

Republican

Minority Party Former E-2 electrician

Name of board or commission you wish to serve on: Public Building Commission and Board of Assessment Appeals

Interest statement:

Your reason for being interested in serving our Town in this capacity

My work schedule has changed which will allow me to be involved in my town. I worked as an electrician from 1973 to 1995.

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

I completed a 4 year electrician apprenticeship program, and served as general foreman and foreman on various projects. I had to read blueprints in order to lay out work. I also had to meet budget expectations.

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

[checked] 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.

[checked] understand that I may be required to complete training and/or continuing education.

[checked] 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

[Handwritten Signature]

Date

1/2/2019 updated 9-20-2019

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

INTEROFFICE MEMORANDUM

TO: MARCIA A LECLERC, MAYOR ✓
MICHAEL WALSH, DIRECTOR OF FINANCE

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE 

SUBJECT: REFUND OF TAXES

DATE: 9/19/2019

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$59,405.96. Please see attached listing.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	L/F Paid	Over Paid
2018-03-0050820	ALEXIS CHRISTINA P	55 KEENEY COVE DR	EAST HARTFORD, CT 06118-3128	2008/2LMDU88CX88J02449	0	0	-24.75
2018-03-0051487	ANTHONY JEFFRY P	129 MILLBROOK DR	EAST HARTFORD, CT 06118-2637	2014/3TMMU4FN5EM066483	0	0	-64.58
2018-03-0052455	BALCH CAROLYN D	76 HANDEL CT	EAST HARTFORD, CT 06118-2614	1996/1G4AG55M4T6431219	0	0	-5.62
2013-01-0011011	BAYSHORE MASTER LLC- COLONIAL RIVERMEAD	31200 NORTHWESTER HWY	FARMINGTON HILLS, MI 48334	5 SHAWNEE RD	0	0	-956.29
2014-01-0011011	BAYSHORE MASTER LLC- COLONIAL RIVERMEAD	31200 NORTHWESTER HWY	FARMINGTON HILLS, MI 48334	5 SHAWNEE RD	-473.00	-24.00	-700.74
2015-01-0011011	BAYSHORE MASTER LLC- COLONIAL RIVERMEAD	31200 NORTHWESTER HWY	FARMINGTON HILLS, MI 48334	5 SHAWNEE RD	-346.87	-24.00	-700.74
2016-01-0011011	BAYSHORE MASTER LLC- COLONIAL RIVERMEAD	31200 NORTHWESTER HWY	FARMINGTON HILLS, MI 48334	5 SHAWNEE RD	-194.60	-24.00	-617.78
2017-01-0011011	BAYSHORE MASTER LLC- COLONIAL RIVERMEAD	31200 NORTHWESTER HWY	FARMINGTON HILLS, MI 48334	5 SHAWNEE RD	-84.48	-24.00	-625.78
2018-03-0052939	BECKLES MINNIE	33 JOANNE DR	EAST HARTFORD, CT 06108-1238	2010/2T28K18A7AC071259	0	0	-39.00
2018-03-0053934	BOSTICK PATRICIA G	32 WAKEFIELD CIR	EAST HARTFORD, CT 06118-1625	2007/1HGCM65547A027572	0	0	-18.13
2018-03-0055079	CABRERA EMANUEL	110 SMITH DR	EAST HARTFORD, CT 06118-1547	2001/1HGCG65511A092359	0	0	-8.55
2017-03-0055418	CAGE KEYIA D	79 SUMMER ST	MERIDEN, CT 06451	2007/5NPEU46FX7H204766	0	0	-38.80
2018-03-0055121	CAGE KEYIA D	79 SUMMER ST	MERIDEN, CT 06451	2007/5NPEU46FX7H204766	-3.83	0	-127.8
2018-03-0055352	CANNON SHAMIA N	27 HENDERSON DR	EAST HARTFORD, CT 06108-1813	2004/2HKYF18584HS88309	0	0	-47.02
2018-03-0055372	CAPASSO OLGA B	15239 ROYAL ST	GULFPORT, MS 39503-2818	2010/3LNHL2GCT7AR634392	0	0	-36.99
2018-03-0056552	CHOQUETTE PAULA	54 SUNNYDALE RD	EAST HARTFORD, CT 06118-3145	2014/551R1WA19EN0006659	0	0	-6.75
2017-03-0057360	COLEMAN MARKE K	20 MAY ST APT 204	HARTFORD, CT 06105	2008/1HGCP96878A002164	0	0	-316.45
2017-01-0004817	CORELOGIC CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019-9760	79 BROOKFIELD DR	0	0	-2,310.32
2017-01-0009078	CORELOGIC CENTRALIZED REFUNDS	PO BOX 9202	COPPELL, TX 75019-9760	350 PARK AVE REAR	0	0	-3,983.19
2018-03-0058019	CRAWFORD GEORGE D	210 QUAKER LN S #C	WEST HARTFORD, CT 06119-1944	2004/4T1BF32K14U077641	0	0	-36.45
2018-02-0040608	ELITE CONSTRUCTION RENTALS LLC	5 ALEXANDER DR	WALLINGFORD, CT 06492	111 PRESTIGE PARK RD	0	0	-36,084.80
2018-03-0062564	FLORES SHANDA M	27 SALEM RD	EAST HARTFORD, CT 06118-2252	2003/1D4GP243X38174096	0	0	-8.19
2017-04-0083149	GENOVESE MELISSA A	33 GREAT HILL RD	EAST HARTFORD, CT 06108-2825	2002/2B4GP44342R759553	0	0	-32.23
2018-03-0063796	GENOVESE MELISSA A	33 GREAT HILL RD	EAST HARTFORD, CT 06108-2825	2002/2B4GP44342R759553	0	0	-53.55
2018-03-0063829	GERSTENLAUER BARBARA A	68 SILVER LN APT 13	EAST HARTFORD, CT 06118-1045	2002/1B3E556C52D619818	0	0	-6.48
2018-03-0063841	GERYK ADAM	11 JUDY DR	EAST HARTFORD, CT 06118-1933	2016/3C6TRVAG1GE119938	0	0	-27.00
2018-03-0064635	GRAHAM LESTER F JR	78 BRADLEY ST	EAST HARTFORD, CT 06118-2303	2009/2D8HN54X89R641202	0	0	-38.38
2018-03-0065179	GUZZARDI PAUL	111 CLAYTON RD	EAST HARTFORD, CT 06118-2707	2012/YV1622F52C2112116	0	0	-5.00

2018-03-0065180	GUZZARDI PAUL	111 CLAYTON RD	EAST HARTFORD, CT 06118-2707	2008/3VWJZ71K28M080233	0	0	-20.88
2017-03-0066363	HENDRICKSON LISA	48 LAFAYETTE AVE	EAST HARTFORD, CT 06118-2629	2008/JTDKB20UX87734116	0	0	-82.75
2018-03-0067868	JOBES ELIZABETH S	98 BLISS ST	EAST HARTFORD, CT 06108-2704	2000/1G4HP54K7Y4273170	0	0	-20.11
2018-03-0073374	KUSI GEORGINA	130 NUTMEG LN APT 331	EAST HARTFORD, CT 06118-1224	2010/VVWJM7AN7AE129529	0	0	-29.29
2018-03-0069881	LAREDO CONSTRUCTION LLC	66 RANNEY ST	EAST HARTFORD, CT 06108-4001	2001/1FMRE11221H832173	0	0	-41.94
2018-01-0008390	LEUDJUC ELEANOR	75 NEW LONDON TPKE 305	GLASTONBURY, CT 06033	2 CHICKASAW DR	0	0	-157.64
2018-03-0070990	LOPEZ ALISBERTO	51 ELMER ST	EAST HARTFORD, CT 06108-2548	2004/4S3BH675747628222	0	0	-10.89
2018-03-0071855	MARCH GARY T	51 GREENHURST LN	EAST HARTFORD, CT 06118	1970/LL23COR180363	0	0	-3.73
2018-03-0071856	MARCH GARY T	51 GREENHURST LN	EAST HARTFORD, CT 06118	1999/1B7GG22X8XS169865	0	0	-22.41
2018-03-0071879	MARENA INDUSTRIES INC	433 SCHOOL ST	EAST HARTFORD, CT 06108-1135	2002/3VWSK69M52M156236	0	0	-14.48
2018-03-0072372	MASON KERICK K	21 ORCHARD TER	EAST HARTFORD, CT 06108-2128	2005/1HGCM72755A001829	0	0	-120.69
2018-03-0073006	MCMAHON NANCY R	149 LANGFORD LN	EAST HARTFORD, CT 06118-2371	2009/KMHDU46D09U662573	0	0	-11.25
2018-03-0058566	MERCEDES-BENZ FIN. SERVICES	13650 HERITAGE PWKY	FORT WORTH, TX 76177	2016/WDDJK7DA2GF099311	0	0	-670.6
2018-03-0074945	NEARY KIMBERLY A	32 SANDRA DR	EAST HARTFORD, CT 06118-1955	2004/1N4BA41EX4C869769	0	0	-17.86
2018-03-0074950	NEDZWECKAS ALICIA M	48 FERINCREST DR	EAST HARTFORD, CT 06118-2722	2000/1GKDT13W7Y2140923	0	0	-38.83
2018-01-0007391	NEXT GENERATION SERVICES	75 LIVINGSTON AVE SUITE 304	ROSELAND, NJ 07068	27 CUMMINGS ST	0	0	-4,791.66
2018-03-0075668	NKETSIAH SOPHIA	428 MIDDLE TPKE APT 57U	MANCHESTER, CT 06040-3854	2012/3N1A86AP0CL638305	0	0	-34.20
2018-03-0077369	PENA GILBERTO L	99 PORTERBROOK AVE	EAST HARTFORD, CT 06118-3225	2001/1N4DL01D61C240296	0	0	-6.61
2018-03-0078109	PINE LAKE LEASING	31200 NORTHWESTERN HWY	FARMINGTON HILLS, MI 48334-5900	1995/1GCGK24K9SE216001	0	0	-1,139.85
2018-03-0079284	REEVES DONNA P	184 BRITT RD	EAST HARTFORD, CT 06118-3308	2006/JF1SG63606H753843	0	0	-159.75
2018-03-0081994	SANGUINO-OLIVA RONNY	130 BROOKFIELD DR	EAST HARTFORD, CT 06118-2904	2006/5NPEU46C56H152127	0	0	-9.09
2018-03-0082099	SANTANA VERONICE N	49 GREENLAWN ST	EAST HARTFORD, CT 06108-2952	2012/1HGCP2F6XCA097501	0	0	-26.73
2018-03-0082778	SERBEGIS TOUS OR SERBEGIS CYNTHIA	39 SUNRISE LANE	EAST HARTFORD, CT 06118-3068	2000/WP0CA2992YS650813	0	0	-243.00
2018-03-0083023	SHELTON TAMMY L	1390 HALLS STREAM RD	PITTSBURG, NH 03592	2007/1FAHP27107G140582	0	0	-27.31
2018-03-0084550	SUMJISASKI DONALD J	127 ANITA DR	EAST HARTFORD, CT 06118-2003	2011/KM8JUAC28U206611	0	0	-59.20
2018-03-0084578	SUNWRIGHTS LLC	80B PITKIN ST	EAST HARTFORD, CT 06108	2005/1GCGG25V751116663	0	0	-54.00

2018-03-0086220	TULLY PATRICIA A OR TULLY GERALD E	1301 EAGLESON LN	WAKE FOREST, NC 27587-5287	2013/1N4AASAP0DC833866	0	0	-28.93
2017-03-0088446	VW CREDIT TAX DEPARTMENT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WA1BNAFY1J2021579	0	0	-955.98
2017-03-0088448	VW CREDIT TAX DEPARTMENT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2018/WAUTNAF58JA012817	0	0	-909.44
2018-03-0087645	VW CREDIT TAX DEPARTMENT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2016/WVWGEF98P1GD003376	0	0	-755.56
2018-03-0087648	VW CREDIT TAX DEPARTMENT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2016/WVWVLF7AU2GW149345	0	0	-821.16
SUBTOTAL					-1102.78	-96.00	-58207.18
TOTAL							\$ (59,405.96)



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 27, 2019
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: REFFERAL: Ordinance Committee; Fire-Related Ordinances

Attached is a memo requesting a referral to the Ordinance Committee in order to address the Town's fire-related Ordinances.

The attached proposed revisions suggest improvements to fire-related ordinance to clarify the language and ease application, provide improved guidance to citizens and enforcement authorities, update current language to reflect current preferred practices and address issues with current ordinances relative to content or application.

Please place this items on the Town Council Agenda for the October 1, 2019 Town Council meeting.

Thank you.

C: J. Oates, Fire Chief
R. Gentile, Assistant Corporation Counsel

The goal of these purpose ordinance changes is to:

1. Improve current language by increasing clarity and ease of application.
2. Provide improved guidance to citizens and enforcement authorities alike
3. Remove ambiguity
4. Update current language to reflect current preferred practice
5. Address issues with current ordinances relative to content or application

Fire Safety

The problem is the Town of East Hartford lacks the ability to rectify hoarding conditions within single family dwellings.

Note, this section is 'new' language.

Solutions/content

Hoarding is a disorder where the individual or individuals exhibit the compulsion to continually accumulate a variety of items that are often considered useless or worthless by others accompanied by an inability to discard the items without great distress.

The solutions to the effects disorder, particularly in private dwellings, requires a multi-disciplinary approach. Most governmental entities have little or no ability to proactively enter a private dwelling, absent a fire, medical, or crime emergency.

This proposed ordinance content is intended to provide a local fire official a mechanism to inspect a private dwelling, upon the report of hoarding condition, in an effort to determine the extent of the problem. The noted 'violations' would likely be present in a hoarding condition of any level. For reference, the levels of hoarding are noted here:

Hoarding Level One: Clutter is not excessive, all doors and stairways are accessible, there are no odors, and the home is considered safe and sanitary.

Hoarding Level Two: Clutter inhabits two or more rooms, light odors, overflowing garbage cans, light mildew in kitchens and bathrooms, one exit is blocked, some pet dander or pet waste puddles, and limited evidence of housekeeping.

Hoarding Level Three: One bedroom or bathroom is unusable, excessive dust, heavily soiled food preparation areas, strong odors throughout the home, excessive amount of pets, and visible clutter outdoors.

Hoarding Level Four: Sewer backup, hazardous electrical wiring, flea infestation, rotting food on counters, lice on bedding, and pet damage to home.

Hoarding Level Five: Rodent infestation, kitchen and bathroom unusable due to clutter, human and animal feces, and disconnected electrical and/or water service.

Open Burning

The problem is the current Town of East Hartford open burning ordinance is not effective or enforceable.

We propose deleting current ordinances found in 11-2, 11-3, and 11-4.

We propose transitioning the assignment of Open Burning Official from the Health Department (Director) to the Fire Marshal.

The proposed language will add definition and clarity.

Fire Lanes

The problem is the current Town of East Hartford Fire Lane ordinance is not effective nor enforceable.

The current ordinance language is unclear and does not have a clear enforcement pathway.

The proposed language adds definition, describes construction, maintenance, location, and enforcement.

Fire Hydrants

The problem is the Town of East Hartford lacks an ordinance stipulating the requirements for fire hydrants.

The current ordinance book is largely silent on the issue of fire hydrants.

The proposed language addresses location, maintenance of private hydrants, and removal of snow from the area of hydrants.

Sec. 11-8. Fire Hydrants.

11-8.1 Use; Obstruction

- A. No person shall open any fire hydrant unless authorized by the Chief of the Fire Department.
- B. All private property owners whose property contains a fire hydrant shall continuously maintain the area around the fire hydrant and keep the area clear of weeds, rubbish or any other obstructions which might prohibit access for use and/or maintenance of the fire hydrant. Landscaping or decorations shall not obstruct or obscure any fire hydrant from clear view, nor inhibit access for use and/or maintenance of fire hydrants.
- C. Fire hydrants shall not be screened or otherwise obstructed by trees, shrubs, fences or any structure that impedes access to the fire hydrant. Painting, changing the grade or any other alteration to the hydrant or its surroundings that diminishes the visibility of the hydrant is prohibited.

11-8.2 Removal of Snow and Ice (moved from Chapter 18 Streets and Sidewalks Sec. 18-23 Removal of Snow and Sleet From Areas Around Fire Hydrants)

- A. The owner, agent of the owner or occupant of any property which abuts any fire hydrant shall, within eight (8) hours after the cessation of any fall of snow and/or sleet, remove any snow or ice which may have accumulated on top of and within a radius of three (3) feet from any part of such hydrant, and a three (3) foot wide path shall be cleared from the fire hydrant to the street, and shall thereafter, ensure that such hydrant remains clear of snow and ice in the manner stated above. If the fall or formation of such snow and/or ice occurs between sunset and sunrise, same shall be removed from the fire hydrant within eight (8) hours after sunrise.
- A. No person shall shovel, throw, blow, place or plow, onto any fire hydrant, snow or ice from any private property, public or private sidewalk or public right-of-way.
- B. Every owner, agent or occupant found to have violated any provision of subsection (a) or (b) above shall be issued a written warning by the town's Chief or his designees directing such owner, agent or occupant to cure such violation within three (3) hours after the issuance of the warning. If such violation is not corrected within the time set out in the warning, the owner,

agent or occupant will be issued an infraction ticket by the Fire Chief or his designees which will subject such owner, agent or occupant to a fine of fifty (\$50.00) dollars for the first violation. Failure by the owner, agent or occupant to cure the violation after issuance of the infraction ticket will result in the issuance of an additional infraction ticket by the Fire Chief or his designees for each day the violation remains unabated, each of which will subject the owner, agent or occupant to a fine of ninety (\$90.00) dollars. The town may, at any time after the issuance of the first infraction ticket to an owner, agent or occupant, cure such owner, agent or occupant's continuing violation by causing the removal of the snow and ice obstruction which caused the issuance of the citation and recover its costs from the offending owner, agent or occupant, plus legal interest thereon, as provided in Connecticut [General Statutes Section 7-148\(c\)\(6\)\(C\)\(v\)](#), by filing a lien against the property owned, managed or occupied by the offending owner, agent or occupant.

**** Should infractions be issued by PD instead of FD? Maybe some sort of warning notice given by FD, and if no compliance, then PD takes on enforcement.**

11-8.3 Private Fire Hydrants

- A. Compliance with specifications required. Any owner of property who is required to install private fire hydrants as a condition of site plan approval or to enhance fire protection shall install private water main and hydrants which are fully in accordance with the specifications of the Metropolitan District Water Bureau (MDC). The hydrant shall be one for which the MDC can provide repair parts.
- B. Maintenance service. Any person who owns fire hydrants in accordance with (the above) shall be required to annually subscribe to and pay for maintenance service which is available through the MDC. The owner of said hydrants shall keep the hydrants clear of all obstructions, snow and ice to assure maximum access for utilization by fire personnel during emergencies. The owner shall maintain a file of hydrant maintenance reports on site for inspection by representatives of the East Hartford Fire Department.
- C. Repair of private fire hydrants. The Town of East Hartford may, at its option, order the repair of a defective hydrant on private property after notice by mail to the owner of the defect and may make the repair and bill the cost of such work to the owner if the owner fails to make the repair within two weeks of the mailing of the notice of defect. If emergency conditions require immediate repair of the defect, such repair may be effected by the East Hartford Fire Department and billed to the owner without prior notice to the owner.

- D. Existing private hydrants. Any hydrant installed on private property prior to the effective date of this chapter shall be brought into compliance with this section when it becomes inoperable. Existing private fire hydrants shall be maintained in accordance with this section.
- D. Penalties for offenses. Any Person who fails to comply with the provisions of this section shall be fined for each day such violation continues, and each day there is a failure or neglect to comply with the above provisions shall be deemed a separate offense.

Note:

Remove Sec. 18-23 Removal of Snow and Sleet From Areas Around Fire Hydrants, as it is now addressed here, with penalties.

Section 11-6 Fire Lanes

11-6.1 Scope.

- a) This article shall be applicable to the entire Town.
- b) This article shall apply to all new and existing shopping centers, office buildings, manufacturing buildings, commercial buildings, mercantile buildings, warehouses, storage buildings, nursing homes, schools, public buildings, places of assembly, apartment buildings, hotels, motels, congregate housing, condominiums and parking facilities.

11-6.2 Definition.

FIRE LANE --- A designated unobstructed passageway sufficient in size to permit free passage of fire and other emergency equipment from a public highway to all necessary areas or portions of any private or public property as hereinafter set forth.

11-6.2 Designation.

The Fire Marshal shall designate the establishment of such fire lanes.

11-6.3 Marking.

The owner, owners, agent, or lessee shall cause to be erected, installed and maintained, at its own expense, fire lane signage and markings in a manner approved by the Fire Marshal.

11-6.3 Maintenance.

Fire lanes established under this article shall be kept free of ice and snow and any other material which would obstruct the use of said fire lane.

11-6.4 Parking or standing of vehicles in fire lanes.

No person shall park, or permit to stand, a motor vehicle in a fire lane which has been established under this section, except when the operator remains in the vehicle and is in the process of picking up or discharging passengers. Any vehicle found to be parked in violation of this section shall be subject to penalties in accordance with **Sec. 21 6a.**

Any motor vehicle found parked in a fire zone which has been established in accordance with this section may be towed, upon the direction of a police officer, to any public or private parking facility, and all expense of such towing, and any subsequent storage, shall be borne by the registered owner of such vehicle.

Fine or other enforcement action other than a tow?

Proposed Draft Section 11-XX Fire Safety
Section 11-XX Fire Safety

Scope. The provisions of this chapter shall govern the minimum conditions and standards for fire safety relating to one- and two-family dwellings and their exterior premises, including fire safety facilities and equipment to be provided. **Responsibility.** The owner of the premises shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that does not comply with the requirements of this chapter.

Means of egress.

- A. **General.** A safe, continuous and unobstructed means of egress shall be provided from the interior of a structure to a public way.
- B. **Arrangement.** Exits from dwelling units shall not lead through other such units, or through toilet rooms or bathrooms.
- C. **Stairways, handrails and guards.** Every exterior and interior flight of stairs having four or more risers, and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than 30 inches (762 mm) nor more than 42 inches (1,067 mm) high, measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches (762 mm) high above the floor of the landing, balcony, porch, deck, ramp or other walking surface.
- D. **Locked doors.** All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except as provided for in § 242-41D(1) (check reference).

(1)

Locks permitted. Locks or fasteners shall not be installed on egress doors except in accordance with the building code listed in Article VIII. (check reference).

E. **Emergency escape.**

(1)

Every sleeping room located in basements of occupancies in Use Group R shall have at least one openable window or exterior door approved for emergency escape or rescue; or shall have access to not less than two approved independent exits and in accordance with the Fire Code listed in Article VIII.

(2)

Exception: Buildings equipped throughout with an automatic fire suppression system.

(1)

Security. Bars, grilles or screens placed over emergency escape windows shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the window.

Accumulations and storage.

A

Accumulations. Rubbish, garbage or other materials shall not be stored or allowed to accumulate in stairways, passageways, doors, windows, fire escapes or other means of egress.

B

Hazardous material. Combustible, flammable, explosive or other hazardous materials, such as paints, volatile oils and cleaning fluids, or combustible rubbish, such as wastepaper, boxes and rags, shall not be accumulated or stored unless such storage complies with the applicable requirements of the building code and in accordance with Connecticut General Statutes.

Fire protection systems.

C

General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be properly maintained.[1]

D

Smoke detectors. A minimum of one approved single-station or multiple-station smoke detector shall be installed in each sleeping area in Use Group R dwelling units and in the immediate area of the bedrooms. In all residential occupancies, smoke detectors shall be required on every story of the dwelling unit, including basements. In dwelling units with split levels and without an intervening door between the adjacent levels, a smoke detector installed on the upper level shall suffice for the adjacent lower level, provided that the lower level is less than one full story below the upper level and in accordance with Connecticut General Statutes.

Open Burning

Open Burning - the burning of any matter in such a manner that the products of combustion resulting from the burning are emitted directly into the ambient air without passing through a stack or flue.

Nuisance — (as it relates to open fires) —Any discharge into the open air of any smoke, soot, dust, ash, fumes, odors or other emissions which cause injury, detriment or annoyance, or which endangers the comfort, repose, health or safety of the public, or which cause, or are likely to cause, injury to persons or damage to property.

Brush — shrubs, leaves, prunings or tree branches, the diameter of which is not greater than 3 inches at the widest point.

DEEP — Connecticut Department of Energy and Environmental Protection

Approved — Acceptable to Fire Department personnel

Local Open Burning Official — the designated East Hartford official responsible for all aspects of Open Burning Permits

Open burning on private residential property with the intent of disposing of, removing or eliminating brush.

Open burning of this type is allowed by permit only from the local Open Burning Official.

Permitted open burning must be a minimum of 50 ft. from any structure.

Open burning is **not** allowed for the purpose of clearing land, or for the disposal of construction debris, household trash, grass, or leaves.

The local Open Burning Official issues permits for open burning consistent with CT DEEP guidelines. Permitted open burning fires shall be extinguished by the property owner, occupant, permit holder, or Fire Department personnel and constitute a violation if the fire becomes a nuisance to neighbors, burns materials not permitted or violates any other CT DEEP restriction for permitted open burning as determined by Fire Department personnel. The Fire Marshal's Office shall be notified by Fire Department personnel of a permitted open burning fire that was extinguished for any of the above reasons. The Fire Department shall notify the Police Department for subsequent extinguishments on the same property

Open Burning for/of campfires, fire pits, chiminea fires, or similar recreational fires on private residential property.

Open Burning for/of campfires, fire pits, chiminea fires, or similar recreational fires on private residential property burning clean, non-processed wood, solely for recreation and enjoyment, and without the intent to dispose of, remove or eliminate brush or yard waste, are permitted in East Hartford.

This type of fire shall meet the following conditions:

- Fire does not become a nuisance to neighbors;
- Is no more than 3 ft. in diameter at its widest point;
- Is a minimum of 25 ft. from structures or combustible materials unless contained in an approved manner;
- And is provided with a competent adult and adequate means to extinguish the fire as determined by Fire Department personnel. Adequate means can include, but are not limited to: water hoses connected to a water source, rakes, shovels, buckets, sand, and/or fire extinguishers.

Non-permitted open burning fires, or recreational fires not meeting all of the above guidelines constitute a violation and shall be extinguished by the property owner, occupant, or Fire Department personnel.

The Fire Marshal's Office shall be notified by Fire Department personnel when a non-permitted open burning or recreational fire is extinguished for any of the above reasons. The Fire Department shall notify the Police Department for subsequent violations on the same property.

Enforcement

Enforcement of this article shall be carried out by the East Hartford Police Department.

Penalties

- A. Violation of this article shall be an infraction as provided for in Connecticut General Statutes 51-164m and 51-164n, as the same may be modified periodically.

B. A fine of \$50.00 shall be assessed for the second violation that constitutes an offense under this section. A fine of \$75.00 shall be assessed for each subsequent violation.

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

Robert J. Paek

2019 SEP 27 A 8:52
(860) 291-7309

TOWN CLERK
FAX (860) 291-7389
EAST HARTFORD

DATE: September 27, 2019

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, October 1, 2019 6:30 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, October 1, 2019

6:30 p.m.

Town Council Majority Office

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

- The pending Superior Court action known as Town of East Hartford v Iglesia Fuente De Salvacion Misionera, Inc., et al, Docket No. HHD-CV-17-6076907-S, involving real property located at 302-304 Tolland Street and 306 Tolland Street.
- The pending Superior Court action known as Town of East Hartford v Iglesia Fuente De Salvacion Misionera, Inc., MI East Hartford, Docket No. HHD-CV-17-6076227-S, involving real property located at 302-304 Tolland Street and 306 Tolland Street.
- The pending assessment (tax) appeals known as United Technologies Corporation, Pratt & Whitney D v. Town of East Hartford, Docket No. HHB-CV-17-6037148-S, HHB-CV-17-6037146-S, HHB-CV-18-6044670-S, HHB-CV-19-6052267-S, involving real property located at 400 Main Street and 1 Pent Road.

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