

Robert J. Park

TOWN COUNCIL AGENDA
TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
OCTOBER 5, 2021

2021 OCT -4 PM 1:15

TOWN CLERK
EAST HARTFORD
REVISED 10-04-21

=====
This Town Council meeting is accessible through "Microsoft Teams" 929-235-8441
Conference ID: 933 042 623 # or [Click here to join the meeting](#)

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
5. APPROVAL OF MINUTES
 - A. September 21, 2021 Executive Session
 - B. September 21, 2021 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. CPS HR Consulting: Directors' Compensation Study
 - B. Employment Agreement: Chief Information Officer
 - C. Disposition of Town-owned Property Other Than Real Estate
 - D. SciFi Networks Presentation**
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Recommendation from Personnel & Pensions Committee: Revised Job Description "I.T. Manager"
 - B. Release of Approved ARPA Funds
 - C. Hockanum School Roof Replacement Project
 - D. Dial-A-Ride Operating Systems Grant
 - E. Distracted Driving High Visibility Enforcement Grant
 - F. Local Prevention Council Grant
 - G. Appointments to Various Boards and Commissions
 - H. Referral to Personnel & Pensions Subcommittee: Deputy Public Works Director and Assistant Town Clerk**
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

11. OPPORTUNITY FOR RESIDENTS TO SPEAK

A. Other Elected Officials

B. Other Residents

C. Mayor

12. ADJOURNMENT (next meeting: October 19th)

Robert F. Kehoe

TOWN COUNCIL MAJORITY OFFICE

2021 SEP 27 AM 9:36

SEPTEMBER 21, 2021

EXECUTIVE SESSION

TOWN CLERK
EAST HARTFORD

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

PRESENT Councillor Patricia Harmon
via Teams

ALSO Scott Chadwick, Corporation Counsel
PRESENT Brian Smith, Assessor

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:04 p.m.

MOTION By Esther Clarke
seconded by Don Bell
to **go into** Executive Session to discuss the pending assessment (tax)
appeal known as East Hartford Founders, LLC v. Town of East Hartford,
Docket Number CV-17-6037160-S, involving real property located at 20
Hartland Street, a/k/a 99 Founders Plaza.
Motion carried 9/0.

MOTION By Esther Clarke
seconded by Don Bell
to **go back to** Regular Session.
Motion carried 9/0.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (7:16 p.m.)
Motion carried 9/0.

Attest

Richard F. Kehoe

Richard F. Kehoe
Town Council Chair

Robert J. Paak

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS" 2021 SEP 27 AM 9:36

SEPTEMBER 21, 2021

TOWN CLERK
EAST HARTFORD

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

PRESENT Councillor Patricia Harmon
via Teams

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:30p.m. The Chair explained that, this was a "hybrid" meeting, which allows for participation in-person or virtually via the "Teams" platform. He then announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

AMENDMENTS TO THE AGENDA

MOTION By Sebrina Wilson
seconded by Esther Clarke
to **add**, under New Business, item 8. D. entitled "Recommendation from the Fees Committee: Salon Annual Licensing Fee and Salon Annual Inspection Fee".
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

No one came forward.

APPROVAL OF MINUTES

September 8, 2021 Regular Meeting

MOTION By Sebrina Wilson
seconded by Awet Tsegai
to **approve** the minutes of the September 8, 2021 Regular Meeting.
Motion carried 9/0.

September 13, 2021 Executive Session/Mallinckrodt Bankruptcy

MOTION By Sebrina Wilson
seconded by John Morrison
to **approve** the minutes of the September 13, 2021 Executive
Session/Mallinckrodt Bankruptcy.
Motion carried 9/0.

September 13, 2021 Special Meeting/Showcase Cinema

MOTION By Sebrina Wilson
seconded by Don Bell
to **approve** the minutes of the September 13, 2021 Special
Meeting/Showcase Cinema.
Motion carried 9/0.

COMMUNICATIONS AND PETITIONS

Resignation of Lionel Lessard from the Economic Development Commission

Chair Kehoe reported that Lionel Lessard was resigning from the Economic Development Commission due to professional and personal time constraints. The Chair thanked Mr. Lessard for his valuable service to the community.

NEW BUSINESS

Closure of the 457 Deferred Compensation Plan with PCS Retirement

MOTION By Connor Martin
seconded by Don Bell
to **adopt** the following resolution:

**Resolution To Authorize The Closure Of The 457 Deferred Compensation Plan With
PCS Retirement**

Whereas the Town of East Hartford (the "Town") has established and maintained an Internal Revenue Code Section 457 Plan, known as "Town of East Hartford 457 Plan" (the "Plan"); and

Whereas the plan has had a limited number of participants since its inception; and

Whereas the last participant in the Plan has requested and received a payout from the Plan; and

Whereas the Plan no longer has any participants, beneficiaries or assets; and

Whereas there are currently three (3) other 457 Plans available to Town employees; and
Whereas Town desires to update and terminate the Plan effective September 30, 2021.

NOW THEREFORE BE IT RESOLVED that the Plan documents are hereby amended to the extent necessary to comply with the Internal Revenue Code as the same has been amended since the date of the most recent Plan Amendment; and

Be It Resolved that the Plan is hereby terminated, effective September 30, 2021; and

Be It FURTHER RESOLVED that the Mayor or Finance Director of the Town, on behalf of the Town, are hereby authorized, empowered and directed to execute any and all documents required to effectuate such termination of the Plan, and to take such actions as are necessary, appropriate or advisable to effectuate the foregoing resolution.

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

Referral to the Personnel & Pensions Subcommittee: Recycling Inspector Job Description

MOTION By Awet Tsegai
 seconded by Connor Martin
 to **refer** to the Personnel and Pensions Subcommittee the job description for a new position within the Public Works Department entitled "Recycling Inspector" with instructions to review this matter and report back to the Town Council with its recommendations, if any.
 Motion carried 9/0.

Outdoor Amusement Permit Application: Thunderbird American Indian Dance Troupe

MOTION By Angie Parkinson
 seconded by John Morrison
 to **approve** the outdoor amusement permit application entitled "Thunderbird American Indian Dance Troupe" submitted by Sarah Kline Morgan, Director, East Hartford Public Library, to conduct the Thunderbird American Indian Dance Troupe on the front lawn of the Raymond Library, 840 Main Street, on Saturday October 16, 2021 from 11AM to 1:30PM in celebration n of Indigenous People's Day – the rain date is Saturday October 23, 2021 with the same hours; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.
 Motion carried 9/0.

Recommendation from the Fees Committee re: Salon Annual Licensing and Inspections Fees

MOTION By Connor Martin
seconded by Awet Tsegai
that the Town Council **approve** the annual licensing fee for hair salons in East Hartford and the fee for the annual inspection of those salons as outlined in a memo dated August 12, 2021 from Laurence Burnsed, Director of Health and Social Services to Marcia Leclerc, Mayor as follows:

- *Annual License Fee/ Late Charges:*
 - Salons with 1 – 4 stations: \$100
 - Salons with 5 – 9 stations: \$125
 - Salons with 10 or more stations: \$175
- *Late fee:*
 1. Within 30 days of expiration: \$ 50
 2. 31- 60 days after expiration: \$100
 3. After 60 days non-renewable, revoke license, re-instatement fee: double license fee
- *Annual Inspection Fee - \$125.00*

Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

East Hartford Founders, LLC v. Town of East Hartford, Tax Appeal, Docket NO. CV-17-6037160-S, 20 Hartland Street, a/k/a 99 Founders Plaza

MOTION By Sebrina Wilson
seconded by Connor Martin
to **accept** the recommendation of Corporation Counsel to settle the pending assessment (tax) appeal known as East Hartford Founders, LLC et al v. Town of East Hartford, Docket No. HHB-CV-17-6037160-S, involving real property located at 20 Hartland Street, from a fair market value of \$18,717,770.00 to the fair market value of \$15,000,000, which shall generate a reduction of \$122,444.80 in property taxes, for the Grand List Year of 2016.
Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc commented on the following: (1) the Raymond Library is offering museum passes to residents; (2) The East Hartford Community Cultural Center will be reopening to small groups; (3) on October 6th from 8AM to 10AM residential revaluation personnel will be in neighborhoods reviewing the description of property and buildings for valuation purposes; (4) SciFi will also be surveying local neighborhoods in preparation of the installation of a high speed fiber-optic network; (5) the Parks & Recreation Department is offering outdoor fitness classes at Great River Parks; and (6) the Planning & Zoning Commission has been reviewing the sale of recreational cannabis in East Hartford. The Town Council will need to identify spaces for public smoking of marijuana.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Don Bell
 to **adjourn** (7:58p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be October 5th.

Attest



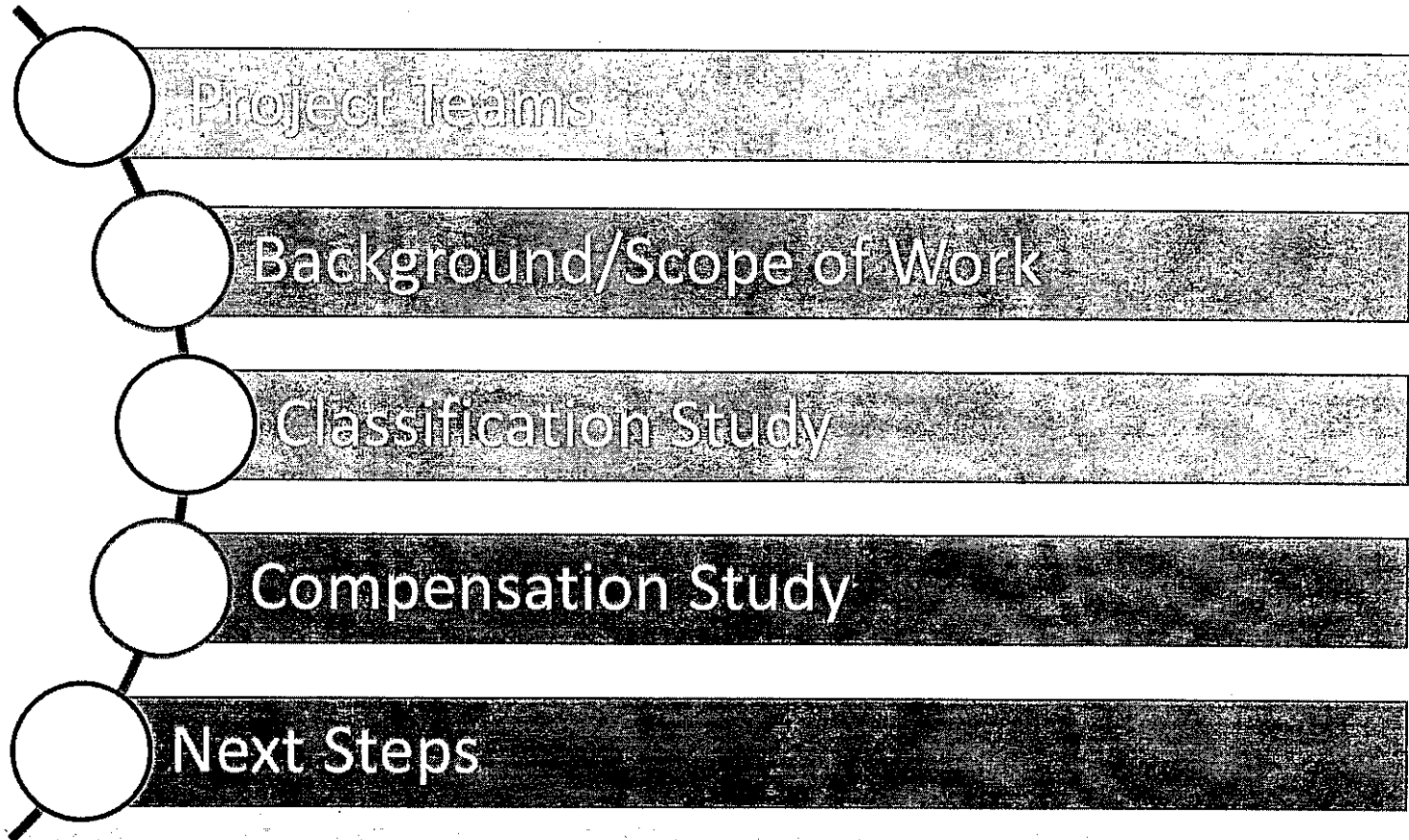
Angela M. Attenello
TOWN COUNCIL CLERK



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

September 8, 2021

● Agenda





CPS HR Project Team

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

● Background & Scope of Work

Classification Study

- 14 positions allocated to 14 classifications
- Class specification recommendations

Total Compensation Study

- 14 benchmark classifications
- 12 labor market agencies

Classification Study

CPS HR  CONSULTING™

● Classification Study Goals

Ensure classification specifications are current and adequate

Ensure classifications are properly titled

Ensure individual positions are properly classified

Ensure accurate minimum qualifications, distinguishing characteristics, etc.

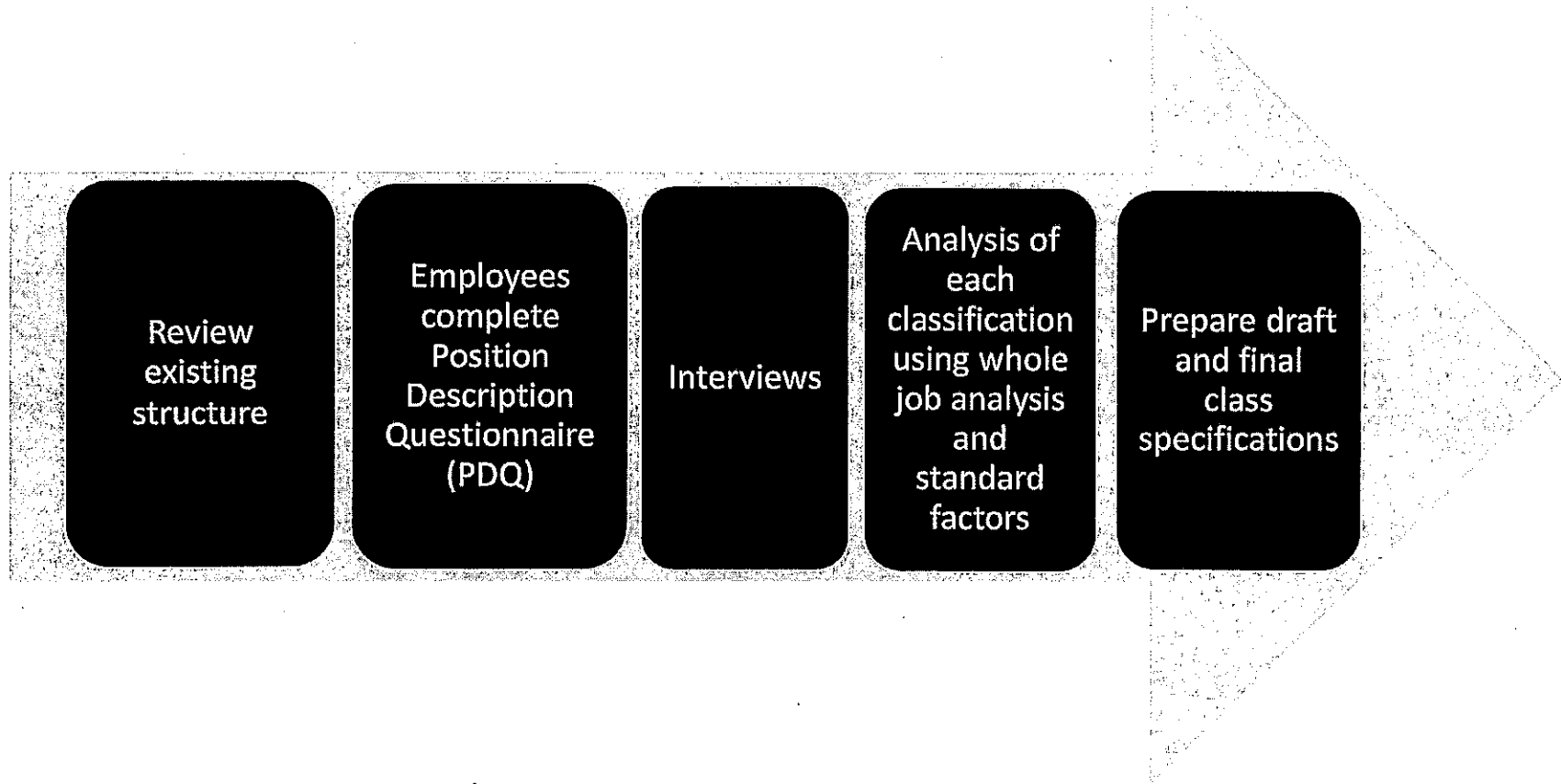
Recommend a sound classification structure that will establish clear levels and define job relationships

Classifications Included in the Study

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



Classification Study Process






Standard Classification Factors

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

● Potential Classification Study Outcomes:




No changes to positions



Reclassification of positions




Change in the title of positions



Revision of class specifications



Consolidation of classifications



Establishment of new classifications

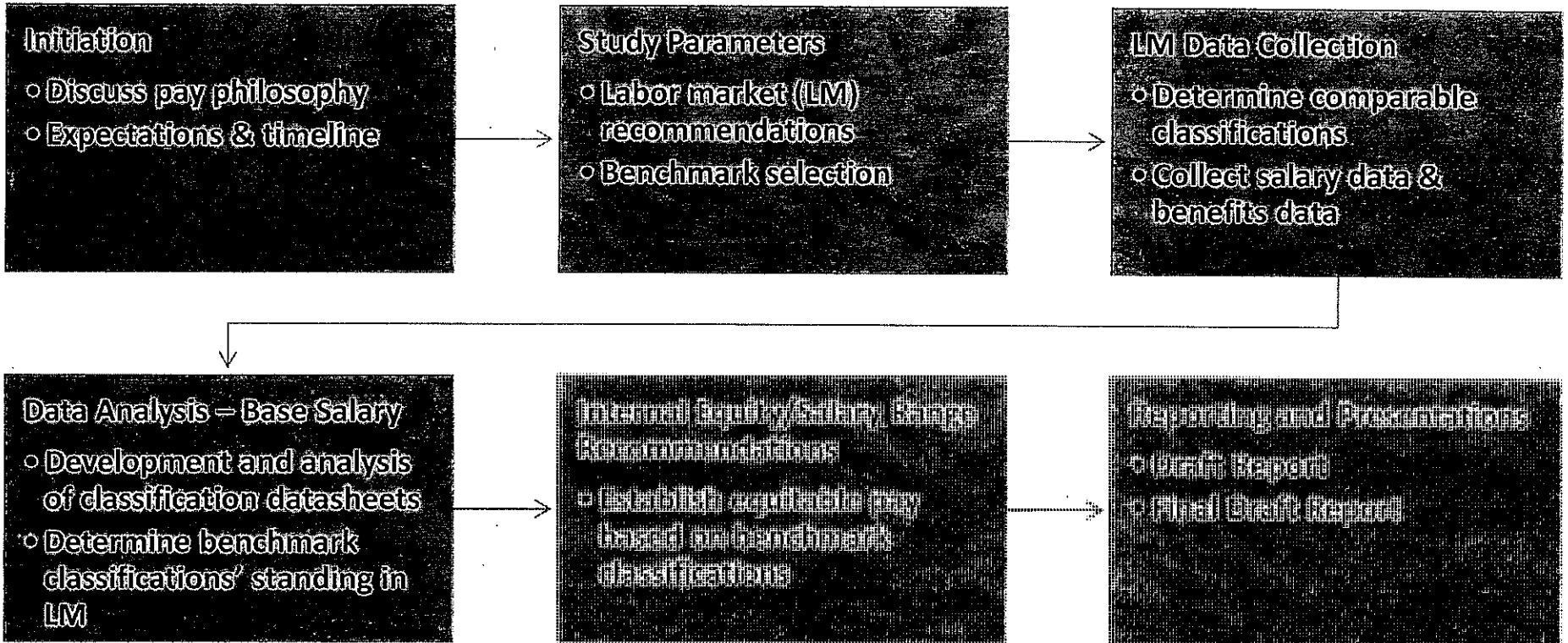
● Overview of Classification Recommendations

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

Total Compensation Study

CPS HR  CONSULTING™

● Compensation Study Steps & Methodology





Selection of Labor Market Agencies

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



Benchmark Classifications

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

Surveyed Compensation Components

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

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

Compensation Analysis and Salary Recommendations

CPS HR  CONSULTING™

Salary Survey Summary for Benchmarks

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

● Salary Survey Summary for Benchmarks (continued)

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

Salary Survey Summary for Benchmarks (continued)

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

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

Salary Recommendations

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

Salary Recommendations (continued)

Option 1: Open Range Model

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

Salary Recommendations (continued)

Option 2 : Step System Model

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

Salary Recommendations (continued)

Recommended Pay Grade Assignments

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

Town of East Hartford Classification & Compensation Study

Questions?

Please contact us at:

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 27, 2021
TO: Richard F. Kehoe, Chairman
FROM: Marcia A. Leclerc, Mayor *em*
RE: COMMUNICATION: Employment Agreement for Chief Information Officer

In a May 28, 2018 memo to the Town Council I provided an update to the Town Council on a joint venture to work with the Superintendent of Schools to hire an information Technology Director to manage a Town wide Information Technology Department.

That was an important initiative that was pursued by the Town and Board of Education on a cooperative basis which resulted in the hiring of a town wide Information Technology Director, Roberta Pratt, who reported directly to both myself and the Superintendent of Schools.

That request and proactive initiative was brought into sharp focus when the Board of Education experienced an external ransomware attack on its server infrastructure. While in the end the attack was unsuccessful, productivity was negatively impacted as data had to be recreated from backups. Separately and unrelated, the Investigations and Audit Subcommittee of the Town Council commissioned a penetration test of technology infrastructure using an outside security technology company which resulted in the issuance of a Security Assessment Report for Town and Board of Education technology assets.

If you recall the results of the assessment in 2018 identified many critical and high vulnerabilities leaving the town and BOE IT infrastructure with an overall technical severity score of very weak. Since then the allocation of significant resources and the invests to advance and shield the systems from cyber attacked, penetrations and to safeguard critical data and personal information has propelled the department light-years from the former structure.

The work done on the Town side alone has been significant and I wanted to share some of the milestones that propelled us from an underfunded and underinvested IT department to a robust, upgraded, protected and forward thinking organization ready to continue the growth and momentum to meet the department and resident needs in the years ahead.

- ✓ Implemented a new secure backup solution with many layers
- ✓ Implemented depth of defense security protection
- ✓ Implemented Security Event and Information Monitoring (SEIM) for better threat management
- ✓ Hired a CISO to ensure security upgrades and determine Town needs now and moving forward
- ✓ Hired GIS Analyst to reduce vendor costs increase data accuracy and implement a state-wide standard mapping software for public
- ✓ Utilizing the positive relationship between the BOE and Town to strengthen security for both departments
- ✓ Continue with the cyber risk project which includes operational adjustments, proactive analysis, and security reviews for all projects involving the implementation of technology
- ✓ Implemented Multi-Factor Authentication (MFA) to secure email and VPN usage

- ✓ Increase monitoring of application security vulnerabilities from **vendor-based** systems and increase communications with vendors to ensure vendors are proactively patching systems with risk areas
- ✓ Created more emphasis on Cyber Security within Town departments
- ✓ Created policy surrounding patching of all critical support technologies
- ✓ Upgraded the server infrastructure
- ✓ Upgraded the antiquated phone system that was at risk with a new system in collaboration with the BOE tech staff
- ✓ Created a patching schedule to ensure server security
- ✓ Consolidated and secured Excel Databases from the Health Department utilizing Access Databases
- ✓ Migrated all town employees to Office 365 software to streamline services and ensure efficiency and security. This entailed manually migrating over 400 email boxes to a cloud solution
- ✓ Completed 2 external and 3 internal scans mitigating any vulnerabilities that were found
- ✓ Developed a COOP under the direction of the Mayor in response to COVID
- ✓ Developed an Incident recovery plan
- ✓ Moved 2 Data Center Devices to another town location for redundancy and security
- ✓ Reduced help desk ticket response time by 10 hours on average
- ✓ Completed in-person Microsoft Training to all Town Departments
- ✓ Assist departments with data analysis and mapping by utilizing the GIS position
- ✓ Our Database Administrator focused on efficient and effective delivery of online and mobile technology solutions for staff in all departments
- ✓ Supported Work from Home staff (WFH) during COVID-19 response
- ✓ Directed development of in-house database infrastructures to reduce the footprint of disconnected outlying town data centers, control costs, and increase delivery of new IT systems and services with more security
- ✓ Collaborated with department staff to determine needs and brought 8 new Datacenter components online
- ✓ Planned and work with various Town departments for future technology enhancements. The COVID-19 Pandemic highlighted areas of Town processes that can be improved upon with the use of technology making it easier for residents to do business with the Town
- ✓ Built relationships with vendors to improve financing options and opportunities
- ✓ Work with consultants and architects on security and technology for new senior center renovation, beginning of Wickham Library and possible backup Dispatch center
- ✓ Worked with DPW regarding online permitting for Bulky Waste process
- ✓ Worked with DPW on security cameras for monitoring for 5 pump houses
- ✓ Distributed over 300 workstations with Windows 10 to replace aged and unsecure devices
- ✓ Completed Death Index development which is in use
- ✓ Worked with Police, Fire and Health departments to visualize trends during the COVID-19
- ✓ Supported Hybrid meetings during the Pandemic
- ✓ Worked with departments to reduce technology spending by utilizing existing systems more efficiently
- ✓ Worked with the Mayor's office on SiFi initiative

In closing I would like to acknowledge the contributions of Director Pratt, during her short time with us, as well as the work of her staff under her leadership and to recognize the financial investments made by this Council.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 24, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ew*
RE: Ordinance 10-3(c) Disposition of Town-Owned Property Other than Real Estate

Pursuant to Section 10-3 (c), this memo serves as a notification of intent by the Mayor to dispose of the following town-owned property, certified by the Finance Director to be unsuitable for Town use.

- Various pieces of obsolete equipment and technology from the IT Department.
- Various pieces of obsolete office equipment and damaged furniture from the Wickham Library.

The above property has been offered to all Departments via email, in accordance with Ordinance 10-3(c). There is no use for this property within other departments.

Please place this item on the Town Council agenda for the October 5, 2021 meeting.

C: K. Sayers, IT manager
R. Pratt, Chief Information Officer
S. Morgan, Library Director

Sec. 10-3 (c):

(c) Notwithstanding the provisions of subsection (a) of this section, the Mayor may authorize the disposal of any furniture or equipment that is determined by the Finance Director to be unsuitable for town use and of any computer equipment that is determined by the Information Technology Manager to be unsuitable for town use because of obsolescence or damage, provided no Director has indicated an interest in the property within fourteen days of notice of intent to dispose by the Mayor, and provided further, that if such furniture or equipment has some use other than for town use, such furniture or equipment shall be disposed by auction or other means of sale. The Mayor shall notify in writing the Town Council of any disposal or auction of property pursuant to this section prior to such disposal or auction.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 30, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: COMMUNICATION: SiFi Networks Presentation

Please reserve time on the October 5, 2021 Town Council agenda for a presentation and communication by SiFi Networks regarding the upcoming Fiber City project that is commencing in East Hartford.

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

Robert J. Pratt

TOWN COUNCIL MAJORITY OFFICE/MICROSOFT "TEAMS"

PERSONNEL AND PENSIONS SUBCOMMITTEE

2021 SEP 28 AM 9:14

SEPTEMBER 23, 2021

TOWN CLERK
EAST HARTFORD

PRESENT Awet Tsegai, Chair, Councillors Connor Martin (in person) and John
via Teams Morrison

ALSO
PRESENT Theresa Buchanan, Human Resources Director
via Teams Roberta Pratt, Chief Information Officer

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:31 pm.

APPROVAL OF MINUTES

August 17, 2021 Meeting

MOTION By Connor Martin
seconded by John Morrison
to approve the minutes of the August 17, 2021 Personnel & Pensions
Subcommittee meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Information Technology Manager- Revised Job Description

Theresa Buchanan, Human Resources Director, gave the Committee a brief history of the Information Technology Manager position. Roberta Pratt, Chief Information Officer, described the changes to the current job description as compared to the proposed job description that was referred to this Committee at the September 8th Town Council meeting. The Committee members had questions on the job description, which were already addressed by both Ms. Buchanan and Ms. Pratt.

MOTION By Connor Martin
seconded by John Morrison
to recommend to the Town Council to approve the revised job description
entitled "Information Technology Manager" as outlined and attached to an

email dated September 23, 2021 from Theresa Buchanan, Human Resources Director, to Personnel & Pensions subcommittee members. (see attached).

Motion carried 3/0.

Recycling Inspector – New Job description

Human Resources Director Theresa Buchanan gave the Committee a brief summary of this new job description. Ms. Buchanan indicated that the town had decided to change the title of this new position to Solid Waste Official. This position is part of a collective bargaining agreement (CSEA Local 2001) and as such, it must be vetted through the union process. The committee members decided to call another meeting at the beginning of October in order to give the union more time to review and approve the new job description.

MOTION By Connor Martin
 seconded by John Morrison
 to table this matter until the next Personnel & Pensions meeting in early
 October.
 Motion carried 3/0.

ADJOURNMENT

MOTION By Connor Martin
 seconded by John Morrison
 to adjourn (6:00 p.m.)
 Motion carried 3/0.

C: Town Council
 Mayor Leclerc
 Theresa Buchanan, Human Resources Director
 Roberta Pratt, Chief Information Officer



TOWN OF EAST HARTFORD

TITLE: Information Technology Manager **GRADE:** 108
DEPARTMENT: Data Processing **DATE:**

GENERAL DESCRIPTION

The Office of Information Technology manager works closely with town departments throughout the town to provide access to secure and accurate data, telephone, email, Internet and databases.

The manager oversees the operations of the Office of Information Technology employees assisting when required. As part of the Strategic plan the manager is the lead team member to determine priorities and work plans to accomplish department goals. The IT manager develops procedures for a coordinated approach to efficient workflow operations.

SUPERVISION RECEIVED

Direction of the Chief Information Officer. (CIO)

SUPERVISION EXERCISED

Supervises assigned Office of Information Technology

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and leads a motivated team of IT staff to deliver excellent technical/non-technical support throughout town offices.
- Provides daily supervision and oversight to IT staff and schedules daily tasks
- Researches, evaluates and makes recommendations for upgrading, repair and maintenance of existing systems.
- Consults with Chief Information Officer and department heads to determine technology needs.
- Assists the Chief Information Officer in Developing a strategic plan to implement new systems to accommodate the municipality's needs. Oversees the acquisition of computer hardware and software.
- Manages and supervises assigned operations to achieve goals within available resources. Plans and organizes workloads and staff assignments.
- Oversees the network operations for the Town and should have the ability to perform Network administration duties such as installing servers, adding users/groups, creating folders for sharing and giving access permission if assistance is needed.
- Coordinates training classes and programs for municipal employees, including IT Staff as needed
- Maintains technical proficiency in software, hardware, networks and support for applications
- Oversees the Town's phone systems with the Network Administrator
- Collaborates with the Chief Information Officer and the Chief Information Security Officer on the department budget. Provides insight for reasoning behind the budget asks.



- Installs and tests new software. products. Creates new applications (design and coding work). Performs servers and special applications backups (SQL).
- Provide for security of data and assures that backups are maintained.
- Prepares project reports and informs Finance Director of project status and problems.
- Establishes criteria for the drafting of requests for proposals (RFP's) for the municipality's MIS needs.
- Places and follows-up on service calls to outside hardware/software support vendors to assure prompt and appropriate repair of hardware and software.
- Assures the effectiveness and efficient use of personnel, materials, facilities, time and budgeted funds for hardware and/or software. Makes budget recommendations for MIS DepaiLuent requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of data processing operations, systems, programming and administration for an organization with the needs of the Town.
- Considerable knowledge of advanced data processing technology, including various hardware and communications devices, and Internet.
- Considerable knowledge of municipal operations, budgeting and planning.
- Considerable knowledge of user applications and ability to establish and administer local area or wide area networks.
- Considerable leadership and managerial skills.
- Considerable ability to write programs in the municipality's programming language.
- Good ability to plan, organize and direct a data processing operation and staff.
- Good ability to monitor progress and adjust resources to accomplish work objectives.
- Considerable ability to communicate technical concepts to lay persons.
- Considerable ability to establish and maintain effective working relationships with Town officials, coworkers and vendors.

QUALIFICATIONS

A Bachelor's Degree in computer science or a related area, plus five to seven years of progressively responsible experience in programming and systems analysis, development and design which bridges the hardware and software sides of the information technology spectrum including at least one year as a supervisor, project manager, or operating manager, or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Computer hardware and software, word processor, calculator, mechanical devices used to transport, distribute, or package information, and typical office equipment.



PHYSICAL AND MENTAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit, talk and listen. Periodically the employee is required to walk, stand, use hands and fingers to operate office equipment and reach with hands and arms. The employee must be able to access and work in small, enclosed areas when installing equipment and cables. The employee may occasionally lift/or move up to 40 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. Must be able to read, analyze and interpret professional periodicals and journals, write reports and effectively present information and respond to questions. This position requires the ability to define problems, collect data, establish facts and draw valid conclusions and deal with a variety of abstract and concrete variables.

WORK ENVIRONMENT

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

The work is conducted in typical office working conditions with relatively few disagreeable features. The noise level in the work environment is moderately noisy.


GENERAL GUIDELINES

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

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 27, 2021
TO: Richard F. Kehoe, Chairman
FROM: Marcia A. Leclerc, Mayor 
RE: Town Council Release of Approved ARPA Funding

The following fund are needed to begin the work required. As such I am asking the Town Council to released previously authorized ARPA funds approved yet not released.

2.4	Digital Inclusion Project Manager <i>Director of Library Services requires this funding as the Match to the Hartford Foundation Grant</i>	\$ 100,000
2.7	East Hartford Connects: Services <i>Engaging the Services of Ready CT to manage the funds</i>	\$ 800,000
	East Hartford Connects: Youth Employment <i>Engaging the Services of Ready CT to manage the funds</i>	\$ 800,000
3.6	Creation of Police & Youth Services Violence Prevention <i>Multipronged proactive approach to policing including: Youth Services/JRB & EH Schools</i>	\$ 250,000
	Police & Social Worker Response PILOT Program <i>Working with a local non-profit to negotiate & develop program</i>	\$ 250,000
5.6	Storm Water Management Repair Storm Water Management Repair <i>The Town has identified over 22 specific locations that have Storm water issues and will begin to address them. Funds are Needed for repair work and investigation & Engineering</i>	\$ 1,500,000 \$ 3,000,000
	Goodwin Storm Water Management <i>Working on an MOU with CRDA to continue the work on the final leg of the storm water project in the Goodwin University area</i>	\$ 855,000
7.1	Administrative Expenses <i>Funding required to track, monitor & release funding</i>	\$ 219,017
	Revenue Replacement: Provisions of Government Repairs to Historic Properties <i>Town Historical Properties require evaluations, planning and Repairs to historical properties.</i>	\$ 2,000,000

RESOLUTION TO ADD A PROJECT TO THE TOWN'S 5-YEAR CAPITAL IMPROVEMENT PLAN, TO AUTHORIZE AN APPROPRIATION, TO AUTHORIZE THE FILING OF A GRANT APPLICATION, TO SEND THE PROJECT TO THE PUBLIC BUILDING COMMITTEE, AND TO FUND THE LOCAL SHARE OF THE PROJECT COST

WHEREAS, the Town of East Hartford Board of Education has identified that a roof replacement project at the Hockanum School is a priority of the school district and qualified for State School Construction reimbursement; and

WHEREAS, the cost of the roof replacement including design and construction is anticipated to total \$535,429 with the State reimbursing 76.43% or \$409,228 leaving the School District to pay 23.57% or approximately \$140,000 which includes an amount for unforeseen ineligible costs.

THEREFORE BE IT RESOLVED, that the East Hartford Town Council does hereby approve the following items:


1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the Hockanum School Roof Replacement Project in the amount of \$535,429,
2. The appropriation of \$535,429 to fund the Hockanum School Roof Replacement Project,
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Hockanum School Roof Replacement Project,
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the Hockanum School Roof Replacement Project,
5. That the East Hartford Board of Education has budgeted the local share for this project in the Board's FY 22 capital improvement budget,
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the Hockanum School Roof Replacement Project.

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on October 5, 2021.

Angela Attenello, Clerk of the Town Council



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 27, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Hockanum School Roof Replacement Project

Please see the attached resolution related to the Hockanum School Roof Replacement Project.

This project has already been approved by the Board of Education and need additional approval from the Town Council before it can move forward. The resolution requires adding the project to the Town's 5-Year Capital Improvement Plan, with a total project cost of \$535,429

Please place this item on the Town Council agenda for the October 5, 2021 meeting. I recommend that the Town Council approve the resolution as submitted.

C: L. Trzetzkiak, Finance Director



MEMORANDUM

DATE: September 27, 2021

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance

TELEPHONE: (860) 291-7246

RE: Resolution - Hockanum School Roof Replacement Project

By way of this memo, attached please find a resolution related to the Hockanum School Roof Replacement Project.

This infrastructure project has already been approved by the East Hartford Board of Education but needs additional Town Council approval before it can move forward.

The attached resolution is packed with a variety of necessary components from adding the project to the Town's 5-Year Capital Improvement Plan, approving the total project appropriation, submitting a grant request to the State Department of Administrative Services for construction projects, sending the project to the Town's Public Building Commission, and also putting the local share of funding in place.

I have attached the Board of Education materials for your review as you consider this request.

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

Cc: Ben Whittaker, BOE COO
Jim Rovezzi, BOE Facilities



East
Hartford
Public
Schools

EAST HARTFORD PUBLIC SCHOOLS

EDUCATIONAL SPECIFICATIONS
OF
SCHOOL CONSTRUCTION GRANT APPLICATION

PROJECT:
HOCKANUM ECLC SCHOOL
ROOF REPLACEMENT

191 Main Street, East Hartford, CT 06118

SUBMITTED TO:
STATE DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF CONSTRUCTION SERVICES
OFFICE OF SCHOOL CONSTRUCTION GRANTS

450 Columbus Blvd, Suite 1503

Hartford, CT 06103

860-713-6480

Prepared by:
James Rovezzi, Assistant Director of Facilities
East Hartford Public Schools
860-622-5952

August 3, 2021

EDUCATIONAL SPECIFICATIONS

PROJECT: East Hartford Hockanum ECLC School Roof Replacement

1. PROJECT RATIONALE

Hockanum School was constructed in 1949 and the current roofing system (shingled) was installed in 1998 over the entire sloped roof. These existing BPco "Super Eclipse" shingles are in a rapidly deteriorating state, and leaks throughout the structure are prevalent, requiring a full replacement.

2. LONG-RANGE PLAN

The long-range plan for the school incorporates provisions for a safe and appropriate learning environment. This project will ensure the safety and health of the students and staff. The district plans to continue to utilize Hockanum School in its current capacity for the next twenty years and beyond.

3. THE PROJECT- Building-Wide

Current space: Project will impact the entire school, consisting of the roof covering the original building (1949) Total roofing area is about 62,552 square feet. The following instructional and support spaces are included under this roof area:

- (2) Self Contained Special Education Pre-K Classrooms
- (4) Integrated Pre-K Classrooms
- (13) General Education Pre-K Classrooms
- (1) Adult Education Classroom
- (1) Community Outreach Parent Training Classroom
- (1) Accelerated Specialist & Behavioral Support Classroom
- Special Education Office
- Special Education Resource Teacher/Service Room
- Occupational/Physical Therapy Office
- Social Worker/Service Office
- School Based Health Clinic Suite
- Enrollment Office
- Parent Support Office
- Health & Nutrition Office
- Gymnasium and storage
- Kitchen Prep and food storage
- Main office and principal's office
- Nurses office and storage
- Staff Professional Development Meeting Room
- Staff Lounge
- Restrooms
- Mechanical rooms and custodial closets

The current roof system is a wooden truss pitched roof sheathed in plywood and covered in underlayment and architectural shingles- installation date: 1998

Construction: Construction will not directly impact the instructional spaces, as all construction will be done from roof. Existing roofing system will be removed down to roof decking, rotted sections of roof decking replaced, and new flashings, underlayment, and architectural shingles installed.

Final Space: Same as current space.
FF&E: None.

4. **BUILDING SYSTEMS** (Not part of this project)

Security: Not applicable.
Public Address: Not applicable.
Technology: Not applicable.
Phone System: Not applicable.
Clocks: Not applicable.

5. **INTERIOR BUILDING ENVIRONMENT**

Acoustics: Not applicable.
Ceilings: Not applicable.
Lighting: Not Applicable.
HVAC: Not Applicable
Plumbing: Not Applicable
Chimney: Not applicable.
Windows/Doors: Not applicable.

6. **SITE DEVELOPMENT** (Not part of this project)

Site Acquisition: Not applicable.
Parking: Not applicable.
Drives: Not applicable.
Walkways: Not applicable.
Outdoor Athletic Facilities: Not applicable.
Landscaping: Not applicable.
Site Improvements: Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

This East Hartford Hockanum ECLC roofing project is not eligible for a school construction bonus.

School Readiness:	C.G.S. 10-285a(e)--Not applicable. (Only eligible if a new building or expansion of existing)
Lighthouse Schools:	C.G.S. 10-285a(f)--Not applicable.
CHOICE:	C.G.S. 10-285a(g), as amended--Not applicable.
Full-day Kindergarten:	C.G.S. 10-285a(h)--Not applicable.
Reduced Class Size:	C.G.S. 10-285a(h)--Not applicable.
Regional Vo-Ag Center:	C.G.S. 10-65--Not applicable.
Interdistrict Magnet School:	C.G.S. 10-264h--Not applicable.
Interdistrict Cooperative School:	C.G.S. 10-158a--Not applicable.
Regional Special Education Center:	C.G.S. 10-76e--Not applicable.

8. **COMMUNITY USES**

Hochanum ECLC School is utilized to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- PTO sponsored fundraisers and community events
- Special Education Summer Class
- YMCA Summer Camps
- After School Program



Department of Facilities

Hockanum School (191 Main Street) Roof Replacement Project

Project Description and Budget

Date: September 20, 2021

The East Hartford Public Schools Department of Facilities is proposing a project to replace the shingled roofing systems on the entirety of Hockanum School.

Background / Existing Conditions

Hockanum School was constructed in 1949 and the current roofing system (shingled) was installed in 1998 over the entire sloped roof. These architectural shingles have been rapidly deteriorating, leading to roof leaks which frequently require patch repair. It is important to note that these shingles experienced a premature failure and EHPS placed a claim with the manufacturers (Building Products Co.) court appointed system in 2018. As a result, EHPS received a prorated cash settlement totaling \$17,498.25 for faulty shingles at Hockanum. This amount was used to cover leak repair costs until the various impacted roofing systems could be totally replaced.

The BP Co. "Eclipse" shingle material continues to physically degrade as seen in the attached picture. The uniformity of the deterioration requires replacement of the entire system, as continuing to install patches to address leaks will only worsen and is not a practical solution to this ongoing problem. Since the entire roofing system is more 20 years old, they are eligible for partial reimbursement through the State School Construction Grant Program (OSGCR).



Project Overview

The project will consist of completely removing the existing shingles, underlayment and flashing to expose the roof deck. Following with approximately 62,552 square feet of new architectural shingles and underlayment. Any compromised sections of the roof deck will be replaced prior to installation of new underlayment and architectural shingles. Schematic drawings and an estimate of probable cost have been produced by the Friar Architecture and reflected below. Warranty will be a minimum of 20 years with a 10-year non-prorated portion covering labor and materials.

Project Budget

Design – Includes: Conceptual Design and Estimate, Schematic Design and Construction Documents, preparing required OSCGR documents and attending required State meetings, bid phase support, construction phase services, and miscellaneous services required for the State process.	\$20,051.01
Construction- Full removal of existing roofing, replace decking as needed, and install new underlayment and shingles.	\$515,377.80
Project Total	\$535,428.81

Estimated State Reimbursement @ 76.43% = **\$409,228.24**

Estimated Local Share @ 23.57% = \$126,200.57. A local share budget of \$138,000 has been carried to account for unforeseen ineligibles.

Funding Strategy

This project is eligible to be funded through the State of Connecticut Office of School Construction Grants and Review (OSCGR) program as a Roof Replacement project. Currently, East Hartford is eligible for reimbursement from the state at a rate of 76.43%, so East Hartford will only have to fund 23.57% of the eligible project cost. The State School Construction Grant Process requires that the Town of East Hartford authorizes 100% of the project cost, even though the Town/District will actually only fund its local share.

The East Hartford Board of Education will propose to the East Hartford Town Council that it authorizes the Board to submit the grant application to the OSCGR.

The Board of Education will fund the entire local share of the project out of its capital reserves, where the \$138,000, local share has been budgeted as part of the FY2022 CIP.

Procedural Steps

- September 20, 2021- Review and Approval of this document and Education Specs by Facilities Committee
- September 20, 2020- Review and Approval of this document and Education Specs by Board of Education
- October 5, 2021- Town Council Authorization to proceed with project and Grant Application. Includes (4) resolutions:
 - Local authorization to fund the cost of the project
 - Authorizing BOE to file the Grant Application
 - Authorizing at least preparation of schematic drawings and outline specifications
 - Authorizing funding of the construction project
- Grant application can commence with a target filing date of January 10, 2022



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 29, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ew*
RE: RESOLUTION: Dial-A-Ride Operating System Grant

The Town of East Hartford has been awarded a grant from the Greater Hartford Transit District in the amount of \$13,840 to pay a portion of the operating cost for the Dial-A-Ride program for FY 22.

This is an annual grant that requires a local match of 50% of eligible program expenses or \$13,840, whichever is lesser. The amount would come out of already budgeted funds from Senior Services Contract Dial-a-Ride account.

Please place this item on the Town Council agenda for the October 5, 2021 meeting. I recommend that the Town Council approve the resolution as submitted.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
T. Fravel, Parks and Recreation Director

RESOLUTION

I, Angela M. Attenello, Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the Town Council of said corporation, duly held on the 5th day of October, 2021.

WHEREAS: The Greater Hartford Transit District has made available Operating Assistance Grant Funds for Fiscal Year 2021-2022 and;

WHEREAS: these funds can be used to pay a portion of the cost of operating the Dial-A-Ride system providing transportation to elderly and disabled citizens,

NOW THEREFORE LET IT BE RESOLVED; that Mayor Marcia A. Leclerc is authorized to make, execute and approve on behalf of this corporation, any and all contracts or amendments thereof with the Greater Hartford Transit District in relation to a \$13,840.00 grant to the Town of East Hartford to be used to support costs associated with the operation of the Dial-A-Ride Program.

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Town of East Hartford, Connecticut this ____ day of October, 2021.

Signed: _____
Angela M. Attenello
Town Council Clerk

seal

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2021-22 Dial-A-Ride Operating Assistance Grant Contract

Funder: Greater Hartford Transit District (GHTD)

Grant Amount: \$13,840

Frequency: One time Annual Biennial Other _____

First year received:	<u>2006*</u>		
Last 3 years received:	<u>2021</u>	<u>2020</u>	<u>2019</u>
Funding level by year:	<u>\$13,840</u>	<u>\$13,870</u>	<u>\$13,870</u>

Is a local match required? Yes No

If yes, how much? 50% of eligible program expenses or \$13,840, whichever is the lesser

From which account? Already budgeted funds from Senior Services Contract Services Dial-a-Ride account

Grant purpose: Defray costs for Town Dial-a-Ride transportation services for seniors and disabled

Results achieved: Reduction in Town funds necessary to operate Dial-a-Ride transportation system.


Duration of grant: One year

Status of application: GHTD does not require an application for this entitlement (non-competitive) grant. Resolution will authorize Mayor to sign grant contract.

Meeting attendee: Parks and Rec Director Ted Fravel, ext. 7166

Comments: *Grant Administration Office records indicate this grant has been received as far back as 2006. Town may have participated in previous years.

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – Dial-a-Ride Operating System Grant
DATE: September 28, 2021

Attached is a draft resolution authorizing your signature on an Operating Assistance Grant Contract with the Greater Hartford Transit District (GHTD) for funding to operate the Dial-a-Ride program for the elderly and disabled citizens of East Hartford.

The Town of East Hartford has been awarded a \$13,840.00 grant from the GHTD to pay a portion of the cost of operating the Dial-A-Ride program for the current fiscal year July 1, 2021 to June 30, 2022. This amount is identical to the previous year's contract.

This is a non-competitive award that the Town receives because it is a member of the GHTD. My records indicate the Town has received this grant annually as far back as 2006.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on October 5, 2021. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director
Ted Fravel, Parks and Recreation Director

OPERATING ASSISTANCE GRANT CONTRACT

THIS CONTRACT, retroactive to July 1, 2021 by and between the Greater Hartford Transit District (the "District") and the Town of East Hartford ("Grantee"), WITNESSETH:

In consideration of the mutual covenants, promises and representations herein, the parties hereto agree as follows:

Section 1. Purpose of Contract - The purpose of this Contract is to provide for the undertaking of a mass transit operating assistance project (the "Project") with District financial assistance to the Grantee in the form of an operating grant (the "Grant"), using funds applied for by the District for such purpose under budget addendum 2022-ADA-01 Agreement No. 6.08-01(21) between the District and the Connecticut Department of Transportation ("CTDOT") (the "Agreement"), and to state the terms and conditions upon which such assistance will be provided and the manner in which the Project will be undertaken.

Section 2. The Project - The Project involves the continued or improved operation of a mass transit system, providing transportation to elderly and disabled citizens, operated by the Town of East Hartford for the time period of July 1, 2021 through June 30, 2022.

The Grantee agrees to provide for the continued or improved operation of the system, substantially as described in quarterly reports for the previous fiscal year ended June 30, 2021, filed with and approved by the District (the "Application of the Grantee"), incorporated in this Contract by reference, and in accordance with the terms and conditions of this Contract.

Section 3. The Grant - In order to assist the Grantee in financing the project's eligible operating expenses that are required to be reported under 49 U.S.C. §5335 (herein called "Eligible Project Operating Expenses"), such Eligible Project Operating Expenses being estimated to be in the amount of \$27,680.00, the District will make a Grant in an amount not to exceed 50% (fifty percent) of the Eligible Project Operating Expenses, as determined by the District and the CTDOT upon completion of the Project, or in the amount of \$13,840.00, whichever is the lesser.

Payments shall be made to the Grantee quarterly provided the Grantee has provided up-to-date quarterly reports and is in compliance with other terms and conditions of this Contract. The District shall have no obligation to make any payments under this Contract unless the District has received and has available sufficient State funds pursuant to the District's Application and the Agreement with the CTDOT for the Project.

The Grantee shall permit the authorized representatives of the District and/or the CTDOT to inspect and audit all data and records of the Grantee relating to its performance under this Contract.

For purposes of this Grant Contract, "Eligible Project Operating Expenses" must comply with reporting requirements set forth in 49 U.S.C. §5335 and with any guidelines or regulations issued by the District or CTDOT.

The Grantee agrees that it will provide from sources other than State or Federal funds or revenues from the operation of public mass transportation systems, an amount sufficient to assure payment of at least 50% (fifty percent) of all Eligible Project Operating Expenses, which is estimated to be the Local share in the amount of \$13,840. The Grantee further agrees that if the amount of the local share provided under this Grant Contract is less than the State share at any time, it will refund to the District an amount necessary to equalize the Total State Share and the Total Local Share.

Section 4. Use of Project Funds - The Grantee agrees that the State financial assistance provided under this Grant Contract shall be applied to the Eligible Project Operating Expenses incurred in the provision of mass transportation service within the urbanized area served by the Grantee with respect to a Project time period of July 1, 2021 through June 30, 2022. If, during such period, any State financial assistance provided pursuant to this Grant Contract is not so applied, the Grantee shall immediately notify the District.

Section 5. Records - The Grantee shall keep satisfactory records in the manner prescribed by the District with regard to the use of State financial assistance provided pursuant to this Grant Contract and shall submit upon request such information as the District or

CTDOT may require in order to assure compliance with this Section. All financial statements shall be in conformity with generally accepted accounting principles consistently applied.

Section 6. Civil Rights. The Grantee agrees and warrants that in the performance of the contract the Grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless shown by such Grantee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Grantee further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless shown by such Grantee that such disability prevents performance of the work involved; (2) the Grantee agrees, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission (on Human Rights and Opportunities of the State of Connecticut); (3) the Grantee agrees to provide each labor union or representative of workers with which such Grantee has a collective bargaining agreement or other contract or understanding and each vendor with which such Grantee has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Grantee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Grantee agrees to comply with each provision of this section and Conn. Gen. Stat. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. §§ 46a-56, 46a-68e, and 46a-68f; (5) the Grantee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Grantee as they relate to the provisions of this section and § 46a-56.

Section 7. Nondiscrimination (Sexual Orientation). (a) Pursuant to § 4a-60 of the Connecticut General Statutes, (1) the Grantee agrees and warrants that in the performance of the contract such Grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Grantee agrees to provide each labor union or representative of workers with which such Grantee has a collective bargaining agreement or other contract or understanding and each vendor with which such Grantee has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Grantee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Grantee agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to § 46a-56 of the general statutes; (4) the Grantee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Grantee as they relate to the provisions of this section and § 46a-56.

Section 8. Executive Orders -This Agreement is subject to the provisions of Executive Order No 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms, Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this agreement as if they had been fully set forth in it. For complete text of said documents, please go to: http://www.das.state.ct.us/Purchase/Info/Executive_Orders.pdf

Section 9. Termination - The District, effective 30 (thirty) days after date of written notice, may suspend, postpone, abandon, or terminate this Contract for any or no reason and such action shall in no event be deemed a breach of contract. The District, effective after five (5) days of written notice, may suspend, postpone, abandon, or terminate this Contract, and such action shall in no event be deemed a breach of contract when taken for cause including, but not limited to (a) the Grantee's failure to render the services under the Project to the satisfaction of the District or the CTDOT, (b) the termination for any reason of the operating assistance contract between the District and the CTDOT for the funding of this Project; or (c) the Grantee's failure to otherwise comply with the terms of this Contract.

Section 10. Special Conditions - The Grantee agrees and assures that the rates charged the elderly and persons with disabilities during non-peak hours for transportation utilizing or involving the facilities and equipment financed pursuant to this Grant Contract will not exceed one-half of the rates generally applicable to other persons at peak hours, whether the operation of such facilities and equipment is by the Grantee or is by another entity under lease or otherwise.

The Grantee agrees and assures that it will give the rate required herein to any person presenting a Medicare card duly issued to that person pursuant to Title II or Title XVIII of the Social Security Act.

The Grantee shall be solely responsible for all costs pertaining to the ownership, operation, use, maintenance and repair of all vehicles used in the provision of service under this Contract, so that the District will not be liable for any such costs.

Section 11. Indemnification - The Grantee, in accepting this Grant Contract, agrees that it shall indemnify and hold harmless the District, and the officers, employees, and agents of the District, from all claims, suits, actions damages and costs of every name and description resulting from or arising out of the District's Application for Grant funds, the awarding of such Grant funds to the Grantee, and the implementation of this Grant Contract. The Grantee agrees that it shall not use the defense of governmental immunity in the adjustment of any claims by the District pertaining to this contract.

Section 12. Operating Policies - The operation of all vehicles providing transportation services to the elderly and persons with disabilities under this Contract shall be in accordance with operation policies set forth or to be set forth by the State of Connecticut and the Capitol Region Council of Governments, the region's Metropolitan Planning Organization, incorporated herein by reference.

Section 13. Uniform System of Accounts and Records - The District shall not make any payment under this Contract unless the Grantee or any organization to receive benefits directly from that grant are each subject to the uniform system of accounts and records prescribed under 49 U.S.C. §5335.

Section 14. Reports of Financial and Operation Data - The Grantee agrees to file reports on forms furnished by the District of financial and operating data pursuant to 49 U.S.C. §5335, cited in Sections 3 and 13 of this Contract, on a quarterly basis during the fiscal year of this Grant. The ending dates of said fiscal quarters shall be September 30, December 31, March 31, and June 30. The Grantee further agrees to deliver the appropriate forms and information to the District within fifteen (15) business days of the close of each fiscal quarter as defined above. Failure to provide those reports by the time indicated may require the District to suspend financial assistance under this Contract until such times as said forms and information are furnished to the District.

All such exhibits and provisions and any changes or modifications thereto are incorporated hereby by reference, and the Grantee shall comply with the obligations thereunder for grant recipients and contractors and shall do nothing which would cause the District to be in violation of the requirements imposed on it by CTDOT as the recipient of State funds, and such compliance shall be a continuing obligation of the Grantee and a condition to receipt of funds pursuant to this Grant Contract.

Nothing contained in this Grant Contract is intended to or shall limit the obligations of the parties hereto under any applicable State or Federal law.

Section 15. Integrity - The Grantee hereby certifies that it, its principals, sub-recipients, or sub-contractors are not on the United States of America's Comptroller General's list or similar list maintained by the State of Connecticut of ineligible contractors and that none of the above persons or entities by defined events or behavior, potentially threaten the integrity of this State supported Contract.

GREATER HARTFORD TRANSIT DISTRICT

The District has executed this Grant Contract this ____ day of _____, 202_.

[SEAL]

Signed and Sealed in the presence of:

Witness

Vicki L. Shotland, Executive Director

Witness

TOWN OF EAST HARTFORD

The Grantee has executed this Grant Contract this ____ day of _____, 202_.

[SEAL]

Signed and Sealed in the presence of:


Witness

Marcia A. Leclerc, Mayor

Witness



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 24, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Distracted Driving High Visibility Enforcement Grant

The Town of East Hartford is looking to apply for a Distracted Driving High Visibility Enforcement Grant from the State Department of Transportation (DOT) in the amount of \$30,000. This is an annual grant that does not require a local match.

This grant will allow East Hartford officers to participate in grant-funded mobilizations targeting distracted drivers, focusing on motorists who choose to ignore Connecticut's hand-held mobile phone ban.

Please place this item on the Town Council agenda for the October 5, 2021 meeting. I recommend that the Town Council approve the resolution as submitted.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 5th day of October, 2021.

RESOLUTION

WHEREAS, the State of Connecticut Department of Transportation (CT DOT) and the National Highway Traffic Safety Administration (NHTSA) are offering grant funds to municipal police departments to participate in the FY 2022 Distracted Driving High Visibility Enforcement Campaign; and

WHEREAS, this campaign will focus on motorists who choose to ignore Connecticut's hand-held mobile phone ban; and

WHEREAS, between 2012 and 2019, approximately 26,000 people died in crashes involving a distracted driver, according to NHTSA,

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 CT DOT and NHTSA as they pertain to the 2022 Distracted Driving High Visibility Enforcement Campaign.

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

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

Angela M. Attenello, Town Council Clerk

seal

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: FY 2022 Distracted Driving High Visibility Enforcement Grant

Funder: CT DOT

Amount: Up to \$30,000

Frequency: One time Annual Biennial Other _____

First year received:	<u>2015</u>		
Last 3 years received:	<u>2021</u>	<u>2020</u>	<u>2019</u>
Funding level by year:	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$30,000</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: Grant will allow qualifying Connecticut police forces to participate in grant-funded overtime enforcement of anti-distracted driving laws.

Results achieved: Decrease traffic accidents involving distracted drivers.

Duration of grant: October 15, 2021 to April 30, 2022.

Application Status: Under development

Meeting attendee: Lieutenant Paul Neves, x7616

Comments: This is one \$30,000 grant funding two mobilizations, one in October, 2021 and one in April, 2022

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager *PMO/S*
SUBJECT: Council Resolution – CT DOT Highway Safety Grant
2022 Distracted Driving High Visibility Enforcement
DATE: September 24, 2021

Attached is a draft resolution authorizing an application to the state Department of Transportation for a Distracted Driving High Visibility Enforcement Grant.

This grant is funded by the National Highway Traffic Safety Administration (NHTSA) and will allow East Hartford officers to participate in grant-funded mobilizations targeting distracted drivers – focusing on motorists who choose to ignore Connecticut's hand-held mobile phone ban.

I have attached a fact sheet from Advocates for Highway and Auto Safety that explains the problem in more detail.

For FY 2022, the Town is eligible for a grant of up to \$30,000. This one grant will be used to fund two mobilizations, one in October, 2021 and one in April, 2022. There is no matching requirement for this grant.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on October 5, 2021. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

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



U DRIVE. U TEXT. U PAY. **Fact Sheet — Enforcement**

Texting and other forms of messaging while driving are real dangers on America's roads. While distracted driving can take many other forms, these texting behaviors have become one of the most pervasive forms of distracted driving.

Staggering Statistics

- According to NHTSA, between 2012 and 2019, approximately 26,000 people died in crashes involving a distracted driver. While fatalities from motor-vehicle crashes decreased slightly from 2018, distraction-related fatalities increased by 10%.
- NHTSA reports that the number of deaths linked to driver distraction was 3,142 nationwide, or almost 9% of all fatalities in 2019. This represents a 10% increase over the year 2018, or 284 more fatalities. The distraction figure was the largest increase in causes of traffic deaths reported for 2019.
- Distracted-driving crashes accounted for 15% of injury crashes and 14% of all police-reported motor vehicle traffic crashes in 2019.
- Texting while driving has become an especially problematic trend among younger drivers. In fact, 9% of drivers 15 to 19 years old involved in 2019 fatal crashes were reported as distracted. This age group has the largest proportion of drivers who were distracted at the time of the fatal crashes.
- According to NHTSA research from 2017, young drivers 16 to 24 years old have been observed using handheld electronic devices while driving at higher rates than older drivers have since 2007.
- In 2019, there were 566 nonoccupants (pedestrians, bicyclists, and others) killed in crashes involving a distracted driver.

Safety Tips for Driving

- If you are expecting a text message or need to send one, pull over and park your car in a safe location. Once you are safely off the road and parked, it is safe to text.
- Designate your passenger as your "designated texter." Allow them access to your phone to respond to calls or messages.
- Do not engage in social media scrolling or messaging while driving.
- Struggling to not text and drive? Activate your phone's "Do Not Disturb" feature, or put your cell phone in the trunk, glove box, or back seat of your vehicle until you arrive at your destination.

Put Your Phone Away or Pay

- When you get behind the wheel, be an example to your family and friends by putting your phone away. Just because other people do it doesn't mean texting and driving is




“normal” behavior. Instead, it’s a selfish, deadly and, oftentimes, illegal activity that could kill you, a loved one, a friend, or a stranger.

- In 48 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands, texting while driving is an illegal, ticketable offense. You could end up paying a hefty fine, and get points on your license.
- If you see someone texting while driving, speak up. If your friends text while driving, tell them to stop. Listen to your passengers: If they catch you texting while driving and tell you to put your phone away, put it down.
- Remember, when you get behind the wheel, put your phone away. *U Drive. U Text. U Pay.*

For more information, visit www.trafficsafetymarketing.gov/get-materials/distracted-driving/u-drive-u-text-u-pay.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 24, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: Local Prevention Council Grant

The Town of East Hartford is looking to apply for grant funding for the Local Prevention Council (LPC) in the amount of \$12,191.55 for FY 22. This is an annual grant that does not require a local match.

This grant will provide funding to various programs in the community that target risk and protective factors to reduce vaping use rates and increase public awareness of substance abuse prevention. This year, LPCs are requested to focus efforts on the State goal of reducing vaping rates by 5% by 2025 among 12-18 year olds.

Please place this item on the Town Council agenda for the October 5, 2021 meeting. I recommend that the Town Council approve the resolution as submitted.

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

RESOLUTION OF MUNICIPAL LEGISLATIVE BODY

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a municipal corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true and correct copy of the Resolutions, duly adopted and ratified by the Town Council of the Town of East Hartford on the 5th of October, 2021.

RESOLVED, that Marcia A. Leclerc Mayor of the Town of East Hartford, is hereby authorized to execute on behalf of this municipality a grant application in an amount not to exceed \$12,191.55 with the State of Connecticut Department of Mental Health and Addiction Services to support the activities of a local alcohol, tobacco, and other drug abuse Prevention Council, and to execute and file any contracts, amendments or reports as may be required to successfully complete the terms of the grant contract.

BE IT FURTHER RESOLVED that Mayor Marcia A. Leclerc's term of office began on January 10, 2011 and will continue until November 8, 2021. As Mayor, Marcia A. Leclerc serves as the Chief Executive Officer for the Town of East Hartford, and is duly authorized to enter into agreements and contracts on behalf of the Town of East Hartford.

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

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

Angela M. Attenello, Town Council Clerk

Seal

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2021-2022 Local Youth Prevention Council Grant

Funder: Connecticut Department of Mental Health and Addiction Services

Grant Amount: \$12,191.55

Frequency: One time Annual Biennial Other _____

First year received:	<u>2003*</u>		
Last 3 years received:	<u>2021</u>	<u>2020</u>	<u>2019</u>
Funding level by year:	<u>\$7,142</u>	<u>\$7,142</u>	<u>\$7,142</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: Grant facilitates the development of local, municipal-based alcohol, tobacco, and other drug (ATOD) abuse prevention initiatives aimed at youth at the local level with the support of chief elected officials and the community.

Results achieved: Grant provides funding to various programs in the community that focus on the prevention of substance use by children & youth. The various programs that are nominated will help to reach over 2,500 East Hartford youth and their families.


Duration of grant: One year

Status of application: Under development

Meeting attendee: Youth Services Director Cephus Nolen, x7181

Comments: *Grants Office records show applications for this grant go back to 2003. The Town may have applied for/received the grant earlier.

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager 
SUBJECT: Council Resolution – 2021-22 Local Prevention Council Grant
DATE: September 24, 2021

Attached is a draft resolution authorizing you as Mayor to apply to the State Department of Mental Health and Addiction Services' (DMHAS) for the Local Prevention Council Grant for 2021-2022.

East Hartford's Local Prevention Council (LPC), through the East Hartford Youth Services, is once again applying for funding from our Local Regional Action Council, Amplify, Inc. (formerly known as East of the River Action for Substance Abuse Elimination or ERASE). The "Grant Program to Support the Services of Local Substance Use Disorder Prevention" is an initiative to support the activities of local, municipal-based alcohol, tobacco, and other drug (ATOD) abuse prevention.

This grant program facilitates the development of ATOD abuse prevention initiatives at the local level with the support of chief elected officials and the community. This year, LPCs are once again requested to focus efforts on the overarching State goal of reducing vaping use rates by 5% by 2025 among 12-18 year-olds.

This grant from Amplify for \$12,191.55 will provide funding to various programs in the community that target risk and protective factors to reduce vaping use rates and increase public awareness of substance abuse prevention.

My records indicate that the Town has received this grant annually since at least 2003.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on October 5, 2021. Please contact me at extension 7206 if you have any questions.

Attachments (2)

Cc: Eileen Buckheit, Development Director
Cephus Nolen Jr., Youth Services Director

I. Background and Purpose

The CT Department of Mental Health and Addiction Services’ (DMHAS) Prevention and Health Promotion Division, in collaboration with the Regional Behavioral Health Action Organizations (RBHAOs), annually funds over 150 community-based Local Prevention Councils (LPCs). These community-based coalitions build local capacity to plan and implement substance use/misuse prevention strategies to reduce problem behaviors and associated negative outcomes for all ages.

II. Grant Requirements

A. The Local Prevention Council

A LPC must be established to lead this grant. LPCs bring together a diverse group of community key stakeholders who represent multiple sectors including, but not limited to: businesses, health and behavioral healthcare, schools (private/public), local government, youth serving organizations, civic groups, and others (see below). LPC members work collaboratively on the identified problem substance priorities. LPC membership should strive to include at minimum the sectors noted in the wheel below.



- *Experienced LPCs* should review membership and identify what expertise and resources are needed to implement strategies to address the priority substance problems.
- *New/Novice LPCs* must first focus on building coalition capacity through identification and engagement of key stakeholders to join the LPC. Then they may begin addressing the statewide and local priority substance problems.

B. The Strategic Prevention Framework

The federal Substance Abuse Mental Health Services Administration’s (SAMHSA) [Strategic Prevention Framework](#) (SPF) guides all DMHAS’ Prevention and Health Promotion Division initiatives to ensure data-driven decision making, planning, implementation, and continuous improvement to best address existing needs and gaps whether across the state, in a region or community, a specific setting, or of a particular population. All funded initiatives must utilize the SPF model, which is comprised of five elements: needs assessments, capacity building, planning, implementing evidenced based strategies, monitoring and evaluation, and also accounts for



sustainability and cultural sensitivity to meet the unique needs of prioritized populations and communities. The RBHAOs provide support and guidance on use of the SPF to the LPCs.

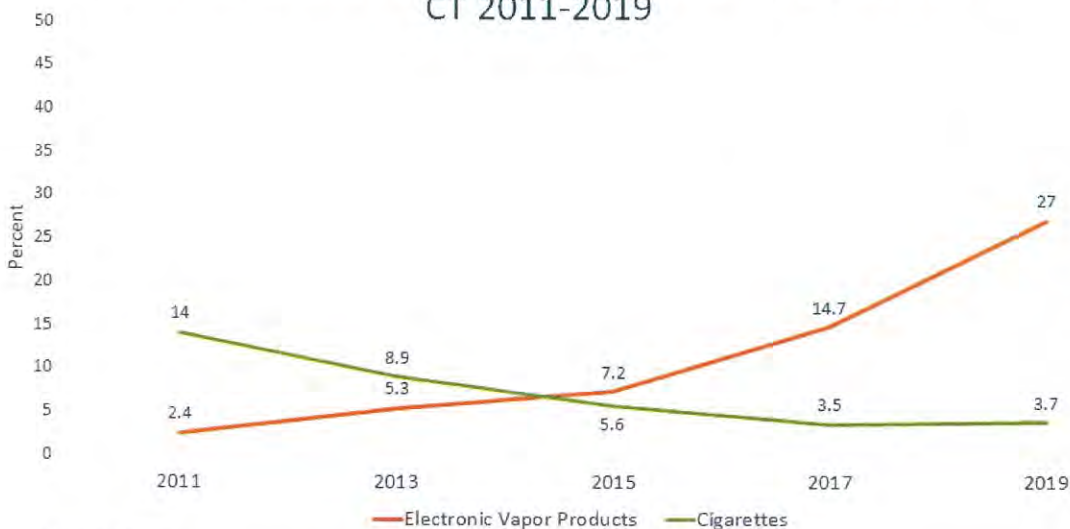
C. Priority Problem Substances

1. Statewide Priority Problem Substance: Vaping

In the 2019 RBHAOs priority reports, vaping emerged as a problem of concern among youth statewide. It has proliferated over a year, leaving schools, communities and families struggling to address the problem. In the upcoming funding cycle, RBHAOs will continue to support LPC implementation of vaping prevention strategies to achieve reductions in youth vaping and prevent misuse and addiction. Therefore, here are the Goals pertaining to Vaping:

- Goal 1: Reduce vaping use rates by 5% by 2025 among 12-18 year-olds by targeting related risk and protective factors.
- Goal 2: Increase public awareness of vaping risks and prevention.

Trends in Percent of High School Students Reporting Past 30-Day Use of Electronic Vapor Products vs. Cigarettes: CT 2011-2019



Source: CSHS (CT YRBS)

Note: The language around electronic vapor products has changed over the years. In 2017 and earlier, the survey asked about current "e-cigarette" use rather than vapor products

2. Local Priority Problem Substance(s): To Be Determined by the LPC

LPCs must work with their RBHAO to: 1) identify Alcohol, Tobacco and Other Drug (ATOD) prevention needs of each unique community/region; 2) assist in identifying strategies to address gaps, while considering their own LPC capacity; and 3) recognize opportunities to address shared risk factors with poor mental health, suicide and/or problem gambling.

The Regional Priority Report(s) (2019, and 2021 when available) should be referenced to understand recommendations. The RBHAO may provide guidance to the LPCs on identifying data sources that can help inform priority substances and populations. See Appendix B.

Each LPC will develop no more than two Local Priority Problem Goal(s) based on the priority problem substance(s) identified.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 21, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: APPOINTMENTS: Boards and Commissions

The following names were submitted by the Democratic Town Committee Chair to replace individuals with expired terms not seeking reappointment.

Commission on Culture and Fine Arts (5-year Term)

D Michael Robert MacDonald 78 Cambridge Dr 12/23

Replacing

D Regina Barall 821 Brewer St 12/18

Please see the attached applications and endorsement letter submitted by the Democratic Town Committee Chair for appointment to the below boards and commissions

Economic Development Commission (3-year term)

D Brennden Colbert 20 Risely St 12/22

Beautification Commission (3-year term)

D Michael Robert MacDonald 78 Cambridge Dr 12/22

Commission on Culture and Fine Arts (5-year term)

D Annabelle Diaz 700 Forbes St 12/24

D Emilio Estrella 23 Prasser Dr 12/23

Historic District Commission (5-year term)

D Veronica Rosario 31 High St 12/21

Please place these nominations on the Town Council agenda for the October 5, 2021 meeting.

C: R. Pasek, Town Clerk

August 25, 2021

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

Re: Endorsement

Dear Mayor Leclerc:

The District Chairs and Vice Chairs of the East Hartford Democratic Town Committee met on August 19, 2021, to consider endorsements for the following candidates for appointment to boards or commissions.

- **Beautification Commission Full Term**
 - Michael MacDonald 78 Cambridge Dr, EH 06118
- **Commission on Culture and Fine Arts 3 Full Terms**
 - Annabelle Diaz 700 Forbes St, EH 061108
 - Emilio Estrella 23 Prasser Dr, EH 06118
 - Michael MacDonald 78 Cambridge Dr, EH 06118
- **Economic Development Commission Full Term**
 - Brennden Colbert 20 Risley Street, EH, 06118
- **Historic District Commission Full Term**
 - Veronica Rosario 31 High Street, Apt 11108 EH 06118

In accordance with our guidelines the candidates' applications were reviewed and a vote to endorse these appointments was held. The result was a vote to endorse the appointments of the above. The appropriate attachments are herewith for your convenience.

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

Respectfully,

Moriah H. Moriarty
Chairman

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



Date: July 17, 2021

Name: Veronica N. Rosario
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 31 High St. Apt.# 11108 Zip: 06118

Home Phone: _____ Email: v.rosario.correa@gmail.com

Cell Phone: 860-776-7496 Years as an E.Hartford Resident: 6

Occupation: Deputy Registrar Employer: Town of East Hartford
Employer/Work Address

Formal Education/Certifications: MS in Organizational Leadership

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

Name of board or commission you wish to serve on: HISTORIC DISTRICT COMMISSION

Interest statement:

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

I acknowledge the rich history that East Hartford has and understand the need that there is in sharing this with our residents, especially our youth. I also wish to be part of preserving this history for our future generations to enjoy.

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

Municipal Government of Manati (16 years) I have worked with tourism, cultural affairs and archeology departments of my home town in Puerto Rico that is quite similar to East Hartford in its History. I was mentored by the Hon. Juan A. Cruz Manzano (mayor with 40 years worth of experience and passion) in preserving and uplifting our towns presence and impact in Puerto Rico's history.

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 _____ Date July 17, 2021

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
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For internal use only:

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

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



Date: 7/11/2021

Name: Emilio A. Estrella

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

Address: 23 Prasser Dr

Apt.# _____

Zip: 06118

Home Phone: _____

Email: emilio_estrella@outlook.com

Cell Phone: 860-960-4960

Years as an E.Hartford Resident: 2

Occupation: Law Student

Employer: University of Connecticut
Employer/Work Address

Formal Education/Certifications: J.D. Expected '22, B.S. Economics

Party Affiliation: Unaffiliated

Democrat

Republican

Minority Party _____

As it appears on the E. Hartford Voter Registration List

Name of board or commission you wish to serve on: Culture / Fine Arts

Interest statement:

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

As musicians and artists at heart ourselves, my fiancée and I are interested in helping nurture and reinvigorate an interest for the arts in our town.

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

Experience as an advocate locally and in Washington, D.C. for a number of years, youth and community work experience as programming director of a Hartford non-profit, legal background, music and arts background, board experience

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

I understand the commitment required for this 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.

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

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

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

Signature Emilio A. Estrella

Date 7/11/2021

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 information only

Mandatory Qualifications

Resident _____

TO _____

CR _____

TC _____

EMILIO A. ESTRELLA TERÓN

23 Prasser Dr. East Hartford, CT 06118

• Emilio_Estrella@outlook.com • 860-960-4960 • linkedin.com/in/EstrellaTeron

EDUCATION

University of Connecticut School of Law, Hartford, CT

Juris Doctor, Expected, May 2022

Honors: Connecticut Hispanic Bar Association Scholarship 2019, 2020; Bessye Bennett Award.

Activities: *Secretary*, I.P. and Tech. Society; *CHBA Representative*; Latino Law Student Representative.

Competition Teams: 2021 *HNBA National Moot Competition*; 2020 *ABA Arbitration Competition*; 2020 *Nat'l. All-Star Mock Trial*

Eastern Connecticut State University, Willimantic, CT

Bachelor of Science, Labor Relations, Human Resource Management, Cum Laude, May 2017

Minors: Pre-Law, Spanish

Honors: *Excellence in Writing Award*; *Inclusive Excellence Award*, 2014-2017.

Research: *Economic Impact of Wage Compression* Published, CREATE Journal, 2017; *The Economic Value of Higher Education, is it Worth it?* Presented, COPLAC Northeast, 2016.

EXPERIENCE

Cohen and Wolf, P.C., Bridgeport, CT

Summer Associate, June 2021 — Current

Kalon Law Firm, Hartford, CT

Legal Fellow, April 2020 – Current

UConn Law Intellectual Property and Entrepreneurship Clinic, Hartford, CT

Student Associate, August 2020 – Current

CT Commission on Women, Children, Seniors, Equity, and Opportunity, Hartford, CT

Legal Fellow, May 2020 – May 2021

UConn Law Legal Profession Department, Hartford, CT

Graduate Teaching Assistant – Fall 2020

Center for Latino Progress, Hartford, CT

Youth Development and Programing Director, Jul 2015 – August 2020

Eastern Connecticut State University, Willimantic, CT

Lecturer: Law and Society, Sociology Department, Feb 2018 – Nov 2020

Judicial Affairs Office Assistant, Aug 2014 - Jan 2017

MGM International / The Latino Way / Grossman-Heinz, Bridgeport, CT

Lobbyist / Political Organizer, Q3 2017

Office of Senator Richard Blumenthal, Hartford, CT

Legislative Intern, Q1-Q2 2017

Center for Puerto Rican Studies, Hunter College, New York, New York

Outreach Development Strategist, May 2015 - Dec 2016

VOLUNTEERING & INTERESTS

CT Hispanic Bar Association - Recognition Award for Outstanding and Dedicated Service, 2020

CT Hispanic Democratic Caucus – Statesman Certificate of Appreciation for Dedicated Leadership, 2019

UNIDOS US – *Future Changemaker*

CT Latino Leadership Academy – *Graduate*, 2017

Mentor and Certified Mental Health Responder, Greater Hartford Youth Programs

Guitar Building and Performance



Town of East Hartford
Boards and Commissions
Application

Date: May 6, 2021

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

Address: 700 Forbes Street Apt.# Zip: 06118

Home Phone: Email: wiselatinadiaz@gmail.com

Cell Phone: 860-690-8411 Years as an E.Hartford Resident: 13 years

Occupation: School Principal Employer: CTECS
Employer/Work Address

Formal Education/Certifications: Doctorate

Party Affiliation: Unaffiliated [] Democrat [x] Republican [] Minority Party
As it appears on the E. Htfd. Voter Registration List

Name of board or commission you wish to serve on: Culture and Fine Arts Commission

Interest statement:

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

I am interested in serving my town as part of my civic responsibility. I fell in love with EH because of its beautiful diversity. I want to continue to be a role model and serve our community members. In addition to inspiring my children to get more involved and contribute to the future of our town. A town with so much potential!

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

Long term visionary and strategic planner; transformational leader; strong communicator; fluent in both English and Spanish; great collaborator and leverage the skills and talents of others; good listener, seek to understand not be understood; enjoy working with teams toward a common goal; results driven.

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

- [x] 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.
[x] understand that I may be required to complete training and/or continuing education.
[x] 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 May 6, 2021
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: 7-25-2021

Name: Michael Robert MacDonald
Your name exactly as it appears on the E. Hlfd. Voter Registration List

Address: 78 Cambridge Dr East Hartford, CT Apt.# _____ Zip: 06118

Home Phone: 860-250-0886 Email: mmichael216@gmail.com

Cell Phone: 860-250-9886 Years as an E.Hartford Resident: 67 years

Occupation: Landscaper Employer: Self
Employer/Work Address

Formal Education/Certifications: 3 years college - MCC Gardening Certificate

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

Name of board or commission you wish to serve on: Beautification Commission

Interest statement:
Your reason for being interested in serving our Town in this capacity
Have worked in Landscape Design / Installation lifelong

List of qualifications that you believe will be an asset to the board/commission on which you wish to serve:
Sole designer/installer for Vinny's Home & garden EH -- Skippy's EH Nursery

Fournier Landscape foreman 9 years -- 3-time Beautification recipient

'Most Valuable Member' award Main St Plus EH - 1997 - 1998

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 _____

Date 7-25-2021

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: 7-25-2021

Name: Michael Robert Macdonald
Your name exactly as it appears on the E. Htfd. Voter Registration List

Address: 78 Cambridge Drive East Hartford, CT Apt.# _____ Zip: 06118

Home Phone: 860-250-09886 Email: mmichael216@gmail.com

Cell Phone: 860-888-9918 Years as an E.Hartford Resident: 67 years

Occupation: Retired landscaper Employer: Self - part-time
Employer/Work Address

Formal Education/Certifications: 3 years college

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

Name of board or commission you wish to serve on: Fine Arts & Culture

Interest statement:

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

Have much experience in music production and theater -- writing / composing

Longtime supporter of East hartford Summer Youth festival

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

Producer of shows at Starlite Theater - Main Street EH -- 1995 - 2000

Producer off-Broadway 1999 High School Drama Club and EHSYF

Dance Project Hartt School Grads 2021 CT Songwriters Assoc. Board member 1992-1994

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 _____ Date 7-25-2021

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
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For internal use only:

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

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



Date: 8/6/2021

Name: Brennden D. Colbert

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

Address: 20 Risley Street Apt.# _____ Zip: 06118

Home Phone: _____ Email: Brennden.D.Colbert@Gmail.Com

Cell Phone: 860-970-5373 Years as an E.Hartford Resident: 32

Occupation: HIC/PIT Coordinator Employer: Aids CT/110 Bartholomew Ave, Htfd CT
Employer/Work Address

Formal Education/Certifications: E.H.H.S. High School Diploma, 2006

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

Name of board or commission you wish to serve on: Economic Development Commission

Interest statement:

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

As a homeowner and a lifelong resident of EH, I feel a responsibility to do my part in the preservation, community uplifting and advancement of E.H. I believe through inspiration, hard work, economic development, and compassion, we can make sure our town is a model for the entire state of CT!

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

I believe my knowledge of private and public housing guidelines, community outreach experience,

determination to see EH thrive and my knowledge of the non-profit sector, makes me an ideal

candadate to serve on this commission/board.

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 Brennden D. Colbert Date: 8/6/2021

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
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For internal use only:

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 1, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached job description for Deputy Director of Public Works.

Negotiations for the impact of this position have been ongoing with Local 818, Council Union with the proposed grade of 112. The position has been budgeted by the Department of Public Works for FY 22.

Please place this item on the Town Council agenda for the October 5, 2021 meeting.

C: T. Buchanan, HR Director
J. Lawlor, DPW Director

HUMAN RESOURCE DEPARTMENT

TO: Leclerc, Marcia, Mayor; Town Council
FROM: Theresa Buchanan, HR Director
SUBJECT: Deputy Public Works Position
DATE: 10/01/2021

Human Resources is submitting a job description for a new position of Deputy Public Works position for the Public Works Department. This position will support the Public Works Director overseeing Public Works and Engineering departments. This position has been budgeted for this fiscal year.

Some of the essential functions for this position:

- Department lead in the absence of the director.
- Assists with the establishment of work rules, operating policies, performance standards and other controls necessary to achieve objectives.
- Assists with establishing objectives and work programs for the department.
- Responsible for effective development and adherence to requirements of accreditation requirements and best management practices.

Negotiations for the impact of this position have been ongoing with Local 818, Council No 4 Union with the proposed grade of 112. Grade 112 provides a salary range from \$95,356 to \$114,223. Attached to this memo is a draft job description for the proposed position for review.



TOWN OF EAST HARTFORD

TITLE: DEPUTY DIRECTOR PUBLIC WORKS **GRADE:** 112

DEPARTMENT: Public Works **DATE:**

GENERAL DESCRIPTION:

This is highly responsible management work in directing the programmatic, administrative and operational aspects of the Department of Public Works. Work involves strategic planning and operational improvement of all Public Works initiatives. Also includes the management and oversight of training programs, records management and retention, technology modernization, financial analysis, budgeting, personnel, and designing work flow best practices beyond day-to-day operations. Duties include the mid and long term planning and execution of the department operating and capital budgets. Conducts program audits and designs and implements data-driven solutions. Conducts research and analysis for existing and proposed programs ensuring best management practices are identified and achieved. The work requires that the employee has thorough management and analytical skills and excellent communication skills.

SUPERVISION RECEIVED

Works under the general direction of the Director of Public Works.

SUPERVISION EXERCISED

Supervises all aspects of the Public Works Department including personnel, programs and initiatives. Acts as agency lead in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Principal adviser to the Director of Public Works. Acts as department lead in the absence of the Director.
- Serves as a senior member of the Incident or Unified Command Team in the absence of the Director, or as required.
- Assists with establishing objectives and work programs for the department.
- Establishes and controls new or emerging department or town programs, analyzes existing activities and revises policy and procedures for same.
- Conducts internal reviews and analysis of programs ensuring compliance with Directors guidance, policies, procedures and industry standards.
- Responsible for effective development and adherence to requirements of accreditation requirements and best management practices.
- Ensures operating and capital budget development procedures are followed and that they support the department strategic plan. Conducts regular reviews.



- Prepares business plans, reviews and operational audits of all aspects of the department.
- Determines the requirements for procured services and develops Request for Proposals and Invitation to Bid packages accordingly. Evaluates the results of public solicitation processes and coordinates with various stakeholders to ensure best-value procurement of DPW-managed services.
- Stays abreast of DPW best practices and engages with industry trade organizations (such as APWA) for developmental opportunities.
- Establishes, plans and directs recurring maintenance management and safety programs.
- Assists with the establishment of work rules, operating policies, performance standards and other controls necessary to achieve objectives.
- Prepares periodic and special reports to document department activities. Provides opinions and services to other town agencies on issues relating to Public Works, as required.
- Prepares and ensures conformance to any permits necessary for the safe and approved operation of Public Works activities, as may be required.
- Counsels, reviews and evaluates employees and administers applicable union contracts as required.
- Develops training and development programs for department.
- May operate in storm operations

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Director at occasional (evening) meetings.
- Thorough knowledge of municipal public works functions and services, or similar operating environments
- Ability to plan, organize and supervise through subordinates the work of a large number of highly skilled, skilled, and semi-skilled employees.
- Ability to supervise during emergency conditions with a minimum amount of direction and supervision.
- Ability to express ideas clearly and effectively, orally and in writing.
- Comprehensive knowledge of computers and software programs (design, operating, maintenance, and word processing etc).
- Ability to prepare and present clear and concise reports and ideas.
- Ability to establish and maintain effective working relationships with other Public Works employees, officials, and the public.
- Considerable knowledge of State and Federal regulations and programs associated with municipal programs and improvements.

QUALIFICATIONS

A bachelor's degree in business, public administration, or engineering from a recognized college or university, plus seven years of progressively responsible administration experience, including at least five years in a supervisory capacity. A



Master's degree in Public Administration, Business Administration, or related field preferred.

SPECIAL REQUIREMENTS

Must have a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED

Motor vehicle, personal computer.

PHYSICAL AND MENTAL DEMANDS

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

Work is performed mostly in office settings and in outside weather conditions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to walk, stand, use hands to finger, handle, and feel or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift or move up to 25 lbs. The employee must have corrected vision.

The employee must be able to read, analyze and interpret complex documents and respond effectively to sensitive inquiries and complaints. The position requires the employee to define problems, collect data, establish facts and draw valid conclusions and make effective presentations on controversial or complex topics.

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 adverse outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet conditions, fumes or airborne particles. The noise level in the work environment is usually quiet but may be moderately noisy in the field.

GENERAL GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The emission 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.

DRAFT



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 1, 2021
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: REFERRAL: Personnel and Pensions Subcommittee

Working with the Town Clerk, it has become necessary to add an additional Assistant Town Clerk position to cover the mandated work required by a certified Assistant Town Clerk.

Please place this item on the Town Council agenda for the October 5, 2021 meeting.

C: T. Buchanan, HR Director
R. Pasek, Town Clerk

HUMAN RESOURCE DEPARTMENT

TO: Leclerc, Marcia, Mayor; Town Council
FROM: Theresa Buchanan, HR Director
SUBJECT: Assistant Town Clerk – Addition
DATE: 10/01/2021

Human Resources is requesting additional funding for a second position of Assistant Town Clerk for the Town Clerk department. It has been accessed that this department due to an increase in regulations and community transactions, needs a second Assistant Town Clerk position.

Currently the Assistant Town Clerk position falls under the roster of positions for CSEA Local 2001 union. This position pays out a grade 6 with a current range of \$46,751-\$53,181. On top of the salary an additional 38% should be added to account for benefits. Included with this request is a copy of the job description for reference.

TOWN OF EAST HARTFORD

TITLE: Assistant Town Clerk

GRADE: 6

DEPARTMENT: Town Clerk

DATE: 07/01/87

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.
- 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.
- Notarizes documents for municipal departments and the general public.
- Keeps departmental attendance records and prepares quarterly reports.

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

SPECIAL REQUIREMENTS:

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

TOOLS AND EQUIPMENT USED:

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