

*Robert J. Paak*

2020 NOV 16 A 10:01

TOWN COUNCIL AGENDA  
"TEAMS" MEETING/TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
NOVEMBER 17, 2020

TOWN CLERK  
EAST HARTFORD

**REVISED 11-16-20**

=====  
Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the November 17<sup>th</sup> Town Council meeting is accessible through "Microsoft Teams" 929-235-8441 Conference ID: 906 059 609 #

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. November 4, 2020 Executive Session
  - B. November 4, 2020 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
7. OLD BUSINESS
8. NEW BUSINESS
  - A. Contingency Transfer re: Directors Compensation Study
  - B. Historic Preservation Enhancement Grant
  - C. Refund of Taxes
  - D. **Resolution Honoring Joe Marfuggi: Hartford to Windsor Riverwalk**
  - E. **Referral to Personnel & Pensions Subcommittee:**
    1. **New Non-bargaining Position: Assistant Police Chief**
    2. **Updated Job Description: Deputy Police Chief**
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: December 15<sup>th</sup>)

*Robert J. Clark*

2020 NOV -9 A 9 10

TOWN COUNCIL CHAMBERS

NOVEMBER 4, 2020

TOWN CLERK  
EAST HARTFORD

EXECUTIVE SESSION

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Minority Leader Esther B. Clarke, Councillors Connor Martin, Angela Parkinson, Awet Tsegai, Patricia Harmon (phone) and John Morrison

ABSENT Majority Leader Sebrina Wilson

ALSO Marcia Leclerc, Mayor  
PRESENT Scott Chadwick, Corporation Counsel  
Attorney Johanna Zelman, FordHarrison, LLP (via TEAMS)  
Brian Smith, Assessor  
Scott Sansom, Chief of Police  
Theresa Buchanan, Human Resources Director

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:01 p.m.

MOTION By Esther Clarke  
seconded by Don Bell  
to go into Executive Session to discuss the following cases:

1. Pending Superior Court actions known as:
  - a. Bell Court Condominium Association, Inc. v. Town of East Hartford, Docket No. HHD-CV-18-5054628-S;
  - b. Town of East Hartford v. Bell Court Condominium Association, C/O Louis Maldonado, Docket No. HHD-CV-16-6071333-S; and
  - c. Town of East Hartford v. Bell Court Condominium Association, Inc., Docket No. HHD-18-6094423-S

involving penalties, including those that may remain pending before the Property Maintenance Code Board of Appeals, relative to a fire damaged building formerly at 23 Bell Court.

2. The pending assessment (tax) appeal known as Riverside Health Care Realty, LLC v. Town of East Hartford, Docket No. HHD-CV-18-6045390-S, involving real property located at 751 Main Street.
3. The pending CHRO claim known as Courtney Desilet v. Town of East Hartford, CHRO Case No. 2040116, involving current Town employee, Courtney Desilet.

Motion carried 8/0.

MOTION By Esther Clarke  
seconded by Don Bell  
to go back to Regular Session.  
Motion carried 8/0.

ADJOURNMENT

MOTION By Esther Clarke  
seconded by Don Bell  
to **adjourn** (7:42 p.m.)  
Motion carried 8/0.

Attest   
Richard F. Kehoe  
Town Council Chair

*Robert J. Clark*

EAST HARTFORD TOWN COUNCIL

2020 NOV -9 A 9:10

TOWN COUNCIL CHAMBERS

TOWN CLERK  
EAST HARTFORD

NOVEMBER 4, 2020

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Minority Leader Esther B. Clarke, Councillors Connor Martin, Angela Parkinson, Awet Tsegai, Patricia Harmon (via Teams) and John Morrison

ABSENT Majority Leader Sebrina Wilson

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:55 p.m. The Chair announced that Councillor Harmon was available through the "Teams" platform and that Majority Leader Wilson was absent for this meeting. He then asked the Council to join him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

None

APPROVAL OF MINUTES

October 20, 2020 Regular Meeting

MOTION By Don Bell  
seconded by Connor Martin  
to **approve** the minutes of the October 20, 2020 Regular Session.  
Motion carried 8/0.

COMMUNICATIONS AND PETITIONS

Presentation by John Lawlor, Public Works Director re: Storm Isaias

Public Works Director John Lawlor provided the Council with a PowerPoint presentation on the costs the Town incurred due to Tropical Storm Isaias which struck Connecticut in early August 2020. Mr. Lawlor reviewed the line items from his memo to the Mayor dated October 28, 2020 (see below) which indicate a total cost of \$1,050,000. He noted that the Town will seek reimbursement from FEMA through the Finance Department. At 75% reimbursable funds, FEMA's cost share will be \$788,000, leaving the Town \$262,000.

October 28, 2020

MEMO TO: Marcia Leclerc, Mayor

**FROM:** John P. Lawlor Jr., Director of Public Works  
**CC:** Linda Trzetzziak, Director of Finance  
**RE:** Storm Isaias Overtime and Other Costs – Public Works

This memo is a follow-up to my previous memo dated October 16, 2020. The following describes the approximate final costs by Public Works in response to Storm Isaias. These figures will be included in reimbursement submittals to FEMA. The total is \$1,050,000 as follows:

Ashbrite contract:	\$ 328,000
Hathaway Sidewalk Repair	\$ 5,600
Great River Park Tree Removal	\$ 14,800
Branch Drive Tree Removal	\$ 4,200
PW Overtime (Incl. Overhead)	\$ 191,000
PW Equipment Overtime	\$ 101,000 (FEMA Rates)
PW Straight-time (Incl. Overhead)	\$ 310,000
PW Equipment Straight-time	\$ 101,000 (FEMA Rates)

**TOTAL \$ 1,050,000**

As you can see above, the Public Works Department overtime budget incurred a \$191,000 impact that will have negative effects on other essential operations this year. Even though significant improvement has been made in the management of department overtime, the cost of Storm Isaias will significantly deplete our overtime funding.

#### Presentation: East Bank/Founders Plaza

Eileen Buckheit, Development Director, introduced Ted Cutler, Tecton Architects and Mike Goman, the Town's on-call Real Estate Consultant, to the Council. Mr. Cutler led the PowerPoint of the district development study of Founders Plaza.

A challenge to the development of Founders Plaza is the parking garage, which does not have excess capacity to support future site growth. However, with repair and sensible expansion, the structure could serve future demand and free up site development opportunities. The greatest asset for this area is that it borders the Connecticut River and the immediate access to downtown Hartford. The vision for this 12 ½-acre parcel is a mix of retail & commercial real estate, as well as residential units.

#### NEW BUSINESS

##### Town Council – Acting as a Committee of the Whole for the Real Estate Acquisition & Disposition Committee re: 103 Harvest Lane

**MOTION** By Angie Parkinson  
seconded by John Morrison  
that the Town Council, acting as a Committee of the Whole for the Real Estate Acquisition & Disposition Committee: (1) not seek bids with respect to the sale of 103 Harvest Lane, but instead deal directly with Richard and Sandra Marques, the owners of 99 Harvest Lane who have maintained 103 Harvest Lane for a number of years; (2) waive the appraisal requirement of Town Ordinances Section 10-19(c), given the

property's minimal size and its value well below \$10,000 as shown on the Town's Assessor's records; and (3) **approve** the sale of 103 Harvest Lane to Richard and Sandra Marques for the sum of \$2,200.00.

**MOTION** By Angie Parkinson  
seconded by John Morrison  
that the Town Council **postpone action** on the previous motion until such time as the Town Council receives a Connecticut General Statutes Section 8-24 Report from the Town's Planning and Zoning Commission.  
Motion carried 8/0.

### Forward East Hartford Goals

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

**WHEREAS** racism is a social system with multiple dimensions: individual racism that is interpersonal or systemic racism that is institutional or structural, and is a system of structuring opportunity and assigning value based on the social interpretation of how one looks;

**WHEREAS** race is a construct with no biological basis;

**WHEREAS** racism unfairly disadvantages specific individuals and communities, while unfairly giving advantages to other individuals and communities, and saps the strength and diminishes the potential of all society through the unequal allocation of resources;

**WHEREAS** racism is a root cause of poverty and constricts economic mobility;

**WHEREAS** racism causes persistent discrimination and disparate outcomes based on race in many areas of life, including housing, education, employment, criminal justice, and health;

**WHEREAS** in particular, racism and segregation have exacerbated a health divide resulting in people of color in Connecticut bearing a disproportionate burden of illness and mortality including COVID-19 infection and death, heart disease, diabetes, and infant mortality;

**WHEREAS** Black, Native American, Asian American and Pacific Islander, and Latino residents are more likely to experience poor health outcomes as a consequence of inequities in economic stability, education, physical environment, food, and access to health care and these inequities are, themselves, a result of systemic racism;

**WHEREAS** more than 100 studies have linked racism to worse health outcomes; and

**WHEREAS** the economic growth and social well-being of East Hartford depends upon equitable access to opportunity for every resident regardless of the color or ethnicity.

**NOW THEREFORE BE IT RESOLVED** that the Town Council of East Hartford asserts that racism is a public health crisis affecting our town and all of Connecticut and has determined with public input that the following goals should be addressed in a thoughtful comprehensive manner to address the manifestations of systemic racism and will gather information and resources necessary to promote these goals:

1. Improve the Quality of Affordable Housing and Increase Home Ownership Opportunities
2. Encourage/Incentivize Growth of Small Businesses/Eliminate Barriers for People of Color-Owned Enterprises
3. Improve Financial Literacy
4. Enhance Civic Engagement Throughout the Community
5. Explore Partnerships to Increase Access to Adequate/Affordable Health Services
6. Ensure Sufficient Social and Mental Health Services for Youth

7. Coordinate Mental Health/Social Services in Responding to Emergency Calls
8. Enhance and Expand Positive Community/Police Interaction
9. Improve Police Accountability and Transparency
10. Provide Quality Education and Set High Expectations for all Students

On call of the vote, motion carried 8/0.

Town Council – Acting as a Committee of the Whole for the Personnel & Pensions Subcommittee re: Director of Health Compensation

MOTION By Awet Tsegai  
seconded by Connor Martin  
that the Town Council, acting as a Committee of the Whole for the Personnel & Pensions subcommittee, pursuant to its authority as set forth in Chapter III, Section 3.4 (f) of the Town of East Hartford Charter, **fixes** the compensation of the Director of Health and Social Services at \$114,467 per annum, for the remainder of fiscal year 2020-2021, as of such date that the Mayor appoints a new Director of Health and Social Services, and that such new Director of Health and Social Services be provided such additional benefits, including health insurance, life insurance, a Section 457 Deferred Compensation Plan including Town Contributions, time off, and separation from service pay, as set forth in the Town's Personnel Rules and Merit Plan filed with the East Hartford Town Clerk on September 29, 2020.  
Motion carried 8/0.

Recommendation from the Investigation & Audit and Personnel & Pensions Subcommittees re: Compensation Study Consultant

MOTION By Awet Tsegai  
seconded by Angie Parkinson  
that the Town Council **accepts** the recommendation of the Investigation & Audit and Personnel & Pensions Subcommittees and (1) waives the bidding requirements of Town Ordinance Section 10-7(b); and (2) **authorizes** the execution of a contract between the Town of East Hartford and Cooperative Personnel Services, Inc. a.k.a. CPS HR Consulting, in an amount not to exceed \$59,555, such waiver being in the best interests of the Town as it will allow for the timely commencement and completion of a Director compensation study.  
Motion carried 8/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

Pending Superior Court Cases:

(A) Bell Court Condominium Association, Inc. v. Town of East Hartford, Docket No. HHD-CV-18-5054628-S; (B) Town of East Hartford v. Bell Court Condominium Association, C/O Louis Maldonado, Docket No. HHD-CV-16-6071333-S; and (C) Town of East Hartford v. Bell Court Condominium Association, Inc., Docket No. HHD-18-6094423-S

MOTION By Don Bell  
seconded by Awet Tsegai  
to **accept** the recommendation of Corporation Counsel to resolve the pending Superior Court actions known as:

- Bell Court Condominium Association, Inc. v. Town of East Hartford, Docket No. HHD- CV-18-5054628-S;
- Town of East Hartford v. Bell Court Condominium Association, Docket No. HHD-CV-16-6071333-S; and
- Town of East Hartford v. Bell Court Condominium Association, Inc., Docket No. HHD-18-6094423-S

Involving real property at 23 Bell Court, by the performance of capital Improvements in the amount of \$141,168.70, in full and final satisfaction of any and all outstanding liens and penalties. The settlement of the pending actions shall be memorialized in a stipulation, to be prepared and finalized by the Corporation Counsel, which shall address all of the issues necessary to completely resolve the ending actions.

Motion carried 8/0.

Riverside Health Care Realty, LLC v. Town of East Hartford, Docket No. HHB-CV-18-6045390-S, 751 Main Street

MOTION By Don Bell  
seconded by Angie Parkinson  
to **accept** the recommendation of Corporation Counsel to settle the pending assessment tax appeal knowns as Riverside Health Care Realty LLC v Town of East Hartford Docket No. HHB-CV-18-6045390-S, involving real property located at 751 Main Street, from the fair market value of \$9,580,738 to the fair market value of \$6,900,000, which shall generate a reduction of \$89,434.94 in property taxes, for the Grand List Year of 2017.  
Motion carried 8/0.

CHRO Claim Known as Courtney Desilet v. Town of East Hartford, CHRO Case 2040116, involving current Town employee, Courtney Desilet

MOTION By Don Bell  
seconded by Connor Martin  
to **accept** the recommendation of Corporation Counsel to fully and finally settle the pending CHRO Claim known as Courtney Desilet v Town of East Hartford, CHRO Case No. 2040116, involving current Town employee,



Courtney Desilet, upon the following terms:

1. Placement on an administrative leave for 12 months with corresponding wages and benefits; and
2. Lump sum payment of \$40,000.00;

which shall result in, among other things, the retirement of Courtney Desilet from Town service. The settlement of the pending CHRO claim shall be memorialized in a settlement agreement to be prepared by the Town's labor counsel, which shall address all of the issues necessary to completely resolve the pending claim to the satisfaction of the Corporation Counsel.  
Motion carried 8/0.

### OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc commented: (1) on November 9<sup>th</sup>, the state is reverting back to Phase II of restrictions due to the COVID-19 pandemic; (2) thanked those who volunteered to place flags on veterans' gravesites last weekend; (3) the town will be closed on Wednesday, November 11<sup>th</sup> in recognition of Veterans' Day: trash will not be picked up and the transfer station will not be opened; (4) leaf collection will continue through December 11<sup>th</sup>: the town will perform a one-time sweep of leaves that are raked to the curbside; (5) October 24<sup>th</sup> was "Take Back Prescription Drugs Day" and a total of 110 lbs. of drugs were collected; (6) "Trunk or Treat" went very well as a diversion to "door-to-door" Halloween; (7) the textile recycling (pink bag) program is no longer available in East Hartford However textiles/clothing can be dropped off in a box on Ecology Drive; (8) thanked the residents for coming out to vote and approving the three bonds that were on the November ballot; and (9) the RFP for the Showcase Cinema property on Silver Lane is being extended to January 28, 2021.

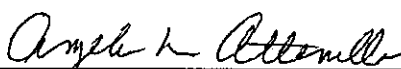
Courtney Desilet, East Hartford Police Officer, thanked the Council for accepting the recommendation of the Town's Corporation Counsel to settle her lawsuit. Ms. Desilet also stated that it was an honor to serve the Town of East Hartford – a community she loved.

Esther Clarke asked the Mayor for a list of the Directors' current salaries.

### ADJOURNMENT

MOTION By Esther Clarke  
seconded by Don Bell  
to **adjourn** (10:10 p.m.).  
Motion carried 8/0.

The Chair announced that the next meeting of the Town Council would be November 17<sup>th</sup>.

Attest   
Angela M. Attenello  
TOWN COUNCIL CLERK



**TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: November 12, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *ML*  
RE: REFERRAL: Contingency Transfer

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Attached is a memo from Finance Director Linda Trzetzziak requesting a contingency transfer from the Town Council to cover the \$59,555 cost of a compensation study for the Director positions performed by CPS HR Consulting.

Please place on the Town Council Agenda for the November 17th, 2020 Town Council meeting.

Thank you.

C: L. Trzetzziak, Finance Director

Town Of East Hartford  
Request for Budgetary Transfer of Funds

Department Name Contingency  
Fund Name General

Fiscal Year 20-21

Date 11/12/20  
Fund Number G01

To: Account No.	Account Name	Amount	From: Account No.	Account Name	Amount
G1100 63129	Consultant	\$59,555	G9600 63492	Contingency	\$59,555
	Total	\$59,555		Total	\$59,555

**JUSTIFICATION:** Provide detail and specific reasons for this transfer.

This should include future budget impact on both the "to" and the "from" accounts. Attach additional information if necessary.

Funding for Director Compensation Study

Signature- Director/Department Head *Andrzej Szlach*

Approvals *Andrzej Szlach*  
Finance Director

11/12/20  
Date Approved

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Town Council/Clerk

\_\_\_\_\_  
Date Approved

FINANCE DEPARTMENT USE ONLY

Transfer \_\_\_\_\_

Date Entered \_\_\_\_\_


Entered By \_\_\_\_\_



## MEMORANDUM

DATE: November 12, 2020

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Compensation Study Contingency Transfer

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The Town Council Investigation and Audit Committee/Personnel and Pensions Committee has undertaken steps to proceed with a compensation study for the Director positions.


On November 4, 2020, a bid waiver was approved authorizing the study to be performed by CPS HR Consulting in an amount not to exceed \$59,555.

As this is an unbudgeted expense, I respectfully need to request a Contingency Transfer from the Town Council to cover this cost. The transfer form is attached.

Please forward this item on to the Town Council for action. Do not hesitate to contact me if you have any questions or problems on any of the aforementioned information.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 13, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: RESOLUTION: Historic Preservation Enhancement Grant

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The Town of East Hartford is applying for funds through the State Historic Preservation Office. If successful, the grant will be used to perform a conditions assessment on the Huguenot House, also known as Makens Bemont House, located in Martin Park. There is no local match required for the grant. The grant amount is undetermined at this time, but will range from \$1,500 to \$20,000.

Please place this information on the agenda for the November 17<sup>th</sup>, 2020 meeting. I recommend that the Town Council approve this request as submitted.

Thank you.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 17<sup>th</sup> day of November, 2020.

### **RESOLUTION**

**WHEREAS**, the State Historic Preservation Office has made funding available under the Historic Preservation Enhancement Grant Program; and

**WHEREAS**, these grants may be used to support activities sponsored by CLG municipalities for a wide range of historic preservation planning activities; and

**WHEREAS**, the Town desires to perform a physical conditions assessment for the Makens-Bemont House (aka Huguenot House) located in Martin Park to determine the best way to preserve the house for future generations;

**NOW THEREFORE LET IT BE RESOLVED;** That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the State Historic Preservation Office as they pertain to this the Historic Preservation Enhancement Grant Program.

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

**IN WITNESS WHEREOF**, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the th day of November, 2020.

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Angela M. Attenello,  
Town Council Clerk

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

Grant Description: Certified Local Government (CLG) Historic Preservation Enhancement Grant

Funder: State Historic Preservation Office (SHPO)

Grant Amount: Undetermined (Grants range from \$1,500 to \$20,000)

Frequency:     One time     Annual     Biennial     Other Applications are received monthly

First year received:	<u>2000</u>	
Last 3 years received:	<u>2014*</u>	<u>2000**</u>
Funding level by year:	<u>\$10,000</u>	<u>\$15,000</u>

Is a local match required?     Yes     No

If yes, how much?    Not applicable

From which account? Not applicable

Grant purpose:    CLG funding is available for a variety of projects that address the goals of identifying, evaluating, nominating, and protecting a community's cultural resource

Results achieved:    Application will request grant funding for a conditions assessment of the Huguenot House (aka Makens Bemont House) located in Martin Park

Duration of grant:    There is no specific deadline for the expenditure of grant funds, but SHPO encourages projects to be done as expeditiously as possible

Status of application: Under development

Meeting attendee:    Paul O'Sullivan, x7206


Comments:    \*Partially funded a pre-development study for the Downtown East Hartford Post Office

\*\* Funded the second part of the digitization of the Town's Historic Preservation Survey.

GRANTS ADMINISTRATION  
MEMORANDUM

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**TO:** Mayor Marcia A. Leclerc

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

**SUBJECT:** Council Resolution – Application to State Historic Preservation Office (SHPO) for a Certified Local Government (CLG) Historic Preservation Enhancement Grant

**DATE:** November 6, 2020

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Attached is a draft Town Council resolution authorizing an application to the State Historic Preservation Office (SHPO) for a Certified Local Government (CLG) Historic Preservation Enhancement Grant. If successful, this grant would be used to perform a conditions assessment on the Huguenot House (aka Makens Bemont House) located in Martin Park.

The Huguenot House is one of the Town's last-surviving 18th-century buildings, and is one of three historic structures currently located in Martin Park (the others are the Burnham Blacksmith Shop and the Goodwin Schoolhouse). The Huguenot House has been listed on the National Register of Historic Places since 1982. It was originally located on the opposite side of Burnside Avenue and was moved to its current location in 1971.

There appear to be several areas of needed repairs and refurbishments in the structure. The proposed conditions assessment would give the Town a comprehensive view of the structure and allow prioritization of projects based upon a number of factors.

Eligible applicants for these grants are strictly limited to municipalities that have been formally designated as Certified Local Governments (CLG) by the National Park Service. This program creates a local, state and federal partnership that promotes historic preservation at the grassroots level. It works to ensure the broadest possible participation of local governments in the national historic preservation program while maintaining the preservation standards established by the U.S. Secretary of the Interior.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on November 17, 2020. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director



# Makens Bemont House

The **Makens Bemont House**, commonly called the **Huguenot House**, is a historic house museum at 307 Burnside Avenue in East Hartford, Connecticut. Built in 1761, it is one of the town's few surviving 18th-century buildings, and is one of several buildings located in Martin Park that are operated by the Historical Society of East Hartford as the **Historical Houses at Martin Park**. It was listed on the National Register of Historic Places in 1982.<sup>[1]</sup>

□

## Description and history

The Makens Bemont House stands near the entrance of Martin Park, which is located just east of East Hartford's Burnside Avenue commercial district. The house is a 1-1/2 story gambrel-roofed wood frame structure, five bays wide, with a clapboarded exterior. It rest on a foundation that has a concrete base, but is topped by brownstones used in its original foundation. It has a brick central chimney, and the roof is pierced by three gabled dormers. Its interior retains wide pine floorboards and other 18th and 19th-century stylistic features, including a Federal style fireplace mantel, and Greek Revival elements in the northwest chamber.<sup>[2]</sup>

The house was built in 1761 by Edmond Bemont, and purchased four years later by his son Makens. Makens Bemont was a prominent local businessman who made saddles and owned shares in the local bridge. He served as the town tax collector, and accumulated sufficient wealth that he was one of the few townspeople of his period to own a carriage. The house was originally located on the other side of Burnside Avenue and about 2,500 feet (760 m) west of its present location. It was moved in 1971 after it was threatened with demolition, and now serves as a local house museum.<sup>[2]</sup> It is furnished to appear as if owned by a late 18th/early 19th century workingman, and is open seasonally.

## See also

- National Register of Historic Places listings in Hartford County, Connecticut

## References

### Makens Bemont House

U.S. National Register of Historic Places



Show map of Connecticut


Show map of the United States

Show all

<b>Location</b>	307 Burnside Ave., <u>East Hartford</u> , <u>Connecticut</u>
<b>Coordinates</b>	<span><span><span><span><span>41°46′33″N</span> <span>72°37′31″W</span></span></span><span><span>﻿</span> / <span>﻿</span></span><span><span></span></span></span></span>
<b>Area</b>	less than 1 acre (0.40 ha)
<b>Built</b>	1761, 1971
<b>NRHP reference No.</b>	82004397 ( <span>http://npgallery.nps.gov/AssetDetail/NRIS/82004397</span> ) <sup>[1]</sup>
<b>Added to NRHP</b>	March 25, 1982



**TOWN OF EAST HARTFORD OFFICE OF THE MAYOR**

DATE: November 5, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc   
RE: REFERRAL: Refund of Taxes

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I recommend that the Town Council approve a total refund of taxes in the amount of \$6,187.05 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the November 17th, 2020 Town Council meeting.

Thank you.

C: I. Laurenza, Tax Collector  
L. Trzetzkiak, Finance Director

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**INTEROFFICE MEMORANDUM**

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**TO:** MARCIA A LECLERC, MAYOR ✓  
LINDA TRZETZIAK, DIRECTOR OF FINANCE

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



**SUBJECT:** REFUND OF TAXES

**DATE:** 11/5/2020

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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 \$6,187.05 Please see attached listing. Please place this item on the Town Council agenda for November 17, 2020.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Over Paid
2019-03-0051147	ALVARADO DANIEL A & JULIE	805 FORBES ST	EAST HARTFORD, CT 06118-1921	2018/JA4AP4AW0JU003432	-26.55
2019-03-0054363	BREFO APPIAGYEI	41 GLENN RD APT A22	EAST HARTFORD, CT 06118-2118	2005/1GNEK13T85R197537	-10.80
2019-03-0054868	BUNNELL SALLY M	285 PLANTATION ST #714	WORCESTER, MA 01604	2007/1G8AL55F17Z151788	-8.46
2019-03-0055139	BYRNES MARGARET A	57 GARVAN ST	EAST HARTFORD, CT 06108-3032	2002/4T1BE32K42U107487	-101.11
2018-03-0059510	DENNIS ANTHEA C	128 CENTRAL AVE APT B1	EAST HARTFORD, CT 06108-3144	2008/3N1AB61E68L729228	-76.14
2017-03-0063281	FRANCIS IRMA R	140 BURNHAM ST	HARTFORD, CT 06112	2009/2HNYD28259H532615	-625.00
2019-03-0063897	GAUTHIER MALCOLM G	319 HILLS ST	EAST HARTFORD, CT 06118-2909	2011/W04GV5EV0B1091683	-156.82
2019-03-0064297	GLEASON TIMOTHY A	285 PLANTATION ST #714	WORCESTER, MA 01604	2002/1GNDUJ23E82D230641	-5.80
2019-03-0064298	GLEASON TIMOTHY A	285 PLANTATION ST #714	WORCESTER, MA 01604	2004/KMHWF255S4A017466	-6.48
2018-03-0050140	GM FINANCIAL	PO BOX 1900	FORTH WORTH, TX 76101	2015/3GCUKREC8FG406986	-826.11
2018-03-0064187	GOMEZ ROSA A	235 MAIN ST APT 9B1	EAST HARTFORD, CT 06118-3652	2001/4T3ZF13C71U411376	-25.51
2019-02-0043843	H & R BLOCK EASTERN ENT INC	ONE H & R BLOCK WAY	KANSAS CITY, MO 64105-1905	9 MAIN ST	-151.26
2018-03-0066829	HOWARD WILLIAM F JR	168 MAPLE ST	EAST HARTFORD, CT 06118-2633	1999/2G1WLS2M2X9222899	-30.37
2019-03-0065189	JONES ROBERT F & SARAH E	91 MANOR CIR	EAST HARTFORD, CT 06118-3430	2000/1FDWE35SXYHA79063	-29.56
2019-03-0070153	LANDRY JENNIFER	111 HARVEST LN	EAST HARTFORD, CT 06118-3527	2003/19UUA566663A091363	-8.01
2019-03-0070642	LEBLANC LISA	845 MAPLE CT 207	DUNEDIN, FL 34698	2001/1HD1FRW181Y636108	-12.01
2019-03-0070833	LEONARD ANGELIQUE L	64 GLENN RD	EAST HARTFORD, CT 06118-2122	2012/1VWBP7A30CC035305	-5.76
2019-03-0070936	LEVEILLE RENE W 3RD	87 RENE CT	EAST HARTFORD, CT 06108-1338	2003/1D7HL38X53S210542	-53.55

2018-03-0070632	LEWIS CHRISTINE M	3 COLUMBUS CIR APT B1	EAST HARTFORD, CT 06108-1755	2000/SAJDA01DXYGL64639	-18.63
2019-03-0072337	MARIUS KATHIE	10 ASTER PL	WINDSOR, CT 06095-4738	2012/1G6DS5E33C0139624	-206.78
2018-03-0072139	MARTIN TONYKA N	29 ORCHARD ST # 2FL	EAST HARTFORD, CT 06108-2123	1998/JNKBY31A4WM402615	-5.62
2018-04-0085247	MARTIN TONYKA N	29 ORCHARD ST # 2FL	EAST HARTFORD, CT 06108-2123	2004/2G1WW12E049117539	-24.08
2018-03-0072413	MATA STEPHANY E	57 GREENLAWN ST	EAST HARTFORD, CT 06108-2952	2007/SNMSG73DX7H102878	-67.92
2019-03-0072788	MARZANO CHERYL A	41 WICKHAM DR	EAST HARTFORD, CT 06118-3567	2006/3MEHM08116R657918	-41.67
2019-03-0072787	MARZANO CHERYL A	41 WICKHAM DR	EAST HARTFORD, CT 06118-3567	2013/1ZVBP8EM9D5205093	-81.31
2019-03-0058745	MERCEDES-BENZ DAIMLER TRUST	14372 HERITAGE PKWY	FORT WORTH, TX 76177-3300	2017/55SWF6EB2HU194838	-664.78
2018-03-0073587	MIGHTY CURTIS H	140 OXFORD DR	SOUTH WINDSOR, CT 06074	2006/1FMVU93186KA47169	-141.75
2018-03-0073588	MIGHTY CURTIS H	140 OXFORD DR	SOUTH WINDSOR, CT 06074	2006/CTTRL19146	-9.00
2018-03-0073589	MIGHTY CURTIS H	140 OXFORD DR	SOUTH WINDSOR, CT 06074	2009/1GNFK135XR119238	-424.36
2019-03-0074063	MIGHTY CURTIS H	140 OXFORD DR	SOUTH WINDSOR, CT 06074	2006/1FMVU93186KA47169	-528.75
2019-03-0076676	OMAHONY LORETTA L	11 CLAREMONT ST	EAST HARTFORD, CT 06108-4025	2012/3FAHPDC0CR386111	-21.96
2018-04-0086565	PEREZ CARLOS M	210 HANDEL RD	EAST HARTFORD, CT 06118-2621	2008/1HGCS22818A009495	-74.47
2019-03-0078510	PHILIPPE CARMELLE A	161 HARVEST LN	EAST HARTFORD, CT 06118-3527	2004/1HGCM56784A163130	-112.32
2019-03-0078511	PHILIPPE CARMELLE A	161 HARVEST LN	EAST HARTFORD, CT 06118-3527	2013/2HKRM4H36DH655421	-11.06
2019-03-0078945	PORTIS DERICK	50 NORTHBROOK CT	EAST HARTFORD, CT 06108-1152	2004/1D7HUJ16D34J199526	-13.64
2018-03-0078743	QUIGLEY DENNIS H	42 ARAWAK DR	EAST HARTFORD, CT 06118-2505	2011/1YVHZ8CB4B5M03676	-23.80
2019-03-0079883	REID STANFORD S	117 WALNUT ST	EAST HARTFORD, CT 06108-2975	2016/2T1BURHE5GC648726	-15.90
2017-03-0080000	REID VERONICA A	50 BIDWELL AVE	EAST HARTFORD, CT 06108-2401	2000/1N4DL01D0YC117765	-54.63
2018-03-0079344	REID VERONICA A	50 BIDWELL AVE	EAST HARTFORD, CT 06108-2401	2000/1N4DL01D0YC117765	-76.50

2019-03-0083782	SHRIEL LAURA A	231 MONROE ST	EAST HARTFORD, CT 06118-2327	2014/1FADP3K23EL408985	-39.46
2018-03-0084123	STARK JAMES D	69 SHAWNEE RD	EAST HARTFORD, CT 06118-2535	2016/3N1CE2CP2GL408521	-16.84
2019-03-0084808	STARK JAMES D	69 SHAWNEE RD	EAST HARTFORD, CT 06118-2535	2016/3N1CE2CP2GL408521	-17.95
2019-03-0086434	TOYOTA LEASE TRUST	3200 W RAY RD	CHANDLER, AZ 85226-2455	2017/4T1BF1FK9HU722783	-293.85
2019-03-0086483	TOYOTA LEASE TRUST	3200 W RAY RD	CHANDLER, AZ 85226-2455	2017/JTMRREV4HD201855	-489.02
2019-03-0088357	VW CREDIT LEASING LTD	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048-4460	2017/WAU44AFD8HN020692	-223.06
2019-03-0088447	WAITE EARL O	39 STANLEY ST	EAST HARTFORD, CT 06108-1662	2011/JTHCE1KS5B0028493	-216.68
2018-04-0089234	WILCOX AMANDA M	129 WOODLAWN CIR	EAST HARTFORD, CT 06108-2867	2010/JJ4PN2GKXAW168692	-53.01
2019-03-0089378	WILMOT DERLAN T	426 BURNSIDE AVE	EAST HARTFORD, CT 06108-2405	2008/2G1WT58K089191126	-58.95

**TOTAL**

**\$ (6,187.05)**

**RESOLUTION NAMING HARTFORD TO WINDSOR RIVERWALK AFTER JOE MARFUGGI**

**Whereas** Joe Marfuggi served as president and CEO of Riverfront Recapture for 29 years before passing on October 11, 2018; and

**Whereas** under Joe's leadership, Riverfront Recapture created a vision for a regional park system designed to engender greater appreciation for the environmental, ecological and recreational benefits of the Connecticut River and spur economic development; and

**Whereas** Joe's collaborative style was instrumental in bringing together the municipal governments of Hartford and East Hartford, private non-profit organizations, businesses, community leaders and municipal leaders in other towns to implement this vision; and

**Whereas** the town of East Hartford has benefited from this collaboration through an enhanced Great River Park, a system of Riverwalk trails and easy access across the Connecticut River; and

**Whereas** with Joe's energy, resilience and positive force of will, the Connecticut River is enjoyed by thousands of residents annually and has served to unite the towns in the region; and

**Whereas** Riverfront Recapture is working to construct a 2 mile extension of the existing system of Riverwalk trails into the town of Windsor and the Windsor Meadow State Park; and

**Whereas** the Hartford Court of Common Council has voted to approve the naming of the new Riverwalk extension as Joe Marfuggi Riverwalk.

**NOW THEREFORE BE IT RESOLVED THAT:**

As the town of East Hartford is an active, committed partner in the Riverwalk system, the East Hartford Town Council strongly endorses the Hartford Common Council's naming of Joe Marfuggi Riverwalk and looks forward to continuing our close relationship with Riverfront Recapture, the city of Hartford and other organizations to continuing the vision of Joe Marfuggi to improve public access and appreciation for the Connecticut River.



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: November 16, 2020  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Marcia A. Leclerc *MAL*  
RE: REFERRAL: Personnel and Pensions Committee

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The HR Department in conjunction with the Police Chief is presenting two positions for your review. At this time, the Police Chief is seeking to add the non-bargaining position of Assistant Police Chief. This is a new position to the administration of East Hartford Police Department and would serve as second in command to the Chief. Attached to this memo is a job description for the proposed Assistant Chief position.

Additionally, enclosed is an updated job description for the Deputy Police Chief position. The job description has been updated to encompass additional essential functions of the position. In addition to the job description, we are seeking to present considerations to encourage promotion from within. At this time, the HR Department is researching the compensation for both positions to be presented to the Personal and Pension subcommittee. This research will be presented for the committee review.

The following job descriptions submitted for review:

- Assistant Chief – Draft Version
- Deputy Chief – 2007 Version
- Deputy Chief – Proposed 2020 Revision

Please place this item on the Town Council agenda for the November 17<sup>th</sup>, 2020 meeting for referral to the Personnel and Pensions Committee.

Thank you.

C: T.Buchanan, HR Director  
S.Sansom, Police Chief



## TOWN OF EAST HARTFORD

**TITLE:** Assistant Chief of Police

**GRADE:**

**DEPARTMENT:** Police Department

**DATE:**

### POSITION DEFINITION:

Works under the general supervision of and receives policy direction from the Chief. Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

### ESSENTIAL JOB FUNCTIONS:

- Receives oral or written direction from the Chief of Police. Plans, administers and supervises activities and responsibilities of the Chief's Office. Assigns work to Secretary and support staff as needed.
- Assume management responsibility for all services and activities of the department, and prioritizes work. Continually monitors the department's progress in relation to its goals and objectives, as set by the Chief of Police.
- Serves as liaison of Chief to Town Departments, Board and commissions. Represents Chief at Board, Commission and administrative meetings as needed.
- Assumes program responsibility for any department service as directed by the Chief. This may include tasks associated with the Office of Professional Standards (OPS).
- Prepare reports and presentations on behalf of the Police Department. Assist in the preparation of the department budget.
- Participates in near term and long range planning for Department services and development including CALEA and State accreditation programs. Coordinated related task forces and study groups as directed by the Chief.
- Participates in analysis of Department operations, coordinated and/or leads in analysis of operating policies and procedures and in the development of system and operating change to make improvement.
- Working knowledge of labor relations practices and procedures.
- Responds to general inquiries of the public.
- Prepares narrative and statistical reports for the Chief.
- Reports work accomplished to Chief.

### ADDITIONAL JOB FUNCTIONS:

Assistant Chief of Police

- Oversees the processing of public inquires and Freedom of Information (FOI) requests to the Chief. Refers request, as possible, to appropriate department or person. Follows up to ensure prompt and accurate responses.
- Participates in professional public administration and police organizations to remain current in the field.

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

- Ability to acquire a working knowledge of the Department, including Town ordinances and the functions and services of the various bureaus, boards and commissions.
- Ability to understand the internal organization, responsibilities and programs of the Chief's Office.
- Ability to carry out duties with a high degree of independence.
- Ability to apply principles of business or public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to prepare and present, either orally or in writing, clear and concise reports of Department programs and activities.
- Ability to supervise.
- Ability to relate effectively to Supervisors, staff members, the media and general public.
- Ability to apply State and Federal laws, Town Ordinances, Departmental policies, procedures, rules and regulations and to determine necessary action.

### **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 work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Attend and participates in numerous and extended night meetings.

### **JOB QUALIFICATIONS:**

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a master's Degree, in Criminal Justice, Police Science, Public or Business Administration, or some closely related field, and three (3) years' experience at the command level of a major police division.

Through knowledge of municipal police practices and procedures. Working knowledge of the Connecticut Criminal Justice system. Administrative and executive ability to initiate, organize and follow through on Police Department programs and projects. Working knowledge of data processing technology as it relates to police applications.

### **LICENSING REQUIREMENTS:**

Assistant Chief of Police

Valid Motor Vehicle Operator's license.

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

**TOWN OF EAST HARTFORD**

*Existing*

**Title:** Deputy Chief

**Grade:** 12

**Department:** Police Department

**Date:** April 4, 2007

**POSITION DEFINITION:**

Works under the general supervision of and receives policy directions from the Chief. Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

**ESSENTIAL JOB FUNCTIONS:**

Commented [TB1]:

- Removes oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.
- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.
- Plans and organizes work according to department procedures.
- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

**ADDITIONAL JOB FUNCTIONS:**

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May act as official department representative at meetings and proceedings.
- Serves on regional, state and police professional organizations to remote and enhance services to the community.
- Prepares written materials or and speaks to social groups, civic organizations and private citizens on matters of law enforcement and public safety.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of municipal police practices and procedures.
- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town Officials and members of the public.
- Ability to supervise
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and policies to individual, groups and the media.
- Ability to use human and department resources effectively.

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

- Works in office setting subject to continuous interruptions and background noise
- Must be able to work under stress from demanding deadlines, changing priorities and conditions.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

**JOB QUALIFICATIONS:**

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a Master's Degree in Criminal Justice, Police Science, Public or Business Administration, or some closely related field and three (3) years' experience at the command level of a major police division of a comparable municipality, state or federal agency at the rank of lieutenant or higher.

**LICENSING REQUIREMENTS:**

Valid Motor Vehicle Operator's License

Current State of Connecticut Police Officer Certification, per C.G. S. 7-294d.

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

## TOWN OF EAST HARTFORD

**Title:** Deputy Chief

**Grade:** 12

**Department:** Police Department

**Adoption Date:** April 4, 2007

*Proposed*

### POSITION DEFINITION:

Works under the general supervision of and receives policy directions from the Chief. Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

### ESSENTIAL JOB FUNCTIONS:

- Removes oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.
- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.
- Plans and organizes work according to department procedures.
- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Oversees Emergency Telecommunications Department and Emergency Medical Dispatch
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

*ADD →*

**ADDITIONAL JOB FUNCTIONS:**

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May act as official department representative at meetings and proceedings.
- Serves on regional, state and police professional organizations to remote and enhance services to the community.
- Prepares written materials or and speaks to social groups, civic organizations and private citizens on matters of law enforcement and public safety.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of municipal police practices and procedures.
- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town Officials and members of the public.
- Ability to supervise
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and polices to individual, groups and the media.
- Ability to use human and department resources effectively.

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

- Works in office setting subject to continuous interruptions and background noise
- Must be able to work under stress from demanding deadlines, changing priorities and conditions.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

**JOB QUALIFICATIONS:**

The skills, knowledge, experience and training required would generally be acquired with a Bachelor's degree, preferably a Master's Degree in Criminal Justice, Police Science, Public or Business Administration, or some closely related field.

Three (3) years' experience at the command level of a major police division of a comparable municipality, state or federal agency at the rank of lieutenant or higher.



**ADD** → Position requires the physical ability to handle assign weapons and meet firearm qualifications.

**LICENSING REQUIREMENTS:**

Valid Motor Vehicle Operator's License

Current State of Connecticut Police Officer Certification, per C.G. S. 7-294d.

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

