

TOWN COUNCIL AGENDA  
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"  
50 Chapman Place  
EAST HARTFORD, CONNECTICUT  
October 17, 2023

**REVISED 10/13/2023**

7:15 PM Executive Session

=====

This Town Council meeting is accessible through "Microsoft Teams" [929-235-8441](https://www.microsoft.com/en-us/teams)  
**Conference ID: 769 830 234#** or [Click here to join the meeting](#)

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 3, 2023 Executive Session
- B. October 3, 2023 Regular Meeting
- C. October 11, 2023 Special Meeting

6. COMMUNICATIONS AND PETITIONS

- A. Town On-Call Service Contract Report
- B. Resignations from Boards and Commissions

7. OLD BUSINESS

8. NEW BUSINESS

- A. Grant Applications
  - 1. CT Department of Transportation Distracted Driving High Visibility Enforcement Grant
  - 2. US Department of Homeland Security Emergency Management Performance Grant
- B. Agreement with Liturgical Publications, Inc. re: Senior Services Monthly Newsletter
- C. Recommendations from Personnel and Pensions Subcommittee
  - 1. **Revision of Job Description and Title for Position of Fire Services Technician Heavy Mechanic**
  - 2. ~~Revision of Job Description and Title for Position of Senior Secretary to the Mayor~~
  - 2. **Creation of Job Description for Position of Municipal Communications Specialist**

- D. Referral to Personnel and Pensions Subcommittee re: Proposed Revision of Job Description for Position of Career Coach
  - E. Appointment of Goviana Morales to Fair Rent and Quality Housing Commission
  - F. Amusement Permit Applications
    - 1. Trunk or Treat
    - 2. Trick or Treat Trail
  - G. Refund of Taxes
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
- A. The Pending Workers' Compensation Claim of Former Town Employee, David Brochu
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
- A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: Wednesday November 1, 2023 at Community Cultural Center)

Community Cultural Center Room 111

October 3, 2023

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. (via Teams),  
Majority Leader Sebrina Wilson (via Teams), Minority Leader John  
Morrison, Councilors Angela Parkinson, Awet Tsegai, Harry O.  
Amadasun, Jr., Thomas Rup and Travis Simpson

ALSO Mayor Michael P. Walsh  
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director  
(via Teams)  
James Tallberg, Corporation Counsel  
Robert Fitzgerald, Assistant Corporation Counsel  
Attorney Floyd Dugas, Berchem Moses PC (via Teams)

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:02 p.m.

MOTION By John Morrison  
seconded by Travis Simpson

to **go into** Executive Session to discuss the following:

- A. The pending claim of Ian Allison regarding employment with the Town of East Hartford and Referral to Police Officer Standards and Training Council.

Motion carried 9/0

MOTION By John Morrison  
seconded by Travis Simpson

to **go back to** Regular Session.

Motion carried 9/0

ADJOURNMENT

MOTION By John Morrison  
seconded by Travis Simpson

to **adjourn** at 7:22 pm

Motion carried 9/0

Attest \_\_\_\_\_  
Richard F. Kehoe

Town Council Chair

## EAST HARTFORD TOWN COUNCIL

### COMMUNITY CULTURAL CENTER AUDITORIUM

October 3, 2023

**PRESENT** Chair Richard F. Kehoe, Vice Chair Don Bell (via Teams), Majority Leader Sebrina Wilson (via Teams), Minority Leader John Morrison, Councilors Angie Parkinson, Travis Simpson, Thomas Rup, Awet Tsegai and Harry Amadasun, Jr.

**ABSENT**

**ALSO** Connor Martin, Chief of Staff

**PRESENT** Melissa McCaw, Chief Administrative Officer and Finance Director  
Laurence Burnsed, Director of Health and Social Services  
Eileen Buckheit, Development Director  
Amy Peltier, Director, East Hartford Works

#### CALL TO ORDER

Chair Kehoe called the meeting to order at 7:33 pm. The Chair stated that this meeting was also available to the public through the “Teams” platform.

The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the Pledge of Allegiance.

#### AMENDMENTS TO THE AGENDA

#### RECOGNITIONS AND AWARDS

#### OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

##### Chief of Staff Martin

- wished all a good evening
- The Town will begin the annual curbside leaf collection program on Monday, October 30, 2023 through December 9, 2023, weather permitting
- All town offices, including the East Hartford Transfer Station will be closed Monday, October 9, 2023, in observance of Indigenous People’s Day. Trash and recycling pickup will remain on schedule without delays the entire week
- The East Hartford Health Department is offering residents ages 12 and older, two flu and COVID-19 vaccination clinics at the Senior Center (15 Millbrook Drive) on Friday, October 13, 10 AM – 2 PM and Friday, October 27, 1 PM – 4 PM. An additional clinic will also be scheduled in November.
- Fall Festival is scheduled for Saturday, October 7, 11 AM - 3 PM at the Town Green (Alumni Park) 1021 Main Street with a rain date of Sunday, October 8.

#### APPROVAL OF MINUTES

##### September 19, 2023 Executive Session

MOTION By Sebrina Wilson  
seconded by Awet Tsegai  
to **approve** the minutes of the September 19, 2023 Executive Session

Motion carried 9/0

September 19, 2023 Regular Meeting

MOTION By Sebrina Wilson  
seconded by Angie Parkinson  
to **approve** the minutes of the September 19, 2023 Regular Meeting

Motion carried 9/0

COMMUNICATIONS AND PETITIONS

OLD BUSINESS

NEW BUSINESS

Approval and Request of Bid Waiver for East Hartford Works! Pre-Apprenticeship Program

MOTION By Angie Parkinson  
seconded by Tom Rup

to **adopt** the following resolution:

**WHEREAS**, the Town, through the East Hartford Works! initiative assists residents with career development and educational resources and strives to foster community engagement;

**WHEREAS**, this Council has previously allocated \$800,000 in American Rescue Plan Act funds to allow the East Hartford Works! initiative to further this goal;

**WHEREAS**, such American Rescue Plan Act funds are presently required to be obligated by December 31, 2024 and expended by December 31, 2026;

**WHEREAS**, the Town desires to develop a pre-apprenticeship program modeled after and similar to the programming offered by the State of Connecticut Office of Workforce Competitiveness, whereby contracts would be set in place between the Town and willing employers to place individuals in employment opportunities that offer on-the-job training as these opportunities present themselves;

**WHEREAS**, to implement this program the Town requests a waiver of the bidding and multiple quote requirement under Ordinance Section Sec. 10-7(a) and requests approval of this program pursuant to Ordinance Sec. 10-4a;



For Community Outreach Services with Hispanic Health Council

MOTION By Harry Amadasun  
seconded by Tom Rup

pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures required by Section 10-7(a) **and further authorize** the Town to enter into a contract with Hispanic Health Council, Inc. not to exceed \$18,100.00 to educate East Hartford residents about vaccination recommendations, perform outreach services coordinated by the Town of East Hartford, address vaccine misinformation, and link residents to available immunization services, **and further authorize** Mayor Michael P. Walsh to make, execute and approve on behalf of the Town, any and all contracts or amendments necessary to consummate this transaction as such waiver is in the best interest of the Town as it will allow the Department of Health and Human Services to perform vaccine education and outreach services.

Motion carried 9/0

For Development of Vaccine Marketing and Educational Resources With United Way of Central and Northeastern Connecticut

MOTION By Harry Amadasun  
seconded by Tom Rup

pursuant to Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures required by Section 10-7(a) **and further authorize** the Town to enter into a contract with United Way of Central and Northeastern Connecticut not to exceed \$20,300.00 to develop vaccination educational resources that will be distributed by the Town of East Hartford and community partners, perform outreach services coordinated by the Town of East Hartford, **and further authorize** Mayor Michael P. Walsh to make, execute and approve on behalf of the Town, any and all contracts or amendments necessary to consummate this transaction as such waiver is in the best interest of the Town as it will allow the Department of Health and Human Services to perform vaccine education and outreach services.

Motion carried 9/0

License Agreements regarding use of Real Property Located at Silver Lane Plaza and Showcase Area for parking during October 14th U.S. Men's Soccer Match at Rentschler Field

MOTION By Angie Parkinson  
seconded by Tom Rup

to **adopt** the following resolution:



**WHEREAS**, on March 1, 2023, the Town of East Hartford became the owner of the real property located at 794 – 810 Silver Lane, East Hartford and 818 – 850 Silver Lane, East Hartford, Connecticut, known as the Silver Lane Plaza;

**WHEREAS**, the Town of East Hartford owns the real property located at 936 Silver Lane, 942 Silver Lane, 944 Silver Lane, and 960 Silver Lane, East Hartford, Connecticut (“Showcase Area”);

**WHEREAS**, on October 14, 2023, the Pratt & Whitney Stadium at Rentschler Field (“Rentschler Field”) will host the US Men's National Soccer Team vs Germany National Men's Soccer Team. It is anticipated that this event will be heavily attended;

**WHEREAS**, the Capital Region Development Authority, as the entity that controls Rentschler Field, has made an inquiry of the Town to utilize the parking lot and open space located at the Silver Lane Plaza and Showcase Area as parking for patrons attending the October 14, 2023, soccer match; and

**WHEREAS**, the Capital Region Development Authority, has represented that the property management firm hired to manage Rentschler Field, Oak View Group, LLC, will staff the parking lots or cause the parking lots to be staffed for the event and provide pre and post event clean-up.

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

1. Notwithstanding the provisions of Town Ordinance Section 10-19, the Town Council authorizes the Town to enter into a license agreements with Capital Region Development Authority, Oak View Group, LLC, or their successor's, assigns, or affiliated entities for use of the parking lots and open space located at the Silver Lane Plaza and the Showcase Area for the purpose of event parking for the US Men's National Soccer Team vs Germany National Men's Soccer Team at Rentschler Field for a fee of one-thousand dollars (\$1,000.00) for each property and for a term not exceed October 13, 2023 through October 15, 2023;
2. The license agreements shall be on a form reviewed and approved by the Office of Corporation Counsel; and
3. That Mayor, Michael P. Walsh, is hereby authorized to make, execute and deliver all agreements, additional and supplemental documents, and to do and perform such acts and to take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

*On call of the vote, the motion carried 8/0 (Abstain: Tsegai)*

Recommendations from Personnel and Pensions Subcommittee

Revision of Job Description and Pay Grade increase for Administrative Clerk III (Police Department)

MOTION        By Awet Tsegai  
                      seconded by Tom Rup

to **approve** the proposed revised Job Description, Change in Pay Grade and Title for the position of “Administrative Clerk III” in the Police Department dated April 1, 2023, as presented at the September 26, 2023 Personnel and Pensions Subcommittee Meeting.

Motion carried 9/0

Revision of Job Description, Pay Grade increase and Change in Title for Administrative Clerk III- Quartermaster (Police Department)

MOTION By Awet Tsegai  
seconded by Tom Rup

to **approve** the proposed revised Job Description, Change in Pay Grade and Title for the position previously titled Administrative Clerk III” to “Administrative Clerk III- Quartermaster” dated August 31, 2023 as presented at the September 26, 2023 Personnel and Pensions Subcommittee Meeting.

Motion carried 9/0

Referral to Personnel and Pensions Subcommittee re: Proposed Revisions of Job Description and Title for “Fire Services Technician Heavy Mechanic” and “Senior Secretary to the Mayor”

MOTION By Awet Tsegai  
seconded by Tom Rup

to **refer** to the Personnel & Pensions Subcommittee proposed revisions to the job description for positions of “Fire Services Technician Heavy Mechanic” and “Senior Secretary to the Mayor” as provided in memos from Mayor Michael P. Walsh to Rich Kehoe, Town Council Chair dated September 25, 2023 with instructions to review the positions and report back to the full Council with its recommendations, if any.

Motion carried 9/0

Appointments to Boards and Commissions

MOTION By Harry Amadasun  
seconded by Travis Simpson

to **approve** the following appointments to Boards and Commissions:

Commission on Culture and Fine Arts

- (D) Aida Ortiz– 80 Hill Top Farms Lane – term to expire 12/23

Commission on Services for Persons with Disabilities

- (D) Carlos Martinez Rivera – 190 Burnside Ave – term to expire 12/23

Fair Rent Commission:

- (Tenant) Anthony Sweet– 6 Heritage Lane – term to expire 12/25
- (Landlord) Shawna Rohan – 31 Amy Drive - term to expire 12/25
- (Tenant) Sarah Lapean – 929 Burnside Ave, Apt A3 - term to expire 12/25
- (Tenant/Landlord) Katherine Russello – 11 Casabella Circle - term to expire 12/25
- (Tenant) Cathy Flippen – 63 Wakefield Circle - term to expire 12/25

Motion carried 9/0

Reappointment of James Kate to the East Hartford Housing Authority Board of Directors

MOTION By Harry Amadasun  
seconded by Tom Rup

to **reappoint** James Kate, 22 Greenhurst Lane, to the East Hartford Housing Authority’s Board of Commissioners, whose term expires July 31, 2028.

Motion carried 9/0

Referral to Ordinance Committee re: Police Policies Concerning the Use of Traffic Cameras, License Plate Readers and Other Technology

MOTION By Sebrina Wilson  
seconded by John Morrison

To **refer** Police Policies Concerning the Use of Traffic Cameras, License Plate Readers and Other Technology to the Ordinance Committee with instructions to review the issue and report back to the Council with its recommendations, if any.

Motion carried 9/0

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councillor Simpson raised concern that with this summer’s rain if there are plans to address any potential issues with leaf collection should it clog storm drains and proposed that Public Works and trash collection provide patrol for the issue. *Chief of Staff Martin stated that education of residents will be important to help prevent issues. As notifications of leaf collection are sent out, additional preventative information will be included.*

Councillor Tsegaj thanked the administration for its work with Eversource as the lights along Roberts Street are now active.

Councillor Morrison asked for an update on the developments at DePietro Park. *Mr. Martin shared that the work is part of development the Town's first pollinator garden pathway with the goal of creating a number of gardens throughout East Hartford in partnership with the Rotary, the Garden Club and the Beautification Commission.*

#### COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

The pending claim of Ian Allison regarding employment with the Town of East Hartford and referral to Police Officer Standards and Training Council

MOTION        By Don Bell  
                      seconded by John Morrison

to **accept** the recommendation of Assistant Corporation Counsel to settle the claim of Ian Allison regarding his employment with the Town of East Hartford and referral to Police Officer Standards and Training Council and further approve that the Mayor, Michael P. Walsh may execute a settlement agreement that shall authorize Allison to remain on paid administrative leave and to receive his salary as a Police Sergeant and contractual fringe benefits until June 21, 2024. In consideration, Allison shall voluntarily and irrevocably resign from employment with the Town effective June 21, 2024, and execute a waiver and release of claims and settlement agreement with the Town.

Motion carried 9/0

#### OPPORTUNITY FOR RESIDENTS TO SPEAK

Carlos Martinez, 190 Burnside Ave, thanked the Council for approving his appointment to the Commission on Services for Persons with Disabilities.

Gary Roy, 61 Matthew Road, asked for an update from the administration on the RFP's put out for proposed developments of 860 Main Street (Church Corners Inn) and the Veteran's Memorial Clubhouse. *Chief of Staff Martin confirmed that two bids on the Church Corners property were received with one from a business that specializes in restoration of historic buildings. Regarding the Clubhouse, the town has received bids in the range of \$6.5 million for the project. The Town has federal funds allocated for the project, but awaits this November's ballot for a vote to provide for the remaining funds needed to complete the renovations as intended.*

Mr. Roy voiced concern regarding delays with the Silver Lane apartment development project. *Chair Kehoe stated that the contract with Jasko-Zelman for development on the Showcase site was agreed on in March. The Chair is confident that the project will move forward based on the developer's strong relationship with the town.*

#### ADJOURNMENT

MOTION        By John Morrison  
                      seconded by Don Bell  
  
                      to **adjourn** (9:20 pm)

Motion carried 9/0

The Chair wished all a good evening and announced that the next regular meeting of the Town Council would be on October 17, 2023.

Attest \_\_\_\_\_

Jason Marshall  
TOWN COUNCIL CLERK

MICROSOFT "TEAMS"

October 11, 2023

Martin Park Pool and Terry Pool Mural Bid Waiver

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angela Parkinson, Awet Tsegai, Travis Simpson and Harry Amadasun, Jr.

ABSENT Councillor Tom Rup

ALSO Connor Martin, Chief of Staff

PRESENT Matt Conway, Executive Director, RiseUp Group, LLC

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:05 pm.

The purpose of the meeting is to hear public comment, discuss and possibly vote to authorize a bid waiver in the amount of \$19,500 to contract with RiseUp Group, LLC for the creation of murals at Martin Park Pool House and Terry Pool House which are to be funded by the Town's ARPA art fund.

Bid Waiver for Martin Park Pool and Terry Pool Murals

Chief of Staff Martin shared the Town's initiative to have murals created on all of East Hartford's public pool houses, with RiseUp recently completing projects on a number of them. Two pools remain without artwork: Martin Park Pool, located at 307 Burnside Avenue and Terry Pool, located within Hockanum Park at 380 High Street.

The bid waiver is to fund two murals located along the front the Terry Pool building (\$12,000) and one along the side of the Martin Pool building (\$7,500), with plans for an additional mural along the front of the building to be contracted at a later date.

The language of the contract that is up for approval is virtually identical to that of two contracts approved by the Council for previously completed works of art. .

Matt Conway, Executive Director for RiseUp Group, LLC provided the Council with a review of his organization's completed work throughout East Hartford, including a bus shelter located along Forbes Street, the Drennan Pool House located at McAuliffe Park, and the Goldstar Pool House. A K-9 mural to be located at Foran Park and a project at Lord Pool House have also been approved with artwork still in the concept phase.

Mr. Conway estimates that the paint to be used on the projects has a lifespan of roughly 10-20 years, and the contracts with town include a 5-year maintenance plan for upkeep of the murals.

The Martin Park project will be led by Julie Bergeron, a resident of Windsor with assistance of local residents at a planned Community Paint Day for October 21<sup>st</sup> with

completed installation of the project in early November. The Terry Pool project will cover two separate surfaces along the face of the pool house and be led by artist Sophie Groenstein with assistance from another muralist with painting to begin in the next few weeks.

MOTION By Harry Amadasun  
seconded by Awet Tsegai

that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council waive the bidding procedures required by Section 10-7(b) and allow the Town, subject to approval by Corporation Counsel, to contract with the RiseUp Group, Inc, to create murals on the pool houses located at Martin Park and Terry Pool for the sum of \$19,500 in ARPA Arts funds, the same being in the best interests of the Town given the ability of the RiseUp Group, Inc, to complete the mural during October, the Town's positive experience with RiseUp Group, Inc, and the limited number of organizations currently doing mural work of this type.

Motion carried 8/0

The Chair proposed that in the interest of bringing attention to the various murals throughout East Hartford, the Town provide on its website a map with locations of the projects and biographical information about each of the artists who have contributed to them.

#### ADJOURNMENT

MOTION By John Morrison  
seconded by Don Bell

to **adjourn** at 6:32 pm

Motion carried 8/0

Attest \_\_\_\_\_

Jason Marshall  
Town Council Clerk



## MEMORANDUM

**DATE:** August 31, 2023

**TO:** Michael P. Walsh, Mayor

**FROM:** Melissa McCaw, Director of Finance

**TELEPHONE:** (860) 291-7246

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

---

Town Ordinance 10-6(a) authorizes the Town to enter into on-call service contracts for a period not to exceed 5 years. In addition payments to such vendors under the on-call service contracts shall not exceed \$150,000. On-call service contracts constitute any contract for professional services including, but not limited to, architectural, engineering, computer, legal, real estate appraisal, plumbing, electrical and financial services, where the contractor agrees to provide services over a specified period of time as requested by the town.

By way of this memo, please find amounts expended on each Town On-Call service contract during the fiscal year beginning on July 1, 2022 and ending on June 30, 2023 in accordance with Town Ordinance 10-6 (a).

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

The architectural on-call services bid went out to bid in 2022 and was never awarded. The Town still utilizes the architectural on-call services bid in 2019.

Should you have any questions, please feel free to let me know.



**TOWN OF EAST HARTFORD  
ON-CALL SERVICES CONTRACTS  
AS OF 06/30/23**

<b>VENDOR NUMBER</b>	<b>VENDOR NAME</b>	<b>LIFE TO DATE PAYMENTS</b>	<b>OPEN ENCUM</b>	<b>TOTAL</b>	<b>FY 23 PAYMENTS</b>	<b>CONTRACT START DATE</b>
<b>Surveying</b>						
201001	ALFRED BENESCH	36,018.00	4,082.00	40,100.00	13,218.00	5/1/2020
201003	BSC GROUP	24,412.00	1,500.00	25,912.00	15,500.00	5/1/2020
201004	CME ASSOC	2,860.00	-	2,860.00	-	5/1/2020
201005	MILONE & MACBROOM	-	15,000.00	15,000.00	-	5/1/2020
201006	WSP USA	3,550.00	-	3,550.00	3,550.00	5/1/2020
<b>Engineering</b>						
200901	MILONE & MACBROOM	-	-	-	-	5/1/2020
200902	WESTON & SAMPSON	95,917.50	12,385.00	108,302.50	48,902.50	5/1/2020
200903	ALFRED BENESCH	59,470.00	48,086.00	107,556.00	49,030.00	5/1/2020
200904	BSC GROUP	-	-	-	-	5/1/2020
200905	CME ASSOC	-	-	-	-	5/1/2020
200906	ANCHOR ENGINEERING	-	-	-	-	5/1/2020
200907	WSP USA	8,854.38	-	8,854.38	-	5/1/2020
200908	GEI CONSULTANTS	-	-	-	-	5/1/2020
<b>Planning</b>						
77472	PLANIMETRICS	96,195.00	-	96,195.00	23,925.00	8/1/2019
<b>Electrical</b>						
75285	ELECTRICAL CONTRACTORS INC	39,856.08	5,112.00	44,968.08	944.05	9/1/2018
<b>Appraisal</b>						
92542	WELLSPEAK DUGAS & KANE	51,000.00	7,500.00	58,500.00	11,500.00	9/1/2018
<b>Architectual</b>						
94613	CHRISTOPHER WILLIAMS ARCHITECTS	86,315.30	-	86,315.30	-	8/1/2019
191704	JCJ ARCHITECTS	-	-	-	-	8/1/2019
201604	SILVER PETRUCELLI	56,791.86	-	56,791.86	16,500.00	8/1/2019
191705	LOTHROP ARCHITECTS	-	-	-	-	8/1/2019
191703	CLOHESSY, HARRIS & KAISER	17,221.65	-	17,221.65	17,221.65	8/1/2019
201601	CAPITAL STUDIO ARCHITECTS	-	-	-	-	8/1/2019
<b>Low Voltage Data</b>						
89224	VALCOR	34,483.16	0.00	34,483.16	20,096.09	8/1/2021
97856	JKS SERVICES	-	-	-	-	8/1/2021
<b>Project Management Services</b>						
80335	DOWNES CONSTRUCTION CO	61,685.31	13,115.12	74,800.43	61,685.31	7/1/2022
99070	COLLIERS PROJECT LEADERS CSG-CONSTRUCTION SOLUTIONS GROUP LLC LEADING EDGE CONSTRUCTION	43,734.29	29,999.71	73,734.00	43,734.29	7/1/2022
<b>GRAND TOTAL</b>		<b>718,364.53</b>	<b>136,779.83</b>	<b>855,144.36</b>	<b>325,806.89</b>	



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 6, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Michael P. Walsh  
RE: RESIGNATIONS: Boards and Commissions

---

Attached are letters received by my office from the following boards or commission members stating their resignation from their respective board or commissions.

- **D James Arsenault Jr Full Member Economic Development Commission 12/25**
- **(Tenant) Anthony Sweet Full Member Fair Rent Commission 12/25**

Please place these resignations on the October 17, 2023 Town Council agenda and share our appreciation as a community for the valuable service this member has provided by volunteering her time on the above mentioned commission.

C: R. Pasek, Town Clerk



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 6, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
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 up to \$40,000. This is an annual grant that does not require a local match.

This grant will be used to fund two mobilizations, one in October, 2023 and one in April, 2024.


Please place this item on the Town Council agenda for the October 17, 2023 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

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Michael P. Walsh

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

**SUBJECT:** Council Resolution – CT DOT Highway Safety Grant  
2024 Distracted Driving High Visibility Enforcement

**DATE:** October 5, 2023

---

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 2023, the Town is eligible for a grant of up to \$40,000. This one grant will be used to fund two mobilizations, one in October, 2023 and one in April, 2024. 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 17, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

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

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

Grant Description: FY 2024 Distracted Driving High Visibility Enforcement Grant

Funder: CT DOT

Amount: Up to \$40,000

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

First year received:	<u>2015</u>		
Last 3 years received:	<u>2023</u>	<u>2022</u>	<u>2021</u>
Funding level by year:	<u>\$34,627</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, 2023 to April 30, 2024.

Application Status: Under development

Meeting attendee: Lieutenant Paul Neves, x7616

Comments: This is one grant funding two mobilizations, one in October, 2023 and one in April, 2024



# Distracted Driving in 2021

The National Highway Traffic Safety Administration works to reduce the occurrence of distracted driving and raise awareness of its dangers. This risky driving behavior poses a danger not only to vehicle occupants but pedestrians and pedalcyclists as well. Driver distraction is a specific type of driver inattention that occurs when drivers divert attention from the driving task to focus on some other activity. Often discussions regarding distracted driving center around cell phone use and texting, but distracted driving also includes things such as eating, talking to passengers, adjusting the radio/climate controls, or adjusting other vehicle controls. A distraction-affected crash is any traffic crash in which a driver was identified as distracted at the time of the crash.

- Eight percent of fatal crashes, 14 percent of injury crashes, and 13 percent of all police-reported motor vehicle traffic crashes in 2021 were reported as distraction-affected crashes.
- In 2021 there were 3,522 people killed and an estimated additional 362,415 people injured in motor vehicle traffic crashes involving distracted drivers.
- Five percent of all drivers involved in fatal traffic crashes in 2021 were reported as distracted at the time of the crashes. Seven percent of drivers 15 to 20 years old involved in 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.
- In 2021 there were 644 nonoccupants (pedestrians, pedalcyclists, and others) killed in distraction-affected traffic crashes.

## Methodology

This research note contains information on fatal motor vehicle traffic crashes based on data from the Fatality Analysis Reporting System (FARS) and non-fatal motor vehicle traffic crashes from the Crash Report Sampling System (CRSS). A change instituted with the release of

2020 data is rounding estimates to the nearest whole number instead of the nearest thousand for all police-reported crashes, including injury estimates. Refer to the end of this publication for more information on FARS and CRSS. In this note the terms “motor vehicle traffic crashes” and “traffic crashes” are used interchangeably. Also “cell phones” and “mobile phones” are used interchangeably.

The national estimates produced from CRSS data are subject to sampling errors. The CRSS Analytic User’s Manual 2016-2021 (Report No. DOT HS 813 436) contains information on sampling errors and generalized variance function standard errors for 2016-2021 CRSS estimates.

As defined in the *Overview of the National Highway Traffic Safety Administration’s Driver Distraction Program* (Report No. DOT HS 811 299), distraction is a specific type of inattention that occurs when drivers divert their attention from the driving task to focus on some other activity. It describes distraction as a subset of inattention (which includes fatigue, and physical and emotional conditions of the driver). However, while NHTSA may define the terms in this manner, inattention and distraction are often used interchangeably or simultaneously in other material, including police crash reports (PCRs). It is important that users of NHTSA data be aware of these differences in definitions. It is also important to acknowledge the inherent limitations in the data collection for distraction-affected crashes and the resulting injuries and fatalities. This report’s appendix has a table describing the coding for distraction-affected crashes for FARS and CRSS, and discusses limitations in the distracted driving data.

## Data

### *Economic Cost for All Traffic Crashes*

The estimated economic cost of all motor vehicle traffic crashes in the United States in 2019 (the most recent year for which cost data is available) was \$340 billion,

of which \$98 billion resulted from distracted-driving crashes. Included in the economic costs are:

- Lost productivity,
- Workplace costs,
- Legal and court costs,
- Medical costs,
- Emergency medical services,
- Insurance administration costs,
- Congestion impacts, and
- Property damage.

These costs represent the tangible losses that result from motor vehicle traffic crashes. However, in cases of serious injury or death, such costs fail to capture the intangible value of lost quality-of-life from these injuries. When quality-of-life valuations are considered, the total value of societal harm from motor vehicle traffic crashes in the United States in 2019 was an estimated \$1.37 trillion, of which \$395 billion resulted from distracted-driving crashes.

For further information on cost estimates, see *The Economic and Societal Impact of Motor Vehicle Crashes, 2019*.<sup>1</sup> This report estimated distraction from a naturalistic observation study and found that distraction was

involved in 29 percent of all crashes, resulting in 10,546 fatalities, 1.3 million nonfatal injuries, and \$98.2 billion in economic costs in 2019. These estimates are different from FARS/CRSS numbers used in this research note.

### *Fatalities in Distraction-Affected Traffic Crashes*

In 2021 there were 3,211 fatal motor vehicle traffic crashes that involved distraction (8% of 39,508 fatal crashes) nationwide. These crashes involved 3,346 distracted drivers, since some crashes each involved more than one distracted driver. Five percent (3,346 of 60,904) of drivers involved in fatal crashes were distracted. In distraction-affected crashes, 3,522 fatalities (8% of 42,939 fatalities) occurred. Table 1 provides information on fatal crashes, drivers involved in these crashes, and fatalities in distraction-affected crashes from 2017 to 2021.

Much attention has been focused on the dangers of using cell phones and other electronic devices while driving. In 2021 there were 377 fatal crashes reported as having cell phone use as a distraction (12% of all distraction-affected fatal crashes). For these distraction-affected crashes, the PCRs each stated that at least one of the involved drivers was talking on, listening to, or engaged in some other cell phone activity at the time of the crash. In 2021 a total of 410 people died in crashes involving at least one driver who was engaged in cell-phone-related activities.

Table 1

### **Fatal Traffic Crashes, Drivers Involved in Fatal Crashes, and Fatalities in Distraction-Affected Crashes, and Cell Phone Use by Distracted Drivers, 2017–2021**

Year	Total	Distraction-Affected (D-A)		Cell Phone in Use	
		Number	Percentage of Total	Number	Percentage of D-A
<b>Fatal Traffic Crashes</b>					
2017	34,560	3,003	9%	418	14%
2018	33,919	2,645	8%	356	13%
2019	33,487	2,872	9%	395	14%
2020	35,935	2,889	8%	355	12%
2021	39,508	3,211	8%	377	12%
<b>Drivers Involved in Fatal Crashes</b>					
2017	52,752	3,065	6%	421	14%
2018	51,905	2,704	5%	361	13%
2019	51,302	2,979	6%	399	13%
2020	54,165	2,977	5%	357	12%
2021	60,904	3,346	5%	382	11%
<b>Fatalities</b>					
2017	37,473	3,242	9%	450	14%
2018	36,835	2,858	8%	393	14%
2019	36,355	3,119	9%	430	14%
2020	39,007	3,154	8%	397	13%
2021	42,939	3,522	8%	410	12%

Source: FARS 2017-2020 Final File, 2021 Annual Report File (ARF)

<sup>1</sup> Blincoc, L., Miller, T., Wang, J.-S., Swedler, D., Coughlin, T., Lawrence, B., Guo, F., Klauer, S., & Dingus, T. (2023, February). *The economic and societal impact of motor vehicle crashes, 2019 (Revised)* (Report No. DOT HS 813 403). National Highway Traffic Safety Administration. <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/813403>

Table 2 presents data on drivers involved in fatal crashes in 2021 by age group. Seven percent (368 of 5,088) of drivers 15 to 20 years old involved in fatal crashes were distracted at the time of the crashes. This age group has the

largest proportion of drivers within each age group who were distracted (column titled “All Distracted Drivers: Percentage of Total Drivers in This Age Group”).

Table 2

### Drivers Involved in Fatal Traffic Crashes, by Age Group, Distraction, and Cell Phone Use, 2021

Age Group	Total Drivers		All Distracted Drivers			Drivers Using Cell Phones		
	Number	Percentage of Total Drivers	Number	Percentage of Total Drivers in This Age Group	Percentage of All Distracted Drivers	Number	Percentage of All Distracted Drivers In This Age Group	Percentage of Drivers Using Cell Phones
15–20	5,088	8%	368	7%	11%	61	17%	16%
21–24	5,513	9%	357	6%	11%	58	16%	15%
25–34	13,200	22%	820	6%	25%	113	14%	30%
35–44	10,291	17%	543	5%	16%	70	13%	18%
45–54	8,764	14%	425	5%	13%	34	8%	9%
55–64	8,085	13%	318	4%	10%	26	8%	7%
65–74	4,768	8%	216	5%	6%	17	8%	4%
75+	3,263	5%	192	6%	6%	3	2%	1%
<b>Total</b>	<b>60,904</b>	<b>100%</b>	<b>3,346</b>	<b>5%</b>	<b>100%</b>	<b>382</b>	<b>12%</b>	<b>100%</b>

Source: FARS 2021 ARF

Notes: The total includes 94 drivers 14 and younger, 7 of whom were noted as distracted. Additionally, the total includes 1,838 of unknown age, 100 of whom were noted as distracted.

Comparing the percentages of drivers of each age group involved in fatal crashes to the percentages involved in distraction-affected fatal crashes points to overrepresentation of distraction in drivers under 35. This is seen by comparing the columns titled “Total Drivers: Percentage of Total Drivers” and “All Distracted Drivers: Percentage of All Distracted Drivers.” In summary:

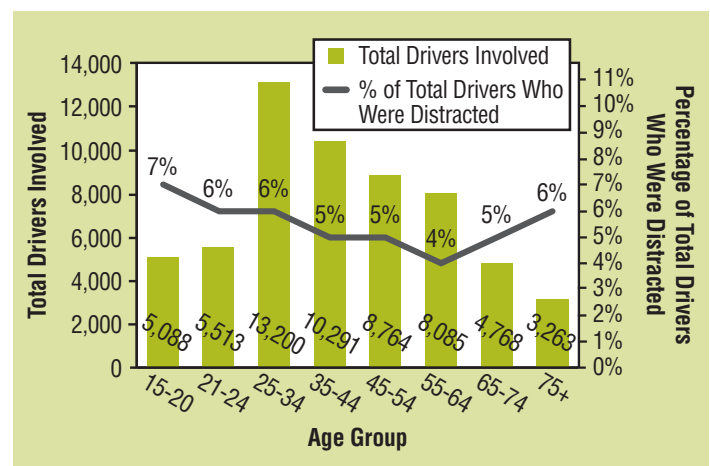
- Drivers in the 15-to-20 age group made up 8 percent of drivers in fatal crashes, but were 11 percent of all distracted drivers and 16 percent of drivers distracted by cell phones in fatal crashes.
- Drivers in the 21-to-24 age group made up 9 percent of drivers in fatal crashes, but were 11 percent of all distracted drivers and 15 percent of drivers distracted by cell phones in fatal crashes.
- Drivers in the 25-to-34 age group made up 22 percent of drivers in fatal crashes, but were 25 percent of all distracted drivers and 30 percent of drivers distracted by cell phones in fatal crashes.

Looking at the “All Distracted Drivers: Percentage of Total Drivers in This Age Group” column, the percentages gradually declined from 7 percent for the 15-to-20 age group to 4 percent for the 55-to-64 age group, and then gradually increased to 6 percent for the 75+ age group.

The distributions of drivers by age group for total drivers involved in fatal crashes and percentage of distracted drivers involved in fatal crashes, and distracted drivers involved in fatal crashes and percentage of distracted drivers using cell phones during fatal crashes, are shown in Figures 1a and 1b.

Figure 1a

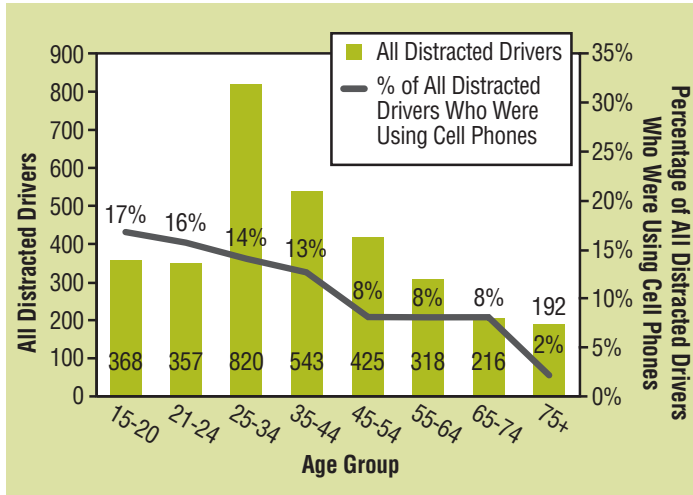
### Drivers Involved and Percentage of Drivers Involved in Fatal Traffic Crashes Who Were Distracted, by Age Group, 2021



Source: FARS 2021 ARF



Figure 1b  
**Distracted Drivers and Percentage of Distracted Drivers Involved in Fatal Traffic Crashes Who Were Using Cell Phones, by Age Group, 2021**



Source: FARS 2021 ARF

Table 3 shows the role of the people killed in distraction-affected crashes in 2021. The large majority of fatalities in distraction-affected crashes (and in all fatal crashes) were motor vehicle occupants (including motorcyclists): 80 percent for all fatal crashes and 82 percent for distraction-affected fatal crashes. The other victims were nonoccupants – pedestrians, pedalcyclists, and others. Distracted drivers were involved in the deaths of 644 nonoccupants in 2021. In general, looking at person type, the proportion of fatalities in distraction-affected fatal crashes is very similar to that in all fatal crashes.

Table 3  
**Fatalities in All Traffic Crashes and Distraction-Affected Crashes, by Person Type, 2021**

Person Type	Total Fatalities		Distraction-Affected (D-A) Fatalities	
	Number	Percent	Number	Percent
<b>Total</b>	<b>42,939</b>	<b>100%</b>	<b>3,522</b>	<b>100%</b>
<b>Occupants</b>				
Driver	27,422	64%	2,079	59%
Passenger	6,868	16%	799	23%
<b>Total Occupants</b>	<b>34,290</b>	<b>80%</b>	<b>2,878</b>	<b>82%</b>
<b>Nonoccupants</b>				
Pedestrian	7,388	17%	543	15%
Pedalcyclist	966	2%	75	2%
Other/Unknown	295	1%	26	1%
<b>Total Nonoccupants</b>	<b>8,649</b>	<b>20%</b>	<b>644</b>	<b>18%</b>

Source: FARS 2021 ARF

Seventy-one percent of the distracted drivers involved in fatal crashes were males as compared to 72 percent of drivers in all fatal crashes in 2021.

### *Estimates of People Injured in Distraction-Affected Traffic Crashes*

In 2021 an estimated 2,497,657 people were injured in police-reported traffic crashes (Table 4). The number of people injured in distraction-affected crashes in 2021 was estimated at 326,415 (15% of all people injured). An estimated 28,994 people were injured in 2021 in crashes involving cell phone use or other cell-phone-related activities (8% of all people injured in distraction-affected crashes).

Table 4  
**People Injured in All Crashes and Distraction-Affected Crashes, 2017–2021**

Year	Total	Distraction-Affected (D-A) Crashes			
		Number	Percentage of Total	Cell Phone Use	
				Number	Percentage of D-A
2017	2,745,268	434,733	16%	31,076	7%
2018	2,710,059	400,303	15%	32,632	8%
2019	2,740,141	423,847	15%	28,300	7%
2020	2,282,209	324,663	14%	30,000	9%
2021	2,497,657	362,415	15%	28,994	8%

Sources: FARS 2017–2020 Final File, 2021 ARF; CRSS 2017–2021

Over the past 5 years, the *estimated number* of people injured in distraction-affected crashes has shown decreases and increases. The *percentage* of injured people in distraction-affected crashes as a portion of all people injured has remained relatively constant.

### *Traffic Crashes of All Severity*

Table 5 provides information for all police-reported traffic crashes from 2017 through 2021 including fatal crashes, injury crashes, and property-damage-only (PDO) crashes for the year. During this period, the percentages of crashes of all severities that involve distractions fluctuated very little.

In 2021 there were an estimated 248,327 distraction-affected injury crashes (14% of all injury crashes). In these crashes, an estimated 254,834 drivers (8% of all drivers in injury crashes) were distracted at the time of the crashes.

Table 5  
**Traffic Crashes and Distraction-Affected Crashes, by Crash Severity, 2017–2021**

Year	Crash Severity	Total	Distraction-Affected (D-A) Crashes			
			Number	Percentage of Total	Cell Phone Use	
					Number	Percentage of D-A
2017	Fatal Crash	34,560	3,003	9%	418	14%
	Injury Crash	1,888,525	285,416	15%	20,539	7%
	PDO Crash	4,529,513	623,963	14%	49,929	8%
	<b>Total</b>	<b>6,452,598</b>	<b>912,382</b>	<b>14%</b>	<b>70,886</b>	<b>8%</b>
2018	Fatal Crash	33,919	2,645	8%	356	13%
	Injury Crash	1,893,704	276,553	15%	21,191	8%
	PDO Crash	4,807,058	659,615	14%	37,991	6%
	<b>Total</b>	<b>6,734,681</b>	<b>938,812</b>	<b>14%</b>	<b>59,537</b>	<b>6%</b>
2019	Fatal Crash	33,487	2,872	9%	395	14%
	Injury Crash	1,916,344	286,993	15%	20,527	7%
	PDO Crash	4,806,253	696,339	14%	40,166	6%
	<b>Total</b>	<b>6,756,084</b>	<b>986,204</b>	<b>15%</b>	<b>61,088</b>	<b>6%</b>
2020	Fatal Crash	35,935	2,889	8%	355	12%
	Injury Crash	1,593,390	215,310	14%	19,660	9%
	PDO Crash	3,621,681	462,106	13%	39,084	8%
	<b>Total</b>	<b>5,251,006</b>	<b>680,305</b>	<b>13%</b>	<b>59,099</b>	<b>9%</b>
2021	Fatal Crash	39,508	3,211	8%	377	12%
	Injury Crash	1,727,608	248,327	14%	20,015	8%
	PDO Crash	4,335,820	553,389	13%	44,518	8%
	<b>Total</b>	<b>6,102,936</b>	<b>804,928</b>	<b>13%</b>	<b>64,910</b>	<b>8%</b>

Sources: FARS 2017–2020 Final File, 2021 ARF; CRSS 2017–2021

### Attribute Selection

As discussed in the Methodology section of this Research Note, FARS and CRSS were accessed to retrieve data on distraction-affected crashes. Table A-1 contains every variable attribute available for coding for driver distraction along with examples to illustrate the meaning of the attribute. This is the coding scheme available for FARS and CRSS. Table A-1 further indicates whether that attribute was included in the analysis for distraction-affected crashes.

In 2012 the variable attributes changed to account for different ways that PCRs from States describe general categories of distraction, inattention, and careless driving. These additional attributes provide a more accurate classification of the behavior indicated on the PCR.

### Data Limitations

NHTSA recognizes that there are limitations to the collection and reporting of FARS and CRSS data with regard to driver distraction. The data collections for FARS and CRSS are based on PCRs and information gathered after the crashes have occurred.

One noteworthy challenge for collection of distracted driving data is the PCR itself. PCRs vary across jurisdictions, creating inconsistencies in reporting. Many variables on the PCR are nearly universal, but distraction is not one of those variables. Some PCRs identify distraction as a distinct reporting field while others do not have such a field and identification of distraction is based upon the narrative portion of the report. This variation in reporting forms contributes to variation in the reported number of distraction-affected crashes. Any national or State count of distraction-affected crashes should be interpreted with this limitation in mind due to potential underreporting in some States and overreporting in others.

Table A-1

**Attributes Included in “Driver Distracted by” Element and Indication of Inclusion in Distraction-Affected Definitions, FARS and CRSS, 2017–2021**

Attribute	Description
<b>Not Included</b>	
Not Distracted	Completely attentive to driving; no indication of distraction or noted as “Not Distracted”
Looked But Did Not See (deleted in 2018)	Used when the driver was paying attention to driving (not distracted), but did not see the relevant vehicle, object, etc.
No Driver Present/Unknown if Driver Present	Used when no driver is in this vehicle or when it is unknown if there was a driver present in this vehicle at the time of the crash
Not Reported	No field available on PCR; field on PCR left blank; no other information available
Reported as Unknown if Distracted	Used when the case material specifically indicates unknown
<b>Included</b>	
By Other Occupant(s)	Used when the driver was distracted by another occupant in this driver’s vehicle prior to realization of impending danger; includes conversing with or looking at another occupant
By a Moving Object in Vehicle	Used when the driver was distracted by a moving object in this driver’s vehicle prior to realization of impending danger; includes a dropped object, a moving pet, insect, or cargo
While Talking or Listening to Cell Phone	Used when the driver was talking or listening on a mobile phone; includes talking or listening on a “hands-free” or Bluetooth-enabled phone
While Manipulating Mobile Phone	Used when the driver was dialing or text messaging (texting) on a mobile phone; any manual button/control actuation on the phone qualifies
Other Mobile Phone Related	Used when the case material indicates the driver was distracted from the driving task due to mobile phone involvement, but none of the specified codes are applicable (reaching for mobile phone, etc.). This attribute is also applied when specific details regarding mobile phone distraction/usage are not provided.
Adjusting Audio or Climate Controls	Used when the driver was distracted from the driving task while adjusting the air conditioner, heater, radio, cassette, using the radio, using the cassette, or CD that are mounted in the vehicle
While Using Other Component/Controls Integral to Vehicle	Used when the driver was distracted while manipulating a control in the vehicle including adjusting headlamps or interior lights, controlling windows (power or manual), manipulating door locks (power or manual), adjusting side view mirrors (power or manual), adjusting rear view mirror, adjusting seat (power or manual), adjusting steering wheel, adjusting seat belt, on-board navigational devices, etc.
While Using or Reaching for Device/Object Brought Into Vehicle	Used when the driver was distracted while using or reaching for a device in the vehicle including a radar detector, CDs, razor, music portable CD player, headphones, a navigational device, laptop or tablet PC, etc.
Distracted by Outside Person, Object, or Event	Used when the driver was distracted by an outside person, object, or event prior to realization of impending danger; includes animals on the roadside, a previous crash, or non-traffic-related sign (advertisement, electronic billboard, etc.). Do not use this attribute for a person, object, or event that the driver has recognized and for which the driver has taken some action (e.g., avoiding a pedestrian on the roadway).
Eating or Drinking	Used when the driver was eating or drinking or involved in an activity related to these actions (e.g., picking food from carton placed on passenger seat, reaching to throw out used food wrapper)
Smoking Related	Used when the driver was smoking or involved in an activity related to smoking, such as lighting a cigarette, putting ashes in the ash tray, etc.
Distraction/Inattention	Used exclusively when “Distraction/Inattention” or “Inattention/Distraction” is noted in the case material as one combined attribute
Distraction/Careless	Used exclusively when “Distraction/Careless” or “Careless/Distraction” is noted in the case material as one combined attribute
Careless/Inattentive	Used exclusively when “Careless/Inattentive” or “Inattentive/Careless” is noted in the case material as one combined attribute

*Continued on next page.*

Table A-1 (continued)

**Attributes Included in “Driver Distracted by” Element and Indication of Inclusion in Distraction-Affected Definitions, FARS and CRSS, 2017–2021**

Attribute	Description
Distraction (Distracted), Details Unknown	Used when “distraction” or “distracted” is noted in the case material, but specific distractions cannot be identified
Inattention (inattentive), Details Unknown	Used when “inattention” or “inattentive” is noted in the case material, but it cannot be identified if this refers to a distraction
Lost in Thought/Day Dreaming	Used when the driver was not completely attentive to driving because he/she was thinking about items other than the driving task
Other Distraction	Used when details regarding this driver’s distraction are known but none of the specified codes are applicable
Distracted Driver of a Non-Contact Vehicle (new in 2018 from Related Factors - Crash Level Element)	Used for situations where the investigating officer indicates that the driver of a non-contact vehicle (“phantom vehicle”) was distracted.

The following are potential reasons for underreporting of distraction-affected crashes.

1. Self-reported data elements, such as admitting to texting while driving, are always subject to bias (underreporting or false reporting). In some cases, the only source of distraction information for an investigating police officer may be the surviving driver’s account of the crash and the likelihood that the driver might admit to a negative behavior such as texting while driving might be small.
2. If a driver fatality occurs in the crash, law enforcement must rely on the crash investigation in order to report on whether driver distraction was involved. Law enforcement may not have information to indicate distraction. These investigations may rely on witness account and oftentimes these accounts may not be available either.
3. Technologies are changing at a rapid speed and it is difficult to update PCRs to accommodate these changes. Without broad-sweeping changes to PCRs

to incorporate new technologies and features of technologies, it is difficult to capture the data that involves driver interaction with these devices.

The following is a challenge in quantifying external distractions.

1. In the reporting of distraction-affected crashes, often-times an external distraction is identified as a distinct type of distraction. Some scenarios captured under external distractions might actually be related to the task of driving (e.g., looking at a street sign). However, the crash reports may not differentiate these driving-related tasks from other external distractions (looking at previous crash or billboard). Currently, the category of external distractions is included in the counts of distraction-affected crashes.

The most current information on distracted-driving laws by State is available on the Governors Highway Safety Association website at <https://ghsa.org/state-laws/issues/distracted%20driving>.

## Fatality Analysis Reporting System

FARS contains data on every fatal motor vehicle traffic crash within the 50 States, the District of Columbia, and Puerto Rico. To be included in FARS, a traffic crash must involve a motor vehicle traveling on a public trafficway that results in the death of a vehicle occupant or a nonoccupant within 30 days of the crash. The Annual Report File (ARF) is the FARS data file associated with the most recent available year, which is subject to change when it is finalized the following year to the final version known as the Final File. The additional time between the ARF and the Final File provides the opportunity for submission of important variable data requiring out-

side sources, which may lead to changes in the final counts. More information on FARS can be found at [www.nhtsa.gov/crash-data-systems/fatality-analysis-reporting-system](http://www.nhtsa.gov/crash-data-systems/fatality-analysis-reporting-system).

The updated final counts for the previous data year will be reflected with the release of the recent year's ARF. For example, along with the release of the 2021 ARF, the 2020 Final File was released to replace the 2020 ARF. The final fatality count in motor vehicle traffic crashes for 2020 was 39,007, which was updated from 38,824 in the 2020 ARF.

## Crash Report Sampling System

NHTSA's National Center for Statistics and Analysis (NCSA) redesigned the nationally representative sample of police-reported traffic crashes, which estimates the number of police-reported injury and property-damage-only crashes in

the United States. CRSS replaced the National Automotive Sampling System (NASS) General Estimates System (GES) in 2016. More information on CRSS can be found at [www.nhtsa.gov/crash-data-systems/crash-report-sampling-system-crss](http://www.nhtsa.gov/crash-data-systems/crash-report-sampling-system-crss).



U.S. Department  
of Transportation

**National Highway  
Traffic Safety  
Administration**

The suggested APA format citation for this document is:

National Center for Statistics and Analysis. (2023, May). *Distracted driving in 2021* (Research Note. Report No. DOT HS 813 443). National Highway Traffic Safety Administration.

This research note and other general information on highway traffic safety may be found at: <https://crashstats.nhtsa.dot.gov/#/>

I, Jason Marshall, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 17th day of October, 2023.

### **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 2024 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

**NOW THEREFORE LET IT BE RESOLVED**; That Michael P. Walsh, 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 2023 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, 2023.

---

Jason Marshall, Town Council Clerk

seal



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 10, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: AGREEMENT: Liturgical Publications Inc.

---

Please see the attached request from Health & Social Services Director Laurence Burnsed to enter into an agreement with Liturgical Publications Inc. (LPI) to print the senior services monthly newsletter at no cost.

Please place this item on the Town Council agenda for the October 17, 2023 meeting.

C: L. Burnsed, Human Services Director  
V.Liberator, Senior Services Coordinator



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 6, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: RESOLUTION: Emergency Management Performance Grant

---

The Town of East Hartford is looking to apply 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).

East Hartford's Federal Fiscal Year 2023 allocation amount is \$25,365.50. The program requires a 1 to 1 match from the municipality.

The Town is also eligible for a supplemental grant of \$2,536.55 for personal protective equipment (PPE) that is not subject to the match requirement, meaning the Town is to receive a total of \$27,902.05 in funding in this grant year.

Please place this item on the Town Council agenda for the October 17, 2023 meeting. I recommend that the Town Council approve the resolution as submitted.

C: K. Munson, EHFD Chief  
E. Buckheit, Development Director  
P. O'Sullivan, Grants Manager  
B. Jennes, Emergency Management Coordinator



GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Michael P. Walsh

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

**SUBJECT:** Council Resolution – Emergency Management Performance Grant - FFY 2023

**DATE:** October 5, 2023

---

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 2023 allocation amount is \$25,365.50, an increase of \$366.50 from last year. The program requires a 1 to 1 match from the municipality. The Town is also eligible for a supplemental grant of \$2,536.55 for personal protective equipment (PPE) that is not subject to the match requirement, meaning the Town is to receive a total of \$27,902.05 in funding in this grant year. The Town has participated in this annual grant program for more than 13 years.

I have attached a fact sheet 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 17th, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

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

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

Grant Description: FFY 2023 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: 27,902.05\*

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

First year received:	<u>2006**</u>		
Last 3 years received:	<u>2022</u>	<u>2021</u>	<u>2020</u>
Funding level by year:	<u>\$24,999.00</u>	<u>\$24,999.00</u>	<u>\$25,159.50</u>

Is a local match required?     Yes     No

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

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

Results achieved: Town Fire administration costs reduced by grant amount

Duration of grant: One year

Application status: Under development

Meeting attendee: Fire Chief Kevin Munson, ext. 7403; Brian Jennes, Captain – Emergency Management Division, ext. 7411

Comments: \*Includes \$2,536.55 allocation for Personal Protective Equipment

\*\*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.

# Fiscal Year 2023 Emergency Management Performance Grant Program - FAQs

---

Release Date: Feb 27, 2023

[Download a PDF copy of this webpage.](#)

The FY 2023 EMPG Program is one of the grant programs that constitute the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency's (FEMA) focus on all-hazards emergency preparedness. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS/FEMA to assist state, local, tribal, and territorial emergency management agencies to implement the National Preparedness System and the National Preparedness Goal of a secure and resilient nation.

## About the Program

### 1. What is the purpose of the Fiscal Year (FY) 2023 Emergency Management Performance Grant (EMPG) Program?

The FY 2023 EMPG Program is one of the grant programs that constitute the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency's (FEMA) focus on all-hazards emergency preparedness. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS/FEMA to assist state, local, tribal, and territorial emergency management agencies to implement the National Preparedness System and the National Preparedness Goal of a secure and resilient nation.

### 2. What are the national priorities associated with the FY 2023 EMPG Program?

The national priorities are:



**FEMA**

Page 1 of 7

- Equity;
- Climate Resilience; and
- Readiness.

These priorities correspond directly to goals outlined in the [2022-2026 FEMA Strategic Plan](#). All EMPG Program recipients are encouraged to review the Strategic Plan and consider how FY 2023 EMPG Program funding can be used to support the Plan's goals and objectives as they apply to the state/territory's specific needs and the needs of the whole community. The national priorities are explained in further detail in the FY 2023 EMPG Program Notice of Funding Opportunity (NOFO).

**3. What legislation authorizes funding for the FY 2023 EMPG Program?**

- 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);
- *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 *et seq.*);
- *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 *et seq.*); and
- *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 *et seq.*).

**4. How much funding is available under the FY 2023 EMPG Program?**

In FY 2023, the EMPG Program will provide \$355.1 million in funding to assist state, local, tribal, and territorial governments in preparing for all hazards. This funding amount includes \$355 million from the *Consolidated Appropriations Act, 2023* (Pub. L. No. 117-328) and \$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).

**5. Where is the FY 2023 EMPG Program NOFO located?**

The FY 2023 EMPG Program NOFO is located online at [www.fema.gov/grants](http://www.fema.gov/grants), as well as on [www.grants.gov](http://www.grants.gov).



**FEMA**

## 6. Who is eligible to apply for FY 2023 EMPG Program funds?

All 56 states and territories are eligible to apply for the FY 2023 EMPG Program funding. This includes all 50 states, the District of Columbia, the Commonwealth of Puerto Rico, and the territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands. Either the State Administrative Agency (SAA) 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. Please refer to Section C of the FY 2023 EMPG Program NOFO for more information on eligibility.

## 7. How will the FY 2023 EMPG Program applications be submitted?

Applying for an award under the EMPG is a multi-step process; the registration process can take four weeks or more to complete. Therefore, applicants are encouraged to register early to ensure it does not impact the applicant's ability to meet required submission deadlines. Please refer to Section D in the FY 2023 EMPG Program NOFO for detailed information and instructions.

Eligible applicants should submit their initial application at least three days prior to the final application submission through the Grants.gov portal at [www.grants.gov](http://www.grants.gov). Applicants needing Grants.gov support may contact the Grants.gov customer support hotline at (800) 518-4726, which is available 24 hours per day, seven days per week except federal holidays.

After the initial applications are submitted in Grants.gov, eligible applicants will be notified by FEMA within one to two business days and asked to proceed with submitting their complete application package in the [Non-Disaster \(ND\) Grants System](#). Applicants needing technical support with the ND Grants System should contact [ndgrants@fema.dhs.gov](mailto:ndgrants@fema.dhs.gov) or (800) 865-4076, Monday through Friday from 9 a.m. – 6 p.m. Eastern Time (ET).



**FEMA**

Completed applications must be submitted in the ND Grants system no later than 5 p.m. ET on Monday, May 18, 2023.

**8. What are the key dates associated with the FY 2023 EMPG Program?**

- February 27, 2023: NOFO released.
- May 18, 2023, 5 p.m. ET: Applications due to FEMA.

**9. How will FY 2023 EMPG Program funds be allocated?**

EMPG Program awards are based on Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006*, as amended (6 U.S.C. § 762). All 50 states, the District of Columbia, and the Commonwealth of Puerto Rico receive a base amount of 0.75% of the total available funding appropriated for the EMPG Program. Four territories (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands) receive a base amount of 0.25% of the total available funding appropriated for the EMPG Program. The remaining balance of funds appropriated for the EMPG Program are distributed on a population-share basis.

**10. How should I identify priorities for the investment of EMPG Program funding?**

Priorities, and associated EMPG Program-funded projects, must be mutually agreed to by the recipient and the applicable FEMA Regional Administrator (RA). Identification of priorities and development of the EMPG Program Work Plan should involve a collaborative negotiation process through which a common set of priorities will emerge based on a combination of state/territory priorities, regional priorities, and national priorities.

States/territories are required to prioritize grant funding to demonstrate how FY 2023 EMPG Program-funded investments support closing capability gaps or sustaining capabilities identified in the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process and other relevant information sources, such as:

- 1) after-action reports following exercises or real-world events;



**FEMA**

- 2) audit and monitoring findings;
- 3) Hazard Mitigation Plans; and/or
- 4) other deliberate planning products.

Regional priorities will be determined by the Regional Administrator based on their unique knowledge of the region's preparedness and emergency management needs, including broader insight into common capability gaps across the region and potential opportunities for economies of scale to capitalize on those commonalities. Regional priorities should also be based on an analysis of THIRA/SPR data and other information sources provided by the states/territories in their area(s) of responsibility. As a result of these negotiations, the region and state/territory should reach a consensus on three to five priorities each recipient will focus on addressing and improving in its EMPG Program Work Plan.

When developing state/territory priorities, applicants should consider the national priorities: equity, climate resilience, and readiness. Recognizing that every state and territory has its own unique preparedness and emergency management needs, the national priorities should inform the identification of state/territory priorities and regional priorities when developing the common set of mutual priorities as agreed upon by the Regional Administrator and each state/territory. Ideally, the regional and state/territory priorities will complement and support the national priorities.

**11. Are there any spending requirements associated with the national priorities?**

There are no specific spending requirements associated with the national priorities. To the extent possible, equity considerations must be factored into all FY 2023 EMPG Program-funded investments across all national priority areas. Additionally, applicants are required to designate at least one project in their FY 2023 EMPG Program Work Plan and budget narrative that specifically addresses equity considerations. Additionally, climate resilience considerations are a continued area of focus for FY 2023.



**FEMA**

**12. How should I link EMPG Program-funded projects to the identified priorities?**

The EMPG Program Work Plan requirements, and the optional Work Plan Template, support the collection of objective information and quantitative data that will allow FEMA to measure program effectiveness and investment impacts. This also enables compliance with [2 C.F.R. § 200.301](#), which requires federal awarding agencies to measure recipient performance to show achievement of program goals and objectives, share lessons learned, improve program outcomes, and foster adoption of promising practices. Recipients are required to link EMPG Program-funded investments to THIRA/SPR results and other relevant materials that inform capability priorities and needs, and to include specific performance measures that will allow FEMA to measure the impact of those investments based on the core capabilities that are being addressed.

**13. Is submission of a Work Plan required, and is there a Work Plan Template I can use?**

Consistent with previous years, submission of an EMPG Program Work Plan is a mandatory component of the EMPG Program application. The Work Plan outlines the state/territory's emergency management sustainment and enhancement efforts, including new and ongoing activities and projects, that are driven by identified preparedness priorities and proposed for the EMPG Program period of performance. The updated FY 2023 EMPG Program Work Plan Template (available on the [Grants.gov](#) EMPG Program application page) is provided to facilitate the work plan development process. The submitted EMPG Program Work Plan must address all the information/data requirements included in the FY 2023 EMPG Program Work Plan Template, supplemental guidance included in FY 2023 EMPG Program NOFO, and FY 2023 [Preparedness Grants Manual](#). Therefore, although not required, EMPG Program applicants are strongly encouraged to use the available FY 2023 EMPG Program Work Plan Template. States and territories are required to identify whether and how each project included in their EMPG Program Work Plan addresses equity-related considerations or the impacts associated with climate change (as applicable). See the FY 2023 [Preparedness Grants](#)



**FEMA**



[Manual](#) for more information about the requirements for addressing these priorities in the EMPG Program Work Plan submission.

**14. Are there any specific funding requirements associated with the FY 2023 EMPG Program?**

There is a continuing requirement that at least **87.5 percent** of all projects that include Planning, Training, and/or Exercise deliverables align with closing capability gaps identified and documented in the state/territory's most recent THIRA/SPR submission and other relevant information sources, as explained above.

**15. What is the FY 2023 EMPG Program period of performance?**

The period of performance is 36 months.

**16. What other resources are available to address programmatic, technical, and financial questions?**

- The FY 2023 EMPG Program NOFO is located online at [www.fema.gov/grants](http://www.fema.gov/grants) as well as on [www.grants.gov](http://www.grants.gov).
- The FY 2023 EMPG Program Work Plan Template User Guide and Webinar Materials are located online at [www.fema.gov/grants](http://www.fema.gov/grants) to assist applicants in navigating the Template.
- For additional program-specific information, please contact the FEMA Grants Information Desk at [fema-grants-news@fema.dhs.gov](mailto:fema-grants-news@fema.dhs.gov) OR at (800) 368-6498. Hours of operation are from 9 a.m. – 5 p.m. ET, Monday through Friday.
- For support regarding financial grants management and budgetary technical assistance, applicants may contact the DHS/FEMA Award Administration Help Desk via e-mail at [ASK- GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov).
- The FEMA Regions also provide technical assistance to EMPG Program primary recipients. A list of contacts in the FEMA Regions is available at [www.fema.gov/fema-regional-contacts](http://www.fema.gov/fema-regional-contacts).



**FEMA**

Page 7 of 7

## RESOLUTION

I, Jason Marshall, 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 17th, 2023, 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 Michael P. Walsh, 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 he deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that Michael P. Walsh now holds the office of Mayor and that he has held that office since November 8<sup>th</sup>, 2021.

**IN WITNESS WHEREOF:** The undersigned has executed this certificate this \_\_\_\_\_ day of October, 2023.

---

Jason Marshall, Town Council Clerk

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7324

HEALTH@EASTHARTFORDCT.GOV

740 Main Street

East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

HEALTH DEPARTMENT

TO: Mayor Michael P. Walsh

FROM: Laurence Burnsed, Director of Health and Social Services *ZB*

DATE: October 7, 2023

RE: Referral to Town Council: Request to Approve Agreement Between the Town of East Hartford and Liturgical Publications Inc.

---

I am respectfully requesting the Town Council to approve the Town of East Hartford to enter into an agreement with Liturgical Publications Inc. (LPI) to print the senior services monthly newsletter at no cost.

LPI prints the East Hartford Senior Services monthly newsletter at no cost. Senior Services staff develop newsletter articles and announcements, and distributes the printed document to residents through the senior center and by mail. LPI prints the newsletter and covers the cost by securing advertisers that provide services targeted to seniors. LPI has provided this service since 2012.

Due to the variety of services provided on a monthly basis to senior residents in East Hartford and the space required to advertise these programs, LPI offered to modify the service agreement to increase the number of pages from 12 to 16, and increase the number of printed copies from 2,000 to 2,500. Our partnership with LPI helps to advise residents of upcoming services. All Town departments are able to submit program announcements and information for inclusion in the newsletter. This communication supplements our efforts to distribute information via media coverage, website postings, social media, and community partner resources.

East Hartford Corporate Counsel worked with LPI to modify the publishing agreement in order to meet our requirements.

## Marshall, Jason

---

**From:** Tchelidze, Ekaterine  
**Sent:** Wednesday, October 11, 2023 8:33 AM  
**To:** Marshall, Jason  
**Subject:** FW: Council topic submission request - LPI publication agreement  
**Attachments:** EH Senior Services Town Council Request for Liturgical Publications Inc Agreement 7 Oct 2023.docx; 2023-10-10\_AGREEMENT\_LiturgicalPublications.doc

**Ekaterine Tchelidze**  
**Communication Specialist**  
**Office of the Mayor**  
**Town of East Hartford**  
**(o)860-291-7202**  
**(c)860-817-8590**

*Customer Service. Collaboration. Communication.*

**FB: [Town of East Hartford, CT – Government](#)**

**FB: [Mayor Mike Walsh](#)**

**[www.easthartfordct.gov](http://www.easthartfordct.gov)**



---

**From:** Burnsed, Laurence <lburnsed@easthartfordct.gov>  
**Sent:** Monday, October 9, 2023 1:56 PM  
**To:** EHMayersOffice <ehmayorsoffice@easthartfordct.gov>; Corp Counsel <corpcounsel@easthartfordct.gov>; Garrity, Amanda <agarrity@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>  
**Subject:** Council topic submission request - LPI publication agreement

Afternoon Mayor's office,

I was checking email and realized I forgot to submit a Town Council agenda item on Friday afternoon. I got sidetracked and it was still sitting in my draft folder. I'm submitting in case the holiday weekend allows me a buffer to still get it submitted for the Oct 17 meeting. This is not an urgent agenda issue, so pushing to Oct 31 works for Health & Human Services if you advise it needs to be placed on the next meeting agenda.

LPI is a publishing organization that has printed our senior services newsletter since at least 2012. They recently offered to modify the agreement to increase the number of printed copies from 2000 to 2500, and increase the number of printed pages per newsletter from 12 to 16. Their printing service is provided at no cost to the Town. They benefit from advertising sponsorships targeted to seniors. This is the monthly senior center newsletter managed by senior services.

When the revisions were submitted, we realized there's no record of Council historically approving this agreement, or properly getting the Mayor's signature. Corp Counsel worked with us to modify the agreement language and determine the services were suitable to still pursue a properly executed agreement. LPI agreed to our revisions and is in the process of modifying the document. Rich advised we can still submit for a Council agenda request with the expectation the agreement is forthcoming for Council and Mayor approval. I'll share as soon as it's received.

Thanks,

Laurence Burnsed, MPH, MBA

Director of Health & Human Services  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
[lburnsed@easthartfordct.gov](mailto:lburnsed@easthartfordct.gov)  
Office: 860-291-7321  
Cell: 860-604-6731



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 20, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Personnel and Pensions Subcommittee *mw*

---

Please see the attached job description for Fire Services Technician Heavy Mechanic. The new title will be Assistant Master Mechanic.

Please place this item on the Town Council agenda for the October 3, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director  
M. McCaw, Finance Director  
K. Munson, Fire Chief.

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

September 20, 2023

The Hon. Mayor Mike Walsh  
740 Main Street  
East Hartford, CT 06108

Re Fire Services Technician Heavy Mechanic

Dear Mr. Walsh:

Please see the attached job description for Fire Services Technician Heavy Mechanic. The new title will be Assistant Master Mechanic.

Over the last several months, we have cooperatively engaged Local 1548 in conversations to upgrade the job descriptions of our maintenance personnel. We researched many other communities and sought out best practices. Included in the attached draft are the changes which will position us for the future. There is no financial impact, this simply adjusts the essential job functions and desired qualifications to align the position with contemporary standards of work for heavy equipment mechanics.

Some of the changes are listed below:

- Skill in welding and in the care and use of skilled mechanics tools employed in all phases of vehicle and equipment repair.
- Ability to meet the minimum training requirements of OSHA 191.156 for exterior firefighting functions (department will provide required training).
- Preference will be given to those who are certified Firefighter I/II.
- Selected individuals should meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, - Chapter 5 Emergency Vehicle Technician II within one year of appointment.
- ASE certification preferred but not required.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*



**TOWN OF EAST HARTFORD**

**TITLE:** ~~Fire Service Technician-Heavy-Mechanic~~Assistant Master Mechanic  
**Grade:** 67

**DEPARTMENT:** Fire  
Draft 10/1/2023

**Date:**

**POSITION DEFINITION:**

Under general supervision of the ~~Superintendent of Maintenance~~Master Mechanic, performs major and minor repairs and adjustments to all types of fire apparatus and equipment.

**ESSENTIAL JOB FUNCTIONS:**

- Overhauls, repairs, and maintains all department apparatus, light fleet vehicles, pumps, equipment, and tools.
- Tests and repairs fire hose, aerial ladders, ground ladders, SCBA, and other emergency tools and equipment.
- Performs preventive maintenance on all department apparatus and equipment.
- Inspects department apparatus and equipment to determine the need for preventive maintenance or immediate repairs.
- ~~Instructs~~Instruct department personnel in the use and operation of all department apparatus and equipment.
- ~~Responds to emergency incidents and performs firefighting functions, if required.~~
- Makes road calls for immobile vehicles and equipment, makes necessary repairs and/or transports vehicle to appropriate repair facility.
- Arranges outside repair work if it is determined to be more efficient and economical.
- Documents maintenance and repair records according to department policy using current technology.

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

**ADDITIONAL JOB FUNCTIONS:**

- Assists in the development of specifications for all department's apparatus, light fleet vehicles, pumps, and equipment.
- Documents all inspections, maintenance, and repairs to department vehicles apparatus and equipment.
- Assists with the repair and maintenance of the municipal fire alarm system and associated components.
- Assists with the repair and maintenance of the emergency communications systems.
- Assists with the repair of mobile technology and small electronics used by the fire department.



**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the operation and maintenance of all motor apparatus used by the fire department.
- Knowledge of the various equipment used by the department in the delivery of emergency services.
- Ability to recognize the need for vehicle repairs and maintenance.
- Ability to establish and maintain effective working relationships with associates and the public.
- Skill in welding and in the care and use of skilled mechanics tools employed in all phases of vehicle and equipment repair.
- Ability to meet the minimum training requirements of OSHA 191.156 for exterior firefighting functions (department will provide required training).
  - Preference will be given to those who are certified Firefighter I/II.
- Thorough knowledge of the rules, regulations, and procedures of the department.
- Knowledge of NFPA 1900: Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
- Knowledge of the State of Connecticut rules and regulations governing Commercial Motor Vehicle operation.

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

Formatted: Font: Bold, Underline

Formatted: Indent: Left: 0.25", Tab stops: Not at 0.5" + 1"

**PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.

**REQUIRED JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:**

- Standard High School or Vocational School Diploma or its equivalent.
- Possession of a valid Motor Vehicle Operator's License.
  - Those not holding a valid Commercial Driver's License-B at the time of appointment must obtain such certification within one year of appointment.
- Must be free of any physical or mental impairment that would prohibit the accomplishment of the essential functions of a Fire Service Technician the position.
- Not less than three (3) years of experience in the repairing and maintenance of automobile/truck motors and equipment or any equivalent combination of training and experience which that would indicate the ability to perform the duties required.
- ~~Demonstrated experience in heavy vehicle repair including but limited to, diesel engine repair, braking systems, hydraulic systems, and transmission repair is preferred.~~
- ~~Demonstrated experience in repairing fire department equipment is preferred.~~
- ~~Selected individuals must meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, Chapter 5 Emergency Vehicle Technician II~~ Preference will be given to internal candidates who possess the minimum required job qualifications and have been a regular member of the East Hartford Fire Department for not less than three (3) years.

Formatted: Indent: Left: 0.25", Tab stops: Not at 0.5" + 1"

Formatted: Indent: Left: 0", Tab stops: Not at 0.25" + 0.5"

Formatted: Indent: Left: 0", Tab stops: Not at 0.5"

~~Fire Service Technician-Heavy~~

~~2~~ Mechanic Assistant Master Mechanic, Fire

**PREFERRED JOB QUALIFICATIONS AND LICENSING:**

- Demonstrated experience in repairing fire department equipment.
- Demonstrated experience in heavy vehicle repair including but NOT limited to, diesel engine repair, braking systems, hydraulic systems, and transmission repair.
- Selected individuals should meet the requirements of NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications, - Chapter 5 Emergency Vehicle Technician II within one year of appointment.
- ASE certification preferred but not required.
  - Preference will be given to T-series medium/heavy truck T2-T8 certifications.
- is preferred.

Formatted: Font: (Default) Arial  
Formatted: List Paragraph, Indent: Left: 0", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: (Default) Arial

Formatted: Justified, Indent: Left: 0.25"

Formatted: Font: (Default) Arial

Formatted: Normal, No bullets or numbering

Formatted: Left, Indent: Left: 0"

**EEO/AA Statement**

In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

Formatted: Left, Indent: Left: 0"

**NOTE: The above tasks and responsibilities are illustrative only.**



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: September 25, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Personnel and Pensions Subcommittee *MW*

---

Please see the attached request for changes to the job title and job description of Senior Secretary to the Mayor.

These changes more appropriately define the job responsibilities for the position.

The official title is "Senior Secretary to the Mayor," but over the last couple of years, the responsibilities have shifted to perform more communications-related duties, including website and social media management, newsletters, council memos, graphic design, photography, and more. However, the current job description for Senior Secretary is more admin-like and almost replicates the duties of Executive Secretary.

It is time to revise this position's title and job description to reflect the responsibilities being performed in this role.

We want to rename the position from "Senior Secretary to the Mayor" to "Municipal Communications Specialist" and adopt the attached job description.

Please place this item on the Town Council agenda for the October 3, 2023 meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director  
M. McCaw, CAO  
C. Martin, Chief of Staff  
E. Tchelidze, Communications Specialist

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

September 25, 2023

The Hon. Mayor Mike Walsh  
740 Main Street  
East Hartford, CT 06108

Re Municipal Communications Specialist

Dear Mr. Walsh:

Please see the attached job description for Senior Secretary to the Mayor. The new title will be Municipal Communications Specialist.

The official title is "Senior Secretary to the Mayor," over the last couple of years the responsibilities have shifted to perform more communications-related duties to support the Mayor's and Chief of Staff's vision to increase our interaction with residents & businesses.

As such, the day-to-day duties incorporate many more communications tasks, including website and social media management, newsletters, council memos, graphic design, photography, and more. However, the job description for Senior Secretary is more admin-like and almost replicates the duties of Executive Secretary.

With that, we have concluded that it is time to revise the title and job description of this position to reflect the responsibilities being performed in this role.

We want to rename the position from "Senior Secretary to the Mayor" to "Municipal Communications Specialist" and adopt the attached job description. That will allow our office to have a true communications position that accurately aligns with the job description.

I have created the attached description based on the responsibilities. While the Communications Specialist will be performing all the communications duties, we still want them to support the Mayor's Office with occasional admin duties.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*



## TOWN OF EAST HARTFORD

**TITLE:** Senior Secretary to the Mayor/Communications Specialist  
**GRADE:** 11

**DEPARTMENT:** Office of the Mayor  
11/1/2023

**DATE:** 7/1/17

### POSITION DEFINITION:

~~Works under the general direction of the Mayor; responsible for performing administrative and executive level secretarial work of a complex, confidential, and responsible nature in the office of the Mayor.~~

Working under general supervision of the Mayor, the Communications Specialist develops and edits communication materials that promote a positive public image of the Town of East Hartford to diverse audiences and informs constituents of local news, events, programs and more. This position also collaborates with existing East Hartford town departments to achieve brand consistency, content and message coordination, and the highest standards for internal and external communications by showing a broad general knowledge of media support tools and a comprehensive performance of tasks within one or more areas of responsibility.

Work assignments involve frequent direct contact with the public to answer a variety of questions requiring knowledge of the town and departmental news. The job requires skills to perform various research support functions. Work activities are complex and others rely on the accuracy and reliability of the information, analysis, or advice to make decisions, and affect the overall image of the town.

Responsibilities include providing administrative support for the Mayor's office as needed, such as responding to inquiries and requests for information, maintaining accurate records of board appointments, filing minutes, crafting letters and public notices, and others.

### ESSENTIAL JOB FUNCTIONS:

- ~~• Participates in the preparation of the Mayor's Office budget and assists in the administration of the approved office budget.~~
- ~~• Plans and organizes work according to priority and established or standard office procedures.~~
- ~~• Composes and produces written responses to public inquiries for the Mayor and directs requests to the appropriate department head or individual and monitors same for follow-up and compliance.~~
- ~~• Provides general information to public on department or town services, including regulatory, cultural, social, or recreational programs.~~
- ~~• Observes strict confidentiality in establishing and maintaining complex restricted files and records.~~
- ~~• Compiles and coordinates data for action for Mayor or the Administrative Assistant.~~
- ~~• Communicates directions to proper persons, and follows up for compliance, completeness, and conformance with deadlines.~~
- ~~• Composes and types letters, statistical and narrative reports of some complexity and meeting minutes from rough draft or shorthand notes.~~



- Composes both routine and complex correspondence, press releases, proclamations and reports and coordinates and prepares the Mayor's Council meeting agenda items for Mayor's approval prior to submission to Town Council.
- Screens telephone calls, inquiries, and greets visitors, ascertains nature of business, and refers to the appropriate office with issue, including drafting any necessary correspondence and/or follow up action.
- Performs special assignments, studies, and administrative functions as directed.
- Reports work accomplished to Mayor or Administrative Assistant.
- Maintains purchasing, personnel, and other administrative records.
- Coordinates scheduling of conference rooms.
- Develops and maintains the town-wide Directory of Board and Commissions.
- Monitors the status of all town Boards and Commissions and reports vacancies thereon to appropriate individuals.
- Responsible for planning, developing and implementing updates and design changes to the Town website and is called upon to promote and market the website to the community.
- Implements, designs and maintains town-wide Community Calendar on the Town Home Page and markets and promotes same to organizations within the community.
- Surveys departments and queries town Directors and department heads to identify items for placement on Town Home Page and, upon identification of same, assists respective department in creating material for input onto Home Page.
  - Media relations, including preparing press releases, responding to press inquiries, organizing and publicizing press conferences & a wide range of public events
  - Creates communication strategies for the Town, Mayor's Office, and a range of municipal departments
  - Writes and creates content for a range of media, including print, digital, website/blog, social, formal correspondence, and proclamations & citations. Must be able to write consistently in differing voices and formats, appropriate to a range of varied municipal agencies, programs and platforms
  - Manages municipal social media pages on a daily basis; prepares monthly newsletter and annual report; prepares proclamations and special recognitions as requested
  - Composes and produces written responses to public inquiries for the Mayor and directs requests to the appropriate department for follow up and compliance
  - Assists departments with creating content, including press releases, flyers, surveys, and more
  - Works with departments to identify items for placement on the town website and assists them with content management on their respective web pages and social media platforms
  - Provides general information to the public on department or town services, including regulatory, cultural, social or recreational programs.
  - Observes strict confidentiality in establishing and maintaining complex restricted files and records.
  - Composes and types letters, statistical and narrative reports of some complexity and meeting minutes from rough draft or shorthand notes
  - Composes both routine and complex correspondence, press releases, proclamations and reports and prepares the Mayor's council meeting agenda items and communication for Mayor's approval prior to submission to Town Council
  - Performs special assignments and administrative functions as directed



- Strong ability to copy-edit and/or redraft complex and technical writing to appeal to a wide audience
- Web editing, using a drupal-based Content Management System. Should have a strong understanding of web writing and editing content as well as some understanding of SEO and analytics functions
- Graphic design, including creating graphics & images for the web, social media, flyers and posters, digital display signs and other platforms
- Customer service, including assisting members of the public with questions or concerns by phone and in person
- Ability and willingness to support the Mayor, Chief of Staff and colleagues with other duties as needed
- Ability to multitask and balance a range of priorities in a fast-paced, results-oriented environment.

Plus Job Requirements:

- Photography, including photographing events, portraits, and buildings / landscapes, as well as experience with image processing tools like Photoshop / Lightroom. Knowledge of photography basic principles is a plus, experience with photography on mobile devices also a plus
- SEO optimization, including experience with Google Analytics or similar platforms, with a focus toward identifying opportunities and maximizing resources
- Familiarity with marketing platforms such as Mailchimp or similar.

**ADDITIONAL JOB FUNCTIONS:**

- May provide services as public notary to members of the public.
- ~~Supervises and assigns work to temporary clerical staff.~~

**KNOWLEDGE, SKILLS, AND ABILITIES:**

*The following qualifications are considered likely to provide the required knowledge and abilities to perform the above essential duties. However, by the Town Ordinance, Section 2-114, an equivalent combination of education and practical work experience in the specific field(s) of work established applicable to this job will be considered.*

- Strong writer, with ability to create content for a wide range of media, audiences, and formats, on demand and to deadline.
- Experience working with traditional and new media and the public to advance strong narratives on a diverse range of topics and programs.
- Ability to work collaboratively with Mayor's Office colleagues, municipal department directors & staff, and outside stakeholders to engage the public about Town events, services and initiatives
- Strong understanding of web design, experience working with Content Management Systems, and ability to work creatively to maximize use of the Town's web hosting service
- Experience with digital strategy, maximizing use of web and social media resources
- Experience with graphic and visual design, with Adobe CC knowledge preferred
- Organized self-starter with a strong desire to learn new skills and increase understanding of town policies and programs in order to better assist the Mayor, town staff, and the public



- Strong computer skills, including firm understanding of Microsoft Office Suite, as well as web based databases and content entry systems, willingness to experiment and self-teach new digital resources
- Modern office equipment, practices, and procedures, including the use of personal computers, tablets and standard business software
- Municipal government functions and organizations, including common requirements, practices, and terminology.

*Plus Competencies*

- Experience with municipal or state government communications, including understanding of relevant legal environment and best practices
- Willingness and ability to learn new skills, techniques, or computer systems in a self-directed manner
- Experience training or teaching web & computer skills, including social media basics, content creation, and strategy
- Ability to troubleshoot computer technology and web and digital platforms, as well as create creative solutions to technical problems.

**Ability to:**

- Communicate effectively and accurately both verbally and in writing
  - Adapt to the use of new technology and software as needed
  - Research, interpret, and analyze Town Ordinances and State Statutes for the public and Councilors
  - Acquire a working knowledge of Town government and the functions and services of the various departments, boards, and commissions.
  - Analyze situations accurately and adopt an effective course of action.
  - Prioritize work for self and others, and complete assignments by required deadlines.
  - Process high volume of paperwork accurately and efficiently
  - Meet and deal tactfully and effectively with public officials, employees, and the general public, both on the phone and in person
- Knowledge of web design & related software.
  - ~~Ability to research Town ordinances and State statutes.~~
  - ~~Ability to process high volume of paperwork accurately and efficiently.~~
  - ~~Ability to take shorthand and type with high speed and accuracy.~~
  - ~~Ability to operate data and word processing and transcription equipment.~~
  - ~~Ability to perform basic mathematical computations.~~
  - ~~Ability to meet and deal tactfully and effectively with public officials, employees and the general public.~~
  - ~~Ability to communicate effectively both orally and in writing.~~

**PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- ~~Works in office setting subject to continuous interruptions and background noise.~~
- ~~Includes exposure to video display terminals on a daily basis.~~



- ~~Must be able to access and process information contained in file records and computer database.~~
- ~~Must be able to work with minimum supervision and under stress from demanding deadlines, changing priorities and conditions.~~

*The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

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

### **WORKING CONDITIONS:**

- Work is performed in an office setting, subject to continuous interruptions and background noise.
- Must be able to work with minimum supervision and under stress from demanding deadlines, changing priorities and conditions.

### **JOB QUALIFICATIONS:**

- ~~Requires a high school education, or its equivalent, with course work in office administration, **and** at least six years of progressively responsible experience at the executive secretary level; **or**~~
- ~~An Associate's Degree and four years of such experience.~~
- **Education:**
- Possession of a Bachelor's degree in Journalism, Mass Communication, Public Relations, Marketing or a closely-related field.
- **Experience:**
- 5 years of communications experience in an organization that included regular interaction with government agencies, and the general public is essential.
- **Licenses/Certificates/Other Qualifications:**
- Notary Public Certification is a plus.

### **LICENSING REQUIREMENTS:**

- ~~Notary Public.~~

**NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

October 12, 2023

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun Jr. and Tom Rup

ALSO Tyron Harris, Human Resources Director  
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:35 pm

APPROVAL OF MINUTES

September 26, 2023 Meeting

MOTION By Tom Rup  
seconded by Harry Amadasun

to **approve** the minutes of the September 26, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Proposed Revisions to Job Description and Title for Position of Fire Services Technician Heavy Mechanic

Director Harris shared that over the last few months, the Administration has been working with the local 1548 Fire Fighters Union to review job descriptions for various personnel. Upon evaluating similar descriptions and best practices in other municipalities, the Director has now advised that the title for this position not be changed as proposed in the initial memo sent over for review by the Council, but to remain the same, as the title of "Fire Services Technician Heavy Mechanic" most accurately reflects the role.

Changes to the job description have been proposed to best reflect the duties and necessary skills for the position, including:

- Skills in welding and other tools as employed in all phases of vehicle and equipment repair
- Ability to meet the minimum training requirements of OSHA for exterior firefighting with training provided by the Fire Department
- Possession of a Commercial Driver's License – B within one year of appointment
- Preference will be given to applicants who are previously certified as Firefighters.

MOTION        By Tom Rup  
                       Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision of Job Description for the Position of “Fire Services Technician Heavy Mechanic” in the Fire Department, dated October 1, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0.

Proposed Revisions to Job Description and Title for Position of Senior Secretary to the Mayor

Director Harris stated that the position of Senior Secretary in the Mayor’s office has evolved over time as priority has been placed on more direct communication with residents. As the Mayor’s office currently includes an Executive Secretary and Chief of Staff in addition to this role, over the years a portion of the duties as posted in the job description of Senior Secretary have been absorbed by those two employees, thus providing more opportunity for the duties of a communication oriented position to be performed.

Given these developments, the Director has recommended that the Town create a new position of Municipal Communications Specialist as a non-bargaining/non-supervisory employee that would be a part of the systematic pay-grade increase that is approved separately by the Town Council. Funding for the role would now be provided as the “Senior Secretary” role will become vacant, and compensation would be in line with pay-grade of the now vacant Senior Secretary position.

In consideration for the potential need of a Senior Secretary in the Mayor’s office down the line, the title will remain on the Town’s Administrative CSEA Union paygrade list with its original job description. Should a Communication Specialist and Senior Secretary be needed simultaneously, additional funds from the Town budget would be required to compensate for two separate roles.

In lieu of the creation of an entirely new job description, Human Resources has revised the original Senior Secretary job description as a template. The Director listed a number of revised attributes that have been added to the job description to better define a “Municipal Communication Specialist”, including:

- Preparation of press releases and creation of various communication strategies for the Mayor’s Office and other administrative departments
- Management of various social media sites and content, including the Town’s monthly newsletter and annual report
- Skills in graphic design, web-editing and technical writing

MOTION By Tom Rup  
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Job Description for “Municipal Communications Specialist” in the Department of the Mayor’s Office and recommended paygrade under the systemic pay plan, effective November 1, 2023, as presented at the October 12, 2023 Personnel and Pensions Subcommittee meeting.

Motion carried 3/0

Adjournment

MOTION By Tom Rup  
Seconded by Harry Amadasun

to **adjourn** (5:47 pm)

Motion carried 3/0

C: Town Council  
Mayor Walsh  
Tyron Harris, Human Resources Director



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 10, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Personnel and Pensions Subcommittee

---

Please see the attached job description for the Career Coach. The new job description focuses on how the Career Coach will recruit, enroll, coach, and connect jobseekers to career training and further placement support services.

Please place this item on the Town Council agenda for the October 17, 2023 meeting for referral to the Personnel and Pension Subcommittee.

C: T. Harris, HR Director



MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS  
DIRECTOR  
OFFICE OF HUMAN  
RESOURCES

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

September 29, 2023

The Hon. Mayor Mike Walsh  
740 Main Street  
East Hartford, CT 06108

Re Career Coach

Dear Mr. Walsh:

Please see the attached job description for the Career Coach. The new job description focuses on how the Career Coach will recruit, enroll, coach, and connect jobseekers to career training and further placement support services.

The Career Coach will track and document all services provided and progress toward all grant outcomes. They will coordinate and collaborate with all Health and Human Services staff, other Town of East Hartford departments, and outside partners to ensure effective and streamlined services and delivery. They will also enter, organize, and maintain accurate data, reporting, and main files for all participants to meet all grant outcomes successfully.

The Career Coach will also support the town's strategic plan and work closely with management to ensure alignment and consistent progress toward those goals.

- 70% of the time will be spent providing career development services such as recruitment, enrollment, soft skills development, and coordination into job training
- 25% of efforts will be dedicated to entering, organizing, and maintaining accurate data, reporting, and main files for all participants aligned and leading towards successful grant outcomes, including administrative and compliance responsibilities
- 5% of the time will support management and the entire Health and Human Services team with assessment, planning, and improvement of the service delivery model and its execution.

I have created the attached description based on the responsibilities.

Therefore, I recommend that this position be referred to the Town Council for consideration.

Tyron V. Harris

Human Resources Director

*Customer Service. Collaboration. Communication.*

**TOWN OF EAST HARTFORD**

**TITLE: Career Coach**

**LEVEL: 5**

**DEPARTMENT:** East Hartford Works  
11/1/2023

**DATE:** 2-6-2023

**POSITION DEFINITION:**

East Hartford Works is a municipal workforce and economic development program in East Hartford. Our commitment is to work with regional stakeholders to invest in strategies and opportunities leading to economic prosperity for EH residents. Our mission is to provide workforce development opportunities, including job training and matching, increase career and workplace learning opportunities for students, and support community engagement through resident leadership and capacity building opportunities. All our strategies focus on the earning and achievement gaps, and all services are available in Spanish and English. The EHW Career Coach will support individuals interested in pursuing career pathways and employment. The Coach's primary responsibility will be to conduct intakes, provide case management, and assist with orientation and training for individuals with various skills, entering workforce programming. The Coach shall assist in organizing programming for job seekers that focuses on job readiness and professionalism. The Coach will keep records of job seekers' involvement, manage data and outcomes of programming, and help cultivate interest in the program throughout the community. The Career Coach may be asked to collaborate with regional employers, community organizations, state and local government agencies, and residents in East Hartford.

East Hartford Works is a municipal workforce and economic development program within the town of East Hartford's Health and Human Services Department. Our mission is to provide workforce development opportunities including job training and matching for adults, increase career and workplace learning opportunities for students, and address barriers that get in the way of residents seeking these opportunities. Our strategies focus on reducing racial earning and achievement gaps and our services are available in Spanish and English. The Coach's primary responsibility will be to conduct in-takes, provide client coaching, develop individualized employment and training plans and assist with orientation and training for individuals with various skills, entering workforce programming. The Coach shall also support the wider goals of EHW that focus on job quality and implementing workforce and economic systems change that impact our region and local community. The Coach will build professional relationships, advising job seekers of all ages, keep records of job seekers involvement in programs and referrals, manage data and outcomes of programming, and help cultivate interest in the program in the community through extensive outreach and community partnerships. The Career Coach may be asked to collaborate with regional employers, community organizations, state and local government agencies and residents in East Hartford.

Formatted: Font: 11 pt

Commented [BL1]: Should we list HHS even though we hadn't yet finalized a department transition?

Formatted: Font: 11 pt

Formatted: Font: 11 pt

**ESSENTIAL JOB FUNCTIONS:**

- ~~Conduct 1:1 Career Coaching Sessions that support job seeker setting and advancing on career goals. May include home visits and community outreach to promote program opportunities.~~
- ~~Supervise Summer Youth Employment case management for the grant funded Youth Employment and Learning Program.~~
- ~~Acts as lead staff in managing the Resident Advisory Council, bringing members together monthly and guiding community leadership efforts.~~
- ~~Perform administrative duties associated with program requirements including acting as a purchasing agent, scheduling events, ordering materials, and generating outcome reports.~~
- ~~Collaborate with regional businesses, community agencies and service providers to build capacity and partnerships that support job seekers, expand program services and strengthen community ties.~~
- ~~Attend workshops, training programs and presentations as relevant to Job Goals and when recommended by Director.~~



- ~~Manages communication efforts, including, Facebook posts, department website and weekly email blast.~~
- ~~Communicates successfully with residents, families, business and public officials.~~
- ~~Think and act in ways that respect ethnic, cultural and language diversity.~~
- ~~Understand the class and cultural backgrounds of families.~~
- ~~Maintain a flexible work schedule, including nights and weekends, as appropriate.~~
- ~~Follow Town of East Hartford policies and regulations.~~
- ~~Perform administrative duties specified by the Initiative Director and/or as may be determined by the Mayor's office.~~

**Essential Job Functions:**

- Maintain a caseload of job seekers that will incorporate community outreach to promote program opportunities, enrolling individuals through a holistic intake process, conducting 1:1 Career Coaching sessions that support job seeker setting and advancing on career goals, navigating relevant service and resource referrals and enrollments, addressing barriers to employment, and regularly providing status updates to Director and other team members.
- Support Summer Youth Employment intern and worksite case management for the Summer Youth Employment and Learning Program in May through September.
- Perform administrative duties associated with program requirements, including scheduling and attending community events, tracking and generating data for outcome reports, leading resume-building workshops, and remaining well-versed and knowledgeable of relevant programs and regional issues related to workforce development
- Collaborate with regional businesses, community agencies and service providers to build capacity and partnerships that support job seekers, expand program services, and strengthen community ties.
- Attend workshops, training programs, and presentations relevant to Job Goals and when the Director recommends.
- Participate in monthly meetings with other department staff supporting residents with needs.
- Support communication efforts highlighting programming and opportunities as required by managers and funders, which may include Facebook posts and designing outreach materials.
- Communicates successfully with residents, families, business and public officials.
- Think and act in ways that respect ethnic, cultural and language diversity.
- Understand the class and cultural backgrounds of families.
- Maintain a flexible work schedule, including nights and weekends as appropriate.
- Follow the Town of East Hartford policies and regulations.
- Perform administrative duties specified by the Initiative Director and/or as may be determined by the Mayor's office.

Formatted: Font: Times New Roman

Formatted: Font: 11 pt

Formatted: Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ~~Effective communication skills required — including written, verbal, and conflict resolution proficiency; preference will be given to bilingual candidates — fluent in spoken and written Spanish~~
- ~~Experience and an ability to work with a wide range of constituents, including school administrators, students, families, community residents, state and community agencies, local elected officials, and local businesses~~
- ~~An understanding of and experience working with initiatives committed to community engagement and racial equity~~
- ~~Familiarity and experience with workforce development systems and organizations~~
- ~~Strong organizational skills and effective problem-solving skills~~
- ~~Knowledge and experience with Microsoft Office products~~
- ~~Knowledge and experience with budgeting, accounting, and bookkeeping procedures~~

Formatted: Font: Times New Roman

Formatted: Font: 11 pt

- ~~Managerial and supervisory skills, including the ability to plan and organize program components; implement policies and procedures; develop program priorities; recruit, hire, train, and supervise staff; and monitor program budgets~~
- ~~Experience and proficiency in collecting, organizing, and tracking data; familiarity with basic statistical principles~~
- ~~Experience writing and managing grants preferred~~
- ~~Ability to work both independently and collaboratively~~
- ~~Such alternatives to the above qualifications as the Town of East Hartford may find appropriate and acceptable.~~

**Knowledge, Skills, and Abilities**

- Bilingual/Bicultural, Spanish/English skills helpful but not required,
- Effective communication skills required – including written, verbal, and conflict resolution proficiency
- Strong organizational skills and effective problem-solving skills
- Excellent Customer Service and interpersonal skills while demonstrating team orientation and flexibility with a professional demeanor
- Ability to analyze and interpret data and create reports and presentations
- Ability to work independently and collaboratively
- Ability to navigate computer systems, including email, Microsoft Office suite, Google platforms, and other apps as required for reporting and documentation.
- Program development and workforce development experience preferred, including creating individual employment plans and coaching individuals working to achieve short- and long-term goals or work plans.

Formatted: Font: 11 pt

**PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:**

- ~~Works in an office setting subject to continuous interruptions and background noise.~~
- ~~Includes exposure to video display terminals daily.~~
- ~~Must be able to work under stress from demanding deadlines and changing priorities and conditions.~~

Formatted: Indent: Left: 0.25", No bullets or numbering

**JOB QUALIFICATIONS:**

- Bachelor's degree strongly preferred but not required
- Fluent in spoken and written Spanish, preferred
- Effective communication skills required – including written, verbal, and conflict resolution proficiency
- Experience with case management preferred, specifically regarding guidance, mentorship, or, counseling for individuals entering and advancing in the workforce.
- Program development and workforce development experience preferred, including the ability to create individual employment plans.
- Strong organizational skills and affect the problem
- Ability to work independently and collaboratively
- Such alternatives to the above qualifications as the Town of East Hartford may find appropriate and acceptable

**LICENSING REQUIREMENTS:**

- ~~Valid Motor Vehicle Operator's License.~~

Commented [BL2]: Inserting standard language HR shared when I revised recent PDs

**Physical and Mental Demands:**

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: Font: 11 pt

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities. However, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

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

**Work Environment:**

- Work is primarily performed in an office setting, subject to continuous interruptions and background noise.
- While performing the duties of the job, the employee occasionally works in outside weather conditions while conducting resident outreach.
- Occasional after-hours work may be required for outreach and education events.

Formatted: Font: (Default) Times New Roman, 11 pt

**General Guidelines:**

The duties listed above are intended only as illustration 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.

Formatted: Font: 11 pt

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.

**EEO/AA Statement**

- In the Town of East Hartford, we don't just accept difference — we celebrate it, support it, and thrive on it for the benefit of our employees, residents, and community partners. The Town of East Hartford is proud to be an equal-opportunity workplace.

**The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 12, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: APPOINTMENTS: Boards and Commissions

---

The Town of East Hartford is looking to appoint a member to the newly created Fair Rent Commission.

The appointment is not political, however, per Sec 2-113e of the Town of Code of Ordinances, at least one member shall be a tenant, and at least one member shall be an owner of residential property.

The following name was submitted to serve on the newly created Fair Rent Commission.

- (Tenant) Goviana Morales– 28 Clement Rd – term to expire 12/25

Please place these nominations on the Town Council agenda for the October 17, 2023 meeting.

C: C. Martin, Chief of Staff  
R. Pasek, Town Clerk

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



Date: 10/12/2023

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

Address: 28 Clement Rd, East Hartford, CT Apt.# \_\_\_\_\_ Zip: 06118

Home Phone: \_\_\_\_\_ Email: govivnv@yahoo.com

Cell Phone: 203.886.9958 Years as an E.Hartford Resident: \_\_\_\_\_

Occupation: Bilingual Parent Consultant Employer: Connecticut Parent Advocacy Center / 4 Shav  
Employer/Work Address

Formal Education/Certifications: Disability Specialist

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: \_\_\_\_\_

**Interest statement:**

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

I'm passionate about equity, equality, and fairness and empowerment for others. This work would allow me to support individuals in a different way that can benefit them greatly. This works is personal to me.

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

**Home owner** Disability specialist, this allows for me to be aware of certain blind spots that are many times missed for this community. The work that I do on a daily basis allows for me to bring stakeholder information about those who are affected by unfair rent increases.

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 <u>Goviana Morales</u>	Date <u>10/12/23</u>	
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 OFFICE OF THE MAYOR

DATE: October 10, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: AMUSEMENT PERMIT APPLICATIONS

---

The following Amusement Permits are before you due to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3 (e), passed by the Town Council:

Sec. 5-3 (e):

(e) If the application is submitted pursuant to subsection (b) of section 5-1 of the Town Ordinances, within one week of receipt of written comments from the Directors, the Chief of Police shall forward those comments to the Town Council. The Chief of Police shall also forward to the Town Council written comments pertaining to the impact the proposed amusement would have on the areas under the purview of the Police Department and any recommended changes in the planned operations, as well as a statement as to whether the Police Department can supply adequate police protection.

Please add the following amusement permit on the Town Council agenda for October 17, 2023 meeting.

- **Trunk or Treat**
  - October 28, 5-7 PM. Rain Date is October 31, same time. Alumni Park parking lot.
- **Trick or Treat Trail**
  - Sunday, October 29, 1-3 PM at Alumni Park/Town Green.

C: S. Sansom, Chief of Police

MICHAEL P. WALSH  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

[www.easthartfordct.gov](http://www.easthartfordct.gov)

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: October 11, 2023

Re: **Amusement Permit Application**  
**"TRunk or TReat"**

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.



Scott M. Sansom  
Chief of Police

MICHAEL P. WALSH  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**



SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

TELEPHONE  
(860) 528-4401

FAX (860) 289-1249

[www.easthartfordct.gov](http://www.easthartfordct.gov)

October 11, 2023

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

**Re: Outdoor Amusement Permit Application  
"TRunk or TReat"**

Dear Chairman Kehoe:

Attached please find the amusement permit application submitted by **DT Cares, Inc., Lisset Lolandes-Acosta, Director of Services**. The applicant seeks to conduct a **"TRunk or TReat"** event at the parking lot across from 50 Chapman Place on **Saturday, October 28, 2023, from 5:00 pm – 7:00 pm** with set up at 2:30 pm with a **rain date of Tuesday, October 31, 2023**. This will be a free event for the community with local businesses and community members decorating the trunks of their cars and distributing candy to the youth.

The applicant respectfully **requests a waiver of the associated permit fee**, under the provisions of (TO) 5-6(a), since this a free community event.

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

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

**The Inspections and Permits Department** approves the application as submitted.

**The Fire Department** approves the application as submitted and **indicates there are no anticipated costs** to their Department.

**The Health and Parks & Recreation Department** approved the application as submitted and **indicate there are no anticipated costs** to their Departments.

**The Public Works Departments** approves the application as submitted and **states there is an anticipated cost of \$800** to their Department.



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

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

Respectfully submitted for your information.

Sincerely,

A handwritten signature in black ink that reads "Scott M. Sansom". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Scott M. Sansom  
Chief of Police

Cc: Applicant

**Rivera, Augustina**

---

**From:** Sasen, Christine  
**Sent:** Wednesday, October 11, 2023 8:22 AM  
**To:** DT Cares  
**Cc:** Fitzgerald, Robert; Rivera, Augustina  
**Subject:** RE: FW: Follow UP Needed ASAP-TRunk or TReat

Okay on the insurance

**From:** DT Cares <dtcares@diligencetraining.com>  
**Sent:** Wednesday, October 11, 2023 8:08 AM  
**To:** Sasen, Christine <CSasen@easthartfordct.gov>  
**Cc:** Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Rivera, Augustina <ARivera@easthartfordct.gov>  
**Subject:** Re: FW: Follow UP Needed ASAP-TRunk or TReat

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

---

Good morning,

Please see the attached COI & Application with the correct legal name.

Thanks,

On Tue, Oct 10, 2023 at 2:51 PM Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)> wrote:

Please call me. Chris 860-436-7787

**From:** DT Cares <[dtcares@diligencetraining.com](mailto:dtcares@diligencetraining.com)>  
**Sent:** Tuesday, October 10, 2023 2:49 PM  
**To:** Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>  
**Cc:** Fitzgerald, Robert <[rfitzgerald@easthartfordct.gov](mailto:rfitzgerald@easthartfordct.gov)>; Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>  
**Subject:** Re: FW: Follow UP Needed ASAP-TRunk or TReat

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

**Rivera, Augustina**

---

**From:** Fitzgerald, Robert  
**Sent:** Wednesday, October 11, 2023 8:40 AM  
**To:** Sasen, Christine; DT Cares  
**Cc:** Rivera, Augustina  
**Subject:** RE: FW: Follow UP Needed ASAP-TRunk or TReat

Tina:

Also, okay by me. No further comment on my end.

Thanks,

Robert Fitzgerald

---

**From:** Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>  
**Sent:** Wednesday, October 11, 2023 8:22 AM  
**To:** DT Cares <[dткаres@dilligencetraining.com](mailto:dткаres@dilligencetraining.com)>  
**Cc:** Fitzgerald, Robert <[rfitzgerald@easthartfordct.gov](mailto:rfitzgerald@easthartfordct.gov)>; Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>  
**Subject:** RE: FW: Follow UP Needed ASAP-TRunk or TReat

Okay on the insurance

**From:** DT Cares <[dткаres@dilligencetraining.com](mailto:dткаres@dilligencetraining.com)>  
**Sent:** Wednesday, October 11, 2023 8:08 AM  
**To:** Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>  
**Cc:** Fitzgerald, Robert <[rfitzgerald@easthartfordct.gov](mailto:rfitzgerald@easthartfordct.gov)>; Rivera, Augustina <[ARivera@easthartfordct.gov](mailto:ARivera@easthartfordct.gov)>  
**Subject:** Re: FW: Follow UP Needed ASAP-TRunk or TReat

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

---

Good morning,

Please see the attached COI & Application with the correct legal name.

Thanks,

On Tue, Oct 10, 2023 at 2:51 PM Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)> wrote:

Please call me. Chris 860-436-7787



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, October 28, 2023  
Rain Date: Tuesday, October 31, 2023

Event: "TRunk or TReat"

Applicant: **DT Cares, Lisset Lolandes-Acosta, Director of Services**

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

- x1. the application be approved as submitted.
  - 2. the application be revised, approved subject to the condition(s) set forth in the attached comments.
  - 3. the application be disapproved for the reason(s) set forth in the attached comments.
- Fire Department
  - Health Department
  - Parks & Recreation Department
  - Public Works Department
  - Corporation Counsel
- Anticipated Cost(s) if known \$ \_\_\_\_\_

Bruce Cohen  
Signature \_\_\_\_\_ Date 10/2/23

Comments:  
No comment

**TOWN OF EAST HARTFORD  
FIRE MARSHALS OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE: 9/28/23**

**APPLICATION FOR: Trunk o Treat**

**APPLICANT: DT Cares, Lisset Lolandes-Acosta, Director of Services  
275 Park Ave., East Hartford, CT 06118  
860-900-9066**

**ADDRESS: Parking lot across 50 Chapman Place**

**DATE(S) OF EVENT: October 28, 2023 5PM-7PM, rain date October 31, 2023**

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

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

**COMMENTS:**



**JOHN PELOW  
FIRE MARSHAL  
TOWN OF EAST HARTFORD**



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, October 28, 2023  
Rain Date: Tuesday, October 31, 2023

Event: "TRunk or TReat"

Applicant: DT Cares, Lisset Lolandes-Acosta, Director of Services

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

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

*Stephen Alsup*

Signature  
Stephen Alsup, Assistant Fire Chief

*10/10/2023*

Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, October 28, 2023  
Rain Date: Tuesday, October 31, 2023

Event: "TRunk or TReat"

Applicant: **DT Cares, Lisset Lolandes-Acosta, Director of Services**

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

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

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

Anticipated Cost(s) if known \$ 0

Michael O'Connell      09/28/2023

Signature

Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Saturday, October 28, 2023  
Rain Date: Tuesday, October 31, 2023

Event: "TRunk or TReat"

Applicant: DT Cares, Lisset Lolandes-Acosta, Director of Services

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

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

Ted Fravel

Signature

9/29/23

Date

Comments:





Rivera, Augustina

---

**From:** Hawkins, Mack  
**Sent:** Wednesday, October 11, 2023 10:38 AM  
**To:** Rivera, Augustina  
**Subject:** RE: UPDATE: FW: Outdoor Amusement Permit-TRunk or Treat

Tina,

I approve the Outdoor Amusement Permit for "TRunk or Treat" for 2023. Please mark the worksheet Extra Attention for the day of the event.

Thank you,

*Mack S. Hawkins*

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

***Serving Our Community with Pride and Integrity***



---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Tuesday, October 10, 2023 10:14 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** UPDATE: FW: Outdoor Amusement Permit-TRunk or Treat

Good morning,

I am following up on the attached application for "TRunk or TReat". They are late submitting their information to me, as I just received their Certificate of Insurance (see attached PDF) and the answers to some

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. **Name of Event:**  
**TRunk o TReat**
2. **Date(s) of Event:**  
**10/28/2023 Rain Date: 10/31/2023**
3. **Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):**  
**DT Cares INC**  
**Lisset Lolandes-Acosta**  
**32 Indian Hill Street East Hartford CT 06108**  
**860.900.9066**
4. **If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.**  
**Devonte Dillion, President**  
**Terrell Huff, Vice President**  
**Lisset Lolandes-Acosta, Secretary**  
**275 Park Avenue, East Hartford, CT 06108**
5. **List the location of the proposed amusement: (Name of facility and address)**  
**Parking lot across 50 Chapman Place East Hartford, CT**
6. **List the dates and hours of operation for each day (if location changes on a particular day, please list):**  
**October 28, 2023 - 5:00pm -7:00pm same hours on rain date. Set up at 2:30pm**
7. **Provide a detailed description of the proposed amusement:**  
**For this Trunk O Treat event, communit organizations and local busniesses a long with community members will gather together and decorate teh trunks of their cars and give out candy to the youth.**

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

Yes  No

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

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

**All ages - This is a family event.**

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

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

**150 Attendess**

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

a. Crowd size impact:

**DT Cares staff will be redirecting the crowd throughtout the event and assit with any control needed.**

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

**N/A**

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

**N/A**

d. Noise impact on neighborhood:

**The evnt will not be a loud event. Children and families laughter is the most you will hear.**

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

**DT Cares staff memebers will conducts a thorough cleaning after the event.**

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

**A fun safe controlled halloween event.**

g. Other expected influence on surrounding neighborhood:

**N/A**

12. Provide a detailed plan for the following:

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

**We will invite the Police, fire department to attend the event. We will space for them**

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

**Dt Cares staff will call 911 In case of an emergency.**

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

**Dt Cares will have First Aid kits in hand**

d. Crowd control plan:

**DT Cares staff memebers will strategically control the flow of people, anticipat potential risks, and implemnet appropriate preventative measures to protect attendees from harm**

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

**N/A**

f. Provision of sanitary facilities:  
**6 feet distance. Mask will be provided If needed**

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

a. Food available: Yes  No AND

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

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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

**Requesting a fee waiver due to it being a free community event**

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

DT Cares, Inc.

(Legal Name of Applicant)

  
(Applicant Signature)

Lisset Lolandes -Acosta

(Printed Name)

10/26/2023

(Date Signed)

Director of Services

(Capacity in which signing)

- 
- (Click button to send application electronically to [ehpdpermits@easthartfordct.gov](mailto:ehpdpermits@easthartfordct.gov))

**FOR OFFICE USE**

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

**Outdoor Amusement Permit Fees:**

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

**Total Assessed Amusement Permit Fee**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 10/11/23                      08:19 AM PM

Time remaining before event: 17 days.

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



MICHAEL P. WALSH  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

[www.easthartfordct.gov](http://www.easthartfordct.gov)

To: Mayor Walsh

From: Chief Scott M. Sansom

Date: October 5, 2023

Re: **Amusement Permit Application**  
**"Trick or Treat Trail"**

Pursuant to the East Hartford Code of Ordinances, Chapter 5, Amusements, Section 5-3(e), the attached Amusement Permit Application should be forwarded to the Town Council for appropriate action.

If you require any further information, please contact me at your convenience.



Scott M. Sansom  
Chief of Police



MICHAEL P. WALSH  
MAYOR

**TOWN OF EAST HARTFORD**  
**Police Department**

TELEPHONE  
(860) 528-4401

SCOTT M. SANSOM  
CHIEF OF POLICE

31 School Street  
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

[www.easthartfordct.gov](http://www.easthartfordct.gov)

October 5, 2023

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

**Re: Outdoor Amusement Permit Application  
"Trick or Treat Trail"**

Dear Chairman Kehoe:

Attached please find the amusement permit application from the **East Hartford Parks and Recreation Department** by **Jessica DiBattista, Recreation Supervisor**. The applicant seeks to conduct the **Trick or Treat Trail** on the **Town Green** on **Sunday, October 29, 2023**, from **1 PM – 3 PM**. Set up starts at **10:00 AM**. This is a family oriented event that consists of trick or treating with civic groups and commercial vendors. The event is rain or shine.

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

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

The **Fire Department** approves the application as submitted and indicates **there are no anticipated costs** to their Department.

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

The **Public Works Department** approves the application as submitted and indicates **there is anticipated costs of \$1,200** to their Department.

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

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

Respectfully submitted for your information.

Sincerely,

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

Scott M. Sansom  
Chief of Police

Cc: Applicant

## Rivera, Augustina

---

**From:** Sasen, Christine  
**Sent:** Wednesday, September 13, 2023 11:33 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application- East Hartford's Park and Rec Dept- Trick or Treat Trail

Okay

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Wednesday, September 13, 2023 10:58 AM  
**To:** Burnsed, Laurence <lburnsed@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Munson, Kevin <KMunson@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>  
**Cc:** Alsup, Steve <SAlsup@easthartfordct.gov>; Browning, Craig <CBrowning@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cummings, Kim <kcummings@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; McCaw, Melissa <mmccaw@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Pelow, John <JPelow@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>  
**Subject:** Outdoor Amusement Permit Application- East Hartford's Park and Rec Dept- Trick or Treat Trail

Good morning,

Attached are both the Director's Review & Notice and Outdoor Amusement Permit Application for the **Town of East Hartford's Trick or Treat Trail** to be held on **Sunday, October 29th**. I verified with Jessica and it will be only music and trick or treating, no other food, no other activities and there will be no inflatables.

**If you could reply no later than Wednesday, September 27th**, it would be greatly appreciated.

Have a great afternoon.

Tina

Augustina Rivera  
Administrative Clerk 3  
Support Services/Operations Bureau  
East Hartford Police Department  
31 School Street  
East Hartford, CT 06108  
Office: 860-291-7631 Fax: 860-610-6290  
[arivera@easthartfordct.gov](mailto:arivera@easthartfordct.gov)  
[www.easthartfordct.gov/police-department](http://www.easthartfordct.gov/police-department)

**Rivera, Augustina**

---

**From:** Fitzgerald, Robert  
**Sent:** Tuesday, October 3, 2023 9:34 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application- East Hartford's Park and Rec Dept- Trick or Treat Trail

Okay by me. No comment.

Thanks,

Robert Fitzgerald

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Tuesday, October 3, 2023 7:52 AM  
**To:** Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit Application- East Hartford's Park and Rec Dept- Trick or Treat Trail  
**Importance:** High

Hi Good morning,

I need to submit the packet for the Town Council agenda but I need your comments on this Town event.

Thank you.

---

**From:** Rivera, Augustina  
**Sent:** Thursday, September 28, 2023 10:20 AM  
**To:** Fitzgerald, Robert <[rfitzgerald@easthartfordct.gov](mailto:rfitzgerald@easthartfordct.gov)>  
**Subject:** FW: Outdoor Amusement Permit Application- East Hartford's Park and Rec Dept- Trick or Treat Trail

Good morning,

I need your comments for the East Hartford Trick or Treat Trail event, thanks.

Tina

---

**From:** Rivera, Augustina  
**Sent:** Tuesday, September 26, 2023 9:39 AM  
**To:** Alsup, Steve <[SAlsup@easthartfordct.gov](mailto:SAlsup@easthartfordct.gov)>; Trujillo, Alexander <[atrujillo@easthartfordct.gov](mailto:atrujillo@easthartfordct.gov)>; Fitzgerald, Robert <[rfitzgerald@easthartfordct.gov](mailto:rfitzgerald@easthartfordct.gov)>; Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>  
**Subject:** FW: Outdoor Amusement Permit Application- East Hartford's Park and Rec Dept- Trick or Treat Trail

Good morning,

Just a friendly reminder that your comments are due tomorrow.

Thank you.



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Sunday, October 29, 2023 (Rain or Shine)

Event: "Trick or Treat Trail"

Applicant: **East Hartford Parks & Recreation Department  
by Jessica DiBattista, Recreation Supervisor**

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

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_

*Stephen J. Alsup*

Signature - Assistant Fire Chief

09.26.23

Date

Comments:

**TOWN OF EAST HARTFORD  
FIRE MARSHALS OFFICE  
ADMINISTRATIVE REVIEW  
Amusement Permit**

**DATE: 9/14/23**

**APPLICATION FOR: Trick or Treat Trail**

**APPLICANT: East Hartford Parks & Recreations Department, 50 Chapman Pl,  
East Hartford CT 06108**

**ADDRESS: East Hartford Town Green, 1047 Main St**

**DATE(S) OF EVENT: Sunday October 29, 2023 1PM-3PM Set up starts at 10AM**

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

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

**COMMENTS:**



**JOHN PELOW  
FIRE MARSHAL  
TOWN OF EAST HARTFORD**



Scott Sansom  
Chief of Police

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

Health Dept



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Sunday, October 29, 2023 (Rain or Shine)

Event: "Trick or Treat Trail"

Applicant: **East Hartford Parks & Recreation Department**  
by **Jessica DiBattista, Recreation Supervisor**

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

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

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

Anticipated Cost(s) if known \$ \_\_\_\_\_ 0 \_\_\_\_\_

Michael O'Connell 09/13/2023

Signature

Date

Comments:



Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Sunday, October 29, 2023 (Rain or Shine)

Event: "Trick or Treat Trail"

Applicant: **East Hartford Parks & Recreation Department  
by Jessica DiBattista, Recreation Supervisor**

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

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

Ted Fravel \_\_\_\_\_ 9/13/23 \_\_\_\_\_  
Signature Date

Comments:





Scott Sansom  
Chief of Police

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



Michael P. Walsh  
Mayor

## Administrative Review of Amusement Permit

Event Date: Sunday, October 29, 2023 (Rain or Shine)

Event: "Trick or Treat Trail"

Applicant: **East Hartford Parks & Recreation Department**  
by **Jessica DiBattista, Recreation Supervisor**

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

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

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

Anticipated Cost(s) if known \$ 1200.00

Alexander M. Trujillo 9/26/2023  
Signature \_\_\_\_\_ Date

Comments:

**Rivera, Augustina**

---

**From:** Hawkins, Mack  
**Sent:** Tuesday, September 26, 2023 9:53 AM  
**To:** Rivera, Augustina  
**Subject:** RE: Outdoor Amusement Permit Application- East Hartford's Park and Rec Dept- Trick or Treat Trail

Tina,  
I have reviewed the Outdoor Amusement Permit Application for "East Hartford's Park and Rec Dept- Trick or Treat Trail." I approve the application as submitted. Please mark the worksheet "Extra Attention" for the day of the event.

Thank you,

AC Mack S. Hawkins

---

**From:** Rivera, Augustina <ARivera@easthartfordct.gov>  
**Sent:** Tuesday, September 26, 2023 9:39 AM  
**To:** Alsup, Steve <SAlsup@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>; Fitzgerald, Robert <rfitzgerald@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>  
**Subject:** FW: Outdoor Amusement Permit Application- East Hartford's Park and Rec Dept- Trick or Treat Trail

Good morning,

Just a friendly reminder that your comments are due tomorrow.

Thank you.

Tina

---

**From:** Rivera, Augustina  
**Sent:** Wednesday, September 13, 2023 10:58 AM  
**To:** Burnsed, Laurence <[lburnsed@easthartfordct.gov](mailto:lburnsed@easthartfordct.gov)>; Fravel, Theodore <[tfravel@easthartfordct.gov](mailto:tfravel@easthartfordct.gov)>; Munson, Kevin <[KMunson@easthartfordct.gov](mailto:KMunson@easthartfordct.gov)>; Trujillo, Alexander <[atrujillo@easthartfordct.gov](mailto:atrujillo@easthartfordct.gov)>  
**Cc:** Alsup, Steve <[SAlsup@easthartfordct.gov](mailto:SAlsup@easthartfordct.gov)>; Browning, Craig <[CBrowning@easthartfordct.gov](mailto:CBrowning@easthartfordct.gov)>; Cohen, Bruce <[BCohen@easthartfordct.gov](mailto:BCohen@easthartfordct.gov)>; Cummings, Kim <[kcummings@easthartfordct.gov](mailto:kcummings@easthartfordct.gov)>; Davis, Robert <[RDavis@easthartfordct.gov](mailto:RDavis@easthartfordct.gov)>; Drouin, Darrell <[Ddrouin@easthartfordct.gov](mailto:Ddrouin@easthartfordct.gov)>; Dwyer, Sean <[SDwyer@easthartfordct.gov](mailto:SDwyer@easthartfordct.gov)>; Fitzgerald, Robert <[rfitzgerald@easthartfordct.gov](mailto:rfitzgerald@easthartfordct.gov)>; Hawkins, Mack <[MHawkins@easthartfordct.gov](mailto:MHawkins@easthartfordct.gov)>; McCaw, Melissa <[mmccaw@easthartfordct.gov](mailto:mmccaw@easthartfordct.gov)>; Neves, Paul <[Pneves@easthartfordct.gov](mailto:Pneves@easthartfordct.gov)>; O'Connell, Michael <[Moconnell@easthartfordct.gov](mailto:Moconnell@easthartfordct.gov)>; Pelow, John <[JPelow@easthartfordct.gov](mailto:JPelow@easthartfordct.gov)>; Sansom, Scott <[SSansom@easthartfordct.gov](mailto:SSansom@easthartfordct.gov)>; Sasen, Christine <[CSasen@easthartfordct.gov](mailto:CSasen@easthartfordct.gov)>  
**Subject:** Outdoor Amusement Permit Application- East Hartford's Park and Rec Dept- Trick or Treat Trail

Good morning,

# TOWN OF EAST HARTFORD POLICE DEPARTMENT



Michael P. Walsh  
Mayor

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

## OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom  
Chief of Police

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

1. Name of Event:  
**Trick or Treat Trail**
2. Date(s) of Event:  
**Sunday, October 29, 2023 (Rain or Shine)**
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):  
**East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, 860-291-7163, Jessica DiBattista, Recreation Supervisor**
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.  
**East Hartford Parks & Recreation Department, 50 Chapman Place, East Hartford, CT 06108, c/o Theodore Fravel, Parks & Recreation Director**
5. List the location of the proposed amusement: (Name of facility and address)  
**East Hartford Town Green, 1047 Main St. Across from 50 Chapman Place**
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):  
**Sunday, October 29, 2023, 1:00PM - 3:00PM. Set-Up Starts at 10:00AM.**
7. Provide a detailed description of the proposed amusement:  
**Family-oriented event consisting of trick or treating with civic groups and commercial vendors.**

8. Will music or other entertainment be provided wholly or partially outdoors?
- ✓ Yes      No
- a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? **Sunday, October 29, 1:00-3:00PM.**
9. What is the expected age group(s) of participants?  
**Children 10 and under accompanied by parents/guardians.**
10. What is the expected attendance at the proposed amusement:  
(If more than one performance, indicate time / day / date and anticipated attendance for each.)  
**500-1000 people are anticipated to attend throughout the day.**
11. Provide a detailed description of the proposed amusement's anticipated impact on the surrounding community. Please comment on each topic below:
- a. Crowd size impact:  
**Crowd size varies throughout the day. Event is contained in the park.**
- b. Traffic control and flow plan at site & impact on surrounding / supporting streets:  
**Normal traffic pattern is expected with an increase in traffic volume.**
- c. Parking plan on site & impact on surrounding / supporting streets:  
**Parking at the Community Cultural Center, adjacent street and public areas.**
- d. Noise impact on neighborhood:  
**Noise is not expected to be disruptive to the neighborhood.**
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:  
**Park Maintenance personnel will provide trash clean-up throughout the event.**
- f. List expected general disruption to neighborhood's normal life and activities:  
**There will be more foot and vehicle traffic during a typical Sunday.**
- g. Other expected influence on surrounding neighborhood:  
**The event will attract people to Town's Central Business District.**
12. Provide a detailed plan for the following:
- a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:  
**Emergency personnel will have access to event site**
- b. Provisions for notification of proper authorities in the case of an emergency:  
**Cell phones and two-way radios will be used in the event of an emergency.**
- c. Any provision for on-site emergency medical services:  
**no**
- d. Crowd control plan:  
**Park rangers will assist in crowd control and providing parking directions.**
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition:  
**Park Maintenance personnel will clean the area at the event's conclusion.**

f. Provision of sanitary facilities:  
Provision of sanitary facilities.

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

a. Food available: Yes  No AND

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

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

Yes  No Alcoholic beverages will be served / provided.

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

a. For such sale or provision,

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

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

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

---

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

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

a. False Statement is a Class A Misdemeanor.

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

---

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

East Hartford Parks and Recreation  
(Legal Name of Applicant)

Jessica DiBattista  
(Applicant Signature)

Jessica DiBattista  
(Printed Name)

9/13/23  
(Date Signed)

Recreation Supervisor  
(Capacity in which signing)

---

• (Click button to send application electronically to [ehpdpermits@easthartfordct.gov](mailto:ehpdpermits@easthartfordct.gov))

**FOR OFFICE USE**

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

NO  
NO  
NO  
NO  
NO

**Outdoor Amusement Permit Fees:**

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

**Total Assessed Amusement Permit Fee**

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 9/13/23 10 : 07 (AM) PM

Time remaining before event: 46 days.

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



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: October 6, 2023  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: REFERRAL: Refund of Taxes

---

I recommend that the Town Council approve a total refund of taxes in the amount of \$20,897.35 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the October 17, 2023 Town Council meeting.

Thank you.

C: I. Laurenza, Tax Collector  
M. McCaw, Finance Director

---

---

**INTEROFFICE MEMORANDUM**

---

---

**TO:** MICHAEL P WALSH, MAYOR  
MCCAW MELISSA, DIRECTOR OF FINANCE

**FROM:** KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE

**SUBJECT:** REFUND OF TAXES

**DATE:** 10/11/2023

---

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$20,897.35 Please see attached listing. Please place this item on the Town Council agenda for October 17, 2023



Bill	Name/ Check payable to:	Address	City/State/Zip	Prop Loc/Vehicle Info.	Over Paid
2022-03-0051877	ARIS ROSHAWN K	322 PARK AVE	EAST HARTFORD, CT 06108	2021/KM8J3CAL0MU408921	-353.98
2022-03-0054025	BORNSTEIN MARC H	35 KENCOVE DR	EAST HARTFORD, CT 06118-3130	2008/1J8HR58278C208715	-12.76
2022-03-0056404	CHARETTE-FRANCOEUR CYNTHIA A	23 HOWARD ST	EAST HARTFORD, CT 06108-2117	2014/4S4BRBCC6E3275325	-30.37
2022-03-0057075	COLLADO ARNALDO D	31 HIGH ST APT 3104	EAST HARTFORD, CT 06118-1875	2004/1HGEM22944L044994	-60.53
2022-03-0057274	COLORADO DIAZ GUSTAVO A	22 HIGH CT APT 4	EAST HARTFORD, CT 06118	2008/JTEBU14R58K010594	-22.43
2022-03-0058509	CURRIE-DYSON DENISE C	40 SAUNDERS ST # 1FL	EAST HARTFORD, CT 06108-3121	2019/4JGDA5GB7KB218233	-409.84
2021-01-0002103	C2HPS LLC	43 THOMAS ST	EAST HARTFORD, CT 06108	43-45 THOMAS ST	-1,038.12
2022-03-0058836	DANIELS KARL S JR	45 FOREST ST	EAST HARTFORD, CT 06118-2311	2015/55SWF4KBXFU089499	-207.42
2022-03-0060124	DIXON FRANCES L	16 LARAIA AVE	EAST HARTFORD, CT 06108-2731	2018/5NPD74LF1JH351539	-8.81
2021-03-0062164	FIRST TRANSIT INC	148 ROBERTS ST	EAST HARTFORD, CT 06108-3609	2013/1FD7X2B65DEA17193	-400.47
2022-03-0062738	FIRST TRANSIT INC	148 ROBERTS ST	EAST HARTFORD, CT 06108-3609	2013/1FD7X2B65DEA17193	-533.98
2022-03-0066584	HIGLEY DYSHAWN C	31 HIGH ST APT 4207	EAST HARTFORD, CT 06118-1876	2000/WBAGH8348YDP08261	-16.23
2022-03-0066937	HONDA LEASE TRUST	11675 GREAT OAKS WAY SUITE 200	ALPHARETTA, GA 30022	2020/3CZRU6H54LM715227	-101.94
2021-03-0066786	HYUNDAI LEASE TITLING TRUST	3161 MICHAELSON DR STE 1900	IRVINE, CA 92612	2020/KM8R5DHE3LU100571	-1,173.10
2022-03-0067508	HYUNDAI LEASE TITLING TRUST	3161 MICHAELSON DR STE 1900	IRVINE, CA 92612	2020/KM8R5DHE3LU100571	-1,036.12
2022-03-0067595	HYUNDAI LEASE TITLING TRUST	3161 MICHAELSON DR STE 1900	IRVINE, CA 92612	2022/KM8K3CAB3NU897926	-354.14
2022-03-0069130	KENNEDY JASON P ESTATE OF	18 LONGVIEW DR	SIMSBURY, CT 06070	2012/1HGCP2E30CA069505	-101.12
2021-01-0014708	LERETA ATTN: CENTRAL RECORDS	901 CORPORATE CENTER DR	POMONA, CA 91768	54 MICHAEL AVE LAND	-575.23
2021-01-0009087	LERETA ATTN: CENTRAL RECORDS	901 CORPORATE CENTER DR	POMONA, CA 91768	54 MICHAEL AVE	-2,282.68
2022-03-0070690	LEWIE NANCY L	460 GOODWIN ST	EAST HARTFORD, CT 06108-1218	2011/1J4NF4GB6BD213043	-13.34
2022-03-0071123	LOPEZ DIAZ FELIX J JR	72 WARREN DR	EAST HARTFORD, CT 06118-1140	2003/2T1BR32E43C022473	-53.95
2022-03-0071637	MACNEAL LILLIAN R	408 OAKLAND RD	SOUTH WINDSOR, CT 06074	2013/3N1AB7AP1DL774188	-27.33

2022-03-0075623	NISSAN INFINITI LT LLC	P O BOX 650214	DALLAS, TX 75265-9523	2019/KNMAT2MV1KP521882	-478.63
2022-03-0080096	RIVERA JAZMIN	37 PORTERBROOK AVE	EAST HARTFORD, CT 06118-3225	2017/5FNYP6H95HB087138	-187.03
2022-03-0081582	ROZIE GERALDINE M	446 MAIN ST APT 115	EAST HARTFORD, CT 06118-1437	2006/1G1AL55F667717937	-20.61
2022-03-0082327	SANTANA ORTIZ CARMEN M	92 HIGBIE DR	EAST HARTFORD, CT 06108-2840	2003/1HGCM56303A055905	-16.89
2022-03-0083985	SODERQUIST JAMES C	407 BURNSIDE AVE	EAST HARTFORD, CT 06108-2449	2022/1HD1YBK19NB015394	-48.68
2022-03-0083986	SODERQUIST JAMES C	407 BURNSIDE AVE	EAST HARTFORD, CT 06108-2449	2009/1D7HW22K29S744279	-48.69
2022-03-0085884	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2020/2T3P1RFV1LW095137	-508.79
2022-03-0085919	TOYOTA LEASE TRUST	3200 WEST RAY ROAD	CHANDLER, AZ 85226	2021/JTDEPMAE0MJ168594	-337.42
2022-03-0086554	USB LEASING LT	1850 OSBORN AVE	OSHKOSH, WI 54902	2019/3C4NJDBB4KT847182	-421.39
2022-03-0087066	VCFS AUTO LEASING CO	PO BOX 91300	MOBILE, AL 36691	2021/YV4102RK6M1695442	-152.92
2022-03-0087212	VELASQUEZ PEREZ NORMA	41 GLENN RD APT C7	EAST HARTFORD, CT 06118	2009/JF1GE60649H519807	-11.66
2021-04-0087254	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2021/WAUABAF47MA087021	-74.63
2021-03-0086384	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2019/WAUDNAF42KN019123	-62.54
2021-01-0015116	WADE BONITA D	900 HEMLOCK AVE APT 141	SOUTH WINDSOR, CT 06074	75 KINGSTON DR	-5,724.01
2022-01-0015657	WOJNILO EUGENE	267 GOODWIN ST	EAST HARTFORD, CT 06108	267 GOODWIN ST	-3,989.57
<b>TOTAL</b>					<b>\$ (20,897.35)</b>