

*Robert J. Cook*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
OCTOBER 16, 2018

2018 OCT 11 A 11: 25

TOWN CLERK  
EAST HARTFORD

**6:45 P.M. Executive Session**

=====

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. October 2, 2018 Executive Session
  - B. October 2, 2018 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. East Hartford CONNects – Update
  - B. Metropolitan District Commission – Clean Water Project
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Recommendation from Personnel & Pensions Subcommittee re: Project Manager – Public Works
  - B. Emergency Management Performance Grant FY 2018
  - C. Local Prevention Council Grant (ERASE)
  - D. EXCITE Transformation for Libraries Grant
  - E. DEEP CT Recreational Trails Grant Program
  - F. Appointment of Kathleen Cattnach to the Beautification Commission
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. Workers' Compensation Claim: Elizabeth Potkaj, former Board of Education Employee
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: **Wednesday**, November 7<sup>th</sup>)

*Robert J. Paek*

2018 OCT -9 A 8:32

TOWN COUNCIL MAJORITY OFFICE

TOWN CLERK  
EAST HARTFORD

OCTOBER 2, 2018

EXECUTIVE SESSION

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

ALSO Scott Chadwick, Corporation Counsel  
PRESENT

CALL TO ORDER

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

MOTION By Esther Clarke  
seconded by Linda Russo  
to **go into** Executive Session to discuss the following cases:

1. The pending auto liability claim of Quirino DiCenso; and
2. The pending Superior Court action known as Abigail Rivera vs East Hartford Board of Education, et al., Docket No. CV-15-6059663S

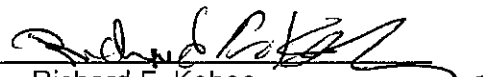
Motion carried 9/0.

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

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Linda Russo  
to **adjourn** (7:15 p.m.)  
Motion carried 9/0.

Attest



Richard F. Kehoe  
Town Council Chair

*Robert J. Paek*

EAST HARTFORD TOWN COUNCIL

2018 OCT -9 A 8:32

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

OCTOBER 2, 2018

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

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:40 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

AMENDMENTS TO THE AGENDA

MOTION By Ram Aberasturia  
seconded by Esther Clarke  
to **amend** the agenda as follows:

remove item 8. B. – under New Business – entitled “Appointment of Frank Collins, Jr. to the Central Regional Tourism District Board of Directors”.

Motion carried 9/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Susan Kniep, 50 Olde Roberts Street, (1) suggested that when Executive Session items are on the agenda, the Chair inform the public at the start of the Regular Session what the settlement figure will be for each item; (2) inquired why a member of the ZBA, whose term has expired, has not been reappointed; and (3) indicated a member of the ZBA is an East Hartford Police Officer, which is in conflict with the ordinances which state “no member of the board shall hold a salaried municipal office”. Additionally, Ms. Kniep asked if this member had a “side agreement” that is incorporated within the union contract.

Mayor Leclerc commented on the following: (1) thanked all those who have come forward to volunteer their time on the town’s Boards and Commissions. The Mayor indicated that there are several vacancies on the Boards and appealed to those watching to seriously consider serving the town as a Commission member; (2) the town has received a \$10,000 Multi-media Arts grant from DECD which the Council approved in May 2018. It will be used to implement special programs at the Library starting in November; (3) the MDC will hold their bi-annual Hazardous Waste Collection on Saturday October 6<sup>th</sup> from 8AM to 1PM at 65 Pitkin Street; (4) on Wednesday, October 3<sup>rd</sup>, the Dunkin Donuts on Silver Lane will host “Coffee with a Cop” from 8AM to 10AM; (5) the town’s Health Department and Senior Services will hold several Flu Clinics at the Public Safety Complex, which will be opened to all East Hartford residents; and (6) noted that there are many events happening in East Hartford and suggested residents check the town’s website for details.

APPROVAL OF MINUTES

September 17, 2018 Executive Session

MOTION By Ram Aberasturia  
seconded by Pat Harmon  
to **approve** the minutes of the September 17, 2018 Executive Session.  
Motion carried 9/0.

September 17, 2018 Public Hearing

MOTION By Ram Aberasturia  
seconded by Marc Weinberg  
to **approve** the minutes of the September 17, 2018 Public Hearing.  
Motion carried 9/0.

September 17, 2018 Regular Meeting

MOTION By Ram Aberasturia  
seconded by Linda Russo  
to **approve** the minutes of the September 17, 2018 Regular Meeting.  
Motion carried 9/0.

NEW BUSINESS

Public Health Emergency Preparedness Grant

MOTION By Linda Russo  
seconded by Marc Weinberg  
to **adopt** the following resolution:

**WHEREAS** The Connecticut Department of Public Health and the Capitol Region Council of Governments have offered funding under the Public Health Emergency Preparedness program; and

**WHEREAS** this money goes toward supporting planning, training, exercise, operations and intervention activity expenses relative to the prevention and/or mitigation of disease outbreaks and injuries resulting from epidemics, disasters and bioterrorism.

**NOW THEREFORE LET IT BE RESOLVED** that Mayor Marcia A. Leclerc has been empowered to make, execute and approve on behalf of this corporation any and all contracts or amendments thereof with the State of Connecticut Department of Public Health and/or the Capitol Region Council of Governments to fund a Public Health Emergency Preparedness grant for the period July 1, 2018 through June 30, 2019.

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

Appointments to Various Boards and Commissions

MOTION By Joe Carlson  
seconded by Marc Weinberg  
to **approve** the following appointments:

- To the Inland/Wetlands Environment Commission, the appointment of:
  1. Donald James Bell, 72 Main Street, Apt. #2, whose term expires December 2022; and
  2. Richard Rivera, 11 Hills Street, whose term expires December 2022
- To the Zoning Board of Appeals, the appointment of:
 

Awet Tsegai, 19 Home Terrace, as a regular member, whose term expires December 2023
- To the Commission on Culture and Fine Arts, the appointment of:
 

Joanne Covey, 1581 Main Street, whose term expires December 2022

Motion carried 9/0.

Refund of Taxes

MOTION By Marc Weinberg  
 seconded by Pat Harmon  
 to **refund** taxes in the amount of \$20,439.27  
 pursuant to Section 12-129 of the Connecticut General Statutes.  
 Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2017-03-0050120	ABREFI-BOATENG ELIZABETH	2007/1HGCM56747A158009	-18.72
2017-03-0050732	ALBERT MAUREEN	2010/ KMHDU4AD4AU939706	-28.26
2017-03-0050706	ALAM SAJJAD B	2017/5TDDZ3DC4HS178757	-92.60
2016-03-0053824	BOAMAH RICHARD	2012/19UUA8F50CA024377	-474.97
2016-09-0053824	BOAMAH RICHARD	2012/19UUA8F50CA024377	-95.06
2017-03-0068796	CHASE AUTO FINANCE	2016/JM3KE4DY1G0604224	-396.45
2017-03-0056852	CHIRINOS ALVARO G	1990/3G4AL54N9LS614178	-16.87
2017-03-0058280	COTOIA VITO	2005/1FTYR11U55PA34742	-40.27
2017-03-0058431	CRESPO ELIZABETH	1995/2T1AE04B1SC104409	-9.36
2017-03-0058572	CRUZ ISMAEL	2002/1B4GP24392B569900	-45.00
2017-03-0068126	DELTA ELEVATOR LLC	1969/124679N576261	-22.50
2017-03-0059728	DELESTON PAMELA	2003/1D4GP24393B209338	-24.97
2017-03-0060192	DIAZ TAJUANA M	2008/5J6RE48548L006081	-101.29
2017-03-0061827	ENTERPRISE FM TRUST	2014/1GCSGAFX8E1144007	-297.49
2017-03-0061832	ENTERPRISE FM TRUST	2016/1GCWGAF5G1334116	-578.02
2017-03-0061834	ENTERPRISE FM TRUST	2015/1GCWGFCF5F1280185	-526.69
2017-03-0061835	ENTERPRISE FM TRUST	2014/1FTNE1EW8EDA20863	-405.95
2017-03-0061836	ENTERPRISE FM TRUST	2013/1FTNE1EW8DDB05362	-422.55

2017-03-0061837	ENTERPRISE FM TRUST	2013/1FTNE1EW2DDA02230	-422.55
2017-03-0061838	ENTERPRISE FM TRUST	2013/1FTNE1EW0DDB05369	-422.55
2017-03-0061845	ENTERPRISE FM TRUST	2014/3N6CM0KN9EK694050	-328.05
2017-03-0061847	ENTERPRISE FM TRUST	2016/1GCVKNEH6GZ158909	-694.21
2017-03-0061848	ENTERPRISE FM TRUST	2017/1GCWGGAFF3H1275648	-675.10
2017-03-0061851	ENTERPRISE FM TRUST	2016/1GCWGGAFFXG1125096	-578.02
2017-03-0061856	ENTERPRISE FM TRUST	2015/1GCWGFCF7F1153583	-526.69
2017-03-0061858	ENTERPRISE FM TRUST	2013/1FTNE1EW8DDB05376	-422.55
2017-03-0061862	ENTERPRISE FM TRUST	2015/1GCWGFCF2F1152387	-526.69
2017-03-0061863	ENTERPRISE FM TRUST	2014/1FTNE1EW1EDA01832	-405.95
2017-03-0061864	ENTERPRISE FM TRUST	2015/4S3BNAA64F3043203	-244.13
2017-03-0061868	ENTERPRISE FM TRUST	2013/1FTNE1EW9DDB05371	-153.45
2017-03-0061870	ENTERPRISE FM TRUST	2013/2FMDK3G90DBC85624	-328.00
2017-03-0061875	ENTERPRISE FM TRUST	2013/1FTNE1EW3DDA48049	-422.55
2017-03-0061876	ENTERPRISE FM TRUST	2015/1GCWGFCFXF1251152	-526.69
2017-03-0061879	ENTERPRISE FM TRUST	2017/1GCWGGAFFXH1102094	-675.10
2015-03-0090329	EWART WINNIFRED	2006/ 5TDBT48A96S271990	-202.02
2017-03-0062583	FINNERTY DONNA J	2000/1FAFP55U0YA245410	-29.25
2017-03-0063419	FREGEAU DIANA	2001/1FTYR11E41TB11062	-12.96
2017-03-0063462	FRIEDMAN DYLAN A	2003/JHLRD788X3C049842	-13.72
2017-03-0064080	GEARY MARY C- FRANK LEONE, CONSERVATOR	2004/2C4GP54L74R540355	-19.75
2017-03-0064429	GLADSTONE BRYAN	2014/3VW1K7AJ6EM413010	-287.83
2017-03-0064648	GONZALEZ CHELSEA	2000/1GCEK19T3YE431837	-16.47
2017-03-0065616	GYIMAH ISHMAEL	2005/KMHDN46D25U945189	-8.01
2017-03-0065832	HANSON ROBERT A JR	2001/WBABS53421JU87872	-12.37
2017-03-0066240	HENDERSON DENNIS D SR	2009/1GCEK29C09Z296476	-243.68
2017-03-0067025	HONDA LEASE TRUST	2016/5FNYF6H57GB009925	-618.34
2017-03-0067073	HONDA LEASE TRUST	2015/19XFB2F81FE210877	-786.16
2017-03-0067135	HONDA LEASE TRUST	2015/5FNYF4H24FB077530	-707.86
2017-03-0067140	HONDA LEASE TRUST	2015/5J6RM4H50FL109966	-156.36
2017-03-0067156	HONDA LEASE TRUST	2015/1HGCR2F54FA118722	-316.93
2017-03-0057962	JOHNSON DONNA J	2003/KM8SC73D63U355142	-122.85
2017-03-0069093	KATHWARU RAYION	2008/JTEDS41A582040418	-27.99
2017-01-0007733	KIMBALL GEORGE	441 MAIN ST D	-374.61
2017-03-0069464	KING KIMBERLY R	2002/1G2JB124927211877	-6.48
2017-03-0069902	KWARTENG BERNICE A	2003/19UUA568X3A016456	-76.36
2017-03-0070855	LEGGETT HATTIE L	2004/JN8AZ08W44W322876	-159.30

2017-03-0071113	LEWIN-HICKS KAREN D	2004/2T2HA31U54C026362	-50.67
2017-03-0071214	LIFSHITZ HARRIS T	2000/YV1LT56D9Y2644036	-8.01
2017-03-0072123	MALBOEUF MICHELE R	2014/3FADP4FJ6EM225408	-332.79
2017-03-0058969	MERCEDES-BENZ FINANCIAL SERVICES	2015/WDDHF8JBXFB101002	-442.12
2017-03-0058977	MERCEDES-BENZ FINANCIAL SERVICES	2017/4JGDA5HB2HA818784	-1110.54
2017-03-0075198	MTB PARTNERS LLC	2016/5TDKK3DC8GS744171	-190.56
2017-03-0076244	NKONGHO ROBERT T	2012/1N4AL2AP1CN459361	-112.41
2017-03-0076608	ODONNELL KEVIN B	2002/2C4GP44352R562023	-14.49
2017-01-0011164	PASIECZNY GENA J	317 SCHOOL ST	-1450.00
2017-03-0077713	PASQUARELLI MARIA A	1997/JT2AC52L5V0243514	-22.50
2017-03-0077795	PATTERSON GLENROY P	2016/JM1GJ1W54G1466572	-288.04
2017-03-0079328	PUTNAM STEVEN F	2007/JTMBD32V175069428	-23.40
2017-03-0080092	RESTNT EQUIPMNT PARDS INC	2006/2D4GP44L56R883813	-135.45
2017-03-0081454	RODRIGUEZ OLGA	1993/JT2EL43T1P0346362	-5.62
2017-03-0084059	SIMKEWICZ MICHAEL W	2013/3VWDP7AJ2DM298323	-24.57
2017-02-0042370	SKY HIGH REALTY LLC	510 BURNSIDE AVE	-341.72
2017-03-0084857	SPRAGUE LUTGARDE J	1999/JT2BG22K6X0306170	-104.85
2017-03-0087177	UNION LEASING TRUST	2016/1FTEX1E85GFA49076	-619.21
2017-03-0087808	VAZQUEZ CYNTHIA	2003/SHSRD78883U122814	-13.72
		<b>TOTAL</b>	<b>\$(20,439.27)</b>

#### OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke inquired on the status of the development agreement with SiFi Networks to install a town-wide broadband network in East Hartford. *Mayor Leclerc indicated that that a commitment from SiFi would be soon.*

Mayor Leclerc announced that Roberta Pratt, the new Town of East Hartford/Board of Education Information Technology Director, started October 1<sup>st</sup> and will come before the Council in the near future.

Pat Harmon asked for more details on a contest that EHPD Officer Juan Rivera and K-9 Capo are participating in which allows online voting and has a grand prize of an SUV for the Police Department. *The Mayor said she would get more information for her.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Auto Liability Claim of Quirino DiCenso

MOTION By Ram Aberasturia  
seconded by Marc Weinberg  
to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending personal injury (auto liability) claim of Quirino DiCenso for a total sum of \$15,588.38.  
Motion carried 9/0.

Abigail Rivera vs East Hartford Board of Education, et al, Docket No. CV-15-6059663-S

MOTION By Ram Aberasturia  
seconded by Marc Weinberg  
to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending Superior Court action known as Abigail Rivera v East Hartford Board of Education, et al, Docket No. CV-15-6059663-S, for a total sum of \$45,000.00.  
Motion carried 8/0. **Abstain:** Russo

OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc reminded all that the Hartford Marathon, Fall Fest and Boo-Bash were coming soon and suggested that residents check the town's website for details.

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Linda Russo  
to **adjourn** (8:15 p.m.).  
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be October 16<sup>th</sup>.

Attest   
Angela M. Attenello  
TOWN COUNCIL CLERK



*Robert J. Paek*

2018 OCT 10 A 8:51

TOWN COUNCIL MAJORITY OFFICE  
PERSONNEL AND PENSIONS SUBCOMMITTEE TOWN CLERK  
EAST HARTFORD

OCTOBER 4, 2018

PRESENT Marc Weinberg, Chair; Councillors Joseph Carlson and Caroline Torres

ALSO Santiago Malave, Human Resources Director  
PRESENT Keith Chapman, Interim Public Works Director

CALL TO ORDER

Chair Weinberg called the meeting to order at 5:00 pm.

APPROVAL OF MINUTES

September 13, 2018

MOTION By Caroline Torres  
seconded by Joe Carlson  
to **approve** the minutes of the September 13, 2018 meeting.  
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Public Works Department: "Project Manager"


MOTION By Joe Carlson  
seconded by Caroline Torres  
to **recommend** to the Town Council the approval of the new position entitled  
"Project Manager – Public Works Department" with the amended language under  
the "Qualifications" section of the job description, as submitted to the Committee at  
this meeting.  
Motion carried 3/0.

ADJOURNMENT

MOTION By Joe Carlson  
seconded by Caroline Torres  
to **adjourn** (5:02 p.m.)  
Motion carried 3/0.

Cc: Town Council  
Mayor Leclerc  
Santiago Malave, Human Resources Director  
Keith Chapman, Interim Public Works Director

# OFFICE OF HUMAN RESOURCES

Date : September 21, 2018  
To : Marc Weinberg, Chairman of the Personnel and Pensions Subcommittee  
From : Marcia A. Leclerc, Mayor   
Re : New Project Manager Job Description

As requested by the Personnel and Pensions Committee at their September 13, 2018 subcommittee meeting attached to this email for your review and approval are 1) the revised draft of the new Project Manager Job Description for the Public Works Department highlighting the changes made to the qualification section of the description as recommended by the committee and 2) the recommended final draft of the new job description for review and further consideration by the Committee and Town Council.

The East Hartford CSEA, Local 2001, SEIU Town Hall Employees Union has approved the recommended revised language to the qualification section of the job description as outlined in the attached final draft.

Accordingly, I recommend that the amended Project Manager Job Description be approved by the Personnel and Pension Subcommittee and added to the agenda for the October 16, 2018, Town Council meeting.

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

Cc: Kevin Chapman, Interim Public Works Director

Revised

**TOWN OF EAST HARTFORD –DRAFT**

**TITLE:** Project Manager – Sustainability

**GRADE:**13

**DEPARTMENT:** Public Works/Engineering

**DATE:**

**GENERAL DESCRIPTION**

Work involves planning, organizing and implementing projects. This is a highly responsible project management position with a focus on public works facilities, projects and services that promote public infrastructure improvements, economic, environmental and community sustainability.

The work requires that the employee has thorough knowledge, skill and ability in every phase of the public works field, including, but not limited to, natural resource conservation, capital improvement projects and environmental sustainability.

**SUPERVISION RECEIVED**

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

**SUPERVISION EXERCISED**

As the lead project manager, provides project oversight and personnel coordination as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Formulates operating plans and procedures for the Department to achieve sustainability goals.
- Plans, organizes and implements assigned projects and work, including the formulation of work procedures and schedules.
- Works with internal and external stakeholders to build capacity to achieve sustainability goals and to complete improvement projects.
- Competent in project management, including budgeting, contractor coordination, regulatory permitting, cost control and warranties.
- Employs best management practices as relates to sustaining and enhancing Town facilities, green spaces, and other Town assets.
- Reviews plans, specifications and contractual agreements approved by either the Planning and Zoning Commission or the Town.
- Responsible for providing inspections at appropriate construction sites and preparing reports to Town Engineer.
- Performs and coordinates on-site inspection of projects to ensure conformity with construction design, safety and minimum Town standards.
- Makes assessment of unanticipated construction problems and receives oral or written instructions or work orders from the Public Works Director or designee.
- Recommends modifications to plans and related costs.
- Investigates complaints and prepares a report with recommendations to the Town Engineer.
- Collects and prepares daily reports from Inspection staff.

- Uses computer with engineering and construction applications in all phases of work.
- Reports work accomplished to the Public Works Director or designee.
- Assists public by providing information and technical assistance, construction activity.

#### **ADDITIONAL DUTIES:**

- Reviews plans, specifications and designs for public works projects including highway, street and sidewalk construction, drainage improvements, recreational fields and facilities improvements.
- Prepares costs and material estimates for construction projects.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of municipal public works functions and services.
- Experience with sustainability and conservation practices, including, but not limited to, water conservation, irrigation techniques, solar power, and energy use.
- Experience with green space planning and protection, including pedestrian trails, signage, recreation facilities, playgrounds, golf courses, cemeteries, conservation areas, and athletic fields.
- Knowledgeable and skilled in conservation biology, especially naturalistic landscaping for pollinator species, habitat diversity, and invasive species control.
- Considerable ability to plan and implement programs and capital improvement projects for the department, and to coordinate projects through key supervisors.
- Considerable ability to communicate effectively, orally and in writing.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, attorneys, contractors, officials of other agencies, boards and commissions and the general public. Ability to apply the principles of construction inspection and civil engineering to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to interpret plans and specifications and to write engineering reports in clear, concise and understandable language.
- Ability to direct the work of others.

**QUALIFICATIONS** Bachelor's degree from an accredited college or university in science, or natural resources conservation, engineering, architecture, business administration or a closely related field plus five years of progressively responsible public works project management experience. Wherever possible appropriate education and work experience will be considered. A Master's Degree is preferred.

### **SPECIAL REQUIREMENTS**

Must possess a valid Connecticut driver's license.

### **TOOLS AND EQUIPMENT USED**

Motor vehicle, 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 accommodation may be made to enable persons with disabilities to perform the essential functions.

Work is performed 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 regularly 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 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 function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in adverse outside weather conditions. The employee occasionally works near moving mechanical parts and equipment and is occasionally exposed to wet conditions, fumes or airborne particles. The noise level in the work environment is usually quiet but is frequently 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 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.

Final Draft

**TOWN OF EAST HARTFORD**

**TITLE:** Project Manager – Sustainability

**GRADE:**13

**DEPARTMENT:** Public Works/Engineering

**DATE:**

**GENERAL DESCRIPTION**

Work involves planning, organizing and implementing projects. This is a highly responsible project management position with a focus on public works facilities, projects and services that promote public infrastructure improvements, economic, environmental and community sustainability.

The work requires that the employee has thorough knowledge, skill and ability in every phase of the public works field, including, but not limited to, natural resource conservation, capital improvement projects and environmental sustainability.

**SUPERVISION RECEIVED**

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

**SUPERVISION EXERCISED**

As the lead project manager, provides project oversight and personnel coordination as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Formulates operating plans and procedures for the Department to achieve sustainability goals.
- Plans, organizes and implements assigned projects and work, including the formulation of work procedures and schedules.
- Works with internal and external stakeholders to build capacity to achieve sustainability goals and to complete improvement projects.
- Competent in project management, including budgeting, contractor coordination, regulatory permitting, cost control and warranties.
- Employs best management practices as relates to sustaining and enhancing Town facilities, green spaces, and other Town assets.
- Reviews plans, specifications and contractual agreements approved by either the Planning and Zoning Commission or the Town.
- Responsible for providing inspections at appropriate construction sites and preparing reports to Town Engineer.
- Performs and coordinates on-site inspection of projects to ensure conformity with construction design, safety and minimum Town standards.
- Makes assessment of unanticipated construction problems and receives oral or written instructions or work orders from the Public Works Director or designee.
- Recommends modifications to plans and related costs.
- Investigates complaints and prepares a report with recommendations to the Town Engineer.
- Collects and prepares daily reports from Inspection staff.

- Uses computer with engineering and construction applications in all phases of work.
- Reports work accomplished to the Public Works Director or designee.
- Assists public by providing information and technical assistance, construction activity.

#### **ADDITIONAL DUTIES:**

- Reviews plans, specifications and designs for public works projects including highway, street and sidewalk construction, drainage improvements, recreational fields and facilities improvements.
- Prepares costs and material estimates for construction projects.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of municipal public works functions and services.
- Experience with sustainability and conservation practices, including, but not limited to, water conservation, irrigation techniques, solar power, and energy use.
- Experience with green space planning and protection, including pedestrian trails, signage, recreation facilities, playgrounds, golf courses, cemeteries, conservation areas, and athletic fields.
- Knowledgeable and skilled in conservation biology, especially naturalistic landscaping for pollinator species, habitat diversity, and invasive species control.
- Considerable ability to plan and implement programs and capital improvement projects for the department, and to coordinate projects through key supervisors.
- Considerable ability to communicate effectively, orally and in writing.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, attorneys, contractors, officials of other agencies, boards and commissions and the general public. Ability to apply the principles of construction inspection and civil engineering to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to interpret plans and specifications and to write engineering reports in clear, concise and understandable language.
- Ability to direct the work of others.

**QUALIFICATIONS** Bachelor's degree from an accredited college or university in science, natural resources conservation, engineering, architecture, business administration or a closely related field plus five years of progressively responsible public works project management experience. Wherever possible appropriate education and work experience will be considered. A Master's Degree is preferred.

### **SPECIAL REQUIREMENTS**

Must possess a valid Connecticut driver's license.

### **TOOLS AND EQUIPMENT USED**

Motor vehicle, 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 accommodation may be made to enable persons with disabilities to perform the essential functions.

Work is performed 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 regularly 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 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 function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in adverse outside weather conditions. The employee occasionally works near moving mechanical parts and equipment and is occasionally exposed to wet conditions, fumes or airborne particles. The noise level in the work environment is usually quiet but is frequently 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 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.





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 9, 2018  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Emergency Management Performance Grant (EMPG) FFY 2018

---

The Town of East Hartford is eligible for funding under the federal Department of Homeland Security Emergency Management Performance Grant program through the administration of the State of Connecticut Department of Emergency Management & Homeland Security (DEMHS). This program provides funding for Municipal Emergency Operations Centers (EOC), staffing and other emergency management activities. The Town has participated in this annual grant program for more than 10 years.

East Hartford's Federal Fiscal Year 2018 allocation amount is \$25,410.50, a decrease of \$106.00 from last year. The program requires a one-to-one cash or in-kind (non-cash) match from the municipality.

Please place this item on the Town Council Agenda for the October 16, 2018 meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

Thank you.

Cc: P. O'Sullivan, Grants Manager  
Captain Brian Jennes, East Hartford Fire Department

## RESOLUTION

I, Angela Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, do hereby certify that the following is a true and correct copy of a resolution adopted by the East Hartford Town Council at its duly called and held meeting on October 16th, 2018, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

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

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

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

**IN WITNESS WHEREOF**: The undersigned has executed this certificate this \_\_\_\_\_ day of October, 2018.

---

Angela M. Attenello, Town Council Clerk

**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: FFY 2018 Emergency Management Performance Grant (EMPG)

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

Grant Amount: 25,410.50

Frequency:     One time     Annual     Biennial     Other \_\_\_\_\_

First year received:	<u>2006*</u>		
Last 3 years received:	<u>2017</u>	<u>2016</u>	<u>2015</u>
Funding level by year:	<u>\$25,516.50</u>	<u>\$25,599.50</u>	<u>\$25,599.50</u>

Is a local match required?     Yes     No

If yes, how much?    100% (non-cash, in-kind)                      From which account? Fire Administration\*\*

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

Results achieved:    Town Fire administration costs reduced by grant amount

Duration of grant:    One year

Application status:    Under development

Meeting attendee:    Captain of Emergency Management Brian Jennes, ext. 7411

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

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

GRANTS ADMINISTRATION  
MEMORANDUM

---

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager *PSMOL*

SUBJECT: Council Resolution – Emergency Management Performance Grant -  
FFY 2018

DATE: October 4, 2018

---

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

East Hartford's Federal Fiscal Year 2018 allocation amount is \$25,410.50, a decrease of \$106.00 from last year. The program requires a 1 to 1 cash or in-kind (noncash) match from the municipality. The Town has participated in this annual grant program for more than 10 years.

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

Attached is a Resolution which will authorize you as Mayor to apply for these funds. I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on October 16<sup>th</sup>, 2018. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

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



# Homeland Security

## Fiscal Year 2018 Emergency Management Performance Grant Program

---

### Overview

As appropriated by the *Department of Homeland Security Appropriations Act, 2018* (Pub. L. No. 115-141) and as authorized by Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (*Stafford Act*), as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 *et seq.*); the *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 *et seq.*); and the *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 *et seq.*), the Fiscal Year (FY) 2018 Emergency Management Performance Grant (EMPG) program provides resources to assist state, local, tribal, and territorial governments in preparing for all hazards.

*In Fiscal Year 2018, DHS is providing \$350,100,000 to enhance the ability of state, local, tribal, and territorial governments to prevent, protect against, mitigate, respond to and recover from potential terrorist acts and other hazards.*

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

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

---

### Funding

In FY 2018, the EMPG program provides \$350,100,000 to assist state, local, tribal, and territorial governments in preparing for all hazards, as authorized by the *Stafford Act*. This funding amount includes \$100,000 from the Disaster Relief Fund, which FEMA must make available to the Federated States of Micronesia and the Republic of the Marshall Islands pursuant to Article X of the *Federal Programs and Services Agreement of the Compact of Free Association Act* (Pub. L. No. 108-188).

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

---

### **Eligibility**

All 56 states and territories, as well as the Republic of the Marshall Islands and the Federated States of Micronesia, are eligible to apply for FY 2018 EMPG program funds. Either the State Administrative Agency or the State's Emergency Management Agency is eligible to apply directly to FEMA for EMPG program funds on behalf of each state or territory. However, only one application is accepted from each state or territory.

---

### **Funding Guidelines**

The FY 2018 EMPG program focuses on planning, operations, equipment acquisitions, training, exercises, construction, and renovation to enhance and sustain the all-hazards core capabilities of state, local, tribal and territorial governments. The period of performance for the EMPG program is 24 months, from October 1, 2017 to September 30, 2019.

A cost match is required under this program. The federal share shall not exceed 50 percent of the total budget. The state must equally match (cash or in-kind) the federal contribution pursuant to Sections 611(j) and 613 of the *Stafford Act*, as amended, (42 U.S.C. §§ 5196(j), 5196b). Unless otherwise authorized by law, federal funds cannot be matched with other Federal funds. In accordance with 48 U.S.C. § 1469a, match requirements are waived for insular areas, including American Samoa, Guam, the U.S. Virgin Islands, the Federated States of Micronesia, the Northern Mariana Islands, and the Republic of the Marshall Islands.

Additionally, up to 5 percent of the funding awarded can be used for management and administration purposes associated with the grant award. If the State Administrative Agency is not the State's Emergency Management Agency, the SAA is not eligible to retain funds for management and administration costs.

For more information about funding guidelines, please see the FY 2018 EMPG Notice of Funding Opportunity, located at [www.fema.gov/grants](http://www.fema.gov/grants).



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 9, 2018  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION: Local Prevention Council Grant

---

The Town of East Hartford is eligible to apply for the Local Prevention Council Grant for 2018-19 for funding from our Local Regional Action Council, East of the River Action for Substance Prevention Elimination (ERASE) Grant through the East Hartford Youth Services. The Town has received this grant annually since at least 2003.

The Grant from ERASE for \$7,142 would help provide East Hartford Youth Services with funding for various programs that focus on substance use prevention and will assist in helping over 2,500 East Hartford youth and families.

Please place this item on the Agenda for the October 16, 2018 Town Council meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

Thank you.

C: P. O'Sullivan, Grants Manager  
C. Nolen, 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 16<sup>th</sup> of October, 2018.

**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 \$7,142 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 11, 2019. 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, 2018.

\_\_\_\_\_  
Angela M. Attenello, Town Council Clerk

Seal



**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: 2018-2019 Local Youth Prevention Council Grant

Funder: Connecticut Department of Mental Health and Addiction Services

Grant Amount: \$7,142

Frequency:     One time     Annual     Biennial     Other \_\_\_\_\_

First year received:	<u>2003*</u>		
Last 3 years received:	<u>2018</u>	<u>2017</u>	<u>2016</u>
Funding level by year:	<u>\$7,142</u>	<u>\$7,142</u>	<u>\$7,116</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: Drafted, ready to be submitted

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 *PMS*  
SUBJECT: Council Resolution – 2018-19 Local Prevention Council Grant  
DATE: October 4, 2018

---

Attached is a draft resolution authorizing you as Mayor to apply for the Local Prevention Council Grant for 2018-2019.

East Hartford's Local Prevention Council, through the East Hartford Youth Services, is once again applying for funding from our Local Regional Action Council, East of the River Action for Substance Abuse Elimination (ERASE). The "Local Alcohol, Tobacco and Other Drug Abuse Prevention Council Grant Program" 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. The specific goal of this grant initiative is to increase public awareness focused on the prevention of ATOD abuse, and to stimulate the development and implementation of local substance abuse prevention activities.

This grant from ERASE for \$7,142 (same as the last two years) will help provide 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.

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 16, 2018. Please contact me at extension 7206 if you have any questions.

Attachments (2)

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



Home About Us Publications Forms Contact Us



Programs & Services

- Finding Services
- Prevention Services
- Problem Gambling
- Advocacy & Support
- Agency Directories

Language Assistance ▾



DMHAS Prevention and Health Promotion Division

Local Prevention Councils (LPCs)

List of LPCs (pdf)

**Purpose:** This initiative supports 150 plus local, municipal-based alcohol, tobacco and other drug (ATOD) abuse prevention councils. The intent of this grant program is to facilitate the development of ATOD abuse prevention initiatives at the local level with the support of the Chief Elected Officials. The specific goals of Local Prevention Councils (LPCs) are to increase public awareness of ATOD prevention and stimulate the development and implementation of local prevention activities primarily focused on youth.

**Funded Programs:** 150 plus Local municipalities and town councils throughout the state.

**Target Populations:** Universal targets in selected communities in the 169 cities and towns throughout Connecticut.

**Strategy Type:** LPC programs utilize at least two of the six CSAP identified prevention strategies (information dissemination, education, community-based processes, alternative programming, environmental, and program identification and referral) in their community programs.

/ Prevention Division /

Content Last Modified on 9/22/2017 11:39:45 AM



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 9, 2018  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: RESOLUTION: EXCITE Transformation for Libraries Grant

---

The Town of East Hartford is eligible to contract with the Connecticut State Library for a grant under the EXCITE Transformation for Libraries Grant Program.

The EXCITE Transformation for Libraries Grant Project for up to \$5,000 proposes to teach innovative and collaborative skills and services in an inventive manner that will lead to cultural changes at libraries and sustain project impact through a comprehensive training program.

Please place this item on the agenda for the October 16, 2018 Town Council Meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

Thank you.

Cc: S. Kline Morgan, Library Director  
P. O'Sullivan, Grants Manager

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 16th day of October, 2018

## RESOLUTION

**WHEREAS;** the Connecticut State Library has made grant funds available for municipal libraries to participate in the EXCITE Transformation for Libraries training program; and

**WHEREAS** EXCITE Transformation for Libraries will help build library leaders who are true collaborative innovators, bring more community members to the library to connect and collaborate, and lead to cultural change at libraries,

**NOW THEREFORE LET IT BE RESOLVED;** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut State Library as they pertain to this EXCITE Transformation for Libraries grant.

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

**IN WITNESS WHEREOF,** I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the \_\_\_\_ day of October, 2018.

Seal

Signed: \_\_\_\_\_  
Angela M. Attenello, Council Clerk

**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: EXCITE Transformation for Libraries Grant

Funder: Connecticut State Library

Grant Amount: Up to \$5,000

Frequency:  One time     Annual     Biennial     Other \_\_\_\_\_

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

Is a local match required?     Yes     No

If yes, how much?    Not applicable

From which account? Not applicable

Grant purpose: To teach collaboration and innovation skills, result in programs and services that respond to community input and demonstrated needs, lead to cultural change at libraries, and sustain project impact through extended training.

Results achieved: Help build library leaders who are true collaborative innovators, bring more community members to the library to connect and collaborate, lead to cultural change at libraries, and sustain project impact through extended training.

Duration of grant: Funds must be used by August 6, 2019

Status of application: Submitted\*

Meeting attendee: Library Director Sarah Kline Morgan, ext. 4340

Comments: \*Initial application round did not require Mayoral signature. This resolution is sought to empower the Mayor to sign this grant contract (\$2,000) and possible supplemental grant contract (up to \$3,000).

GRANTS ADMINISTRATION  
MEMORANDUM

---

TO: Mayor Marcia A. Leclerc  
FROM: Paul O'Sullivan, Grants Manager *PMOJ*  
SUBJECT: Council Resolution – EXCITE Transformation for Libraries Grant  
DATE: October 4, 2018

---

Attached is a draft Town Council resolution authorizing you as Mayor to contract with the Connecticut State Library to for a grant under the EXCITE Transformation for Libraries Grant Program.

EXCITE Transformation for Libraries is an intensive team-based experiential learning program that will teach collaboration and innovation skills, result in programs and services that respond to community input and demonstrated needs, lead to cultural change at libraries, and sustain project impact through extended training.

Grant funds will be used to defray travel costs to the training program. I have attached a description of the first round of training for your information.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on October 16, 2018. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Sarah Kline Morgan, Library Director

**CT State Library***Preserving the Past. Informing the Future.*[ABOUT](#) [DEPARTMENTS](#) [COLLECTIONS](#) [RESEARCH](#) [NEWS](#)[CONTACT](#) [SEARCH THIS SITE](#)

## **EXCITE Transforming Public Libraries**

Hartford, CT-Connecticut State Library in partnership with Innovation Builders, “EXCITE Transformation for Libraries” grant project, culminated in a project pitch session similar to the television show “Shark Tank” where EXCITE library teams made their project pitch for seed grants to implement innovative and creative library programs. Teams from the State Library of North Carolina; Charles County Public Library, Maryland; Ossining Library, New York; Springfield City Library, Massachusetts; Hall Memorial Library, Ellington, Connecticut; Burritt Library, Central CT State University vied for grants of up to \$3000 each.

Projects ranged from Charles County’s **Drop the Mic Recording Studio for Young Adults**, to Ossining Library’s **Parent Connections** connecting parents with their children, themselves and their community. Each team concept was created with the collaborative input of their respective communities resulting in customer driven projects.

Dawn La Valle, Director, Division of Library Development, Connecticut State Library said, “EXCITE Transformation for



Libraries is a unique, intensive team-based experiential learning program that teaches collaboration and innovation skills, resulting in programs and services that respond to community input and demonstrated needs, lead to cultural change at libraries, and sustain project impact through extended training. This IMLS grant funded project was developed in response to ALA's Libraries Transform campaign, recognizing that librarians require non-traditional skills sets to lead innovation at their libraries. For more information: <https://libguides.ctstatelibrary.org/>."

EXCITE panel innovators representing libraries, higher education, and business entrepreneurs, evaluated and scored presentations, ultimately awarding \$3,000 grants to each of the six teams.

Peggy Cadigan, Deputy State Librarian for Innovation and Outreach, New Jersey State Library, said "I recently participated as a judge for the current cohort of Connecticut State Library's EXCITE Transformation for Libraries project. What an incredible opportunity. The projects devised by the teams were solid, but the process used to design the projects and create team synergy was what really impressed me. Each project involved interviews with community members and continuous iteration based on feedback from stakeholders. The team did not enter this program with a project in mind – they came into it as a disparate group of people, but developed the tools to learn how to collaborate, innovate and trust. This is the best team-building program I have ever seen."

Language  
Translator:

Please  
Note:

Please  
Note:

Upcoming  
Events:



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 9, 2018  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc  
RE: RESOLUTION: DEEP CT Recreational Trails Program

---

The Town of East Hartford has an opportunity to apply for funding from the state Department of Energy and Environmental Protection (DEEP) under the 2018-19 Recreational Trails Grant Program.

The Town intends to use the grant for repair and/or reconstruction of the boardwalk of the Hockanum Linear Trail entrance near Town Hall.

Please place this item on the agenda for the October 16, 2018 Town Council meeting. I recommend that the Town Council approve this request as submitted and adopt the attached resolution.

Thank you.

C: P. O'Sullivan, Grants Manager  
E. Buckheit, Development Director  
Keith Chapman, Public Works Director  
Douglas Wilson, Interim Town Engineer

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 16<sup>th</sup> day of October, 2018.

**WHEREAS**, the CT Dept. of Energy and Environmental Protection (DEEP), has made funding available under the Recreational Trails Grants Program; and

**WHEREAS**, Recreational Trails Program funds may be requested for uses including maintenance and restoration of existing trails; and

**WHEREAS**, a section of the boardwalk that makes up the Hockanum Linear Trail near Town Hall requires significant repair,

**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 under the Recreational Trails Grants 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, 2018.

Signed: \_\_\_\_\_  
Angela M. Attenello  
Town Council Clerk

seal

**TOWN COUNCIL RESOLUTION**  
**GRANT INFORMATION FORM**

Grant Description: 2018-19 Recreational Trails Grants

Funder: CT Dept. of Energy and Environmental Protection (DEEP)

Grant Amount: \$161,200

Frequency:  One time     Annual     Biennial     Other \_\_\_\_\_

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

Is a local match required?     Yes     No

If yes, how much?    20 percent of project cost

From which account? To the extent practicable, matching funds will be provided as in-kind services.

Grant purpose:    Connecticut Recreational Trails Program funds may be requested for uses including:

Planning, design and construction of new trails.

Maintenance and restoration of existing trails.

Access to trails by persons with disabilities.

Results achieved:    Funds will be sought to repair/reconstruct a section of the boardwalk on the Hockanum River Trail near Town Hall.

Duration of grant:    To be determined

Status of application: Under development

Meeting attendee:    Public Works Director Keith Chapman, x7372

Comments:    None

GRANTS ADMINISTRATION  
MEMORANDUM

---

TO: Mayor Marcia A. Leclerc

FROM: Paul O'Sullivan, Grants Manager *POS*

SUBJECT: Council Resolution – DEEP CT Recreational Trails Program

DATE: October 4, 2018

---

Attached is a draft resolution and supporting materials authorizing you as Mayor to apply for funding from the state Department of Energy and Environmental Protection (DEEP) under the 2018-19 Recreational Trails Grant Program.

Connecticut Recreational Trails Program funds may be requested for a variety of uses including the planning, design and construction of new trails, maintenance and restoration of existing trails and access to trails by persons with disabilities.

If successful in this application, the Town intends to use these funds for the repair and/or reconstruction of the boardwalk of the Hockanum Liner Trail entrance near Town Hall.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on October 16, 2018. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director  
Keith Chapman, Public Works Director  
Douglas Wilson, Interim Town Engineer

# Connecticut Department of Energy & Environmental Protection

Connecticut Recreational Trails  
Funding Information

## **DEEP's CT Recreational Trails Grants Program - The 2018-19 grant round is now open! Proposals are due by October 31, 2018.**

Established 2015 Per CGS Section 23-103 as amended by Public Act No. 15-190, to provide funding to any private nonprofit organizations, municipalities, state departments and tribal governments in support of trail projects including:

- Planning, design and construction of new trails (motorized and non-motorized).
- Maintenance and restoration of existing trails (motorized and non-motorized).
- Access to trails by persons with disabilities.
- Purchase and lease of trail construction and maintenance equipment.
- Acquisition of land or easements for a trail, or for trail corridors.
- Operation of educational programs to promote safety and environmental protection as related to recreational trails.

Grant amounts vary and will depend upon the availability of currently uncommitted state funds. Requests should be less than 1 million dollars. Grants can pay up to 80% of total project costs, a 20% match is required.

**2018-19 Grant Application:** [Word version](#); [PDF](#)

### **Previously funded projects:**

[2015-16 awards](#)   [2016-17 awards](#)

Contact Laurie Giannotti, Trails & Greenways Program Coordinator by phone (860-424-3578) or [email](#) with any questions.

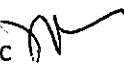
Town of East Hartford  
2018-19 Recreational Trails Grant Application

Budget

Town of East Hartford	
Project Cost Estimates	
Item	Cost
1. Scoping	\$ 0.00
2. Prelim Design	\$ 8,060.00
3. Final Design/Specs	\$ 4,960.00
4. Regulatory Approval	\$ 0.00
5. Bid Preparation	\$ 0.00
6. Bid Award	\$ 0.00
7A. Repair Location 1	\$ 67,704.00
7B. Set Anchors Location 1	\$ 26,536.00
7C. Repair Location 2	\$ 32,240.00
7D. Set Anchors Location 2	\$ 14,880.00
7E. Repair Location 3	\$ 32,240.00
7F. Set Anchors Location 3	\$ 14,880.00
<b>TOTAL Project Costs</b>	<b>\$201,500.00</b>
Match ( <i>≥20% of total project costs</i> )	\$ 40,300.00
Grant Amount ( <i>≤80% of total project costs</i> )	<b>\$161,200.00</b>



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 9, 2018  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: APPOINTMENTS: Boards and Commissions

---

The following name was submitted by the Republican Town Committee Chair for appointment to the Beautification Commission.

**Beautification Commission** (3 year term)

R Kathleen P. Cattanach 97 Chipper Drive 12/19

C: R. Pasek, Town Clerk



Town of East Hartford  
Boards and Commissions  
Application



Date: 9/30/18  
 Name: Kathleen P Cattamach  
Your name exactly as it appears on the E. Htfd. Voter Registration List  
 Address: 97 Chipper DR EH Apt.# \_\_\_\_\_ Zip: 06108-2708  
 Home Phone: 860-528-4532 Email: Kcattamach@hotmail.com  
 Cell Phone: 860-209-2515 Years as an E.Hartford Resident: 35yr  
 Occupation: Retired Employer: Bank of America  
Employer/Work Address  
 Formal Education/Certifications: Associates Degree  
 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: Beautification

**Interest statement:**

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

Being Retired I have more time to get involved

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

Many Church board, YMCA Advisory Committee  
 Employees Club Officer + Safety Committee BoFA

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 <u>Kathleen P Cattamach</u>		Date <u>9/30/18</u>	
<b>Please return completed and signed form to:</b>	BCpost@easthartfordct.gov	<b>or mail to:</b>	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 _____

*Robert J. Pasak*

OFFICE OF THE  
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

2018 OCT 11 AM 11:25 (860) 291-7208

FAX (860) 291-7389  
TOWN CLERK  
EAST HARTFORD

DATE: October 11, 2018

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: **Tuesday, October 16, 2018 6:45 p.m. Town Council Majority Office**

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

**Tuesday, October 16, 2018**

**6:45 p.m.**

**Town Council Majority Office**

The purpose of the meeting is to meet in executive session to discuss the pending Workers' Compensation claims of former Board of Education employee, Elizabeth Potkaj.

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