

TOWN COUNCIL AGENDA
COMMUNITY CULTURAL CENTER AUDITORIUM / MICROSOFT "TEAMS"
50 Chapman Place
EAST HARTFORD, CONNECTICUT
December 12, 2023

REVISED 12/11/2023

7:00 PM Executive Session

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This Town Council meeting is accessible through "Microsoft Teams" [929-235-8441](tel:929-235-8441)
Conference ID: 438 883 58# 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. November 21, 2023 Executive Session
 - B. November 21, 2023 Regular Meeting
 - C. November 27, 2023 Board of Education Budget Workshop
6. COMMUNICATIONS AND PETITIONS
 - A. Disposition of Obsolete or Broken Town-Owned Equipment by Fire Department
7. OLD BUSINESS
8. NEW BUSINESS
 - A. Board of Education Construction Projects: Amendment of 5 Year Capital Improvement Plan, Appropriation of Funds, Authorization for State Grant Applications and Referral to the Public Building Commission
 1. East Hartford High School Media Center Roof Top Units Replacement Project
 2. Pitkin Elementary School Classroom Indoor Air Quality Improvements Project
 - B. Council acting as a Committee of the Whole: Real Estate Acquisition and Disposition Committee re: Dedication and conveyance of possession and control of real property located at 17 Leonard Dr. Rear, East Hartford to the East Hartford Board of Education
 - C. Request for Bid Waivers from Fire Department re: Emergent Repairs to Fire Apparatus
 1. EJ Boughton and Sons
 2. Gowans and Knight

- 3. Atlantic Detroit Diesel
 - D. Request for Bid Waivers from Police Department
 - 1. Priority Dispatch System ESP License Renewal with Priority Dispatch Corp.
 - 2. Q Plus for EMD Quality Performance Review Renewal with Priority Dispatch Corp.
 - E. Grant Applications
 - 1. State Department of Aging and Disability Services American Rescue Plan Act (ARPA) Funding
 - 2. U.S. Department of Housing and Urban Development Community Project Funding (CPF)/Congressionally Directed Spending Grant for Rehabilitation of the Hockanum River Trail
 - 3. U.S. Department of Housing and Urban Development (HUD) Community Project Funding (CPF)/Congressionally Directed Spending Grant Appropriation for Purchase of the Downtown East Hartford Post Office
 - 4. Summer Youth Employment and Learning Program Funding Reimbursement from Capital Workforce Partners**
 - F. Inclusion of Hartford Public Library as Sub-grantee re: Affordable Connectivity Program (ACP) Outreach Grant Program: National Competitive Outreach Program
 - G. Recommendations from Personnel and Pensions Subcommittee
 - 1. Proposed Revision to Job Description and Pay Grade for Position of Project Manager – Sustainability in Department of Public Works
 - 2. Proposed Revision to Job Description for Position of Youth Outreach Coordinator in Department of Health and Human Services, Crisis Intervention
 - 3. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Aide in the Fire Department
 - H. Referrals to Personnel and Pensions Subcommittee
 - 1. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Accounting Assistant, Finance
 - 2. Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Payroll Coordinator
 - I. Amusement Permit Application: Brian A. Aselton Memorial Snow Dash 5k
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
- A. The pending CHRO claim known as Felicia Gillespie v. Town of East Hartford Public Schools, CHRO Case No.2340192, involving former Board of Education employee, Felicia Gillespie.
 - B. The pending assessment (tax) appeal known as HARTFORD EAST ELDERLY APARTMENTS LIMITED PARTNERSHIP Et Al. v. TOWN OF EAST HARTFORD – HHB-CV22-6072753-S, involving real property located at 886 Main Street, East Hartford for the Grand List year 2021 through 2025.
 - C. The pending assessment (tax) appeal known as VISTA TOWER, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073866-S, involving real property located at 36 Main Street, East Hartford for the Grand List year 2021 through 2025.
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
- A. Other Elected Officials
 - B. Other Residents
 - C. Mayor

12. ADJOURNMENT (next meeting: January 2, 2024 at Community Cultural Center)

Community Cultural Center Room 111

November 21, 2023

EXECUTIVE SESSION

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

ABSENT Councilor Angela Parkinson

ALSO James Tallberg, Corporation Counsel
PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
Robert Fitzgerald, Assistant Corporation Counsel (via Teams)
Attorney Joe Hope, Alter Pearson
Attorney Timothy Ward, McGann, Bartlett & Brown
Bob MacDonald, Manager of Claims Administration, Workers'
Compensation Trust

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:19 p.m.

MOTION By John Morrison
seconded by Don Bell

to go into Executive Session to discuss the following:

- A. The pending notice to quit against and claim for relocation costs by New York Hair Salon LLC, regarding 794-810 Silver Lane, Suite 210, East Hartford, CT.
- B. Strategy and negotiations with respect to pending worker's compensation claim Buchanan v. Town of East Hartford, Case No: 6488 CRB-6-22-10
- C. The pending assessment (tax) appeal known as LAUREN SCOTT MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072891-S, involving real property located at 4-24 St. Regis Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- D. The pending assessment (tax) appeal known as HOWARD MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073111-S, involving real property located at 9-19 Howard Court, East Hartford for the Grand List year 2021 through Grand List year 2025.
- E. The pending assessment (tax) appeal known as STONE CREEK APARTMENTS, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072895-S, involving real property located at 140 Silver Lane, East Hartford for the Grand List year 2021 through 2025 and the real property located at 126 Silver Lane, East Hartford for the Grand List year 2021 through Grand List year 2025.

- F. The pending assessment (tax) appeal known as CHAPMAN MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072894-S, involving real property located at 15-27 Chapman Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- G. The pending assessment (tax) appeal known as 18 SIGNOR STREET, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073105-S, involving real property located at 18 Signor Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- H. The pending assessment (tax) appeal known as BURNSIDE MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073108-S, involving real property located at 33 Burnside Avenue, East Hartford for the Grand List year 2021 through Grand List Year 2025.
- I. The pending assessment (tax) appeal known as OAKRIDGE SOUTH, LLC V. TOWN OF EAST HARTFORD – HHB-CV22-6073117-S, involving real property located at 50 Church Street, East Hartford for the Grand List year 2021 through Grand List year 2025 and 44 Church Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- J. The pending assessment (tax) appeal known as ORCHARD MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072897-S, involving real property located at 52-58 Orchard Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- K. The pending assessment (tax) appeal known as 106 CENTRAL, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073113-S, involving real property located at 106 Central Avenue, East Hartford for the Grand List year 2021 through Grand List year 2025.
- L. The pending assessment (tax) appeal known as STONE CREEK APARTMENTS, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073103-S, involving real property located at 14-20 Sission Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- M. The pending assessment (tax) appeal known as OAKRIDGE NORTH, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072888-S, involving real property located at 145 School Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- N. The pending assessment (tax) appeal known as TOLLAND STREET HOLDINGS, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073200-S, involving real property located at 163 Tolland Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- O. The Pending assessment (tax) appeal known as HIGH STREET MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-673110-S, involving real property located at 191 High Street, East Hartford for the Grand List year 2021 through Grand List year 2025.
- P. The pending assessment (tax) appeal known as DEERFIELD MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072889-S, involving real property located at 322-342 Park Avenue, East Hartford for the Grand List year 2021 through Grand List year 2025.
- Q. The pending assessment (tax) appeal known as TOLLAND MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072892-S, involving real property located at 490 Tolland Street, East Hartford for the Grand List year 2021 through Grand List year 2025.

Motion carried 8/0

MOTION By John Morrison
seconded by Don Bell

to **go back to** Regular Session.

Motion carried 8/0

ADJOURNMENT

MOTION By John Morrison
seconded by Don Bell

to **adjourn** at 7:20 pm

Motion carried 8/0

Attest _____
Richard F. Kehoe
Town Council Chair

EAST HARTFORD TOWN COUNCIL

COMMUNITY CULTURAL CENTER AUDITORIUM

November 21, 2023

PRESENT Chair Richard F. Kehoe, Vice Chair Don Bell (arrived 8:18 pm), Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councilors Travis Simpson, Thomas Rup, Awet Tsegai and Harry Amadasun, Jr.

ABSENT Councilor Angie Parkinson

ALSO Mayor Connor S. Martin

PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
Alex Trujillo, Director of Public Works
Cesar Zapata, Solid Waste Official
Douglas Wilson, Town Engineer
Allyn Tarbell, Associate Director of Public Works
Kevin Munson, Fire Chief
Laurence Burnsed, Director of Health and Human Services
Eileen Buckheit, Director of Development

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:37 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

Mayor Martin

- formally introduced himself as Mayor to those in attendance
- introduced Development Director Eileen Buckheit who shared that the firm of Parker Benjamin has been selected as the re-developer for Church Corners Inn, 860 Main Street. The submitted bid aligns with the Town's request for the project which included apartment units and commercial business on the first floor. The town will negotiate details of the development including parking before presenting a purchase and sale agreement to the Town Council for approval.
- East Hartford Commission on Aging and Riverside Health and Rehabilitation Center invite residents to participate in the Christmas Tree Wish List program.
- AmeriCorps is recruiting for Math tutoring/mentoring Fellowships for East Hartford Middle School 6-8th graders.
- All town offices, including the East Hartford Transfer Station will be closed Thursday, November 23, 2023 in observance of Thanksgiving Day. The

Transfer Station will be open Saturday, November 25, 2023, for leaf drop off only from 8 AM to 1:45 PM and trash pickup and recycling will be delayed by one day. Town offices will reopen on Friday, November 24, 2023 for regularly scheduled hours of operation.

- 2023 East Hartford Holiday Fest will be held from Friday, December 1 through Monday, December 4. The traditional tree lighting on the Town Green will be held on Friday, December 1.
- Planning and Zoning Commission is seeking feedback from residents at multiple public workshop sessions regarding the drafting of the 2024 update to the Town's 10-Year Plan of Conservation and Development. The first workshop will be held on Tuesday, November 28th at 7:00 in East Hartford Senior Center at 15 Milbrook Drive.
- wished all a good evening and Happy Thanksgiving holiday.

APPROVAL OF MINUTES

November 1, 2023 Executive Session

MOTION By Sebrina Wilson
 seconded by Tom Rup

to **approve** the minutes of the November 1, 2023 Executive Session

Motion carried 7/0

November 1, 2023 Regular Meeting

MOTION By Sebrina Wilson
 seconded by John Morrison

to **approve** the minutes of the November 1, 2023 Regular Meeting

Motion carried 7/0

November 13, 2023 Organizational Meeting

MOTION By Sebrina Wilson
 seconded by Travis Simpson

to **approve** the minutes of the November 13, 2023 Organizational Meeting

Motion carried 7/0

COMMUNICATIONS AND PETITIONS

Presentations by Department of Public Works

Review of Waste Management and Recycling

Alex Trujillo, Director of Public Works introduced Cesar Zapata, Solid Waste Official who provided a presentation detailing the progress on the Town's efforts to reduce the amount of non-recyclables being placed in the blue bins. If the recycling truck picks up more than 20% non-recyclables, the entire truckload is disposed of as solid waste, costing taxpayers more than \$100 per ton. The town has been paying tens of thousands of dollars in such costs every year.

Initiated with the hiring of Mr. Zapata in February of 2022, a number of communications have been distributed to inform residents of best practices for recycling through various channels including newspaper advertisements, social media posts and direct tagging of carts. Expenses incurred by the town for the disposal of unacceptable recyclables have decreased roughly 40% from the start of the program through June 2023.

Report on Localized Flooding from Summer Rainfall Events

Director Trujillo introduced Allyn Tarbell, Associate Director of Public Works who reviewed flooding conditions that resulted from the historic storms over the summer of 2023. Mr. Tarbell provided a number of photos reviewing the conditions of flood pipes and summarized that the town's drainage system is in proper working condition.

Doug Wilson, Town Engineer shared a report detailing localized flooding areas in town where flood waters are unexpected. Due to excess runoff from the significant storms of July and September, drainage systems became overwhelmed which caused a number of streets to go underwater.

The Department of Public Works is evaluating localized flooding from these storms to determine if there are any blockages that are reducing the capacity of the storm drainage system. Blockages will be removed or pipes will be replaced to maintain system capacity. Minor improvements, like changing the type of catch basin top to increase capture capacity or providing other overflow relief, will be evaluated on a case-by-case basis. Major improvements, like complete upgrade of a storm drainage system or a culvert replacement would require engineered analysis and design, which can be addressed as funding comes available.

The Town Council requested a report on the locations where street flooding occurred during rain storms in 2023 and an analysis of how best to address the situation, noting that the solution will vary depending on conditions at the specific location.

Engineer Wilson encouraged residents to assist the Town's efforts by reporting on localized flooding and uploading photos to the Town's QAlert system.

Disposition of Obsolete or Broken Town-Owned Equipment by Fire Department

OLD BUSINESS

NEW BUSINESS

Resolution to Clarify Mayor Connor Martin's Authority to Execute Prior and Pending Town Agreements

MOTION By Don Bell
seconded by John Morrison

to **adopt** the following resolution:

WHEREAS, pursuant to the Town Charter the Town Council periodically authorizes the Mayor to execute and enter into agreements, grant applications, and other documents on behalf of the Town; and

WHEREAS, such authorizations frequently name the Mayor in office at the time of the authorization; and

WHEREAS, there are outstanding motions and resolutions authorizing Michael P. Walsh to execute, extend, amend and/or enter into specific agreements, grant applications and documents (“Documents”) on behalf of the Town (“Outstanding Authorizations”); and

WHEREAS, some of these Documents were not ready for execution prior to the end of Mayor Walsh’s term of office; and

WHEREAS, the Council does hereby clarify and affirm that the Outstanding Authorizations were intended to apply to the Office of the Mayor, and the individual holding that office, at the time of the execution of the Documents.

NOW THEREFORE, BE IT RESOLVED: That the Town Council affirms that the Outstanding Authorizations authorize Mayor Connor S. Martin to execute the Documents.

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

Reallocation of ARPA Funds re: Contractual Services for Public Safety Complex Impound Garage

MOTION By Sebrina Wilson
seconded by Don Bell

to **adopt** the following resolution:

WHEREAS; the Town has been awarded \$24,561,068 in American Rescue Plan Act (ARPA) funds from the U.S. Treasury; and

WHEREAS; in order to most effectively use these funds, the authorization of new projects is periodically necessary;

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to add the following to the approved list of ARPA Projects:

1. “Public Safety Garage Phase II”

AND LET IT BE FURTHER RESOLVED; that Connor S. Martin, Mayor of the Town of East Hartford, is authorized to make the following transfers among ARPA Accounts:

1. Transfer \$5,400.00 from “Small Business Support and Resources – Qualified Census Tracts” to “ARPA Unallocated Balance”
2. Transfer \$5,400.00 from “ARPA Unallocated Balance” to “Public Safety Garage Phase II”

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

Requests for Bid Waivers from Fire Department

Purchase of Promotional Video Services from IAFC-TV Websedge

MOTION By Harry Amadasun
seconded by Don Bell

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 Fire Department the purchase of promotional video services for \$22,500 from IAFC-TV Websedge. as detailed in a memo from Fire Chief Kevin Munson to Mayor Connor Martin dated November 13, 2023.

Motion carried 8/0

Purchase of Incident Command Training from Across the Street Productions, Inc.

MOTION By Harry Amadasun
seconded by Travis Simpson

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 Fire Department to **permit** the purchase of Blue Card Incident Command certification class, from Across the Street Productions, Inc., the course developer, at a purchase price of \$67,680 as detailed in a memo from Fire Chief Kevin Munson to Mayor Connor Martin dated November 13, 2023.

Motion carried 8/0

Purchase of Training and Certification Classes and Textbooks from Connecticut Fire Academy

MOTION By Harry Amadasun
seconded by John Morrison

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 Fire Department to purchase firefighter

training and certification classes and associated textbooks offered by the Connecticut Fire Academy for an amount not to exceed \$75,000 as detailed in a memo from Fire Chief Kevin Munson to Mayor Connor Martin dated November 13, 2023.

Motion carried 8/0

Memorandum of Agreement with CT Department of Public Health re: Coordinator of Lead Detection Equipment

MOTION By Harry Amadasun
seconded by Tom Rup

to allow the Town of East Hartford to enter into a memorandum of agreement (MOA) with the Connecticut Department of Public Health (CT DPH) for the Department of Health & Human Services to serve as a regional loaner site for a Viken X-Ray Fluorescence machine (Viken XRF machines) that will be used for childhood lead poisoning investigations as detailed in a memo from Mayor Connor S. Martin to Town Council Chair Rich Kehoe dated November 13, 2023.

Motion carried 8/0

Contract with Greater Hartford Transit District re: 2023-24 Dial-A-Ride Operating Assistance Grant

MOTION By Awet Tsegai
seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS: The Greater Hartford Transit District has made available Operating Assistance Grant Funds for Fiscal Year 2023-2024 and;

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

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

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

Agreement with Riverfront Recapture, Inc. re: Extension of Great River Park Management Services

MOTION By Sebrina Wilson
seconded by Don Bell

to authorize Mayor Connor S. Martin to execute an extension of a certain Management Services Agreement between Riverfront Recapture, Inc. and East Hartford which will extend the terms of such agreement until December 31, 2028 as detailed in a memo from Mayor Connor Martin to Council Chair Rich Kehoe dated November 7, 2023.

Motion carried 8/0

Agreement with Habitat for Humanity of North Central Connecticut re: Temporary Use of Town Owned Property at 590 Burnside Avenue

MOTION By Harry Amadasun
seconded by Tom Rup

to adopt the following resolution:

WHEREAS, the Town of East Hartford owns the real property located at 590 Burnside Ave., East Hartford, CT, Connecticut (“Premises”);

WHEREAS, Habitat for Humanity of North Central Connecticut, Inc., a Connecticut Non-Stock Company, is presently working to develop the property located at 550-560 Burnside, Ave., East Hartford, Connecticut;

WHEREAS, Habitat for Humanity of North Central Connecticut, Inc., has inquired of the Town to use the Premises for the purpose of parking by its employees, agents, and volunteers in connection with construction and development of the property located at 550-560 Burnside, Ave., East Hartford.

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 agreement with Habitat for Humanity of North Central Connecticut, Inc., for use of the real property located at 590 Burnside Ave. for the purpose of parking by its employees, agents, and volunteers in connection with construction and development of the property located at 550-560 Burnside, Ave., East Hartford;
2. The license agreement shall commence on April 1, 2024 and end on December 1, 2025 and there shall be no fee for this License;
3. The license agreements shall be on a form reviewed and approved by the Office of Corporation Counsel; and
4. That Mayor, Connor S. Martin, 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

Referrals to Personnel and Pensions Subcommittee

Proposed Revision to Job Description and Pay Grade for Position of Project Manager – Sustainability in Department of Public Works

Proposed Revision to Job Description for Position of Youth Outreach Coordinator in Department of Health and Human Services, Crisis Intervention Division

Proposed Revision to Job Description and Pay Grade and Change in Title for Position of Administrative Aide in the Fire Department

MOTION By Awet Tsegai
seconded by Tom Rup

to **refer** to the Personnel and Pensions Subcommittee the proposed revision to job description and pay grade for the position of Project Manager – Sustainability in Department of Public Works, proposed revision to job description for position of Youth Outreach Coordinator in Department of Health and Human Services, Crisis Intervention Division and proposed revision to job description and pay grade and change in title for position of Administrative Aide in the Fire Department as provided in a memo from Mayor Connor S. Martin to Rich Kehoe, Town Council Chair dated November 15th, 2023 with instructions to review the positions and report back to the full Council with its recommendations, if any.

Motion carried 7/0 (Simpson out of Chamber)

Referral to Real Estate Acquisition and Disposition Committee re: Land Parcels along East River Drive

MOTION By Awet Tsegai
seconded by John Morrison

to **refer** to the Real Estate Acquisition and Disposition Committee consideration of the acquisition of land parcels that comprise part of the roadbed of the current East River Drive as detailed in a memo from Connor S. Martin to Town Council Chair Richard Kehoe dated November 15, 2023 and report back to the full Council with its recommendations, if any.

Motion carried 7/0 (Simpson out of Chamber)

2024 Town Council Regular Meetings Schedule

MOTION By Sebrina Wilson
seconded by Don Bell

to **approve** the 2024 Town Council meeting dates, which will be held on the following Tuesdays in the Community Cultural Center Auditorium, until such time when meetings will be held in the Town Council Chambers at Town Hall, and virtually with access information posted on the agenda; the start time for regular meetings is 7:30pm as follows:

January- 2nd and 16th
February- 6th and 20th
March- 5th and 19th
April 2nd and 16th
May 7th and 21st
June 4th and 18th
July 9th
August 6th and 20th
September 3rd and 17th
October 1st and 15th
November 5th and 19th
December 10th

Motion carried 7/0 (Simpson out of Chamber)

Amusement Permit Application re: East Hartford Holiday Fest 2023

MOTION By Harry Amadasun
seconded by Tom Rup

that pursuant to the Section 5-3(e) of the East Hartford Code of Ordinances, the Town Council approve the outdoor amusement permit application for the event entitled "East Hartford Holiday Fest" as submitted by Scott Sansom, Chief of Police, scheduled for Friday December 1, 2023 from 5:30 to 8 pm on the Town Green/Alumni Park, and Monday December 4, 2023 from 5:30 to 6:30 pm on the small green in front of 886 Main Street (Hartford East Apartments), subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or its agencies.

Motion carried 8/0

Refund of Taxes

MOTION By Harry Amadasun
seconded by Travis Simpson

to **approve** a total refund of taxes in the amount of \$25,200.79 pursuant to Section 12-129 of the Connecticut General Statutes.

Motion carried 8/0

Bill	Name/ Check Payable to	Address	City/State/Zip	Prop Loc/Vehicle Info.	Over Paid
2022-03-0086941	ALLY FINANCIAL LOUISVILLE PPC	PO BOX 9001951	LOUISVILLE, KY 40290-1951	2019/1C45DJG7KC802936	-658.62
2022-03-0086942	ALLY FINANCIAL LOUISVILLE PPC	PO BOX 9001951	LOUISVILLE, KY 40290-1951	2019/1C4PIMLB5KD484582	-139.48
2022-03-0086945	ALLY FINANCIAL LOUISVILLE PPC	PO BOX 9001951	LOUISVILLE, KY 40290-1951	2019/ZARFANAN9K7624569	-288.98
2022-03-0051933	ARRIETA JESSICA M	20 LATIMER ST	EAST HARTFORD, CT 06108-2327	2015/1G1PE5SB0F7120580	-141.76
2022-01-0001179	BEGIN PATRICIA A	41 CASE DR UNIT D	MANCHESTER, CT 06040	82 CHEYENNE RD	-530.44
2022-03-0054894	BURGOS ROBERTO	169 CHRISTINE DR	EAST HARTFORD, CT 06108-2929	2002/3D7HU18N02G148070	-116.81
2022-03-0057052	COLEMAN WENDELL W JR	284 OAK ST	EAST HARTFORD, CT 06118-2059	2005/3GNEK12Z75G292032	-6.41
2022-03-0057631	CONSTANTE-DELGADO FERNANDO P	62 MIDDLE DR	EAST HARTFORD, CT 06118-2734	2012/19UUA8F20CA029794	-196.58
2022-03-0061735	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT	2281 BALL DR	MARYLAND HEIGHTS, MO 63146	2017/WD3PE8CD7HP566196	-546.04
2022-03-0061754	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT	2281 BALL DR	MARYLAND HEIGHTS, MO 63146	2019/5TD23DC4KS220531	-418.90
2022-03-0061764	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT	2281 BALL DR	MARYLAND HEIGHTS, MO 63146	2020/1N6AA1CXLNS03715	-730.62
2022-03-0061768	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT	2281 BALL DR	MARYLAND HEIGHTS, MO 63146	2015/W03PE8CD7F5982375	-440.39
2022-03-0061769	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT	2281 BALL DR	MARYLAND HEIGHTS, MO 63146	2018/1FTFW1E16FD49761	-807.83
2022-03-0061776	ENTERPRISE FM TRUST ATTN PPT-MICHELLE GARNETT	2281 BALL DR	MARYLAND HEIGHTS, MO 63146	2021/WBXJG9C02M5T30802	-219.82
2022-03-0065168	GRAY LIBBY B	16 ELLSWORTH ST	EAST HARTFORD, CT 06108-2107	2010/1YVHZ8BH8A5M42923	-11.38
2022-03-0066187	HENDERSON ERNEST C	38 HILLS ST	EAST HARTFORD, CT 06118-2820	2015/5NPE34AF8FH093286	-619.34
2022-03-0066473	HERRERA BEVERLY A	58 SMITH DR	EAST HARTFORD, CT 06118-1545	2001/1HGEM21901L109336	-24.36
2022-03-0066511	HERRING FREDDIE L	29 FAIRWAY CT	EAST HARTFORD, CT 06108-2760	1993/1FDJF37H4PNA31096	-55.11
2020-03-0088435	HIGHLAND MANAGEMENT INC	79 PROSPECT ST	BLOOMFIELD, CT 06002	2008/1FTSX21598EA01804	-319.21
2022-01-0006745	HUYNH TUAN	441 MAIN ST LOT B	EAST HARTFORD, CT 06118	441 MAIN ST B	-398.36
2022-03-0068740	JP MORGAN CHASE BANK NA	PO BOX 901098	FORT WORTH, TX 76101-2098	2021/1F2GTHM8MH380626	-558.96
2022-03-0089486	KEEL GARY H SR	75 WENTWORTH DR	EAST HARTFORD, CT 06118-1637	2017/1C6RR7NT6H5675173	-167.72
2020-03-0068365	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2017/458S21612HW031175	-112.06
2020-03-0068366	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2017/458S21614HW031176	-112.06
2020-03-0068370	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21619JW031860	-9.90
2020-03-0068371	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21615JW031788	-9.90
2020-03-0068372	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21618JW031915	-9.90
2021-03-0068428	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2017/458S21612HW031175	-114.27
2021-03-0068429	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2017/458S21614HW031176	-74.33
2021-03-0068430	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21611JW031609	-38.94
2021-03-0068433	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21619JW031860	-6.80
2021-03-0068434	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21615JW031788	-6.80
2021-03-0068435	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21618JW031915	-6.80
2022-03-0069193	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2017/458S21614HW031176	-1235.63
2022-03-0069195	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21616JW031850	-321.50
2022-03-0069196	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21618JW031851	-321.50
2022-03-0069197	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21619JW031860	-321.50
2022-03-0069198	KEYBANK NATIONAL ASSOCIATION	PO BOX 22055	ALBANY, NY 12201-2055	2018/458S21618JW031915	-321.50
2022-03-0073562	MERCHANTS AUTOMOTIVE GRO	14 CENTRAL PARK DR FL 1	HOOKSETT, NH 03106-1839	2011/1FTNE2EW8BDB10774	-315.84
2022-03-0073972	MITCHELL BRENDA A	15 HOLLAND LANE	EAST HARTFORD, CT 06108-1870	2011/3LNHL2JC3BR769900	-16.64
2022-03-0075670	NISSAN INFINITI LT LLC- TAX OPERATIONS	PO BOX 650214	DALLAS, TX 75265-0214	2020/5N1AZ2A51LN11908	-152.06
2022-03-0078329	PLASSE MARTHA J	4368 W RUBY DR	ELOY, AZ 85131	2014/5KYZWDLA0E6140942	-254.39
2021-03-0077664	PRESSINABA TIEDEWINDE M	235 MAIN ST APT #181	EAST HARTFORD, CT 06118	2008/JTMBD33V686071072	-135.20
2019-03-0080506	RIVERA ILIANA	230 FARMINGTON AVE APT E4	HARTFORD, CT 06105-3505	2012/5FNYP4H51CB038965	-472.50
2022-03-0080671	RODRIGUEZ CANDIDO G	16 SCHOOL ST	EAST HARTFORD, CT 06108-2637	2000/1FUYSSE8BYLGS5709	-239.09
2022-03-0081458	ROSS LORENZO A	76 STERLING RD	EAST HARTFORD, CT 06108-1664	2006/1FTPX14596NA87849	-16.01
2022-03-0083297	SHERIDAN CATALINA	247 OCONNELL DR	EAST HARTFORD, CT 06118-3442	2011/1N4AL2EP1BC129966	-37.50
2022-03-0083298	SHERIDAN CATALINA	247 OCONNELL DR	EAST HARTFORD, CT 06118-3442	2009/1HGC522869A006335	-52.00
2022-01-0014281	THIBAUT REGINALD & THIBAUT DAVIDA L	42 CHESTER ST	EAST HARTFORD, CT 06108	42 CHESTER ST	-594.70
2022-03-0085832	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2018/JTHC81D2XJ5027183	-494.08
2022-03-0085838	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2020/JTDS4RCE1UJ037467	-376.73
2022-03-0085873	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2019/4T1B11HK2K823957	-410.68
2022-03-0085882	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2020/3TMCZ5AN4LM307814	-735.74
2022-03-0085895	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2020/2T3P1RFVXLW125946	-508.79
2022-03-0085899	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2020/5TDH2RBH4L5S20610	-145.44
2022-03-0085906	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2021/JM3TCBCYBM0505864	-263.54
2022-03-0085963	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2020/3TMGZ5AN7LM335642	-169.12
2022-03-0085965	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2020/3TMCZ5AN4LM311457	-735.74
2022-03-0085972	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2019/4T1B11HKKXU263931	-182.36
2022-03-0085973	TOYOTA LEASE TRUST	20 COMMERCE WAY STE 800	WOBURN, MA 01801-1057	2020/4T1G11AK5LU939963	-155.06
2021-01-0014521	TRAN ANTHONY	22 MIDDLE DR	EAST HARTFORD, CT 06118	22 MIDDLE DR	-2,228.48
2022-03-0087069	VCF5 AUTO LEASING CO	6150 OMNI PARK DR	MOBILE, AL 36609	2021/YV4162UM2M2490783	-321.02
2022-03-0087691	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WAUFACF57NA016514	-1,029.32
2022-03-0087712	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1EAAFY2N2076301	-650.44
2022-03-0087715	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1ABAFY2N200378	-549.74
2022-03-0087716	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA1GAAY8N2096044	-584.18
2022-03-0087721	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA114AFY3N2088530	-759.04
2022-03-0087722	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2022/WA15AAFY3N2105563	-686.20
2022-03-0087726	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2020/WAUJWNGF55LN000717	-183.76
2022-03-0087728	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2019/1VWLA7A31CK005458	-155.55
2022-03-0087732	VW CREDIT	1401 FRANKLIN BLVD	LIBERTYVILLE, IL 60048	2019/WA1VAAF74K0D19850	-1,169.54
TOTAL					\$(25,200.79)

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Councillor Morrison took a moment to recognize the Fire Department's efforts during a heavy vehicle rescue demonstration at the Department of Public Works facility last week.

Councillor Wilson formally welcomed Mayor Martin into his new position.

Councillor Tsegai

- asked for an update on the Brewer Street reconstruction project
The overall project is estimated to be completed in November of 2024. The bridge to be rebuilt over Pewterpot Brook that was estimated to be completed by the end of November 2023 has been delayed with estimated completion in the Spring. Work has been suspended due to unanticipated delays related to the work by utilities on their infrastructure and recent low temperatures.
- asked for an update on Town Hall Renovations.
Mayor Martin stated that the project is on schedule and estimates that the building will reopen in March 2024.
- asked what next steps will be for the Veteran's Memorial Clubhouse now that the bond referendum for additional funding has passed.
The Mayor stated that the town issued an RFP and awarded the contract to Maneeley's Banquet and Catering to manage the facility. The Administration is currently working with Maneeley's to revise the project to best suit the needs of both parties. Once those revisions are finalized the RFP for construction on the project will go out to bid shortly thereafter.
- Made note of construction at the corner of Prospect Street and Connecticut Boulevard.
The property was recently acquired by local contractor Joe Modugno. The Town is awaiting information on the intended use of the property.

Councillor Simpson noted that the area of Main Street where Broad and Maple Streets intersect has seen increased traffic incidents due to the detour at Brewer Street and the closure of the Sutton Avenue ramps on Route 2. *The Mayor stated that Main Street is a state route and the Connecticut Department of Transportation has re-striped the area to provide for an additional turning lane. An upgraded turn signal light will be provided that should alleviate some of the issues.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

The pending notice to quit against and claim for relocation costs by New York Hair Salon LLC, regarding 794-810 Silver Lane, Suite 210, East Hartford, CT

MOTION By Don Bell
 seconded by Travis Simpson

to **adopt** the following resolution:

WHEREAS, On March 1, 2023, the Town of East Hartford became record owner of the real property located at 794 – 810 Silver Lane, East Hartford and 818 – 850 Silver Lane, East Hartford (hereinafter collectively "Silver Lane Plaza");

WHEREAS, portions of the Silver Lane Plaza, at the time of acquisition, were occupied by various business entities;

WHEREAS, the Town has maintained efforts to engage with the business entities to offer relocation assistance as reasonably appropriate.

WHEREAS, this Council desires to accept the recommendation of Corporation Counsel to fully and finally settle the pending notice to quit against and claim for relocation costs by New York Hair Salon LLC, regarding 794-810 Silver Lane, Suite 210, East Hartford, CT.

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

1. Notwithstanding the requirements of Town Ordinance 10-19, this Council acting as a committee of the whole for the Fees Committee authorizes the Town to enter into an agreement with New York Hair Salon LLC for Relocation Benefits, Release of Claims for Such Benefits, and Occupancy regarding a portion of the Silver Lane Plaza;
2. Such agreement shall be in a form reviewed and approved by the Office of Corporation Counsel;
3. This Council waives the requirement of rent for New York Hair Salon LLC through then end of December 2023, in consideration for the condition that New York Hair Salon LLC will totally vacate the Premises located at 794-810 Silver Lane, Suite 210, East Hartford, CT by or before December 31, 2023.
4. The Town, in consideration of the release by New York Hair Salon LLC of all past, present and future claims for Relocation Benefits regarding the Silver Lane Plaza and in full and final settlement for such claim, will pay New York Hair Salon LLC the Fixed Payment in Lieu of Actual Expenses in the amount of fifteen thousand four hundred fifty-five dollars and fifty cents (\$15,455.50) as Relocation Benefits, to be paid to New York Hair Salon LLC.
5. That Mayor, Connor S. Martin, is hereby authorized to make, execute and deliver all settlement 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

The pending assessment (tax) appeal known as LAUREN SCOTT MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072891-S, involving real property located at 4-24 St. Regis Street, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
 seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as LAUREN SCOTT MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD, Docket Number

HHB-CV22-6072891-S, involving real property located at 4-24 St. Regis Street, East Hartford to adjust the Appraised Parcel Value of \$1,580,040.00 to \$1,475,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$3,014.65 for Grand List Year 2021, and a refund or reduction of \$3,127.88 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as HOWARD MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073111-S, involving real property located at 9-19 Howard Court, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as HOWARD MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073111-S, involving real property located at 9-19 Howard Court, East Hartford to adjust the Appraised Parcel Value of \$1,011,630.00 to \$925,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$2,486.28 for Grand List Year 2021, and a refund or reduction of \$2,579.67 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as STONE CREEK APARTMENTS, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072895-S, involving real property located at 140 Silver Lane, East Hartford for the Grand List Year 2021 through 2025 and the real property located at 126 Silver Lane, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as STONE CREEK APARTMENTS, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6072895-S, involving real property located at 140 Silver Lane, East Hartford and the real property located at 126 Silver Lane, East Hartford as follows: (1) regarding the property located at 140 Silver Lane, East Hartford to adjust the Appraised Parcel Value of \$3,720,960.00 to \$3,525,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$5,624.05 for Grand List Year 2021, and a refund or reduction of \$5,835.30 for Grand List Year 2022; AND (2) regarding the property located at 126 Silver Lane, East Hartford to adjust the Appraised Parcel Value of \$4,118,360.00 to \$3,825,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$8,419.43 for Grand List Year 2021, and a refund or reduction of \$8,735.67 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as CHAPMAN MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072894-S, involving real property located at 15-27 Chapman Street, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by Travis Simpson

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as CHAPMAN MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6072894-S, involving real property located at 15-27 Chapman Street, East Hartford to adjust the Appraised Parcel Value of \$3,273,040.00 to \$3,155,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$3,387.75 for Grand List Year 2021, and a refund or reduction of \$3,515,.00 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as 18 SIGNOR STREET, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073105-S, involving real property located at 18 Signor Street, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by Travis Simpson

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as 18 SIGNOR STREET, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073105-S, involving real property located at 18 Signor Street, East Hartford to adjust the Appraised Parcel Value of \$986,240.00 to \$875,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$3,192.59 for Grand List Year 2021, and a refund or reduction of \$3,312.50 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as OAKRIDGE SOUTH, LLC V. TOWN OF EAST HARTFORD – HHB-CV22-6073117-S, involving real property located at 50 Church Street, East Hartford for the Grand List Year 2021 through Grand List Year 2025 and 44 Church Street, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as OAKRIDGE SOUTH, LLC PARK v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-

6073117-S, involving real property located at 50 Church Street, East Hartford and the real property located at 44 Church Street, East Hartford as follows: (1) regarding the property located at 50 Church Street, East Hartford to adjust the Appraised Parcel Value of \$1,097,000.00 to \$1,000,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$2,783.90 for Grand List Year 2021, and a refund or reduction of \$2,888.47 for Grand List Year 2022; AND (2) regarding the property located at 44 Church Street, East Hartford to adjust the Appraised Parcel Value of \$1,094,400.00 to \$1,000,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$2,709.28 for Grand List Year 2021, and a refund or reduction of \$2,811.04 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as 106 CENTRAL, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073113-S, involving real property located at 106 Central Avenue, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as 106 CENTRAL, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073113-S, involving real property located at 106 Central Avenue, East Hartford to adjust the Appraised Parcel Value of \$1,038,720.00 to \$925,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$3,264.01 for Grand List Year 2021, and a refund or reduction of \$3,386.61 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as STONE CREEK APARTMENTS, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073103-S, involving real property located at 14-20 Sisson Street, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by Tom Rup

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as STONE CREEK APARTMENTS, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073103-S, involving real property located at 14-20 Sision Street, East Hartford to adjust the Appraised Parcel Value of \$1,056,570.00 to \$925,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$3,776.52 for Grand List Year 2021, and a refund or reduction of \$3,918.37 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as OAKRIDGE NORTH, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072888-S, involving real property located at 145 School Street, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by Tom Rup

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as OAKRIDGE NORTH, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6072888-S, involving real property located at 145 School Street, East Hartford to adjust the Appraised Parcel Value of \$3,813,640.00 to \$3,700,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$3,261.47 for Grand List Year 2021, and a refund or reduction of \$3,383.97 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as TOLLAND STREET HOLDINGS, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6073200-S, involving real property located at 163 Tolland Street, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by John Morrison

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as TOLLAND STREET HOLDINGS, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6073200-S, involving real property located at 163 Tolland Street, East Hartford to adjust the Appraised Parcel Value of \$1,161,830.00 to the fair market value of \$1,040,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$3,496.52 for Grand List Year 2021, and a refund or reduction of \$3,627.85 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as DEERFIELD MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072889-S, involving real property located at 322-342 Park Avenue, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by Travis Simpson

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as DEERFIELD MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-

6072889-S, involving real property located at 322-342 Park Avenue, East Hartford to adjust the Appraised Parcel Value of \$5,277,600.00 to \$5,150,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$3,662.12 for Grand List Year 2021, and a refund or reduction of \$3,799.67 for Grand List Year 2022.

Motion carried 8/0

The pending assessment (tax) appeal known as TOLLAND MULTIFAMILY, LLC v. TOWN OF EAST HARTFORD – HHB-CV22-6072892-S, involving real property located at 490 Tolland Street, East Hartford for the Grand List Year 2021 through Grand List Year 2025.

MOTION By Don Bell
seconded by

to accept the recommendation of Corporation Counsel to settle the pending tax assessment appeal known as TOLLAND MULTIFAMILY v. TOWN OF EAST HARTFORD, Docket Number HHB-CV22-6072892-S, involving real property located at 490 Tolland Street, East Hartford to adjust the Appraised Parcel Value of \$2,792,300.00 to \$2,675,000.00 for the Grand List Year 2021 through Grand List Year 2025 and authorize a refund or reduction of \$3,366.51 for Grand List Year 2021, and a refund or reduction of \$3,492.96 for Grand List Year 2022.

Motion carried 8/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

Gary Roy, 61 Matthew Road

- congratulated the Council and Mayor Martin on their recent elections.
- stated that the redevelopment project at Church Corners Inn should include additional parking for residents.
- proposed further consideration of a long-term solution to accommodate the areas of Town that are subject to localized flooding.

ADJOURNMENT

MOTION By John Morrison
seconded by Don Bell

to **adjourn** (11:05 pm)

Motion carried 8/0

The Chair wished all a good evening and announced that the next meeting of the Town Council will be held on Tuesday December 12th.

Attest _____
Jason Marshall
TOWN COUNCIL CLERK

BOARD OF EDUCATION BUDGET WORKSHOP

NOVEMBER 27, 2023

EAST HARTFORD HIGH SCHOOL LIBRARY

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

ABSENT

ALSO Connor Martin, Mayor

PRESENT Melissa McCaw, Chief Administrative Officer and Finance Director
Thomas Anderson, Superintendent of Schools
Anne Marie Mancini, Deputy Superintendent of Secondary Curriculum
Elsie Torres, Assistant Superintendent of Elementary Curriculum
Nicole Damiata, Director of Human Resources
Ben Whittaker, Chief Operations Officer
Roberta J. Pratt, Chief Information Officer of Information Technology
Craig Outhouse, Director of Pupil Personnel Services
Board of Education Members:
Tyron Harris, Chair; Patrick Biggins, Jaclyn Clarke, Annabelle Diaz Santiago, Matt Lauf, Marilyn Pet, Rebecca Bettancourt, Joelle Murchison, Chris Tierinni

CALL TO ORDER

The meeting was called to order at 5:50 p.m.

Board of Education Chair Tyron Harris and Council Chair Rich Kehoe called to order their respective public agencies. Chair Kehoe described this joint meeting as a continuation of a collaborative process between the East Hartford Board of Education and the Town Council to set a town and board budget that contains a fair appropriation for the schools to ensure the provision of a quality education for all students taking into consideration the need to limit property taxes. Both the Board of Education and the Town Council recognize that they share a common goal of making East Hartford a better place to live and work.

Superintendent Thomas Anderson and Chief Operations Officer Ben Whittaker provided an overview of the Board of Education's achievements and the projected budget needs for the 2025 FY budget.

Councillors asked questions regarding specific services and programs for students and families to increase school attendance and success. Chair Kehoe noted the potential impact on the tax rate of the proposed increase but noted that the mayor, Town Council and board of Education will continue to work together to better assess the overall budget between now and the March, 2024 setting of the town budget for the 2024-2025 fiscal year.

ADJOURNMENT

MOTION By John Morrison
seconded by Don Bell

to **adjourn** (7:12 p.m.)

Motion carried 9/0

Attest _____

Richard F. Kehoe
Town Council Chair



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 4, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: Ordinance 10-3(c) Disposition of Obsolete or Broken Town-Owned Equipment

Pursuant to Section 10-3 (c), this memo serves as a notification of intent by Fire Department to dispose of obsolete tables and a book shelf. The Finance Director deemed no value in the items so they will be disposed of.

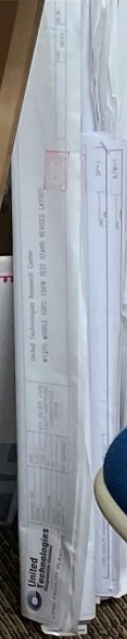
The memo has been circulated among all department and received no interest.

Please place this item on the Town Council agenda as a communication for the December 12, 2023 meeting.

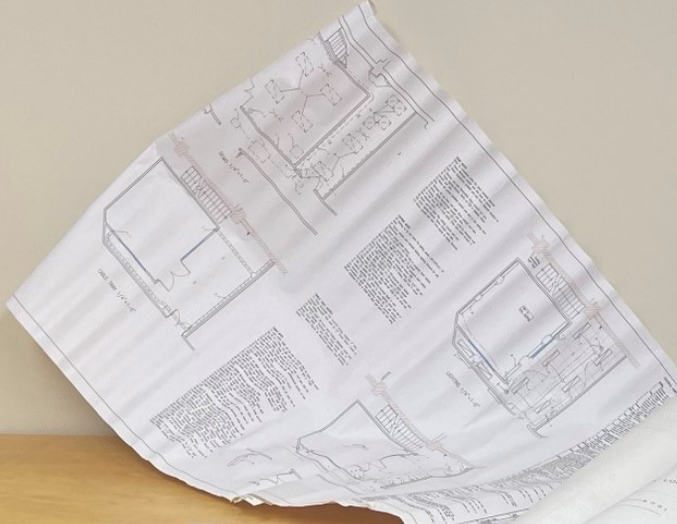
C: K. Munson, Fire Chief

Sec. 10-3 (c):

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







DUST DECONTAMINATION
Loureiro
LOCATION
SERVICES Company
SERVICES
632-1746
DATE: 11.19.09 FOR OWNER





TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 7, 2023

TO: Richard F. Kehoe, Chair

FROM: Mayor Connor Martin

RE: Board of Education – East Hartford High School Media Center Roof
Top Units Replacement Project

Please find the enclosed request from CAO and Finance Director Melissa McCaw related to the East Hartford High School Media Center Roof Top Units Replacement Project.

The East Hartford High School infrastructure project to remove and replace the Media Center Roof Top Units has been approved by the East Hartford Board of Education.

The project now requires Town Council approval before it can move forward.

Please place this item on the Town Council agenda for the December 12, 2023 meeting.

C: M. McCaw, Chief Administrative Officer
Ben Whittaker, BOE Chief Operations Officer
James Rovezzi, BOE Asst. Director- Facilities

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

WHEREAS, the Town of East Hartford Board of Education has identified that the Media Center Roof Top Units replacement project at the East Hartford High School is a priority of the school district and qualifies for State School Construction reimbursement; and

WHEREAS, the cost of removal and replacement of the Media Center Roof Top Units including design and construction is anticipated to total \$236,635 with the State reimbursing 76.43% of eligible costs or \$180,860 leaving the School District to pay 23.57% of eligible costs or approximately \$64,000, which includes an amount for unforeseen ineligible costs; and

WHEREAS, the Board of Education has reserved \$64,000 for local share costs in the capital reserve fund.

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

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the East Hartford High School Media Center Roof Top Units Replacement Project in the amount of \$236,635.
2. The authorization of a total project cost of \$236,635 for the East Hartford High School Media Center Roof Top Units Replacement Project;
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the East Hartford High School Media Center Roof Top Units Replacement Project;
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the East Hartford High School Media Center Root Top Units Replacement Project;
5. That the local share of \$64,000 for this project will be funded through funds previously appropriated by the Town Council from the Board of Education Capital Reserve Fund; and
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the East Hartford High School Media Center Roof Top Units Replacement Project

I, Jason Marshall, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on December 12, 2023

Jason Marshall, Clerk of the Town Council



Department of Facilities

East Hartford High School (869 Forbes Street) Media Center Roof Top Units (HVAC) Replacement

Project Description and Budget

October 11, 2023

Purpose: The East Hartford Public Schools Department of Facilities is proposing a project to replace all four (4) existing roof top (HVAC) package units at East Hartford High School (EHHS).

Background / Existing Conditions

East Hartford High School was constructed in 1962, with significant additions in 1963, 1968, and 1972. The four (4) gas fired roof top package units (RTU's) serving the school's Media Center are 25 years old and well past their useful life. They provide cooling and heating in this space but due to age have become increasingly unreliable. The electrical and mechanical components of these units have begun to fail causing extended system downtime while they are waiting for repair. In addition, the heat exchanger on one of the units will need replacement. Despite receiving regular



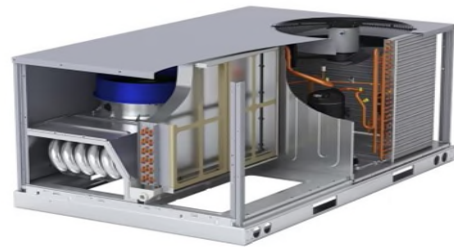
service, they continue to be problematic and parts are becoming harder to source. Besides their unreliability due to age and condition, the refrigerant used in these units is R-22, which has been phased out and is in limited supply and very expensive. The Media Center is used by all High School students as an educational resource, and there are also classroom activities where curriculum is conducted on a daily basis. The space is also used for other school meetings and community related events year-round, and requires cooling and heating to maintain a safe and comfortable environment.

Project Overview

The project will consist of removing the existing four (4) rooftop package units, and replacing them with new package units similarly sized, including electrical and system controls. The new units will be of a higher efficiency (both gas & electric) and are designed to be more reliable. New package units have direct drive VFD, variable speed fan motors replacing belt-drive which are prone to wear and failure. They also have on-board diagnostics that identify and display system trouble codes along with fail-safe system protection. The new units will carry specific warranties covering up to 15 years on certain components.

A schematic design and probable cost estimate is in process of completion by Innovative Construction & Design Services.

Examples of New Roof Top Package Units



Project Budget

Design – Includes: Schematic Design, Design Development and Construction Documents. Preparation of required OSCGR documents and attending required State meetings, bid phase support, construction phase services, and miscellaneous services required for the State process. Testing and commissioning.	\$10,000
Construction- Removal of existing four (4) 20-ton roof top units servicing the Media Center, replacing them with new similarly sized roof top units, including electrical and system controls.	<u>\$226,635</u>
Project Total	\$236,635

Estimated State Reimbursement @ 76.43% = \$180,860

Estimated Local Share: A local share budget of \$64,000 has been carried to account for unforeseen expenses.

Funding Strategy

This project is eligible to be funded through the State of Connecticut Office of School Construction Grants and Review (OSCGR) program, **School HVAC Improvements Grant Round 2**, released for application in September 2023 with an application deadline of December 31, 2023. Currently, East Hartford is eligible for reimbursement from the State at a rate of 76.43% for eligible project expenses, so East Hartford will only have to fund 23.57% of the eligible project cost. The State School Construction Grant Process requires that the Town of East Hartford authorizes 100% of the project cost, even though the Town/District will actually only fund its local share.

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

The Board of Education will fund the entire local share of the project out of its capital reserves, where the \$64,000 local share has been budgeted as part of the FY2024 CIP.

Procedural Steps

- November 13, 2023- Review and Approval of this document and Educational Specifications by the Facilities Committee.
- November 13, 2023- Review and Approval of this document and Educational Specifications by the Board of Education
- November 21, 2023 –Town Counsel Authorization to proceed with project Grant Application. Includes (4) resolutions:
 - Local authorization to fund the cost of the project
 - Authorizing BOE to file the Grant Application
 - Authorizing at least preparation of schematic drawings and outline specifications
 - Authorizing funding of the construction project
- Grant application can commence with a target filing date of December 2023.
- January 2024- EHPS initiates Design Services (DD/CD).
- February (or as soon as grant application is approved) Design work is completed and Plan Review is conducted by OSCGR.
- March 2023 – EHPS project procurement begins for construction phase.
- Spring/summer 2024- Work is underway for the 4 Package Units with target completion of August 2024.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 7, 2023

TO: Richard F. Kehoe, Chair

FROM: Mayor Connor Martin

RE: Board of Education – Pitkin Elementary School Classroom Indoor
Air Quality Improvements Project

Please find the enclosed request from CAO and Finance Director Melissa McCaw related to the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project.

The Pitkin Elementary School infrastructure project to improve the classroom indoor air quality has been approved by the East Hartford Board of Education.

This project now requires Town Council approval before it can move forward.

Please place this item on the Town Council agenda for the December 12, 2023 meeting.

C: M. McCaw, Chief Administrative Officer
B. Whittaker, BOE Chief Operations Officer
J. Rovezzi, BOE Asst. Director-Facilities

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

WHEREAS, the Town of East Hartford Board of Education has identified that the Classroom Indoor Air Quality Improvements project at the Pitkin Elementary School is a priority of the school district and qualifies for State School Construction reimbursement; and

WHEREAS, the cost of the Classroom Indoor Air Quality Improvements including design and construction is anticipated to total \$775,000 with the State reimbursing 76.43% of eligible costs or \$592,333 leaving the School District to pay 23.57% of eligible costs or approximately \$210,000, which includes an amount for unforeseen ineligible costs; and

WHEREAS, the Board of Education has reserved \$210,000 for local share costs in the Capital Reserve Fund.

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

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project in the amount of \$775,000.
2. The authorization of a total project cost of \$775,000 for the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project;
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project;
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project;
5. That the local share of \$210,000 for this project will be funded through funds previously appropriated by the Town Council from the Board of Education Capital Reserve Fund; and
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the Pitkin Elementary School Classroom Indoor Air Quality Improvements Project

I, Jason Marshall, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on December 12, 2023

Jason Marshall, Clerk of the Town Council

Department of Facilities

Pitkin Elementary School (330 Hills Street)
Classroom Indoor Air Quality Improvements

Project Description and Budget

October 23, 2023

Purpose: The East Hartford Public Schools Department of Facilities is proposing a project to improve Indoor Air Quality by constructing a new ventilation system for 25 classrooms at Pitkin Elementary School.

Background / Existing Conditions

Pitkin Elementary School was constructed in 1966, and as typical with schools built in that era, exterior windows (natural ventilation) provide the **only** source of fresh air to classrooms as the building lacks a modern ventilation system. The exhaust fans which are of original design to the building only function to “exhaust” air out of these spaces. During the heating/cooling season when windows are typically closed, significant reductions in fresh air make-up for classrooms are experienced as more air is “exhausted” with little to no fresh air introduced contributing to poor indoor air quality. During milder “shoulder” seasons when windows can be opened, introduces outside air pollutants and allergens to the indoor environment that can also impose an increased health risk to sensitive students. The existing “primitive” method of ventilation is considered inadequate to properly ventilate classrooms by today's health standards. This method is also very inefficient as heated/cooled air is exhausted directly outside without conditioned makeup. A proper ventilation system is needed to correct these inadequate IAQ conditions and to also monitor and ensure that concentrations of Co2 are kept to safe levels based on occupancy.



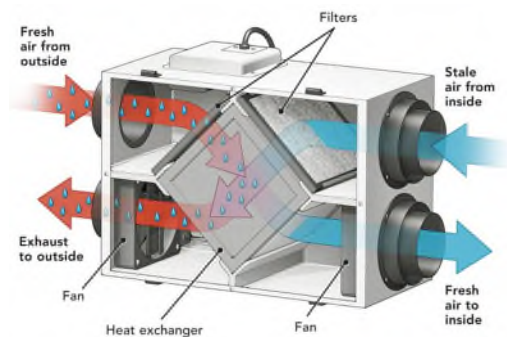
Example of Classroom Ventilation at Pitkin

Project Overview

An **Energy Recovery Ventilator (ERV) System** along with new duct work will be installed which will eliminate the need to use windows for ventilation. Generally, each existing exhaust fan would be replaced with an ERV, and where possible, to incorporate multiple systems into single ERV's sized accordingly. The system uses heat exchangers to capture heat from air that is exhausted and to pre-heat or pre-cool the outdoor air used to ventilate the classrooms. Air passing through these new ERV's will be "conditioned" based on outside/inside temperature for optimum efficiency and control of the indoor environment. Each classroom will have new appropriately sized duct work connected to exhaust and supply diffusers delivering blended and filtered air into classrooms. New outside air intake (OAI) vents and associated duct work will be installed to bring outside air to the ERV units. ERV units will have variable speed fan outputs to supply classrooms with the appropriate amount of air flow based on set points and parameters for precise control and efficiency. Co2 sensors will be installed in the duct work to monitor and control the proper amount of necessary ventilation required for classrooms. A centralized control system will be included in the project which will also monitor Co2 sensors in each classroom along with a master programable controller with remote connection accessibility via internet. This project also includes associated electrical work.

A schematic design and probable cost estimate is in process of completion by Innovative Construction & Design Services.

Examples of Energy Recovery Ventilators



Project Budget

Design – Includes: Schematic Design, Design Development and Construction Documents. Preparation of required OSCGR documents and attending required State meetings, bid phase support, construction phase services,	\$25,000
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and miscellaneous services required for the State process. Testing and commissioning.	
Construction- Removal of existing exhaust fans replaced with appropriately sized multiple Energy Recovery Ventilators along with new duct work to ventilate classrooms, centralized controls and associated electrical.	\$750,000
Project Total	\$775,000

Estimated State Reimbursement @ 76.43% = \$592,333.00

Estimated Local Share: A local share budget of \$210,000 has been carried to account for unforeseen expenses.

Funding Strategy

This project is eligible to be funded through the State of Connecticut Office of School Construction Grants and Review (OSCGR) program, **School HVAC Improvements Grant Round 2**, released for application in September 2023 with an application deadline of December 31, 2023. Currently, East Hartford is eligible for reimbursement from the State at a rate of 76.43% for eligible project expenses, so East Hartford will only have to fund 23.57% of the eligible project cost. The State School Construction Grant Process requires that the Town of East Hartford authorizes 100% of the project cost, even though the Town/District will actually only fund its local share.

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

The Board of Education will fund the entire local share of the project out of its capital reserves, where the \$200,000 local share has been budgeted as part of the FY2024 CIP.

Procedural Steps

- November 13, 2023- Review and Approval of this document and Educational Specifications by the Facilities Committee.
- November 13, 2023- Review and Approval of this document and Educational Specifications by the Board of Education
- November 21, 2023 –Town Counsel Authorization to proceed with project Grant Application. Includes (4) resolutions:
 - Local authorization to fund the cost of the project
 - Authorizing BOE to file the Grant Application
 - Authorizing at least preparation of schematic drawings and outline specifications
 - Authorizing funding of the construction project
- Grant application can commence with a target filing date of December 2023.

- January 2024- EHPS initiates Design Services (DD/CD).
- February 2024 (or as soon as grant application is approved) Design work is completed and Plan Review is conducted by OSCGR.
- March 2024 – EHPS project procurement (Invitation to Bid or District RFP) for construction phase.
- Spring/summer 2024- Work is underway for the Energy Recovery Ventilation system installation with target completion of August 2024.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 6, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: 17 Leonard Drive. Rear, East Hartford to East Hartford Board of ED

The Town of East Hartford currently owns the real property located at 17 Leonard Dr. Rear, East Hartford, CT (the "Premises"). *Enclosed Deed and Property Card for reference.* The East Hartford Board of Education has expressed a willingness to repair the courts and has inquired as to whether the Town would be willing to dedicate and vest the possession and control of the Premises to it. Specifically, the Board of Education has represented that, if granted possession and control of the Premises it will initiate and finance the repair of the front 4 tennis courts at an estimated cost of \$125,000 and continue to maintain the tennis courts in a state of good repair.

The Office of Corporation Counsel requests that the Town Council pass a resolution to dedicate and vest the possession and control of the Premises to the Board of Education.

Please place this item on the Town Council agenda for the December 12, 2023 meeting.

C: M. McCaw, Finance Director
A. Trujillo, Public Works Director
B. Whittaker, BOE Chief Operations Officer
T. Anderson, Superintendent

CONNOR S. MARTIN
MAYOR

OFFICE OF
CORPORATION
COUNSEL

TOWN OF EAST HARTFORD

(860) 291-7215

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

DATE: December 6, 2023

TO: Connor S. Martin, Mayor; Richard Kehoe, Council Chair

FROM: Robert P. Fitzgerald, Assistant Corporation Counsel

COPY: Alexander Trujillo, Director of Public Works; Ben Whittaker, Chief Operations Officer, East Hartford Public Schools; Thomas Anderson, Superintendent

RE: **Dedication and conveyance of possession and control of real property located at 17 Leonard Dr. Rear, East Hartford to the East Hartford Board of Education**

The Town of East Hartford presently owns the real property located at 17 Leonard Dr. Rear, East Hartford, CT (the “Premises”). *Enclosed Deed and Property Card for reference.* The Premises is a 5.1-acre lot that contains 8 tennis courts open to the public and East Hartford High School Students and a 2,640 square foot storage shed. The shed is presently utilized by the Town’s Department of Public Works and Department of Parks and Recreation. The Premises abuts East Hartford High School, 869 Forbes Street, A/K/A 859 Forbes Street, East Hartford, CT.

The Tennis Courts are in need of maintenance. The East Hartford Board of Education has expressed a willingness to repair the courts and has inquired as to whether the Town would be willing to dedicate and vest the possession and control of the Premises to it. Specifically, the Board of Education has represented that, if granted possession and control of the Premises it will initiate and finance the repair of the front 4 tennis courts at an estimated cost of \$125,000 and continue to maintain the tennis courts in a state of good repair. Further the Board of Education represented that it will make reasonable efforts to secure grant funding for a portion of the aforementioned repairs and to fund the installation of (4) basketball hoops, making one “quadrant” of the tennis courts a dual-sport use court. The Board of Education has also requested possession, control, and use of the shed on the Premises.

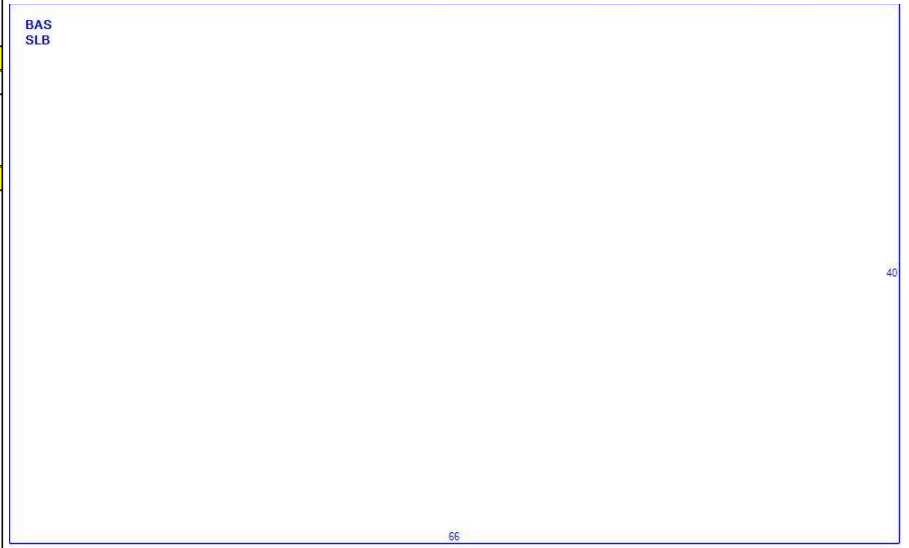
If the Council determines the action described herein to be in the best interest of the Town, then the Office of Corporation Counsel requests that the Town Council pass a resolution to dedicate and vest the possession and control of the Premises to the Board of Education. Such dedication may be for the limited purposes of maintaining and improving the Premises and use of the shed and may permit the public to use the courts located on the premises within the discretion of the Board of Education pursuant to any applicable Town ordinances.

CURRENT OWNER		TOPO	UTILITIES	STRT / ROAD	LOCATION	CURRENT ASSESSMENT				6043 EAST HARTFORD, CT VISION					
TOWN OF EAST HARTFORD		A Good	1 All	1 Paved		Description	Code	Appraised	Assessed						
740 MAIN ST						EX COM LN	21	315,260	220,680						
EAST HARTFORD CT 06108						EX COM BL	22	101,720	71,200						
						SUPPLEMENTAL DATA									
		Alt Prcl ID 2990-0017	Homeown		Loen Suffix Rear										
		Census 5105	VCS 1504		Zoning R-2										
		# Units 1	Class Recr Ex		Res Area 0										
		GIS ID	Assoc Pid#		Non Res A 2640										
						Lot Size 5.1									
						Total		477,490	334,250						
RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRIC	VC	PREVIOUS ASSESSMENTS (HISTORY)							
TOWN OF EAST HARTFORD		0499 0037	01-01-1900	Q	V	0	NC	Year	Code	Assessed	Year	Code	Assessed		
								2021	21	220,680	2019	21	204,340		
									22	71,200	2018	22	69,000		
									25	42,370		25	42,240		
								Total		334,250	Total		315,580		
								Total		315,580	Total		315,580		
EXEMPTIONS			OTHER ASSESSMENTS				This signature acknowledges a visit by a Data Collector or Assessor								
Year	Code	Description	Amount	Code	Description	Number	Amount	Comm Int							
		Total				0.00									
ASSESSING NEIGHBORHOOD															
Nbhd		Nbhd Name		B		Tracing		Batch							
0001															
NOTES															
REAR. MUNICIPAL TENNIS COURTS. 4 COURTS NOT USABLE, REVAL 2006.															
BUILDING PERMIT RECORD															
Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments	Date	Id	Type	Is	Cd	Purpost/Result	
									04-06-2016	JM			01	Measure - No Entry-NOH	
									04-06-2016	JM			10	Send Callback Letter	
									03-13-2007	CH			62	Estimated	
LAND LINE VALUATION SECTION															
B	Use Code	Description	Zone	Land Type	Land Units	Unit Price	I. Factor	Site Index	Cond.	Nbhd.	Nbhd Adj	Notes	Location Adjustment	Adj Unit Pric	Land Value
1	973	Municipal Bldg	R2		5.100 AC	135,000.00	0.50882	C	0.90	2000	1.000	SITE ADJ		0	315,260
Total Card Land Units					5.1000 AC	Parcel Total Land Area: 5.1000					Total Land Value 315,260				

CONSTRUCTION DETAIL			CONSTRUCTION DETAIL (CONTINUED)		
Element	Cd	Description	Element	Cd	Description
Style:	61	Health Club/Spa			
Model	94	Comm/Ind			
Grade	35	.50			
Stories:	1.0				
Occupancy	1.00				
Exterior Wall 1	15	Concr/Cinder			
Exterior Wall 2					
Roof Structure	03	Gable			
Roof Cover	03	Asphalt			
Interior Wall 1	01	Minimum			
Interior Wall 2					
Interior Floor 1	03	Concrete			
Interior Floor 2					
Heating Fuel	10	Other			
Heating Type	04	Forced Hot Air			
AC Type	01	None			
Finished %	100				
Bldg Use	265	Club			
Total Bedrooms	0				
Total Baths					
Num Fixtures	0				
Total Rooms	4				
Basement %	0				
Heat/AC	5	No A/C			
Frame Type	1	Wood Joist			
Baths/Plumbing	02	Average			
Common Wall	F	None			
Wall Height	0.00				
Perimeter	212.00				
1st Floor Use:					

MIXED USE		
Code	Description	Percentage
973	Municipal Bldg	100
		0
		0

COST / MARKET VALUATION	
RCN	135,630
Year Built	1979
Effective Year Built	1996
Depreciation Code	A
Remodel Rating	
Year Remodeled	
Depreciation %	25
Functional Obsol	
External Obsol	
Trend Factor	1
Condition	
Condition %	
Percent Good	75
RCNLD	101,720
Dep % Ovr	
Dep Ovr Comment	
Misc Imp Ovr	
Misc Imp Ovr Comment	
Cost to Cure Ovr	
Cost to Cure Ovr Comment	



OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)										
Code	Description	L/B	Units	Unit Price	Yr Blt	Cond. Cd	% Good	Grade	Grade Adj	Appr. Value
FN1	Fence-C/L	L	1,468	19.50	1975		40	C	1.00	11,450
TEN	Tennis Court	L	32,400	2.00	1985		60	C	1.00	38,880
TEN	Tennis Court	L	25,440	2.00	1950		20	C	1.00	10,180

BUILDING SUB-AREA SUMMARY SECTION								
Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprec Value		
BAS	First Floor	2,640	2,640	2,640	51.38	135,630		
SLB	Slab	0	2,640	0	0.00	0		
Ttl Gross Liv / Lease Area		2,640	5,280	2,640		135,630		



8086 03/24/2016

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETING:

KNOW YE, That UNITED AIRCRAFT CORPORATION, Grantor, a Corporation with offices in the Town of East Hartford, County of Hartford, State of Connecticut, for the consideration of One (1) Dollar and other good and valuable consideration received to its full satisfaction of the TOWN OF EAST HARTFORD, Grantee, in said County and State, does give, grant, bargain, sell and confirm unto the said Town of East Hartford, and its successors forever, for public recreational purposes only, a certain piece or parcel of land situated in the rear and West of Leonard Drive in the Town of East Hartford, County of Hartford, and State of Connecticut, and being more particularly bounded and described as follows:

Beginning at a concrete merestone set in the southwest corner of the most western point of land of the Town of East Hartford and shown as "Mon. 3" on a map entitled: "Town of East Hartford Engineering Dept. Property Map Penney High School Forbes St. - East Hartford Scale: 1" = 40' Jan. 15, 1971, thence running east along land of said Town of East Hartford, a distance of 411.36 feet to a concrete merestone designated "Mon. 2"; thence turning an interior angle of $77^{\circ} 33' 05''$, and running south along other land of said Town of East Hartford a distance of 723.29 feet to a concrete merestone designated "Mon. 1"; thence turning an interior angle of $103^{\circ} 25' 35''$, and running west along now or formerly of Laura Hoinoski a distance of 215.81 feet to a concrete merestone; thence turning an interior angle of $92^{\circ} 13' 10''$, and running north along other land of United Aircraft Corporation, Grantor herein, a distance of 711.08 feet to a concrete merestone designated as "Mon. 3" marking the point or place of beginning, the interior angle at the place of beginning being $86^{\circ} 48' 10''$. Containing 221,936 square feet or 5.1 acres.

The herein described parcel of land is more particularly bounded as follows:

NORTH and EAST on land of the Town of East Hartford,
Penney High School;

SOUTH on land now or formerly of Laura Hoinoski, and

WEST on other land of United Aircraft Corporation,
Grantor herein.

For a more particular description, reference is made to a map to be filed herewith entitled: "Property of United Aircraft Corporation to be conveyed to Town of East Hartford, Connecticut, scale: 1 inch = 200 feet, October, 1972. Petersen & Hoffman successors to Spencer & Washburn, Inc."

Said premises are conveyed subject to all rights of way, if any, as may have heretofore been given.

Said premises are further conveyed subject to the following covenants, restrictions and encumbrances:

1. Neither the Grantee nor its successors will permit the premises herein conveyed to be re-zoned or a dwelling house to be constructed thereon without the written consent of Grantor or its successors or assigns.

2. The tree line that now exists around the perimeter of said premises will be retained and maintained by Grantee or its successors.

TO HAVE AND TO HOLD, the above granted and bargained premises, with the appurtenances thereof, unto the said Grantee and its successors to their own proper use and behoof, for so long as said land is used for public recreational purposes and upon the non-use of said land for such purposes for one (1) year, the entire grant will revert back to the Grantor or its successors or assigns.

AND ALSO, the Grantor does for itself, its successors and assigns covenant with the said Grantee, and its successors, that at and until the ensembling of these presents, it is well seized of the premises, as a good estate in FEE; and has good right

to bargain and sell the same in the manner and form as is above written and that the same is free from all encumbrances whatsoever except as above stated.

AND FURTHERMORE, the said Grantor does by these presents bind itself and its successors and assigns forever to warrant and defend the above granted and bargained premises to the said Grantee, and its successors, against all claims and demands whatsoever, except as above stated.

IN WITNESS WHEREOF, the said Grantor has hereunto caused its hand and seal to be affixed this 20th day of November in the year of our Lord Nineteen Hundred and Seventy-Two.

Signed, Sealed and Delivered in the presence of

W. Harmon Leete
W. Harmon Leete
Elsie Sjogren
Elsie Sjogren

UNITED AIRCRAFT CORPORATION
By Edward L. Hennessy, Jr.
Edward L. Hennessy, Jr.
Title Senior Vice President,
Finance and Administration

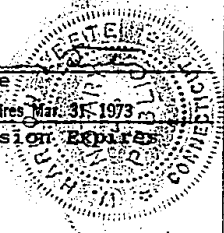
STATE OF CONNECTICUT)
) SS. East Hartford November 20, 1972
COUNTY OF HARTFORD)

Personally appeared Edward L. Hennessy, Jr. of United Aircraft Corporation, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed as an officer aforesaid and the free act and deed of said corporation before me.

"No Conveyance Tax collected

John T. Callahan
Town Clerk of East Hartford"

W. Harmon Leete
W. Harmon Leete
Notary Public
My Commission Expires Mar. 31, 1973
My Commission Expires



Received for Record Nov. 21, 1972 at 3:02 P. M. and recorded by

John T. Callahan Town Clerk

**PROPOSED RESOLUTION REGARDING DEDICATION AND CONVEYANCE OF
POSSESSION AND CONTROL OF REAL PROPERTY LOCATED AT 17 LEONARD
DR. REAR, EAST HARTFORD TO THE BOARD OF EDUCATION FOR THE TOWN
OF EAST HARTFORD**

WHEREAS, the Town of East Hartford owns the real property located at 17 Leonard Dr. Rear, East Hartford, CT (“Premises”);

WHEREAS, the Premises abuts East Hartford High School and contains 8 tennis courts open to the public and East Hartford High School Students and a 2,640 square foot storage shed. The shed is presently utilized by the Town’s Department of Public Works and Department of Parks and Recreation;

WHEREAS, the Tennis Courts are in need of maintenance and are likely to need periodic maintenance and upkeep in the future;

WHEREAS, The East Hartford Board of Education has expressed a willingness to repair the courts and has inquired as to whether the Town would be willing to dedicate and vest the possession and control of the Premises to it;

WHEREAS, The East Hartford Board of Education has reported that it will initiate and finance the repair of the front 4 tennis courts and continue to maintain the tennis courts in a state of good repair. Further the Board of Education will make efforts to upgrade the tennis courts.

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 does hereby dedicate and vest the possession and control of the Premises located at 17 Leonard Dr. Rear, East Hartford, CT to the Board of Education for the limited purposes of maintaining and improving the Premises and so long as the public is permitted to continue use the tennis courts located on the Premises within the discretion of the Board of Education and pursuant to any applicable Town ordinances.
2. The Board of Education is permitted to make use of the shed located on the Premises.
3. The Board of Education shall possess, maintain, and control the Premises in accordance with all applicable law and within the terms of the instrument conveying the Premises to the Town recorded at Vol 499/ Page 37 of the East Hartford Town Land records.
4. This dedication may be modified or revoked by future resolution of this Council.
5. That Mayor, Connor S. Martin, 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.

CONNOR S. MARTIN
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7200

KEVIN MUNSON
FIRE CHIEF

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

December 7, 2023

TO: Connor S. Martin, Mayor
FROM: Kevin W. Munson, Fire Chief
RE: Emergency Fire Apparatus Repair Services

Mayor Martin,

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a blanket bid waiver for emergent repairs to fire apparatus with the three vendors that have the technical expertise for Seagrave fire apparatus.

The fire department is unique in that emergent repair services for specialized pieces of fire apparatus happens without warning and can regularly exceed our non-competitive bidding thresholds, requiring a bid waiver. It is relatively impossible to accurately determine what service will be needed, from what vendor it will be needed, and when. To prevent delays to fire protection bid waivers have been sought in the past to acquire the necessary repair services. To increase efficiency and return apparatus to service faster, the fire department is cooperatively working with Finance and the Mayor's office to determine a permanent solution to our unique challenge.

As an example of the most recent repairs that we are seeking bid waivers for, both Ladder 1 and Ladder 3 needed emergent repairs that are most efficiently performed at a specialty repair shop for timely return to service.

Ladder 1 is a 2008 Seagrave aerial ladder truck. It serves as the primary response aerial apparatus north of Interstate 84. It was discovered that there was a significant motor failure. The company that diagnosed the problem, Atlantic Detroit Diesel (the manufacturer of the motor), is a current town vendor that repairs vehicles for the fire department and specializes in working on this type of apparatus. Due to the emergent nature of the repair, and the lack of available spare apparatus, the decision was made to have the vendor make the necessary repairs. Due to life, health and safety, providing the authorization to proceed with repairs had to occur prior to the next available Council meeting to obtain such bid waiver.

Ladder 3 is a 2000 Seagrave aerial ladder truck. It serves as the primary and only spare aerial apparatus for the Town. It was recently discovered that there was a brake system failure. The company that diagnosed the problem, EJ Boughton, is a current town vendor that repairs vehicles for the fire department and specializes in working on this type of apparatus. Due to the emergent nature of the repair, and the lack of available spare apparatus, it was critical to have the vendor make the necessary repairs.

As a result, I am requesting, in consultation with the Finance Department, a blanket bid waiver to address the following:

- Recognize emergent repairs will arise that require prompt response to return apparatus to service in the interest of life, health and safety of our residents

- Avoid lack of compliance with Town Purchasing Ordinance when work must be authorized prior to obtaining a bid waiver
- Minimize multiple requests to Council for bid waivers to achieve greater efficiency

For the following vendors:

- EJ Boughton and Sons for an amount not to exceed \$40,000.
- Gowans and Knight for an amount not to exceed \$40,000.
- Atlantic Detroit Diesel for an amount not to exceed \$50,000.

The requested blanket bid waiver for the above noted vendors is intended to provide the authorization for all emergency repairs with these vendors that arise through June 30, 2024. In all cases, the fire department seeks multiple quotes and selects a vendor factoring in pricing and time to repair.

As we approach FY2025, the fire department will issue an RFP to obtain multiple vendors, recognizing pricing will vary based on parts availability, type of repair and timeline for completion.

I appreciate your consideration of this request. Please let me know if you need additional information or clarification.

Respectfully Submitted,



Kevin Munson
Fire Chief



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 4, 2023
TO: Richard F. Kehoe, Chair
FROM: Connor S. Martin, Mayor
RE: BID WAIVER: Priority Dispatch Corp

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, please see the enclosed bid waiver request and supporting materials from Interim Police Chief Mack Hawkins to allow the purchase of the Priority Dispatch System ESP license renewal, service and support in the amount of \$8,960 and Q Plus for EMD in the amount of \$20,800 both covering the period of July 1, 2023 through June 30, 2024.

Please place this information on the Town Council agenda for the December 12, 2023 meeting.

C: M. McCaw, Finance Director
M. Enman, Purchasing Agent
M. Hawkins, Police Interim Chief

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

MACK S. HAWKINS
INTERIM CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

TO: Connor S. Martin, Mayor
FROM: Mack S. Hawkins, Interim Chief of Police
DATE: December 1, 2023
SUBJECT: Request for Bid Waiver for Priority Dispatch Corp (PDC)

In accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to permit the purchase of the Priority Dispatch System ESP license renewal, service and support in the amount of \$8,960 and Q Plus for EMD in the amount of \$20,800 both covering the period of July 1, 2023 thru June 30, 2024.

The Medical Priority Dispatch system provides protocols for prioritizing responses of emergency vehicles and personnel. Priority Dispatch Corp (or PDC) is the only dispatch system provider with an in-house research and development organization with the approval of the International Academies of Emergency Dispatch (founded in 1988). Since the early 2000's, Priority Dispatch has expanded from Medical Protocols to also Fire and Police Protocols. The Priority Dispatch Systems (or PDS) is regulated by the following: Underwriter Laboratories, US Dept. of Agriculture and the American Heart Association. Although there are 3 major carriers of the Emergency Medical Dispatch name (Priority Dispatch, APCO and PowerPhone), PDS is available worldwide in 21 languages and used in 45 countries.

The Town of East Hartford has contracted with PDC for over twenty years with a yearly contract to include the program, training and quality assurance. The State of Connecticut mandates all State Certified Telecommunicators to hold an Emergency Medical Dispatch (EMD) certificate to be certified by the State. Moreover, Connecticut State Statute Sec. 28-25b-(g)(1) states "Not later than July 1, 2004, each public safety point shall provide emergency medical dispatch, or shall arrange for emergency medical dispatch to be provided by a public safety agency or regional emergency telecommunications center, in connection with all 911 calls received by such public safety answering point for which emergency medical services are required."

All current Communication Supervisors and Dispatchers are trained and well-versed using Priority Dispatch.

Priority Dispatch is the only all-purpose and comprehensive Priority Dispatch systems provider company in the world. (Please see memorandum of Sole Source for further information – attached)

I appreciate your consideration of this request. Please let me know if you need additional information or clarification.

Respectfully Submitted,



Mack S. Hawkins
Interim Chief of Police



MEMORANDUM OF SOLE SOURCE

Emergency Medical, Police, and Fire Priority Dispatch Systems

30 March 2023

Priority Dispatch Corp. (evolved from Medical Priority Consultants, Inc.) is the only all-purpose and comprehensive Priority Dispatch systems provider company in the world. This includes the following exclusive areas within Emergency Dispatch:

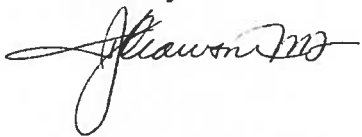
- 1) Only provider of Expert System Priority Dispatch call-taking software
- 2) Only provider of fully two-way CAD integrated Priority Dispatch software system (ProQA)
- 3) Only provider of Automated Quality Assurance Priority Dispatch Case Review software (AQUA)
- 4) Only provider of 24 hour/7day technical support service for Priority Dispatch-related software
- 5) Only contracted provider of the International Academies of Emergency Dispatch's evidenced based protocols that meets or exceeds International Standards
- 6) Only contracted provider of the International Academies of Emergency Dispatch's unified protocol systems: Medical Priority Dispatch System version 13.3, Police Priority Dispatch System version 7, and Fire Priority Dispatch System version 7.1
- 7) Only contracted provider of Priority Dispatch System cardset trays (springless design for MPDS, FPDS, and PPDS cards on-line dispatching), Priority Dispatch System Pilot Guides, and Priority Dispatch System protocol tablets
- 8) Only contracted provider of the International Academies of Emergency Dispatch's unified alternate care/referral protocol OMEGA (Medical Priority Dispatch System) version 13.3 OMEGA
- 9) Only contracted provider of the IAEMD's Principles of Emergency Medical Dispatch, 6th Edition
- 10) Only provider of Comprehensive Implementation of MPDS, FPDS, and PPDS Consulting Services (IAED Accreditation Eligibility services)
- 11) Only contracted Emergency Dispatch Instructor Training organization through the International Academies of Emergency Dispatch
- 12) Only contracted ED-Q Training organization through International Academies of Emergency Dispatch
- 13) Only contracted ETC Training organization and Curriculum materials provider through the International Academies of Emergency Dispatch
- 14) Only contracted Quality Performance Review (QPR) comprehensive quality assurance program

- 15) Only contracted Priority Dispatch International Emergency Dispatch Leadership Certification Seminar Training organization through International Academies of Emergency Dispatch
- 16) Only MPDS, FPDS, and PPDS web-based continuing dispatch education (CDE) subscription provider to the College of Emergency Dispatch through International Academies of Emergency Dispatch
- 17) Only contracted provider of IAED-approved Priority Dispatch standards and versions update materials
- 18) Only provider of automated EMD Dispatch Diagnostics (Breathing Verification Dx, Pulse Check Dx, CPR Compressions Monitor and Metronome, Childbirth Contractions Timer Dx, Stroke Diagnostic Tool Dx, Aspirin Diagnostic and Instruction Tool, Emerging Infectious Diseases Diagnostic Tool, Stuck Accelerator Tool)
- 19) Only provider of Academy Analytics™ powered by FirstWatch®
- 20) AI SkillLab, powered by Call Simulator, is a powerful tool to train and enhance the performance of new, as well as experienced Emergency Dispatchers on special ProQA Case Interactive Software
- 21) Voyager AI, powered by Corti, allows agencies to look at and analyze 100% of their calls to pinpoint areas where they excel, as well as identify potential risks within the QA/QI process for better performance in a more timely manner than ever before

Priority Dispatch takes pride in being the sole source for the majority of Priority Dispatch-related systems and services and is generally acknowledged as both the inventor of the science and the leader in the field of Priority Dispatch.

If any further information is required, please contact me directly.

Sincerely,



Jeff J. Clawson, M.D.
CEO & Medical Director
Director, Division of Research & Standards

Cc: Office of the President
Vice President, Legal & HR
Vice President, Sales & Marketing
Vice President, Protocol, Translation, Curriculum & Instructional Design
Director of Comprehensive Client Implementations



Medical Priority Consultants, Inc.
 dba Priority Dispatch Corp
 110 S Regent St Ste 500, Salt Lake City, UT, 84111-1997, US
 Phone: (801) 363-9127 Fax: (801) 746-5879
 www.prioritydispatch.net
 accounting@prioritydispatch.net

INVOICE

Invoice Number	SIN341636
Invoice Date	06/30/2023
Agency ID	793

Billing Address

East Hartford Fire Department
 Attn: Communications Center 31 School Street
 East Hartford, CT 06108-2638
 United States

Shipping Address

East Hartford Fire Department
 Attn: Communications Center 31 School St
 East Hartford, CT 06108-2638
 United States

Customer Reference	Quote #	PO #	Invoice Currency	Due Date
	Q-64476		USD	Net 30

Product Name	Quantity	Total
Priority Dispatch System ESP (P) M <i>Priority Dispatch System ESP (P) M System License Renewal, Service & Support 7/1/2023 - 6/30/2024</i>	7	\$ 0.00
Net Total		\$ 8,960.00
Tax Total		\$ 0.00
Invoice Total		\$ 8,960.00

Payment Detail

FEDERAL TAX ID# 87-0447422

Check payments:

Medical Priority Consultants, Inc. dba Priority Dispatch Corp.
 P.O. Box 30847
 Salt Lake City, UT, 84130-0847

Wire/ACH payments:

Medical Priority Consultants, Inc. dba Priority Dispatch Corp.
 110 South Regent Street, Suite 500
 Salt Lake City, Utah 84111

Account Number: 002226546
 Routing Number: 124000054
 Swift Code: ZFNBUS55
 Bank Name: Zions First National Bank

Credit Card payments: please visit <https://payment.prioritydispatch.net>

Remittance Email: finance@prioritydispatch.net

Questions or Corrections: accounting@prioritydispatch.net



Medical Priority Consultants, Inc.
 dba Priority Dispatch Corp
 110 S Regent St Ste 500, Salt Lake City, UT, 84111-1997, US
 Phone: (801) 363-9127 Fax: (801) 746-5879
 www.prioritydispatch.net
 accounting@prioritydispatch.net

INVOICE

Invoice Number	SIN290546
Invoice Date	07/01/2023
Agency ID	793

Billing Address

East Hartford Fire Department
 Attn: Communications Center 31 School Street
 East Hartford, CT 06108-2638
 United States

Shipping Address

East Hartford Fire Department
 Attn: Communications Center 31 School St
 East Hartford, CT 06108-2638
 United States

Customer Reference	Quote #	PO #	Invoice Currency	Due Date
			USD	Net 30

Product Name	Quantity	Total
Q Plus for EMD (12 Months) <i>Year 1 – July 1, 2023 through June 30, 2024 Quality Performance Review - (EMD) Expert case review and reporting for 80 per month for 1 year Subscription auto-renews without written cancellation</i>	1	\$ 20,800.00
Net Total		\$ 20,800.00
Tax Total		\$ 0.00
Invoice Total		\$ 20,800.00

Payment Detail

FEDERAL TAX ID# 87-0447422

To pay this invoice via Credit Card online please visit:
<https://payment.prioritydispatch.net>

Alternatively, please pay this invoice in US DOLLARS by wire transfer to:

Account Info:
 Medical Priority Consultants, Inc. dba Priority Dispatch Corp
 110 South Regent Street, Suite 500
 Salt Lake City, Utah 84111
 Account No.: 002226546
 Routing No.: 124000054
 Swift Code ZFNBUS55

Bank Info:
 Zions First National Bank
 One South Main Street
 Salt Lake City, UT 84133, USA

E-mail Remittance Advice to Finance@prioritydispatch.net

Contact Accounting@prioritydispatch.net with any questions regarding this invoice.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 1, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: State Department of Aging and Disability Services ARPA Funding

The Town of East Hartford is looking to apply the Department of Aging and Disability Services for state American Rescue Plan Act (ARPA) funding.

These ARPA funds may be used for certain eligible uses.” These uses fall under two categories:


1. Facility Improvements, including a variety of capital improvements including air & HVAC systems, lighting, accessibility features as well as vehicle acquisition, maintenance, and repurposing; and
2. Programming, including the acquisition of program registration software, web design renovation capability, extended senior center hours, special focused entertainment or programming, and expanded staff hours to support those programs, when applicable.

Please place this item on the Town Council agenda for the December 12, 2023 meeting.

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

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Connor S. Martin

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – State Department of Aging and Disability Services
ARPA Funding

DATE: December 1, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the Department of Aging and Disability Services for state American Rescue Plan Act (ARPA) funding.

These ARPA funds may be used for certain eligible uses.” These uses fall under two categories:

1. Facility Improvements, including a variety of capital improvements including air & HVAC systems, lighting, accessibility features as well as vehicle acquisition, maintenance, and repurposing; and
2. Programming, including the acquisition of program registration software, web design renovation capability, extended senior center hours, special focused entertainment or programming, and expanded staff hours to support those programs, when applicable.

Projects under consideration include replacement of the patio gate to better protect against potential theft and/or vandalism. creation of a parking area for staff so that more existing parking is made available to seniors visiting the Center and

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 12, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Laurence Burnsed, Health and Human Services Director
Victoria Liberator, Senior Services Coordinator
Melissa McCaw, Chief Administrative Officer

[\(/AgingandDisability\)](#)

Connecticut State Department of Aging and Disability Services

[CT.gov Home](#) [\(/\)](#) [Department of Aging and Disability Services](#) [\(/AgingandDisability\)](#) American Rescue Plan Act CT Senior Center Funding

ADS is excited to announce \$10 million in American Rescue Plan funds is available to support senior centers in Connecticut! Letters were sent to municipal leaders regarding this funding and we encourage both municipal and non-profit senior centers to take advantage of this exciting funding opportunity.

The state is making \$9 million of this funding available for municipalities to support their local senior centers through:

- Facility improvements, which can cover a variety of capital improvements, including air and HVAC systems, lighting, accessibility features, vehicle acquisition, maintenance, and repurposing; and
- Programming, which can include the acquisition of program registration software, web design renovation capability, extended senior center hours, special or focused entertainment or programming, while also encompassing expanded staff hours to support those programs, when applicable.

For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of information, referral, and assistance. Additional services could include nutrition, wellness, educational, social, and recreational activities.

The remaining funding will be used by the Connecticut Department of Aging and Disability Services to support our statewide senior center activities. These activities might include improving online services for senior centers, supporting senior center events, and developing media campaigns that promote engagement at senior centers.

[FAQs ARPA SC Funds 10 23 2023](#)

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 12th day of December, 2023

R E S O L U T I O N

WHEREAS; the State of Connecticut Department of Aging and Disability Services has awarded the Town \$109,000.00 in state American Rescue Plan Act (ARPA) funds, and;

WHEREAS; the Town wishes to use these funds on increased programming for seniors and improvements to the Senior Center facilities,

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, 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 Department of Aging as they pertain to this ARPA grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ____ day of _____, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: State Department of Aging ARPA Funds

Funder: State of Connecticut Department of Aging

Grant Amount: \$109,000

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: The legislative intent for these funds is to re-engage people at their local senior centers.

Results achieved: Facilities improvements and/or increased programming at the Senior Center. Senior programs will focus on encouraging engagement and socialization among senior residents to address the impact of the COVID-19 pandemic on isolation among our older adult populations. Funded programs will also promote exercise for a healthier lifestyle.

Duration of grant: Funds must be committed by the end of 2024 and expended by the end of 2026.

Status of application: Under development

Meeting attendee: Health & Human Services Department Director Laurence Burnsed, x7321

Comments: None



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 1, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: \$700,000 Federal Appropriation for the Rehabilitation of the Hockanum Trail

The Town of East Hartford is looking to apply to the federal Department of Housing and Urban Development (HUD) for Community Project Funding in the amount of \$700,000 for the Rehabilitation of the Hockanum Trail.


The funding will allow for the replacement of wooden decking for all of the existing trail sections in need of work.

Please place this item on the Town Council agenda for the December 12, 2023 meeting.

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

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Connor S. Martin

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – \$700,000 Federal Appropriation for the Rehabilitation of the Hockanum Trail

DATE: December 1, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the federal Department of Housing and Urban Development (HUD) for Community Project Funding in the amount of \$700,000 the Rehabilitation of the Hockanum Trail.

In the Consolidated Appropriations Act, 2022, (P.L. 117-103) (the Act), Congress made available “grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending.” One of the grants authorized under the Act was \$700,000 for the Rehabilitation of the Hockanum Trail.

The funding will allow for the replacement of wooden decking for all of existing trail sections in need of work. Replaced wooden decking sections will be anchored to prevent uplift by floodwater, and the bridge at Martin Park will receive new wood decking and replacement handrails.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 1, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director



Home / Program Offices / Community Planning and Development / EDI CPF Grants

ECONOMIC DEVELOPMENT INITIATIVE - COMMUNITY PROJECT FUNDING GRANTS

Overview

HUD's Office of Community Planning and Development, Congressional Grants Division is responsible for the administration of congressionally-directed spending under the Economic Development Initiative - Community Project Funding (CPF).

What are Economic Development Initiative - Community Project Funding (CPF) grants?

CPF grants are selected through a congressionally-directed application process. HUD does not facilitate the grant application process.

CPF grants provide investment in a wide variety of projects such as housing, homelessness prevention, workforce training, public facilities, parks, resilience planning and other critical infrastructure and services.

Who is eligible to receive these funds?

Projects selected for Community Project Funding are listed in the Joint Explanatory Statement (JES) that accompanies a specific fiscal year's appropriations act. The JES lists projects by entity, project name, award amount and congressional sponsor.

Only entities named in the JES for a specific fiscal year are eligible to receive these grant funds.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT—Continued

[Community Project Funding/Congressionally Directed Spending]

Agency	Account	Project	Recipient	State	Amount	Requestor(s)		Origination
						House	Senate	
Department of Housing and Urban Development	Community Development Fund	Colt Park Structure Rehabilitation	City of Hartford	CT	1,000,000	Larson (CT)	Blumenthal, Murphy	H/S
Department of Housing and Urban Development	Community Development Fund	Lawnhill Terrace	Charter Oak Communities	CT	450,000	Himes		H
Department of Housing and Urban Development	Community Development Fund	The Center for Family Justice	The Center for Family Justice	CT	865,000	Himes		H
Department of Housing and Urban Development	Community Development Fund	Riverfront Park	City of Hartford	CT	900,000	Larson (CT)		H
Department of Housing and Urban Development	Community Development Fund	Hartford400	rQuilt Partnership Inc	CT	900,000	Larson (CT)		H
Department of Housing and Urban Development	Community Development Fund	Rehabilitation of Hockanum River Linear Park Trail	Town of East Hartford	CT	700,000	Larson (CT)		H
Department of Housing and Urban Development	Community Development Fund	Wastewater Treatment Facility	Town of Cornwall	CT	3,000,000	Hayes		H
Department of Housing and Urban Development	Community Development Fund	Hartford Food Pantry	Connecticut Food Bank, Inc.	CT	250,000	Larson (CT)		H
Department of Housing and Urban Development	Community Development Fund	Demolition of Thomas Aquinas School Building	City of New Britain	CT	350,000	Hayes		H
Department of Housing and Urban Development	Community Development Fund	Scotland Town Hall Renovation	Town of Scotland	CT	700,000	Courtney		H
Department of Housing and Urban Development	Community Development Fund	East Hartford Downtown Post Office Acquisition	Town of East Hartford	CT	600,000	Larson (CT)		H

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Community Project Funding (CPF)/Congressionally Directed Spending Grant for Rehabilitation of the Hockanum River Trail

Funder: U.S. Congress

Grant Amount: \$700,000

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? N/A

From which account? N/A

Grant purpose: CPF grants provide investment in a wide variety of projects such as housing, homelessness prevention, workforce training, public facilities, parks, resilience planning and other critical infrastructure and services.

Results achieved: Rehabilitation of sections of the Hockanum River Trail

Duration of grant: Period of Performance ends August 31, 2030

Status of application: Grant awarded, application under development

Meeting attendee: To be determined

Comments: None

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 12th day of December, 2023

R E S O L U T I O N

WHEREAS; In the Consolidated Appropriations Act, 2022, (P.L. 117-103) (the Act), Congress made available “grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending,” and,

WHEREAS; the Act allocated \$700,000 to the Town of East Hartford for the rehabilitation of the Hockanum River Linear Park Trail,

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, 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 U.S, Department of Housing and Urban Development as they pertain to this Community Project Funding/Congressionally Directed Spending grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ____ day of December, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 1, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: \$600,000 Federal Appropriation for the Acquisition of the Downtown Post Office


The Town of East Hartford is looking to apply to apply to the federal Department of Housing and Urban Development (HUD) for Community Project Funding in the amount of \$600,000 the Acquisition of the Downtown Post Office.

Please place this item on the Town Council agenda for the December 12, 2023 meeting.

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

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Connor S. Martin

FROM: Paul O'Sullivan, Grants Manager 

SUBJECT: Council Resolution – \$600,000 Federal Appropriation for the Acquisition of the Downtown Post Office

DATE: December 1, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the federal Department of Housing and Urban Development (HUD) for Community Project Funding in the amount of \$600,000 the Acquisition of the Downtown Post Office.

In the Consolidated Appropriations Act, 2022, (P.L. 117-103) (the Act), Congress made available “grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending.” One of the grants authorized under the Act was \$600,000 for the acquisition of the Downtown Post Office.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 1, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Community Project Funding (CPF)/Congressionally Directed Spending Grant for Purchase of the Downtown East Hartford Post Office

Funder: U.S. Congress

Grant Amount: \$600,000

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? N/A

From which account? N/A

Grant purpose: CPF grants provide investment in a wide variety of projects such as housing, homelessness prevention, workforce training, public facilities, parks, resilience planning and other critical infrastructure and services.

Results achieved: Purchase of the Downtown East Hartford Post Office

Duration of grant: Period of Performance ends August 31, 2030

Status of application: Grant awarded, application under development

Meeting attendee: To be determined

Comments: None



Home / Program Offices / Community Planning and Development / EDI CPF Grants

ECONOMIC DEVELOPMENT INITIATIVE - COMMUNITY PROJECT FUNDING GRANTS

Overview

HUD's Office of Community Planning and Development, Congressional Grants Division is responsible for the administration of congressionally-directed spending under the Economic Development Initiative - Community Project Funding (CPF).

What are Economic Development Initiative - Community Project Funding (CPF) grants?

CPF grants are selected through a congressionally-directed application process. HUD does not facilitate the grant application process.

CPF grants provide investment in a wide variety of projects such as housing, homelessness prevention, workforce training, public facilities, parks, resilience planning and other critical infrastructure and services.

Who is eligible to receive these funds?

Projects selected for Community Project Funding are listed in the Joint Explanatory Statement (JES) that accompanies a specific fiscal year's appropriations act. The JES lists projects by entity, project name, award amount and congressional sponsor.

Only entities named in the JES for a specific fiscal year are eligible to receive these grant funds.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT—Continued

[Community Project Funding/Congressionally Directed Spending]

Agency	Account	Project	Recipient	State	Amount	Requestor(s)		Origination
						House	Senate	
Department of Housing and Urban Development	Community Development Fund	Colt Park Structure Rehabilitation	City of Hartford	CT	1,000,000	Larson (CT)	Blumenthal, Murphy	H/S
Department of Housing and Urban Development	Community Development Fund	Lawnhill Terrace	Charter Oak Communities	CT	450,000	Himes		H
Department of Housing and Urban Development	Community Development Fund	The Center for Family Justice	The Center for Family Justice	CT	865,000	Himes		H
Department of Housing and Urban Development	Community Development Fund	Riverfront Park	City of Hartford	CT	900,000	Larson (CT)		H
Department of Housing and Urban Development	Community Development Fund	Hartford400	Quilt Partnership Inc	CT	900,000	Larson (CT)		H
Department of Housing and Urban Development	Community Development Fund	Rehabilitation of Hockanum River Linear Park Trail	Town of East Hartford	CT	700,000	Larson (CT)		H
Department of Housing and Urban Development	Community Development Fund	Wastewater Treatment Facility	Town of Cornwall	CT	3,000,000	Hayes		H
Department of Housing and Urban Development	Community Development Fund	Hartford Food Pantry	Connecticut Food Bank, Inc.	CT	250,000	Larson (CT)		H
Department of Housing and Urban Development	Community Development Fund	Demolition of Thomas Aquinas School Building	City of New Britain	CT	350,000	Hayes		H
Department of Housing and Urban Development	Community Development Fund	Scotland Town Hall Renovation	Town of Scotland	CT	700,000	Courtney		H
Department of Housing and Urban Development	Community Development Fund	East Hartford Downtown Post Office Acquisition	Town of East Hartford	CT	600,000	Larson (CT)		H

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 12th day of December, 2023

R E S O L U T I O N

WHEREAS; In the Consolidated Appropriations Act, 2022, (P.L. 117-103) (the Act), Congress made available “grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending,” and,

WHEREAS; the Act allocated \$600,000 to the Town of East Hartford for the East Hartford Downtown Post Office Acquisition,

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, 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 U.S, Department of Housing and Urban Development as they pertain to this Community Project Funding/Congressionally Directed Spending grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ____ day of December, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 1, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: Summer Youth Employment Program

The Town of East Hartford is looking to apply to the Capital Workforce Partners for the Summer Youth Employment and Learning Program funding. The town is eligible for approximately \$165,420 of reimbursable costs. No local match is required from the town.

Please place this item on the Town Council agenda for December 12, 2023, meeting.

C: P. O'Sullivan, Grants Manager
E. Buckheit, Development Director
A. Peltier, East Hartford Works Director

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Connor Martin

FROM: Amy Peltier, East Hartford Works! Director

SUBJECT: Council Resolution – Town Council Authorization to apply for the Summer Youth Employment and Learning Program funds made available by Capitol Workforce Partners (CWP)

DATE: December 1, 2023

Attached is a draft Town Council resolution authorizing you as Mayor to apply for Summer Youth Employment and Learning Program Funds through CWP.

CWP is a pass-through entity for federal and state funds. CWP wishes to contract with an entity to provide certain workforce development programming and services in the North Central Workforce Region of CT. A contract awarded in whole or in part with these funds is a subaward and the town of East Hartford as a subrecipient is a Contractor. These funds will provide crucial work based learning and first-time professional experiences for East Hartford residents age 14 to 24. Additionally, local businesses community organizations and town departments are engaged to host youth interns creating a mutually beneficial workforce environment; youth are exposed and connected to local employment opportunities and employers benefit from additional entry level capacity. This past 2023 summer, 55 residents, age 14 to 19 received part-time internships, worked over 6,350 hours and earned over \$90,000. 71% of these youth reported they would not have otherwise had a job, if not for this program and 94% of participants reported being extremely satisfied with their experience. Contributing earnings toward household bills was the most common way youth interns reported using their paychecks. 17 different worksites, including town departments, participated by hosting a youth intern and of those that responded to our survey, 76% were satisfied with their intern experience. Several employers reported their most successful outcome was being able to offer their intern a more permanent position.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 12, 2023. Please contact me at 290-4345 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director
Melissa N. McCaw, Finance Director
Paul O’Sullivan, Grants Manager

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Summer Youth Employment and Learning Program

Funder: Capital Workforce Partners as a pass through for CT Department of Labor

Grant Amount: Approximately \$165,420.00 of reimbursable costs

Frequency: One time Annual Biennial Other 3 invoicing dates

First year received:	<u>\$144,668.00</u>		
Last 3 years received:	<u>\$289,463</u>	_____	_____
Funding level by year:	\$ _____	\$ _____	\$ _____

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: The purpose of SYELP is to expose and connect youth to career pathways through paid work-based learning in order to build a talent pipeline that meets employer needs. The program intent is to provide youth with career competency development and work readiness training combined with real-world experiences aligned to their interests.

Results achieved: Up to 60 East Hartford youth can be selected for internship experiences and work up to 120 hours of subsidized wages for local employers, municipal departments and community based programs. Youth gain experience and make an income.

Duration of grant: July 1 through September 30

Status of application: Due December 14

Meeting attendee: Amy Peltier, EHW Director

Comments:

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 ___ day of December, 2023.

R E S O L U T I O N

WHEREAS; Capital Workforce Partners (CWP) will reimburse the Town's ARPA funds under the Summer Youth Employment and Learning Program and

WHEREAS; these funds can be used to provide East Hartford youth age 14-21 with employment and learning experience, while offering local employers subsidized wages for the interns' labor

NOW THEREFORE LET IT BE RESOLVED; that Connor Martin, 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 CWP and the state of CT as they pertain to this Summer Youth Employment and Learning Program grant.

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

IN WITNESS WHEREOF, I do hereunto set my hand and affix the corporate seal of said Town of East Hartford the ___ day of _____, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 4, 2023, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: RESOLUTION: ACP Outreach Grant Program: National Competitive Outreach Program, updated sub grantee

The Town of East Hartford is looking to apply to the Federal Communications Commission (FCC) for funding under the Affordable Connectivity Program (ACP) Outreach Grant Program: National Competitive Outreach Program for a collaborative project led by the East Hartford Public Library on behalf of the Library Connection, Inc. (LCI) member libraries.

The ACP is a \$14.2 billion FCC benefit program that helps ensure that qualifying low-income households can afford the broadband they need for work, school, healthcare, and more.

Please place this item on the Town Council agenda for December 12, 2023, meeting.

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

GRANTS ADMINISTRATION MEMORANDUM

TO: Mayor Connor Martin

FROM: Paul O’Sullivan, Grants Manager

SUBJECT: Council Resolution – ACP Outreach Grant Program: National Competitive Outreach Program, updated subgrantee

DATE: November 29, 2023

On December 13, 2022, the Town Council authorized the Mayor to apply to the Federal Communications Commission (FCC) for funding under the Affordable Connectivity Program (ACP) Outreach Grant Program: National Competitive Outreach Program for a collaborative project led by the East Hartford Public Library on behalf of the Library Connection, Inc. (LCI) member libraries.

The ACP is a \$14.2 billion FCC benefit program that helps ensure that qualifying low-income households can afford the broadband they need for work, school, healthcare, and more.

Subsequent to the Council resolution on December 13, LCI withdrew from the project, and Hartford Public Library (HPL) stepped up to be the subgrantee.

The application was successful. The collaborative proposal was awarded \$250,000.

Attached is a resolution updating the December 13, 2022 authorization to include the participation of Hartford Public Library as a subgrantee as stipulated in the FCC Notice of Award.

As the lead applicant, East Hartford will provide program leadership for the collaborative venture, which still includes the participation of LCI member libraries. As the subgrantee, HPL will manage the administrative logistics of contracted ACP navigators, who will provide 1:1 signup assistance in participating towns.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 12, 2023. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

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

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: Affordable Connectivity Outreach Grant Program: National Competitive Outreach Program (NCOP)

Funder: Federal Communications Commission (FCC)

Grant Amount: \$250,000

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: The ACP Outreach Grant Program will help increase awareness of and participation in the ACP among eligible households.

Results achieved: Increase awareness of and participation in the ACP among those households most in need of affordable connectivity in East Hartford, Hartford, and area towns.

Duration of grant: through June 15, 2025

Status of application: Approved, grant contract signed.

Meeting attendee: Library Director Sarah Morgan, x4340

Comments: The attached resolution clarifies the intent to enter into partnership with the Hartford Public Library to successfully operate this program. This intended partnership was not explicitly stated in the original resolution passed on December 13, 2022.

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 12th day of December, 2023

R E S O L U T I O N

WHEREAS; the Federal Communications Commission (FCC) has made funding available through the Affordable Connectivity Program (ACP) Outreach Grant Program, and;

WHEREAS; this program can provide funding and resources needed to increase awareness of and participation in the ACP among those households most in need of affordable connectivity, and;

WHEREAS; a partnership agreement with the Hartford Public Library is critical to the success of this endeavor,

NOW THEREFORE LET IT BE RESOLVED; that Connor S. Martin, 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 FCC as they pertain to this Affordable Connectivity Program (ACP) Outreach 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 ____ day of December, 2023.

Seal

Signed: _____
Jason Marshall, Town Council Clerk

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

December 6, 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 6:38 pm

APPROVAL OF MINUTES

November 1, 2023

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the November 1, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Proposed Revision to Job Description and Pay Grade for Position of Project Manager – Sustainability in Department of Public Works

Director Harris stated that this is a position that had been vacated due to the retirement of Tom Baptist, who served the Town for many years. As the Town has evaluated the job description and recruited for candidates, the Administration recognized that to hire someone suitable and remain in the current market for the qualifications required, an increase in paygrade would be merited. The Director shared that additional duties have also been added into the job description, including budget management, bid requests for proposals and filings and responses with OSHA.

The Committee discussed whether the Town has the funds within the budget to afford a pay increase for the position and deemed the increase in pay is necessary. Currently the position is listed as a Grade 13 in the CSEA Union, with a range of \$74,069-90,034 for

2023-24. The recommendation is to increase the position to a Grade 15, with a range from \$87,070-\$105,826.

MOTION By Tom Rup
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade for the Position of Project Manager – Sustainability in Department of Public Works, dated November 9, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

Proposed Revision to Job Description for Position of Youth Outreach Coordinator in Department of Health and Human Services, Crisis Intervention

The Director stated that as this position has recently been vacated, after a review of the job description it was decided that a number of knowledge requirements listed were not deemed necessary. Education and Experience requirements were updated and made more specific, with additional focus placed on direct relationships with constituents and facilitation and involvement with organizations such as the Juvenile Review Board and the Youth Task Force.

MOTION By Harry Amadasun
Seconded by Tom Rup

to **recommend** the Town Council accept the Proposed Revision to Job Description for the Position of Youth Outreach Coordinator in the Department of Health and Human Services, Crisis Intervention dated October 24, 2023, as provided by the Department of Human Resources per the subcommittee’s discussion.

Motion carried 3/0

Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Administrative Aide in the Fire Department

As this job description was reviewed by the Administration, the Director recommends that the title be changed to a more appropriate “Executive Administrative Coordinator” to better reflect the current duties of the role. This position provides information and assistance to the public regarding policies and procedures, handles fiscal management of department expenditures, payroll, as well as budget preparation. Upon review of other municipalities, it was determined that a pay grade increase would be necessary to remain competitive in the current job market.

MOTION By Tom Rup
Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision to Job Description and Pay Grade and Change in Title for the Position of Administrative Aide to the title of Executive Administrative Coordinator in

the Fire Department dated December 1, 2023, as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
Seconded by Harry Amadasun

to **adjourn** (6:57 pm)

Motion carried 3/0

C: Town Council
Mayor Martin
Tyron Harris, Human Resources Director
Alex Trujillo, Director of Public Works
Laurence Burnsed, Director of Health and Human Services
Kevin 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 29, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re DPW Project Manager – Sustainability

Dear Mr. Martin:

Please see the attached job description for the DPW Project Manager - Sustainability. Our CAO Melissa McCaw, Public Work Director Alex Trujillo and myself have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Public Works Director with tasks and assignments, including preparing meeting agendas, financial status updates, and property assessments.
- Reviews plans, specifications and designs for public works projects including highway, street and sidewalk construction, drainage improvements, recreational fields and facilities improvements.
- Prepares costs and material estimates for construction projects.
- Contributes to Occupational Safety and Health Administration (OSHA) filings and responses.
- Prepares project status updates and attends Public Building Committee meetings.
- Sits on the Sustainable CT Board as the Town representative.
- Member of the Capitol Region Council of Governments Advisory Committee.
- Leads "green" projects including solar arrays and EV charging stations.

Lewis A. Tamaccio currently serve the Town as its Project Manager for projects ranging from relining basketball courts to the MEP Upgrade Project being completed at East Hartford's Historic Town Hall. In total, He is helping manage over 15 ongoing projects, with numerous other projects pending. He has proven to be a valuable asset to the Town, demonstrating cost-saving alternatives on multiple projects and project alternatives that lead to permanent solutions over temporary ones. He also volunteered to fill the Town of East Hartford's role on the Sustainable CT Board and the Capitol Region Council of Governments Advisory Committee.

The DPW Project Manager – Sustainability job description has yet to be updated since 2018, and the role has evolved. Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change.

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: Project Manager – Sustainability

GRADE: ~~13~~15

DEPARTMENT: Public Works/Engineering

DATE:

[10/16/2018](#)[11/09/2023](#)

GENERAL DESCRIPTION

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

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

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Formulates operating plans and procedures for the Department to achieve sustainability goals.
- Plans, organizes and implements assigned projects and work, including the formulation of work procedures and schedules.
- Works with internal and external stakeholders to build capacity to achieve sustainability goals and to complete improvement projects.
- Competent in project management, including budgeting, contractor coordination, regulatory permitting, cost control and warranties.
- Employs best management practices as relates to sustaining and enhancing Town facilities, green spaces, and other Town assets.
- Reviews plans, specifications and contractual agreements approved by either the Planning and Zoning Commission or the Town.
- Responsible for providing inspections at appropriate construction sites and preparing reports to Town Engineer.

- Performs and coordinates on-site inspection of projects to ensure conformity with construction design, safety and minimum Town standards.
- Makes assessment of unanticipated construction problems and receives oral or written instructions or work orders from the Public Works Director or designee.
- Recommends modifications to plans and related costs.
- Investigates complaints and prepares a report with recommendations to the Town Engineer.
- Collects and prepares daily reports from Inspection staff.
- Uses computer with engineering and construction applications in all phases of work.
- Reports work accomplished to the Public Works Director or designee.
- [Assists public by providing information and technical assistance, construction activity.](#)
- [Assists annually with fiscal year budget.](#)
- [Prepares bid documents and requests for proposals for new tasks/projects.](#)

ADDITIONAL DUTIES:

- [Assists Public Works Director with tasks and assignments, including preparing meeting agendas, financial status updates, and property assessments.](#)
- Reviews plans, specifications and designs for public works projects including highway, street and sidewalk construction, drainage improvements, recreational fields and facilities improvements.
- [Prepares costs and material estimates for construction projects.](#)
- [Contributes to Occupational Safety and Health Administration \(OSHA\) filings and responses.](#)
- [Prepares project status updates and attends Public Building Committee meetings.](#)
- [Sits on the Sustainable CT Board as the Town representative.](#)
- [Member of the Capitol Region Council of Governments Advisory Committee.](#)
- [Leads “green” projects including solar arrays and EV charging stations.](#)

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of municipal public works functions and services.
- Experience with sustainability and conservation practices, including, but not limited to, water conservation, irrigation techniques, solar power, and energy use.
- Experience with green space planning and protection, including pedestrian trails, signage, recreation facilities, playgrounds, golf courses, cemeteries, conservation areas, and athletic fields.
- Knowledgeable and skilled in conservation biology, especially naturalistic landscaping for pollinator species, habitat diversity, and invasive species control.
- Considerable ability to plan and implement programs and capital improvement projects for the department, and to coordinate projects through key supervisors.
- Considerable ability to communicate effectively, orally and in writing.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, attorneys, contractors, officials of other agencies, boards and

commissions and the general public. Ability to apply the principles of construction inspection and civil engineering to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Ability to interpret plans and specifications and to write engineering reports in clear, concise and understandable language.
- Ability to direct the work of others.

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

SPECIAL REQUIREMENTS

Must possess a valid Connecticut driver's license.

TOOLS AND EQUIPMENT USED

Motor vehicle, and computer.

PHYSICAL AND MENTAL DEMANDS

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

Work is performed in office settings and in outside weather conditions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to walk, stand, use hands to finger, handle, and feel or operate objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift or move up to 25 lbs. the employee must have corrected vision. The employee must be able to read, analyze, and interpret complex documents and respond effectively to sensitive inquiries and complaints. The position requires the employee to define problems, collect data, establish facts and draw conclusions and make effective presentations on controversial or complex topics.

WORK ENVIRONMENT

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

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

GENERAL GUIDELINES

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

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

11/10/2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Youth Outreach Coordinator

Dear Mr. Martin:

Please see the attached job description for the Youth Outreach Coordinator.

There was a lot of background information removed since it's not essential for a new employee to have that level of background knowledge. We also clarified the educational requirements.

General Description:

The Youth Outreach Coordinator is assigned to the Department of Health & Human Services, Crisis Intervention Division and is responsible for reducing youth violence, delinquency and truancy in the East Hartford community. The Youth Outreach Coordinator will report to the Program Supervisor of the Crisis Intervention Division. The Coordinator shall maintain a strong working relationship with the East Hartford Police Department and East Hartford Public Schools. The Coordinator will be responsible for the facilitation of the Juvenile Review Board (JRB) and all identified facets for the JRB. The Youth Outreach Coordinator will conduct all Youth Services intakes for truancy, and Family with Service Needs (FWSN-to include defiance of school rules, runaways, beyond control of parent and immoral conduct referrals).

Essential Job Functions:

- Maintains ongoing consultation with other identified staff within Crisis Intervention Division or other related programs.
- Ensures that computer data is entered and maintained for program evaluation, record keeping, and input into required State of CT data collection systems.
- Assists with other program and administrative functions and performs related work as required to benefit the Department.
- Develop and maintain relationships with state agencies to include Department of Children and Families (DCF), State Department of Education (SDE), Judicial Court Support Services Division (CSSD), CT Youth Services Association (CYSA), and CT State Police (relationships with the CSP SRO's are required to service East Hartford youth who may engage in criminal conduct in schools outside of the East Hartford Public Schools that result in JRB referrals).
- Provides input on barriers to quality of life conditions for children, youth and families; improves quality of life and well-being through evidence-based strategies.
- Participates in staff meetings, supervision, trainings, and other meetings, as assigned.

Education and Experience:

- Bachelor's degree in Social Work, criminal justice, or other related human services field. 3-5 years of relevant experience with disengaged or disconnected youth within the juvenile justice system will be considered in lieu of a Bachelor's degree.

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: Youth Outreach Coordinator

GRADE: NBU

Field Code Changed

DEPARTMENT: ~~Health & Human Services, Crisis Intervention Division~~ Youth Services
Date: 10/24/2023

General Description:

The Youth Outreach Coordinator is assigned to the Department of ~~Health & Human Services, Crisis Intervention Division~~ Youth Services and is responsible for reducing youth violence, delinquency and truancy in the East Hartford community. ~~The Youth Outreach Coordinator will report to the Program Supervisor of the Crisis Intervention Division.~~ The Coordinator shall maintain a strong working relationship with the East Hartford Police Department and East Hartford Public Schools. The Coordinator will ~~be responsible for the facilitation~~ manage of the Juvenile Review Board (JRB) ~~and all identified facets for the JRB.~~ The Youth Outreach Coordinator will conduct all Youth Services intakes for truancy, and Family with Service Needs (FWSN-to include defiance of school rules, runaways, beyond control of parent and immoral conduct referrals). ~~As the JRB Manager, the Coordinator will conduct JRB youth and family pre-JRB hearing intakes, conduct all State required (Ohio Seales) screenings and associated data collection requirements, facilitate the JRB hearings, perform diversion follow up duties that include case management and monitoring, data collection, coordination with all stakeholder agencies, as well as with board members and families to support East Hartford youth involved in criminal offenses. The Youth Outreach Coordinator will conduct all Youth Services intakes for truancy/defiance of school rules, runaways, beyond control of parent and immoral conduct referrals.~~ The coordinator will actively participate in community organizations and meetings that support programs that reach and benefit the youth of East Hartford. The Coordinator will oversee the East Hartford Youth Task Force.

Essential Job Functions:

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- ~~Plans youth outreach activities and collaborates with other Town staff and community partner to conduct program assignments, directs, and oversees staff, operations, and activities of the Outreach Office and reviews~~
- ~~Reviews~~ program effectiveness through internal and external ~~assessments/evaluations, recommends and implements changes to effect success, and conducts in-service staff training opportunities.~~
- ~~Responsible for the management of the Juvenile Review Board, including all communication with the~~
- ~~referred family and referring law enforcement agencies, pre-JRB screenings, collection of facts and~~
- ~~circumstances of each case, case presentation to the Board, follow-up case management, and all data~~
- ~~collection.~~
- Responsible for the intake and case management of all truancy, school defiance, beyond control of

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- the parent, runaway, and immoral sexual conduct referrals.
- Maintains relevant curriculum and activities in line with current best practices in the industry.
-
- Identifies positive youth development, risk prevention, intervention, and leadership opportunities.
- - Partners with and convenes East Hartford (public and private) community agencies, schools, and
 - municipal departments concerning youth issues and trends in the community.
 - Initiates outreach strategies targeting underserved and high-risk youth and families in consideration
 - —of cultural awareness and community demographics.
 - —Hires, supervises and evaluates Facilitates experiential learning Adventure Plus- programs facilitators, youth outreach workers, JRB for identified at-risk youth.
 - Case and Family Mentors/Social Work staff assigned to the Outreach Office.
 - Maintains ongoing consultation with other identified staff within Crisis Intervention Division or other related programs.
 - Uses a variety of marketing techniques to facilitate organization visibility, participant recruitment, program media coverage, and information dissemination to the community.
 - — Ensures that computer data is entered and/maintained for program evaluation, record keeping, and input into required State of CT data collection systems.
 - — Assists with other program and administrative functions and performs related work as required to benefit the Department of Youth Services.
 - — Develop and maintain relationships with state agencies to include Department of Children and Families (DCF), State Department of Education (SDE), Judicial Court Support Services Division (CSSD), CT Youth Services Association (CYSA), and CT State Police (relationships with the CSP SRO's are required to service East Hartford youth who may engage in criminal conduct in schools outside of the East Hartford Public Schools that result in JRB referrals).
 - Provides input on barriers to quality of life conditions for children, youth and families; improves quality of life and well-being through evidence-based strategies.
 - Participates in staff meetings, supervision, trainings, and other meetings, as assigned.

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Knowledge, Skills, and Abilities:

- Experience of 3-5 years working with children, teens, adults, and ~~for~~ families.
- A working knowledge of treatment and prevention of substance misuse, suicide prevention, chronic absenteeism, parenting support, crisis response, and juvenile diversion.
- Experience in and knowledge of the juvenile justice system, including Judicial Juvenile Court processes, law enforcement, and Juvenile Review Board restorative justice practices. **(required)**
- Ability to work autonomously and take initiative to further the goals of the Crisis Intervention Division Youth Services.
- Excellent verbal and written communication skills are essential in conjunction with computer literacy.
- Strong organizational skills, able to multi-task and prioritize, able to meet deadlines.
- Strong motivational and leadership skills, including ability to orient and train.
- Skill and experience in monitoring and evaluating program effectiveness and identifying gaps in services.
- Must be receptive and responsive to supervision and professional development.

- East Hartford is a diverse community with 70% of the population comprised of persons of color. The person in this position will need to have a good understanding of cultural competency and cultural humility.

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Education and Experience:

Graduation from a four-year college or university and 3-5 years of relevant experience or 5-8 years of direct criminal justice experience in program planning and administration. Additionally, must have experience conducting presentations and preparing press releases, brochures and reports; or an equivalent combination of experience that includes the following knowledge, skills and abilities:

- Bachelor's degree in Social Work, criminal justice, or other related human services field preferred, experience working with disengaged and disconnected youth within the juvenile criminal justice system considered in lieu of a BA.
- 3-5 years of relevant experience with disengaged or disconnected youth within the juvenile justice system will be considered in lieu of a Bachelor's degree. Considerable knowledge of positive youth development practices
 - ~~Knowledge of research methodologies, analysis and report writing.~~
 - ~~Knowledge of State labor laws as they relate to youth.~~
 - ~~Knowledge of personal computer technology and application software needed to run reports, build and maintain databases and track fiscal and program data.~~
 - ~~Skill and experience in community outreach and communication building.~~
 - ~~Skill and experience in preparing and maintaining program budgets and issuing required fiscal reports.~~
 - ~~Skill and experience in monitoring and evaluating program effectiveness and identifying gaps in services.~~
 - ~~Knowledge of criminal law and law enforcement practices.~~
 - ~~Knowledge of State Board of Education regulations.~~
 - ~~Knowledge of DCF policies and practices.~~
 - ~~Knowledge of CYSA (CT Youth Services Association) policies.~~
 - ~~Must possess a valid motor vehicle operator's license.~~
 - ~~Must successfully pass a background check (fingerprints, criminal records).~~

Additional Requirements:

- Bilingual/Bicultural, Spanish/English skills helpful, but not required
- Must possess a valid driver's license
- An acceptable general background check to include a local and state criminal history and sex offender registry check. Individuals in this position cannot be listed as having a founded/substantiated abuse or neglect complaint.
- Experience assisting traditionally underserved populations with a developed understanding of issues of diversity is essential
 - ~~Experience with project coordination and program implementation~~
 - ~~Demonstrated skills in providing consultation, training, and quality assurance to make improvements in services.~~

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Physical and Mental Demands

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 home visits or resident outreach
- Occasional after-hours work may be required for outreach and education events

- **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.](#)

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.

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.

Hours: This is a full-time position with work hours scheduled Monday through Friday, 8:30 a.m. to 4:30 p.m. Occasional after-hours work may be required for crisis response, outreach and education events.

MICHAEL P. WALSH
MAYOR

TOWN OF EAST HARTFORD

(860) 291-7220

TYRON HARRIS
DIRECTOR
OFFICE OF HUMAN
RESOURCES

11/10/2023

740 Main Street
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Administrative Aide

Dear Mr. Martin:

Please see the attached job description for the Administrative Aide in the Fire department with a new title of Executive Administrative Coordinator.

Our Fire Chief and myself have reviewed the job description and salary band from surrounding towns Fire departments and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

This position provides a variety of complex administrative functions, involving sensitive and confidential information for the Fire Chief, Officers, and the Department. This position also provides information and assistance to the public regarding Fire Department policies and procedures. This position provides fiscal management of department expenditures, payroll, budget preparation, and tracking. This position supervises and assigns work to the front office staff. The duties and responsibilities listed should not be construed as all-inclusive. The essential job duties will include other responsibilities as assigned and required.

ESSENTIAL JOB FUNCTIONS:

- Provides significant support in the preparation and administration of the Department budget, monitors accounts payable, tracks expenditures, reviews and processes purchase orders, deposits monies received from donations, reimbursements, report fees, etc.
- Provides administrative support to the Fire Chief and other members of the management team including the coordination and preparation of meetings, maintaining information using appropriate software applications, preparing information summaries as requested, and drafting reports.
- Supervises front office personnel.
- Oversees and manages the records management system.
- Maintains department filing systems and records, may develop and implement new filing systems, or modify systems as appropriate.
- Prepares statistical information for annual budget recommendations. Makes recommendations to the Fire Chief and Assistant Fire Chief in the preparation of the annual department budget.
- Regularly updates payroll to reflect individual or group changes.
- Prepares and transmits payroll information for processing into an automated payroll system.
- Receives payroll checks, reviews for accuracy, and distributes to employees.
- Prepares regular statistical and narrative reports for the supervisor upon request.

Executive Administrative Coordinator job description has yet to be updated since 1959, and the role has evolved. Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be

considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change and title change.

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: Executive Administrative Coordinator~~Administrative Aide~~
GRADE: 710

Field Code Changed

DEPARTMENT: Fire Department **DATE:** 2/959/2312/1/2023

Field Code Changed

POSITION DEFINITION:

~~Works under the general direction of the Fire Chief. Performs, coordinates, and supervises office administrative activities in the preparation, accounting, and maintenance of department revenue and expenditures. Organizes and maintains department records and files. May perform secretarial work of a confidential and responsible nature. This position provides a variety of complex administrative functions support, involving sensitive and confidential information for the Fire Chief, Officers, and the Department. This position also provides information and assistance to the public regarding Fire Department policies and procedures. This position provides fiscal management of department expenditures, payroll, budget preparation, and tracking. and This position supervises and assigns work to the front office staff.~~

SUPERVISION RECEIVED:

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~~This position works under the direct supervision of the Fire Chief and Assistant Fire Chief (s).~~

ESSENTIAL JOB FUNCTIONS:

~~The duties and responsibilities listed should not be construed as all-inclusive. The essential job duties will include other responsibilities as assigned and required.~~

- ~~Plans and organizes work according to established or standard office procedures. May develop or modify office procedures to maximize efficiency. Provides significant support in the preparation and administration of the Department budget, monitors accounts payable, tracks expenditures, reviews and processes purchase orders, deposits monies received from donations, reimbursements, report fees, etc.~~
- ~~Determines priority of work tasks. Provides administrative support to the Fire Chief and other members of the management team including the coordination and preparation of meetings, maintaining information using appropriate software applications, preparing information summaries as requested, and drafting reports.~~
- ~~Assigns work to clerical support staff, if any. Supervises front office personnel.~~
- ~~Oversees and manages the records management system.~~
- ~~Maintains department filing systems and records, may develop and implement new filing systems, or modify systems as appropriate.~~
- ~~Performs office administrative work in the functional areas of budget control, employee payroll and benefits, and related department reporting systems. Maintains weekly attendance records and payroll for entire department, taking~~

~~into account a complex variety of Firefighter position levels and temporary promotions. Maintains separate overtime records. Provides administrative support to the Fire Chief and other members of the management team for the Department's personnel functions. Receives personnel information, reviews for accuracy and completeness, and maintains confidentiality in all personnel-related matters.~~

- ~~• Compiles and prepares statistical and narrative reports for Fire Chief. Prepares a wide variety of correspondence from draft or verbal instruction and independently composes correspondence related to assigned responsibilities.~~
- Prepares statistical information for annual budget recommendations. Makes recommendations to the Fire Chief and Assistant Fire Chief in the preparation of the annual department budget.
- ~~• Assists in the preparation of department work schedules. Develops brochures, forms and other information materials, for Department programs, events, and services.~~
- ~~• Transmits and explains supervisor's administrative directions to proper persons, and follows up to assure compliance, completeness, and conformance to deadlines.~~
- ~~• Types and transcribes letters, reports, and meetings minutes from rough draft or transcription equipment.~~
- ~~• Composes and types routine correspondence and reports.~~
- ~~• Screens telephone calls, greets visits, ascertains nature of business, and refers to appropriate office/person as possible. Responds to incoming phone calls and provides information regarding Department policies and procedures relating to assigned responsibilities.~~
- ~~• Arranges meetings and schedules appointments for the Fire Chief.~~
- ~~• Meets the public and provides information on department operations.~~
- ~~• Receives and records fees, performs related bookkeeping functions.~~
- ~~• Maintains central inventory of supplies and uniforms. Contacts vendors for price quotes and orders supplies as needed through the Town Purchasing Department. Obtains bids and information for purchase of new office equipment/supplies as needed.~~
- Prepares employee payrolls in accordance with collective bargaining agreements for employees.
- Monitors employee leave accruals.
- Receives and reviews time sheets from units.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Prepares and transmits payroll information for processing into an automated payroll system.
- Receives payroll checks, reviews for accuracy, and distributes to employees.
- ~~• Prepares regular statistical and narrative reports for the supervisor upon request.~~

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ADDITIONAL JOB FUNCTIONS:

- Maintains work flow records on special projects. Maintains proficiency by attending training conferences and meetings.
- Maintains records of state and federal grant programs as directed. Represents the Department by attending various committee meetings or associated functions.
- Organizes and prepares materials for publications, such as administrative regulations, position announcements, examination procedures, program guides and activity schedules. Assists in the coordination of Fire Department events during the year.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of accounting;
- Office practices and procedures;
- Word processing, spreadsheets, databases, and desktop software programs;
- Business English;
- Budgeting process, personnel policies, and the IAFF collective bargaining agreement with Local 1548;
- Principles and practices of record keeping;
- Principles and practices of supervision;
- Principles and practices of administrative research and report writing; and
- Principles and practices of customer service and public relations.

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Skill in:

- Use of office equipment;
- Use of personal computers;
- Planning and organizing work to meet project and deadline requirements;
- Supervising and training staff;
- Problem-solving and decision making;
- Using initiative and judgment;
- Composing, drafting, and editing business correspondence and reports;
- Communicating effectively with internal and external customers;
- Answering multiple phone lines;
- Dealing professionally and appropriately with others; and
- Interpreting policies and procedures.

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Ability to:

- Deal with confidential information;
- Plan and conduct studies and reports;
- Maintain accurate records;
- Establish and maintain effective working relationships with others; and
- Work in a safe manner.

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- Ability to work independently with a minimum of supervision.
- Ability to apply principles of management to solve practical problems independently.
- Ability to interpret instructions furnished in written, oral or schedule form.

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- Ability to acquire a working knowledge of the policies, procedures, and goals of the Fire Department.
- Knowledge of accounting principles and procedures.
- Ability to type with speed and accuracy.
- Ability to take dictation, meeting minutes, and to transcribe notes from rough drafts and/or correspondence with speed and accuracy.
- Ability to establish and maintain complex files and record systems.
- Ability to compose clear and correct letters and reports.
- Ability to efficiently schedule and coordinate meetings and events.
- Ability to supervise.
- Must be able to access and process information contained in file records and computer databases.

PHYSICAL AND MENTAL EFFORT, AND ENVIRONMENTAL CONDITIONS:

While performing the duties of this position, the employee is required to make decisions; utilize interpersonal skills, teamwork, creativity, and customer service. English, discretion, basic math, and independent judgment. Duties involve standing, walking, stooping, talking, reaching, feeling, repetitive motions of hands/wrists, sitting, grasping, hearing and handling. Work requires the ability to push, lift, pull, and carry up to 20 pounds. A public address system is used in the Fire Department and this position requires the ability to work with the noise levels associated with a working fire station. While the noise level is higher the typical of most office environments, hearing protection is not required. Work involves multiple tasks that change frequently, but policies and procedures exist to define direction. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations.

- Works in an 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.
- **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.

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JOB QUALIFICATIONS:

The required skills and knowledge would generally be acquired with an Associates Degree in Business Administration, Accounting, or a closely related field of study, and two years of increasingly responsible administrative ~~secretarial or~~ office management experience, including one year of supervisory experience.

NOTE: 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: December 8, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: REFERRAL: Personnel and Pensions Subcommittee

Please see the attached proposed revisions to the job descriptions and recommendation of paygrade and title changes to the following positions as prepared by HR Director Tyron Harris

Accounting Assistant, Finance with the new title of Accountant
Payroll Coordinator with the new title of Payroll Manager

Please place this item on the Town Council agenda for the December 12, 2023, meeting for referral to the Personnel and Pensions Subcommittee.

C: T. Harris, HR Director
M. McCaw, Finance 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

November 30, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Accounting Assistant, Finance

Dear Mr. Martin:

Please see the attached job description for the Accounting Assistant, Finance with a new title of Accountant.

Our Chief Administrator Officer, Deputy Finance Director and myself have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

GENERAL DESCRIPTION

This position is responsible for recording the receipt of all income (checks, cash, credit card payments, grants, wires and other electronic deposits) in the Town's General Ledger. This position is critical in ensuring the completeness and accuracy of the transactions that occur in the Town's numerous bank accounts, investment statements and other accounts in order to produce an accurate financial position and year end comprehensive financial statements. The position also requires complete knowledge of Accounts Payable duties. This position also has the responsibility for making difficult cash management, accounts payable/receivable technical decisions, including monitoring cash balances and notifying management when transfers are required to meet liabilities, such as payroll and accounts payable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare purchase order maintenance entries. Prepare budget amendments and maintenance as needed.
- Record Board of Education accounts payable and payroll journal entries. May record BOE cashbook credits.
- Review and process the monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.
- Deposits Board of Education State and Federal checks on an as-needed basis and record any necessary journal entries.
- Prepares journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.
- Reviews the balance sheets on a monthly basis to ensure all accounting adjustments are completed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the balance sheet and the associated accounting and the normal balance of debits and credits.
- Considerable knowledge of the accounting equation (assets, liabilities and fund balance) and understanding in the interpretation and intuition of and impact of journal entries.

- Demonstrates independent professional and accurate judgement in the administration of accounting entries and functions.
- Considerable knowledge of the interfund matrix and relationship of the Town's funds and the associated accounting necessary to properly record transactions. Requires logical reasoning to ensure appropriate follow-up and maintenance of each fund's respective balance sheet.

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position is referred to Town Council for consideration of a pay grade change and title change.

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: Accountant

GRADE: ~~8~~-12

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DEPARTMENT: Finance

DATE: 12/1/2023

GENERAL DESCRIPTION

Performs responsible and accurate accounting clerical and bookkeeping work involving the maintenance of department accounts including cash management and investment.

Work involves responsibility for preparing standard journal entries for accounting functions. Duties include verifying calculations, confirming purchase orders and invoices, ~~and~~ reconciling accounts receivable to the general ledger, and preparing and inputting this data into a computerized financial management system. This position is responsible for recording the receipt of all income (checks, cash, credit card payments, grants, wires and other electronic deposits) in the Town's General Ledger. This position is critical in ensuring the completeness and accuracy of the transactions that occur in the Town's numerous bank accounts, investment statements and other accounts in order to produce an accurate financial position and year end comprehensive financial statements. The position also requires complete knowledge of Accounts Payable duties. This position also has the responsibility for making difficult cash management, accounts payable/receivable technical decisions, including monitoring cash balances and notifying management when transfers are required to meet liabilities, such as payroll and accounts payable. The work requires that the employee have considerable knowledge, skill, and ability in accounting, accounts payable and accounts/ receivable functions. This position processes all invoice payment batches for accounts payable and reviews back-up for thorough documentation and signatory authority. This position is responsible for printing of the Town's accounts payable checks and requires trust and integrity in protecting the assets of the Town. This position also monitors the internal control structure of selected government functions including, but not limited to, the parking ticket collection system. The position requires comprehensive knowledge of payroll functionality and serves as a backup to the Payroll Administrator. The position also requires complete knowledge of Accounts Payable duties. This position is responsible for adjustments to Purchase Orders and identifies any requests for Purchase Order adjustments that may be out of compliance with the Town's Purchasing Ordinances and policies. This position is responsible for recording the Board of Education. This position supports the Town's Bank Reconciliation process by monitoring transactions and ensure timely recording consistent with GASB best practices.

SUPERVISION RECEIVED

Works under the general supervision of the Assistant Finance Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide full charge bookkeeping and accounting functions.
- Maintain accounting for ~~operating units~~all Town Funds: Prepares standard journal entries for general accounting functions including but not limited to cash, grant, checks and other electronic receipts, ~~cash check or other electronic~~ disbursements, and investments. Prepares daily deposits, tax collection receipts, follow-up and redeposit of NSF checks.
- Prepare purchase order maintenance entries. Prepare budget amendments and maintenance as needed.
- Record Board of Education accounts payable and payroll journal entries. May record BOE cashbook credits.

- Prepares monthly bank account reconciliations or depository information for at least four Town accounts in several banks. Reconcile Town Ledgers and Sub-ledgers including Board of Education Payroll and Accounts Payable.
- Maintain and reconcile investment, [flexible spending](#), [insurances](#) and retirement accounts.
- Record the daily financial transactions including interest, deposits, and withdrawals for [over](#) 15 different bank accounts- and investment and retirement accounts.
- Assist with payroll processing, payroll tax reporting, payroll audits and analytics, and other payroll duties. [Perform payroll processing in the absence of the Payroll Administrator.](#)
- Using available accounting software, calculating, posting, and verifying transactions in processing financial data. Resolves discrepancies as needed. Processes corrections and runs appropriate reports.
- Using available accounting software, prepares summary information of cash on hand for investment decisions and for timely payments of recurring and long-term obligations. Transfers funds as required. Prepares monthly summary of expenditure information for various programs. Prepare monthly and quarterly retirement reports to the Finance Director and Retirement Board.
- Assists in preparing various financial analyses, including but not limited to investment analysis, debt service schedule and grant administration, for budget recommendations. Setup account budgets and perform increase and decrease maintenance as needed.
- Supports and periodically acts as the backup to the Payroll [Coordinator-Administrator](#) and Accounts Payable Clerk, to run general weekly payroll, bi-weekly accounts payable check runs, and other related transactions.
- Prepares monthly journal entries for several accounts, ~~such as~~ [including but not limited to](#), WIC, [CDBG](#), Police Contra and Emergency Management Accounts.
- [Review and process the monthly journal entry for the Town's Credit Card transactions in coordination with the Purchasing Officer for the Town.](#)
- Deposits Board of Education State and Federal checks on an as-needed basis [and record any necessary journal entries.](#)
- [Prepares journal entries to ensure transactions on the Town's Bank Account are accounted for in the Town's General Ledger.](#)
- [Reviews the balance sheets on a monthly basis to ensure all accounting adjustments are completed.](#)
- Prepares monthly reports and draw downs for CDBG – Community Based Block Grant Program.
- Screens telephone calls and inquiries, ascertains nature of business, refers to appropriate person.
- Record online credit card payments across multiple different platforms.
- Complete monthly tax department income reconciliation and journal entries.
- Prepare quarterly statements along with interest, contributions, and distributions calculations for Deferred Compensation and Pension.
- Prepare quarterly dog fund calculation and subsequent payment to the State of Connecticut.
- Assist in fiscal year end deliverables including yearly audit preparation and analysis for multiple funds.
- Assist in calendar year end deliverables including but not limited to 1099 reports and verifications.
- Supports the annual audit of the Towns accounts and works with external auditors to provide needed information for the annual audit and the annual Financial Statement Report. Delivery of the required information must be completed by the end of September of each fiscal year.
- Supports the Finance Director in preparing annual Employee Benefit reports to stay in compliance with the Affordable Care Act, ERISA, and IRS (5500) reporting.
- Prepare month-end and year-end activities.
- Communicate Finance deliverables verbally and in writing to employees and departments.
- Provide accounting support and training across departments.

- Maintains a documented system of accounting policies and procedures; implements a system of controls over accounting transactions to minimize risk' [maintains standard operating procedures for all areas of responsibility and standard journal entries for the position.](#)
- [Performs adjustments to Purchase Orders in the Town's Accounting system and identifies any requests for Purchase Order adjustments that may be out of compliance with the Town's Purchasing Ordinances and policies.](#)
- Perform other accounting and administrative tasks assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles and practices of bookkeeping, including accounts payable, accounts receivable, and [basic-basic to intermediate](#) accounting.
- [Considerable knowledge of the balance sheet and the associated accounting and the normal balance of debits and credits.](#)
- [Considerable knowledge of the accounting equation \(assets, liabilities and fund balance\) and understanding in the interpretation and intuition of and impact of journal entries.](#)
- [Demonstrates independent professional and accurate judgement in the administration of accounting entries and functions.](#)
- [Considerable knowledge of the interfund matrix and relationship of the Town's funds and the associated accounting necessary to properly record transactions. Requires logical reasoning to ensure appropriate follow-up and maintenance of each fund's respective balance sheet.](#)
- Considerable knowledge of spreadsheet software applications and word processing software applications.
- [Maintains professional judgement and conduct in an office environment.](#)
- Very good skill in using standard office machines including calculator and computer.
-
- Very good skill in mathematical computations.
- Considerable ability to establish and maintain effective working relationships with coworkers, associates, and the general public.
- Very good ability in oral and written communication.
- Very good ability to maintain detailed, [organized](#) and accurate financial records.
- Very good ability to handle a high volume of paperwork accurately and efficiently.

QUALIFICATIONS

A bachelor's degree in accounting or a closely related field, plus two years of responsible bookkeeping or accounting records keeping work (preferably in a government setting) involving the use of a computer or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

- CPA or CPA track a plus, but not required.
- Public accounting experience a plus, but not required.
- Strong technical tax skills and analytic capabilities.
- Demonstrated proficiency with Microsoft Products Suite including ease using Excel and manipulating workbook.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Computer, calculator, typewriter, copy machine and other standard office equipment, spreadsheet, and word processing applications software.

PHYSICAL AND MENTAL DEMANDS

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

- While performing the duties of this job, the employee is frequently required to sit and talk and listen.
- Must be able to sit at a desk or stand and work continuously for extended periods of time and occasionally required to walk.
- Ability to use hands to finger, handle or feel objects, tools, or controls.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required for this job include close vision and the ability to adjust focus.
- Must be able to read and interpret government regulations as they pertain to tax collections and be able to effectively present information and respond to questions from management and the general public.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Must show willingness and flexibility for occasional overtime work to fulfill business needs.
- This position requires the ability to apply common sense understanding in carrying out instructions furnished in written or oral form and the ability to deal with problems including several concrete variables in standardized situations.

WORK ENVIRONMENT

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

The work is conducted in typical office working conditions with virtually no disagreeable features. ~~The noise level in the work environment is not generally quiet.~~

GENERAL GUIDELINES

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

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 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.

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

December 8, 2023

The Hon. Mayor Connor Martin
740 Main Street
East Hartford, CT 06108

Re: Payroll Coordinator, Finance

Dear Mr. Martin:

Please see the attached job description for the Payroll Coordinator, Finance, with the new title of Payroll Manager.

Our Chief Administrator Officer, Deputy Finance Director, and I have reviewed the job description and salary band from surrounding towns and suggest an upgrade in grade and revamp of the current job description based on the needs of East Hartford. I've highlighted our changes below.

POSITION DEFINITION:

The Payroll Manager is responsible for preparing and administrating the Town of East Hartford Payroll System for all town personnel. Responsible for the setup and maintenance of employees in the Tyler Munis system, including activation and termination, maintenance of dates (birth, hire, service, permanent and permanent), salary tables, deductions, pay codes, special payments (severance), and pay type including check or direct deposits. Responsible for maintenance of Employee Master and the accuracy thereof. Responsible for accurate and timely payrolls to Town personnel, including vacation, sick, and other accrued leave payouts. Responsible for maintaining the employee database and detailed history. Responsible for administering leave accruals and timely set-up or deactivation of employees in the Novatime system.

GENERAL DUTIES:

- Performs role independently with limited supervisor(s) verbal or written direction.
- Plans and organizes work by federal and state laws, standard procedures, and general professional judgment
- Demonstrates mastery of the complex payroll and accounting system for the Town of East Hartford.
- Establishes priorities within work assignments.
- Works in tandem with the Department of Human Resources.
- Prepares employee payrolls by collective bargaining agreements for employees weekly, bi-weekly, and monthly. Prepares payrolls accurately and timely, including on-time payment of all town personnel with correct wage amounts and deductions.
- Maintains Munis and Novatime (where applicable) Employee module to ensure pay codes, deductions, salary tables, accruals, and other items are accurately set up and reflect collective bargaining agreement provisions.
- Ensures accurate transmittal of payments for payroll-related federal, state, FICA/Medicare, unemployment, 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Ensures the accurate posting of transactions to employee accounts with various vendors. Follows up in a timely manner for any errors or unreconciled differences.

ADDITIONAL DUTIES: .

- Prepares projections for retirement.
- Prepares all retirement/termination payouts. Including Drop Plan for Police and Fire
- Administrates worker's compensation payments and wage verification forms.
- Processes wage increase.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Assists in the implementation of new benefit plans. Administers changes in labor contracts, including salary increases, retro payments, and benefit changes. Assists in the preparation of W2s. Assists with budget to prepare salary budget projections / personal services.
- Responds to inquiries from employee organizations, state or federal officials, and representatives of insurance carriers.

SUPERVISED BY: Receives general supervision from the Director of Finance, Deputy Finance Director and Assistant Director of Finance

Following CSEA/SEIU LOCAL NO. 2001, ARTICLE VIII 8.7, to be considered for a change in pay grade, an employee must show that he/she is: (a) performing duties in a competent manner that are significantly different from the duties of his/her current classification, and (b) the change in his/her duties are so substantial that the position in question is of a different classification than his/her current classification. Therefore, I recommend that this position be referred to the Town Council for consideration of a pay grade change and title change.

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: Payroll ~~Coordinator~~ Manager

GRADE: ~~10 1312~~

DEPARTMENT: Finance
December 1st 2023

DATE: July 1, ~~1987~~ 2023

POSITION DEFINITION:

The Payroll Administrator/Manager is responsible for the preparation and administration of the Town of East Hartford Payroll System for all town personnel. The typical job duties for this position include but are not limited to Responsible for the set up and maintenance of employees in the Tyler Munis system to include activation and termination, maintenance of dates (birth, hire, service, permanent and permanent), salary tables, deductions, pay codes, special payments (severance), pay type including check or direct deposits. Responsible for maintenance of Employee Master and the accuracy thereof. Responsible for accurate and timely payrolls to Town personnel, including vacation, sick and other accrued leave payouts. level tables to include direct deposits, union benefits, deductions and dues, and other general deductions. Responsible for processing and validation of special payments such as severance, stock options, commissions, FLSA overtime. Responsible for maintaining the employee database and detailed history. Responsible for running/administering leave accruals and timely set-up or deactivation of employees in the Novatime system. Responsible for country specific set up and maintenance based on role. Responsible for timely weekly payment of the payroll federal, state, FICA/Medicare, unemployment (quarterly), 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Responsible for accurate processing of Workers compensation related payments to ensure accurate W-2 statements. Responsible for preparing the Town's 941 quarterly Tax Return and calendar year end reporting requirements.

Administers Automated Clearing House banking activities, (Electronic Funds Transfers (EFT), rejects, recalls, stop payments) related to payroll.
Responds to inquiries from employees and external customers.
Responsible for processing manual payments for new hires, leave of absence time entry corrections, terminations, and more while ensuring federal, state and local taxes, pre and post-tax deductions, and wage assignments are properly withheld.
Assist employees with Workday self-service functions for direct deposit, retirement and tax election changes
Resolve timekeeping system access issues, prepare and validate time entry exception reports and process corrections as needed
Review daily maintenance and on-cycle payroll validation reports

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Prepare employee payroll historical information for outside agencies and internal management
Process voluntary deduction adjustments, and prepares related state and federal payroll information reports. Responsible for weekly input, earnings adjustments, classification changes, deductions reporting, general account distribution and all payroll related management systems reporting.

GENERAL DUTIES:

- Performs role independently with limited. Receives oral or written direction from supervisor(s).
- Plans and organizes work in accordance with federal and state laws, standard procedures and general professional judgement according to standard procedures.
- Demonstrates mastery of the complex payroll and accounting system for the Town of East Hartford.
- Establishes priorities within work assignment.
- Works in tandem with Department of Human Resources.
- Prepares employee payrolls in accordance with collective bargaining agreements for employees on a weekly, bi-weekly, and monthly basis. Prepares payrolls accurately and timely, including on-time payment of all town personnel with correct wage amounts and deductions.
- Maintains Munis and Novatime (where applicable) Employee module to ensure pay codes, deductions, salary tables, accruals, and other items are accurately set-up and reflect collective bargaining agreement provisions.
- Ensures accurate transmittal of payments for payroll related federal, state, FICA/Medicare, unemployment, 401a retirement contributions, 457b retirement contributions, Health Savings Accounts, Flexible Spending Accounts, credit union wages, and other payroll payments. Ensures the accurate posting of transactions to employee accounts with various vendors. Follows-up timely for any errors or unreconciled differences.
- Ensures payroll journal entries are recorded within the payroll week. Resolves issues in a timely manner.
- Maintains the employee database and detail history.
- Receives and reviews time sheets from units. Departments for accuracy and completeness. Ensures accurate posting to the general ledger organization and accounts.
- Performs journal entries at month end timely to record expenses in various grants and ensure accurate reporting to grantors.
- Performs calculating, posting, and verifying duties to obtain financial data for payroll deductions, including withholding taxes, social security, retirement, group ~~insurances~~ insurance, union dues, and other payments.
- Prepares and transmits payroll information for processing into an automated payroll system.
- Receives and reconciles payroll register.
- Receives payroll checks , reviews for accuracy-, and distributes to employees.
- Posts payments and prepares monthly and annual ~~payments vouchers for deductions to charitable, federal~~ payment vouchers for deductions to charitable, federal, and state governments, unions, and various carriers.

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- Prepares monthly, quarterly, and annual statistical and narrative reports for withholding taxes, social security, ~~payments payments~~, and town and state retirement programs.
 - Projects payroll and related benefit cost figures for budget-making, cost control, and planning ~~purposes~~.
 - Prepares regular statistical and narrative reports for the supervisor upon request.
 - Reports work accomplished to supervisor.
 - Prepares and process longevity, fire holiday and police holiday ~~payments~~.
 - Ensures all ~~Performance~~ personnel Action Forms are recorded, indexed and stored in the Munis ~~and central file~~.
 - Prepares analysis and journal entry for year-end payroll accrual.
 - Prepares the Town's 941 quarterly Tax Return and calendar year end reporting requirements.
-
- Respond to routine inquiries concerning payroll processing, deductions and earnings
 - Maintains Sick / Vacation time.
 - ~~Maintains 457s and 401a retirement processing.~~
 - ~~Stays up-to-date with changes in tax regulations and labor laws.~~
 - ~~Assists with policy development and enforcement.~~
 - ~~Generates and analyzes payroll-related metrics and statistics.~~
 - ~~Assists with year-end payroll reconciliation and reporting.~~
 - ~~Performs fiscal year end / start tasks including Munis pay master, job pays, wage rates, overtime rates (incl Fire), differentials, deduction updates, vacation and sick leave changes, pension max to stop, health insurance updates, Directors deferred compensation changes, employer HSA / HDHP amounts.~~
-
- Respond to any unemployment ~~claims~~ payment issues.
 - Process and Administer Wage garnishments.
 - Maintain unemployment payments and reports.
 - Administrate Prepaid Vacation
 - File 1094C and 1095C filings for ACA
 - Maintains confidentiality of personnel matters.

ADDITIONAL DUTIES:

- ~~Prepares federal income tax checks and gross payroll and expense checks for Board of Education.~~
- ~~Process and Administrate Wage garnishments.~~
- ~~Maintain unemployment payments and reports.~~
- ~~Administrate Military Buy Backs~~
- ~~Administrate Prepaid Vacation~~
- ~~File 1094C and 1095C filings for ACA~~
- ~~Prepares projections for retirement.~~
- Prepares all retirement / termination payouts. Including Drop Plan for Police and Fire

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- ~~Completes workers compensation and wage verification forms. Administrates workers compensation payments and wage verification forms.~~
- Processes wage ~~attachments~~ increase.
- Prepares and maintains account ledgers as needed.
- Regularly updates payroll to reflect individual or group changes.
- Assists in the implementation of new benefit plans.
- ~~Administers changes in labor contracts including salary increases, retro payments, including salary increases, retro payments, and benefit changes.~~ assists in preparation of W2s.
- Assists with Budget to prepare salary budget projections / prepares personal services.
- Responds to inquiries from employee organizations, state or federal officials, and representatives of insurance carriers.

SUPERVISED BY:

Receives general supervision from the Director of Finance, Deputy Finance Director and Assistant Director of Finance.

QUALIFICATIONS PROFILE:

- The skills and knowledge required would generally be acquired with an Associate's Degree ~~In Business~~ in business Administration, Accounting, or some closely related field with three years of increasingly responsible office accounting or bookkeeping experience.
 - 5+ years of solid multi-state payroll and benefits rules, regulations and practices per IRS and basic accounting experience.
 - Must have strong Mathematical and Accounting aptitude.
- Relevant work experience in payroll administration, bookkeeping, or office accounting — may be substituted for college training on a year-for-year basis.
- Thorough knowledge of basic bookkeeping, payroll ~~and record keeping, and record-keeping~~ procedures.
- Ability to perform complex arithmetic computations.
- Ability to complete narrative and statistical reports.
- Ability to acquire basic knowledge of data processing applications.
- Ability to learn automated payroll system.
 - Ability to handle heavy workload on a daily basis
 - Must be deadline oriented with the ability to multi-task
 - Proficient/intermediate use of Microsoft Excel and Word
 - Knowledge of payroll processes including data entry, pay calculations, tax and benefits
- Ability to learn payroll provisions of Union Contracts
 - Strong work ethic and ability to work well in a team environment
 - Completion of

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LICENSE OR CERTIFICATE:

Certified Payroll Professional (CPP)-Optional

Not applicable-

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.~~

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.~~

~~Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.~~

Responsibilities for payroll processor

~~Responsible for set up and maintenance of employee level tables to include direct deposit, union benefits/deductions and dues, expatriate hypo tax, and other general deductions such as auto use and computer loans. Responsible for processing and validation of special payments such as severance, stock options, commissions, FLSA overtime, Responsible for running leave accruals~~

~~Responsible for country specific set up and maintenance based on role~~

~~Responsible for Automated Clearing House banking activities, (Electronic Funds Transfers (EFT), rejects, recalls, stop payments)~~

~~Responds to inquiries from employees and external customers~~

~~Responsible for processing manual payments for new hires, leave of absence time entry corrections, terminations, and more while ensuring federal, state and local taxes, pre and post tax deductions, and wage assignments are properly withheld~~

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~~Assist employees with Workday self-service functions for direct deposit and tax election changes~~

~~Resolve timekeeping system access issues, prepare and validate time entry exception reports and process corrections as needed~~

~~Review daily maintenance and on-cycle payroll validation reports~~

~~Prepare employee payroll historical information for outside agencies and internal management~~

~~Process voluntary deduction adjustments~~

~~Prepare and/or update the various changes for the employee pay affecting payroll (contract modifications, personal details,) on a monthly basis according to company policy and proper approval level~~

~~Prepare the monthly payroll for approval~~

~~Prepare and submit tax and third party payments~~

~~Provide information to the Business for month end journals and internal reporting~~

~~Accurately process payroll for all employees including timesheet verification, tax setup and garnishments~~

~~Process employee changes including new hires, reviews, status changes, transfers and terminations~~

~~Support offices and field management with requests regarding financial or personal needs~~

~~Field requests from field, operations, and home office departments for data housed in Ultipro~~

~~Record and track 90 day and annual reviews~~

~~Track vacation for both hourly and salary employees~~

Qualifications for payroll processor

~~Must have strong Mathematical and Accounting aptitude~~

~~Ability to handle heavy workload on a daily basis~~

~~Must be deadline oriented with the ability to multi-task~~

~~Human Resources experience and/or Human Resources degree/coursework~~

~~5+ years of payroll experience in processing payroll, data entry, taxes (multi-state), garnishments, and year-end processing~~

~~Education — 4 years college degree or 10 years' experience and some college course work~~

~~Associates degree or comparable knowledge in payroll-related field~~

~~3+ years payroll processing experience with automated systems, (ADP, Ceridian, Paychecks, Pro Business,) including report writing tools~~

~~Strong work ethic and ability to work well in a team environment~~

~~Accounting/Finance/Business Degree or related discipline is a must~~

~~Good knowledge of French is preferred~~

~~Advanced competency with Excel and Microsoft Office~~

~~Data entry and audit of employee pay data, direct deposit, W4, general deduction, additional pay entry~~

~~PeopleSoft Employee Pay Data processes, including general deductions, employee taxes and tax distribution and additional pay processing, Paysheet Entry and Reporting / Query tools~~

~~Proficient use of Microsoft Excel and Word~~

Payroll Coordinator, Finance

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Knowledge of payroll processes including data entry, pay calculations, tax and benefits
Working knowledge of Union Contracts
Experience in processing Payroll using Oracle PeopleSoft System

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TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 1, 2023
TO: Richard F. Kehoe, Chair
FROM: Mayor Connor S. Martin
RE: AMUSEMENT PERMIT APPLICATION

The following Amusement Permit is 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 December 12, 2023 meeting.

- **Brian A. Aselton Memorial Snow Dash 5k**
 - January 7, 11 AM-3 PM. Rain Date is January 28, same time- at Langford School.

C: M. Hawkins, Interim Chief of Police

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

FAX (860) 289-1249

MACK S. HAWKINS
INTERIM CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

www.easthartfordct.gov

To: Mayor Martin

From: Interim Police Chief Mack S. Hawkins

Date: December 1, 2023

Re: **Amusement Permit Application**
“Brian A. Aselton Memorial Snow Dash 5k”

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.


Mack S. Hawkins
Interim Chief of Police

CONNOR MARTIN
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

MACK S. HAWKINS
INTERIM CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

December 1, 2023

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

Re: **Outdoor Amusement Permit Application**
"Brian A. Aselton Memorial Snow Dash 5K"

Dear Chairman Kehoe:

Attached please find a copy of the amusement permit application submitted by the East Hartford Parks & Recreation Department by Jonathan Cooper, the Recreation Supervisor. The applicant seeks to conduct a 5K road race (Snow Dash) to be held in the vicinity of the Langford School in East Hartford on **Sunday, January 7, 2024 between the hours of 11 AM and approximately 3 PM**. The use of public streets should occur between the hours of 1:30 PM and should cease by 2:15 PM. The race will begin and end at the Langford School, 61 Alps Drive. Registration will begin at 11 AM. The rain date will be on **Sunday, January 28, 2024**.

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 **Department of Inspections & Permits** approves the application as submitted.

The **Offices of Corporation Counsel, Risk Management, Fire, Health and the Parks & Recreation Departments** approve the application as submitted and state **there are no anticipated costs to their Departments for this event**.

The **Public Works Department** approves the application as submitted and states that **anticipated costs for this event is \$1,400**.

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

- The Police Department can provide 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.
- The anticipated cost to the Department for this event is **\$2,730**.

Respectfully submitted for your information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mack S. Hawkins', with a long horizontal flourish extending to the right.

Mack S. Hawkins
Interim Chief of Police

Cc: Applicant



Mack S. Hawkins
Interim 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



Connor Martin
Mayor

Administrative Review of Amusement Permit

Event Date: Sunday, January 7, 2024
Rain Date: Sunday, January 28, 2024

Event: "Brian A. Aselton Memorial Snow Dash 5k"

Applicant: East Hartford Parks & Recreation Department by Jonathan Cooper its 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 \$ _____

Bruce Cohen
Signature

11/19/23
Date

Comments:

No Comment

Rivera, Augustina

From: Gentile, Richard
Sent: Monday, November 20, 2023 5:25 PM
To: Rivera, Augustina; Corp Counsel
Subject: RE: Outdoor Amusement Permit Application- Brian A. Aselton Memorial Snow Dash 5k

I am Ok with this.

Rich

Richard P. Gentile
Assistant Corporation Counsel
Town of East Hartford
740 Main Street
East Hartford, CT 06108

860-291-7217
rpgentile@easthartfordct.gov

THIS MESSAGE AND ANY OF ITS ATTACHMENTS ARE INTENDED ONLY FOR THE USE OF THE DESIGNATED RECIPIENT, OR THE RECIPIENT'S DESIGNEE, AND MAY CONTAIN INFORMATION THAT IS CONFIDENTIAL OR PRIVILEGED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE (1) IMMEDIATELY NOTIFY THE OFFICE OF THE CORPORATION COUNSEL ABOUT THE RECEIPT BY TELEPHONING (860)291-7219; (2) DELETE ALL COPIES OF THE MESSAGE AND ANY ATTACHMENTS; AND (3) DO NOT DISSEMINATE, FORWARD, OR MAKE ANY USE OF ANY OF THEIR CONTENTS.

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Monday, November 20, 2023 12:32 PM
To: Corp Counsel <corpcounsel@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- Brian A. Aselton Memorial Snow Dash 5k

Good morning,

I usually send this to Robert, but he is away until 12/4. I need an email just saying that this is ok to move forward. This application is from the Beautification Commission for the Town, Chris Sasen from Risk Management has already approved. Normally Town events are approved with no issue. I need the approval by 11/27.

Thank you.

Tina

From: Rivera, Augustina
Sent: Friday, November 17, 2023 8:11 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

Rivera, Augustina

From: Sasen, Christine
Sent: Friday, November 17, 2023 2:21 PM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- Brian A. Aselton Memorial Snow Dash 5k

Okay

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Friday, November 17, 2023 8:11 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- Brian A. Aselton Memorial Snow Dash 5k

Good morning,

Attached is the Director's Review and Notice and the Outdoor Amusement permit application for the "Brian A. Aselton Memorial Snow Dash 5k" to take place on January 7, 2024.

This has to make it to December's Town Council meeting, so if you would kindly respond with your comments to me **no later than Monday, November 27th**.

Thank you.

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
www.easthartfordct.gov/police-department



Mack S. Hawkins
Interim 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



Connor Martin
Mayor

Administrative Review of Amusement Permit

Event Date: Sunday, January 7, 2024
Rain Date: Sunday, January 28, 2024

Event: "Brian A. Aselton Memorial Snow Dash 5k"

Applicant: East Hartford Parks & Recreation Department by Jonathan Cooper its 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 _____ 11.27.2023
Signature Date
Stephen Alsup, Assistant Fire Chief

Comments:

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

DATE: 7/14/23

APPLICATION FOR: Brian A. Aselton Memorial Snow Dash 5K

**APPLICANT: East Hartford Park & Recreation Department, 50 Chapman Place,
East Hartford CT 06108. Johnathan Cooper, Recreation Supervisor**

ADDRESS: Langford School, 61 Alps Dr.

DATE(S) OF EVENT: Sunday January 7, 2024 11am-2:15pm

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: will need an inspection of any food trucks or inflatables


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



Mack S. Hawkins
Interim 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



Connor Martin
Mayor

Administrative Review of Amusement Permit

Event Date: Sunday, January 7, 2024
Rain Date: Sunday, January 28, 2024

Event: "Brian A. Aselton Memorial Snow Dash 5k"

Applicant: **East Hartford Parks & Recreation Department by Jonathan Cooper its 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 T. O'Connell
Signature

11/17/2023
Date

Comments:

Rivera, Augustina

From: Dwyer, Sean
Sent: Monday, November 27, 2023 11:19 AM
To: Rivera, Augustina; Fravel, Theodore
Subject: RE: Outdoor Amusement Permit Application- Brian A. Aselton Memorial Snow Dash 5k

Tina,

Approved by Parks and Recreation.

Sean

Sean Dwyer

Assistant Director
East Hartford Parks and Recreation
50 Chapman Place
East Hartford, CT 06108
Phone: 860-291-7171
Fax: 860-282-8239
www.easthartfordct.gov

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Monday, November 27, 2023 9:40 AM
To: Fravel, Theodore <tfravel@easthartfordct.gov>
Cc: Dwyer, Sean <SDwyer@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- Brian A. Aselton Memorial Snow Dash 5k

Good morning,

I am sending my friendly reminder that your comment is due to me on today for the Brian A. Aselton Memorial Snow Dash.

Thank you.

Tina

From: Rivera, Augustina
Sent: Friday, November 17, 2023 8:11 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



Mack S. Hawkins
Interim 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**



Connor Martin
Mayor

Administrative Review of Amusement Permit

Event Date: Sunday, January 7, 2024
Rain Date: Sunday, January 28, 2024

Event: "Brian A. Aselton Memorial Snow Dash 5k"

Applicant: **East Hartford Parks & Recreation Department by Jonathan Cooper its 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 \$_1400.00_____

11/22/2023

Signature

Date

Comments:

Rivera, Augustina

From: Hawkins, Mack
Sent: Wednesday, November 22, 2023 10:42 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit Application- Brian A. Aselton Memorial Snow Dash 5k

Tina,

I have reviewed the Outdoor Amusement Permit Application for the Annual Officer Aselton Snow Dash 5 K. I approve the application as submitted. The anticipated cost to the Department for this event is \$2,730.00.

Thank you,

Mack S. Hawkins

Interim 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: Wednesday, November 22, 2023 8:59 AM
To: Alsup, Steve <SAlsup@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Trujillo, Alexander <atrujillo@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>
Subject: FW: Outdoor Amusement Permit Application- Brian A. Aselton Memorial Snow Dash 5k

Good morning,

Since I will be out on Friday, I am sending my friendly reminder today about the comments that are due to me on Monday for the Brian A. Aselton Memorial Snow Dash.

Thank you and I hope you have a wonderful Thanksgiving.

Tina

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Connor Martin
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Mack S. Hawkins
Interim Chief of Police

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

1. Name of Event:
Brian A. Aselton Memorial Snow Dash 5k
2. Date(s) of Event:
Sunday, January 7th, 2024 (incelemt weather date January 28, 2024)
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, 860-291-7164, Jonathan Cooper, 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 Sean Dwyer, Department Manager
5. List the location of the proposed amusement: (Name of facility and address)
Langford School, 61 Alps Drive, Course is on neighborhood streets
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
Sunday, Jan 7, 2024, Start at 1:30PM, Registration 11:00AM, Last runner 2:15PM
7. Provide a detailed description of the proposed amusement:
5k Road Race which utilizes Town Streets. Starts and ends at Langford School. Gym used for staging area and registration. Proceeds benefit Aselton Scholarship Foundation and EH PD Youth Crime Prevention

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?
8 - 80+ years of age
10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)
200+ Runners
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:
Traffic will be controlled until final runner finishes course.
- b. Traffic control and flow plan at site & impact on surrounding / supporting streets:
Traffic controlled by East Hartford Police Department
- c. Parking plan on site & impact on surrounding / supporting streets:
Parking on site at Langford School on Harvard Drive
- d. Noise impact on neighborhood:
N/A
- e. Trash & litter control plan for the amusement site and surrounding community during and immediately after the proposed amusement:
Trash & liter will be maintained by Parks Maintenance personnel.
- f. List expected general disruption to neighborhood's normal life and activities:
Course will be marked with portable directional signs P& R staff
- g. Other expected influence on surrounding neighborhood:
Min. Traffic disturbance, as asoon as runners pass streets will repen.
12. Provide a detailed plan for the following:
- a. Accessibility of amusement site to emergency, police, fire & medical personnel and vehicles:
Course is accessible to emergecny personnel.
- b. Provisions for notification of proper authorities in the case of an emergency:
Cell phones and two-way radios will be used in event of emergecny.
- c. Any provision for on-site emergency medical services:
no
- d. Crowd control plan:
Crowd will be controlled by EHPD and Parks & Recreation Staff
- e. If on town property, the plan for the return of the amusement site to pre-amusement condition:
Parks Maintenance will clean-up outside areas, school custodians inside area.

f. Provision of sanitary facilities:
Lavatories located inside Langford School

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:

Town of East Hartford Parks/Rec
(Legal Name of Applicant)

Jonathan Cooper
(Applicant Signature)

Jonathan Cooper
(Printed Name)

11/16/2023
(Date Signed)

Recreation Supervisor
(Capacity in which signing)

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

FOR OFFICE USE

Insurance Certificate Included:	YES	<input checked="" type="radio"/> NO
Liquor Permit Included:	YES	<input checked="" type="radio"/> NO
Certificate of Alcohol Liability Included:	YES	<input checked="" type="radio"/> NO
Time Waiver Request Included:	YES	<input checked="" type="radio"/> NO
Fee Waiver Request Included:	YES	<input checked="" type="radio"/> 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: 11/17/23 7 : 10 AM PM
Time remaining before event: 51 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.