

*Robert J. Beck*

TOWN COUNCIL AGENDA  
TOWN COUNCIL CHAMBERS  
740 MAIN STREET  
EAST HARTFORD, CONNECTICUT  
DECEMBER 14, 2021

2021 DEC 10 AM 11:24

TOWN CLERK  
EAST HARTFORD

6:45 P.M. Executive Session

**REVISED 12-10-21**

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

Pledge of Allegiance

7:30 p.m.

1. CALL TO ORDER
2. AMENDMENTS TO AGENDA
3. RECOGNITIONS AND AWARDS
4. OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
5. APPROVAL OF MINUTES
  - A. November 29, 2021 BoE Budget Workshop
  - B. November 30, 2021 Executive Session
  - C. November 30, 2021 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
  - A. Presentation on Showcase Cinemas Property by Jasko Development
  - B. Resignations from Various Boards and Commissions**
7. OLD BUSINESS
8. NEW BUSINESS
  - A. East Hartford Middle School Roof Replacement Project
  - B. Goodwin School Flooring Abatement Project
  - C. Connecticut Communities Challenge Grant Program
  - D. Bid Waiver: East Hartford Public Library re: Digital Navigator Pilot Grant
  - E. Referral to Ordinance Committee re: Section 9-1 Voting Districts Boundaries
  - F. Appointment of Harry Amadasun, Jr. to fill Town Council Vacancy
  - G. 2022 Town Council Regular Meetings Schedule
  - H. FY 2022-2023 Town Council Budget Workshop Schedule
  - I. Recommendation from Personnel & Pensions re: Directors' Compensation Study**
9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
  - A. Workers' Compensation Claim of former Town employee, Thomas Jascowski
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
  - A. Other Elected Officials
  - B. Other Residents
  - C. Mayor
12. ADJOURNMENT (next meeting: January 4<sup>th</sup>)

*Robert F. Kehoe*

EAST HARTFORD BOARD OF EDUCATION

1110 MAIN STREET, 3<sup>RD</sup> FLOOR CONFERENCE ROOM

2021 DEC -6 PM 12: 33

NOVEMBER 29, 2021

TOWN CLERK  
EAST HARTFORD

BOARD OF EDUCATION BUDGET WORKSHOP

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr. (arrived 6:20p.m.), Majority Leader Sebrina Wilson, Minority Leader John Morrison, Councillors Angela Parkinson, Awet Tsegai, Thomas Rup and Travis Simpson

ALSO Michael Walsh, Mayor  
PRESENT Nathan Quesnel, Superintendent of Schools  
Anne Marie Mancini, Deputy Superintendent of Secondary Curriculum  
Elsie Torres, Assistant Superintendent of Elementary Curriculum  
Christopher Wethje, Human Resources Director, EH Public Schools  
Ben Whittaker, Chief Operations Officer, EH Public Schools  
Roberta J. Pratt, Chief Information Officer, EH Public Schools  
Board of Education Members:  
Tyron Harris, Chair  
Vanessa Jenkins, Harry Amadasun, Jr., Dr. Annabelle Diaz-Santiago,  
John Pereira, Dorese Roberts, Valerie Scheer, Stephanie Watkins

CALL TO ORDER

The meeting was called to order at 6:13 p.m.

Board of Education Chair Tyron Harris and Council Chair Rich 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 Nate Quesnel provided a PowerPoint presentation of the proposed Board of Education Budget and the sources of the major increases in expenses. The Board provided an overview of their appropriation of the American Rescue Plan funds. Councillors asked questions.

ADJOURNMENT

MOTION By John Morrison  
seconded by Don Bell  
to **adjourn** (7:58 p.m.)  
Motion carried 8/0.

Attest

*Richard F. Kehoe*  
Richard F. Kehoe  
Town Council Chair

*Robert J. Park*

TOWN COUNCIL MAJORITY OFFICE

2021 DEC -6 PM 12:33

NOVEMBER 30, 2021

EXECUTIVE SESSION

TOWN CLERK  
EAST HARTFORD

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 and Travis Simpson

ALSO Michael P. Walsh, Mayor

PRESENT Connor Martin, Assistant to the Mayor

CALL TO ORDER

Chair Kehoe called the meeting to order at 6:30 p.m.

MOTION By John Morrison  
seconded by Don Bell  
to **go into** Executive Session to discuss the following matters:

- Silver Lane Plaza – Town Acquisition
- Collective Bargaining Agreement between the Town of East Hartford and Local 1174, Council 4, AFSCME, AFL-CIO
- Collective Bargaining Agreement between the Town of East Hartford and the East Hartford Police Officers' Association

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** (7:38 p.m.)  
Motion carried 8/0.

Attest

*Richard F. Kehoe*  
Richard F. Kehoe  
Town Council Chair

EAST HARTFORD TOWN COUNCIL

*Richard F. Kehoe*

TOWN COUNCIL CHAMBERS

2021 DEC -6 PM 12: 34

NOVEMBER 30, 2021

TOWN CLERK  
EAST HARTFORD

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 and Travis Simpson

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:48 p.m. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

AMENDMENTS TO THE AGENDA

MOTION By Sebrina Wilson  
seconded by Travis Simpson  
to amend the agenda as follows:  
under New Business, add

- Item 8.G. "Appointment of Michael Ryan as a Parking Violation Hearing Officer"; and
- Item 8.H. "Appointment of Daniel LaReau to the Veterans Commission"

Motion carried 8/0.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Mayor Walsh commented on the following: (1) wished all Happy Holidays; (2) there will be some retraining on the Q-Alert system which is used for quality of life issues; (3) former Finance Director Linda Trzetzziak will be working part-time as an interim Finance Director, focusing on ARPA issues, along with Mike Lupkis, another interim Finance Director, who will focus on budget construction issues; (4) the town's revaluation for the Grand List of October 2021 is underway; (5) the town's first sweep of leaf collection is completed and now the town will attempt a second sweep, weather permitting; (6) Mayor Walsh announced several programs geared for children – he suggested that residents check Youth Services website for additional information; (7) Raymond Library is holding a story walk on their front lawn, which is also installed at each of the town's eight elementary schools; (8) a solar array has been installed at the town's new Senior Center and will save the town thousands of dollars in electricity costs; (9) the holiday programs for this season will begin with a Tree Lighting and Christmas Carol on Friday December 3<sup>rd</sup> at 6PM; (10) November 15<sup>th</sup> was America Recycles Day; (11) the Veterans Commission is planning to sponsor a Memorial Day Parade in May 2022 which will be smaller and in a different location; (12) the overall Covid-19 vaccination coverage for East Hartford is 72.6%; and

(13) the Mayor and Connor Martin, Assistant to the Mayor, attended the Magic of Lights at Rentschler Field.

### APPROVAL OF MINUTES

#### November 16, 2021 Regular Meeting

MOTION      By Sebrina Wilson  
                  seconded by Don Bell  
                  to **approve** the minutes of the November 16, 2021 Regular Meeting.  
                  Motion carried 8/0.

### COMMUNICATIONS AND PETITIONS

#### Resignations from Boards and Commissions

Chair Kehoe announced the resignations of Kay Wilson, Gloria Visgilio Lupi and Regina Barall from the Commission on Culture and Fine Arts and the resignation of Rosamond White from the Personnel Appeals Board. He thanked these individuals for their service to the town.

### NEW BUSINESS

#### License Agreement: Brainard Airport

MOTION      By Sebrina Wilson  
                  seconded by Awet Tsegai  
                  that the Town Council, acting as a Committee of the Whole for the Real Estate Acquisition and Disposition Committee, hereby **authorize** Mayor Michael Walsh to execute the attached license agreement with the Connecticut Airport Authority, with such changes as he deems necessary, to allow the Connecticut Airport Authority to obtain necessary permits from the State Department of Energy and Environmental Protection, in connection with its Brainard Airport obstruction removal project.  
                  Motion carried 8/0.

*A copy of the agreement follows these minutes.*

#### FBI Taskforce Officer Agreement

MOTION      By Don Bell  
                  seconded by John Morrison  
                  to **approve** the FBI Task Force Officer Agreement/MOU as attached to a memo dated November 19, 2021 from Michael P. Walsh, Mayor to Richard F. Kehoe, Town Council Chair.  
                  Motion carried 8/0.

*A copy of the agreement follows these minutes.*

Greater Hartford Regional Auto Theft Taskforce MOU

MOTION By Angie Parkinson  
seconded by Don Bell  
to **approve** the MOU between the Town of East Hartford and the Greater Hartford Regional Auto Theft Task Force, as attached to a memo dated November 19, 2021 from Michael P. Walsh, Mayor to Richard F. Kehoe, Town Council Chair.  
Motion carried 8/0.

*A copy of the agreement follows these minutes.*

Referral to Real Estate Acquisition & Disposition Committee re: 3 Hillside Avenue

MOTION By Angie Parkinson  
seconded by Awet Tsegai  
to **refer** to the Real Estate Acquisition & Disposition Committee the possible acquisition of 3 Hillside Avenue through a donation of the property by the current owner, with instructions to review the issue and report back to the Council with its recommendations, if any.  
Motion carried 8/0.

Outdoor Amusement Permit Application: 29<sup>th</sup> Annual Officer Brian A. Aselton Memorial Snow Dash

MOTION By Awet Tsegai  
seconded by Angie Parkinson  
to **approve** the outdoor amusement permit application entitled "29<sup>th</sup> Annual Officer Brian Aselton Memorial Snow Dash 5K", submitted by Jonathan Cooper, Recreation Supervisor for the East Hartford Parks & Recreation Department and by the East Hartford Police Department to conduct a 5K road race (Snow Dash), to be held in the vicinity of the Langford School – 61 Alps Drive – on Sunday, January 9, 2022 between the hours of 11:00AM and approximately 3:00PM, with the use of public streets occurring between the hours of 1:30PM and approximately 2:15PM, 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 Awet Tsegai  
seconded by Tom Rup  
to **refund** taxes in the amount of \$ 98,055.21 pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 8/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2020-03-0083009	AKBERZAI ABDUL	2010/1N6AD0CW1AC435521		-341.29
2020-03-0083010	AKBERZAI ABDUL	2020/5KTUS1417LF507901		-38.64
2020-01-0001446	BLANCHARD HERBERT R & MARY ANN	168 JERRY RD		-364.10
2019-03-0054582	BROWN BERNADETTE L	2013/1N4AL3AP1DC211842		-319.71
2020-03-0054591	BUD BEHLING LEASING INC	2015/1GCWGFCF2F1262808		-413.56
2019-03-0055628	CARDOSO ROBERSON	2006/1FAFP34N06W225592	11.07	-0.90
2019-03-0056095	CASTANO-FERNANDEZ DIANA	2004/WDBRF81J74F453982		-79.65
2020-03-0055821	CASTRO CARRIE A	1993/4CP666D17P7229969		-16.00
2019-01-0008768	CORELOGIC TAX SERVICES CENTREALIZED REFUNDS	249 WOODYCREST DR		-2120.85
2019-01-0005541	CORELOGIC TAX SERVICES CENTREALIZED REFUNDS	117 SILVER LN		-2726.46
2019-01-0002013	CORELOGIC TAX SERVICES CENTREALIZED REFUNDS	421 TOLLAND ST 204		-854.88
2019-01-0004979	CORELOGIC TAX SERVICES CENTREALIZED REFUNDS	174 CHESTER ST		-2327.77
2019-01-0015667	CENTREALIZED REFUNDS	235 EAST RIVER DR 601		-2985.72
2020-03-0057782	COUTIN AIDEN M	2008/1HGFA15548L049327		-13.50
2017-01-0008576	CP PLAZA HOLDINGS LLC	940 SILVER LN		-18514.48
2018-01-0008576	CP PLAZA HOLDINGS LLC	940 SILVER LN		-19077.76
2019-01-0008575	CP PLAZA HOLDINGS LLC	934 SILVER LN		-16544.99
2019-01-0008577	CP PLAZA HOLDINGS LLC	950 SILVER LN		-21129.32
2020-03-0058150	CUMMINGS KATELIN M	2017/3MYDLBYV9HY163026		-31.90
2020-03-0058361	DAIMLER TRUST	2017/WDDWF4KB9HR229336		-632.25
2020-03-0061118	ENNIN PETER K	2010/5TDKK4CC4AS330108		-108.90
2020-03-0061135	ENTERPRISE FM TRUST	2014/1FTNE2EW8EDB12108		-301.51
2020-03-0061137	ENTERPRISE FM TRUST	2014/1GNKVFED7EJ304296		-379.36
2020-03-0061749	FIGUEROA BRANDON	2019/ JKAEXKH10KDA20882		-34.74
2020-03-0063149	GARDNER JOYCE J	2012/5NPEC4AC9CH399611		-7.02
2020-03-0064145	GOTTIER JAMES	2004/1C3EL75R54N412604		-21.60
2020-03-0064476	GRIFFIN PATRICK F JR	2013/1LNHL9FT3DG604019		-9.00
2019-03-0066921	HONDA LEASE TRUST	2017/5J8TB4H3XHL039297		-65.70
2020-03-0066123	HONDA LEASE TRUST	2020/19UUB3F3XLA000652		-163.62
2020-03-0066135	HONDA LEASE TRUST	2017/JHMGK5H51HS024019		-430.20
2020-03-0066140	HONDA LEASE TRUST	2017/19UDE2F73HA014839		-293.85
2020-03-0066236	HONDA LEASE TRUST	2019/1HGCV1F14KA130382		-720.00
2019-03-0067436	HYUNDAI LEASE TITLING TRUST	2015/5NPE34AF1FH032684		-225.36
2019-03-0067444	HYUNDAI LEASE TITLING	2017/KNPNCAC0H7147187		-155.56

2019-03-0067480	HYUNDAI LEASE TITLING TRUST	2017/KMHD84LF0HU277975	-379.22
2020-03-0066667	HYUNDAI LEASE TITLING TRUST	2019/KM8K6CAA0KU241032	-508.06
2020-03-0066701	HYUNDAI LEASE TITLING TRUST	2019/5XYPGDA35KG438939	-676.36
2020-03-0066721	HYUNDAI LEASE TITLING TRUST	2018/3KPFK4A74JE260465	-382.95
2020-03-0066753	HYUNDAI LEASE TITLING TRUST	2020/5NPD84LF2LH545822	-51.12
2020-03-0066792	HYUNDAI LEASE TITLING TRUST	2020/5NPEJ4J26LH004345	-71.76
2020-03-0066806	HYUNDAI LEASE TITLING TRUST	2020/5XYPGDA31LG648083	-335.70
2019-03-0067751	IREZARRY VICTOR M	1994/1J4FY69S6RP414179	-11.25
2019-03-0068356	JOHNSON IVROY J	2009/1N4AA51E79C800515	-221.40
2019-03-0068674	JP MORGAN CHASE BANK NA	2016/JM3KE4DY9G0861860	-156.14
2019-03-0068709	JP MORGAN CHASE BANK NA	2019/JF1ZCAC18K8601286	-376.24
2019-03-0068715	JP MORGAN CHASE BANK NA	2016/JM3TCBCY6G0102678	-426.60
2019-03-0068719	JP MORGAN CHASE BANK NA	2017/JF2SJABC5HH498729	-392.90
2019-03-0068727	JP MORGAN CHASE BANK NA	2016/JM1BM1W75G1342040	-254.75
2019-03-0068729	JP MORGAN CHASE BANK NA	2017/JF1VA1B63H9824470	-172.12
2020-03-0067849	JP MORGAN CHASE BANK NA	2018/JM3TCBCY0J0235606	-353.26
2020-03-0067853	JP MORGAN CHASE BANK NA	2017/JF1VA1B63H9824470	-10.36
2020-03-0070445	LOPEZ-VILLALTA PASTOR E	2010/4T3BK3BB3AU033946	-202.54
2020-03-0070545	LOZADA-RAMOS ANGEL L	2011/JM1BL1VGXB1472358	-164.65
2019-03-0072074	MALDONADO JOAQUIN A	2003/1NXBR32E43Z176342	-51.97
2019-01-0009509	MCDERMOTT JOHN J	149 ROXBURY RD	-49.92
2020-01-0009102	MCDERMOTT JOHN J	149 ROXBURY RD	-616.88
2020-03-0074380	NGUYEN DENNIS	2011/JTHBK1EG7B2454301	-37.48
2019-03-0084038	SIRAGUSA NICOLETTE L	2012/1G1JC6SH6C4147463	-114.66
2020-03-0084985	TURCOTTE BERTRAND R	2006/2GCEK19V961114127	-118.35
2020-03-0086380	VW CREDIT LEASING LTD	2018/3VV2B7AX0JM143117	-121.26
2020-03-0086390	VW CREDIT LEASING LTD	2018/WAUENAF48JA211947	-160.20
2019-03-0088988	WHITE-HAVILAND JENNIFER	2016/KMHCU4AE6GU164743	-8.37
2020-03-0087080	WILCOX RYAN P	2012/JM1DE1LY5C0135327	-167.52
	<b>SUBTOTAL</b>	<b>11.07</b>	<b>-98044.14</b>
	<b>TOTAL</b>		<b><u>\$(98,055.21)</u></b>



Appointment of Michael Ryan as a Parking Violation Hearing Officer

MOTION      By Don Bell  
                  seconded by Travis Simpson  
                  that pursuant to Section 21-6e (a) of the Town Ordinances, the Town  
                  Council **consent** to Mayor Walsh's appointment of Michael Ryan as a  
                  Parking Violation Hearing Officer for a term of two years, beginning  
                  December 1, 2021.  
                  Motion carried 8/0.

Appointment of Daniel LaReau to the Veterans Commission

MOTION      By Awet Tsegai  
                  seconded by John Morrison  
                  to **approve** the appointment of Daniel LaReau, 146 Porterbrook Avenue,  
                  to the Veterans Commission, term to expire December 2021.  
                  Motion carried 8/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Don Bell asked for an overview on the sale of Rentschler Field by Pratt & Whitney. *Mayor Walsh stated that an entity known as National Development bought the property. He thinks that their plan is to use at least part of the Rentschler Field site for warehouse space and "e-commerce", but that further discussions will be had with the company.*

Awet Tsegai inquired on the development status of the Showcase Cinema property that the town recently sold. *Mayor Walsh said that he had planned to update the Council at their December 14<sup>th</sup> meeting with a presentation by Eileen Buckheit, Development Director and Mike Goman, the town's Real Estate professional. Jasko Developers is planning to build high-end apartments with amenity-rich facilities and is moving forward with its plans.*

Travis Simpson spoke to the Rentschler Field property. He recalls that Pratt & Whitney, as the owner, along with the Matos Group, submitted their plans for the site and requested the designation of a "Designed Development District". He believes that the town – and state – made investments based on that criteria. He is anxious to see what plans National Development will bring forward.

Mayor Walsh then spoke to the leaf collection program and the need to balance the requests of residents with the ever-present budget constraints.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Walsh wished all Happy Holidays.

ADJOURNMENT

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

The Chair announced that the next meeting of the Town Council would be December 14<sup>th</sup>.

Attest Angela M. Attenello  
Angela M. Attenello  
TOWN COUNCIL CLERK



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 8, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh  
RE: COMMUNICATION: Silver Lane Redevelopment Presentation

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Please reserve time on the December 14, 2021 Town Council agenda for a presentation by Development Director Eileen Buckheit regarding the Silver Lane Redevelopment.

Thank you,

Cc: E. Buckheit, Development Director



## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 10, 2021  
TO: Richard F. Kehoe, Chair   
FROM: Michael P. Walsh  
RE: RESIGNATIONS: Boards and Commissions

---

Attached are letters received by my office from individuals who are resigning from their positions as full members on various boards and commissions:

R	Valentine	Povinelli	Building Board of Appeals (5 yr)	Full Member
R	Timothy	Siggia	Board of Assessment Appeals (3 yr)	Full Member
R	Robert	Damaschi	Building Board of Appeals (5 yr)	Full Member
R	Elaine	Dube	Pension & Retiree Benefit Board(5yr)	Full Member
D	Tia	Woods	Veterans Commission (2yr)	Full Member
D	Hassan	Robinson	Board of Assessment Appeals (3 yr)	Full Member
R	Bernard	Corona	Commission on Srvc's for Per w.Disabilites (2 yr)	Full Member
R	Arthur	Parker	Commission on Srvc's for Per w.Disabilites (2 yr)	Full Member

Please place these resignations on the December 14<sup>th</sup>, 2021 Town Council agenda and share our appreciation as a community for the valuable service they have provided by volunteering their time on the above mentioned boards and commissions.

C: R. Pasek, Town Clerk

MICHAEL P. WALSH  
MAYOR

# TOWN OF EAST HARTFORD

(860) 291-7200

OFFICE OF THE MAYOR

740 Main Street  
East Hartford, Connecticut 06108

WWW.EASTHARTFORDCT.GOV

December 10th, 2021

Dear Town Council,

It is with great sadness we recognize the death of two long time board and commission members. Because of their unfortunate passing there are now 2 vacancies on the following boards and commissions.

**Robert Damaschi** – Building Board of Appeals (3yr) – Full Member

**Bernard Corona** – Commission on Srvc for Per w. Disabilities (2yr) – Full Member

Please accept this communication as vacancies to the respective boards.

Sincerely,

*Michael P. Walsh*

Mike P. Walsh  
Mayor

Cc: Robert Pasek, Town Clerk



**EAST HARTFORD**  
*Connecticut*



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Home

## Contact Robert J. Pasek

Your name \*

VALENTINE P. POVINELLI JR

Your e-mail address \*

vpovinelli@aol.com

Subject \*

Building Board Of Appeals

Message \*

Robert,

My term on the Building Board of Appeals began in 02/2010 and after several renewals expired on 12/2019. Of late the activity was apparently low as I had not been contacted to participate in any meetings. At this time I am submitting this letter of resignation from the Building Board of Appeals.

Thank you,

Valentine P. Pavinelli Jr.

## Martin, Connor

---

**From:** Prescille Yamamoto <pfyamamoto@sbcglobal.net>  
**Sent:** Tuesday, November 30, 2021 8:25 PM  
**To:** Martin, Connor; Pasek, Robert; Prescille Yamamoto  
**Subject:** Fw: Building Board of Appeals Committee Resignation  
**Attachments:** img202.pdf

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

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Robert & Connor's

Please see the attached copy of Valentine P. Povinelli, Jr's resignation to the Building Board of Appeals. Per Connor Martin's request. Trust this all you will need to update the Commission's membership list.

Sincerely,  
Prescille Yamamoto

----- Forwarded Message -----

**From:** Val Povinelli <vpovinelli@aol.com>  
**To:** pfyamamoto@sbcglobal.net <pfyamamoto@sbcglobal.net>  
**Sent:** Tuesday, November 30, 2021, 07:58:32 PM EST  
**Subject:** Building Board of Appeals Committee Resignation

Prescille,

I sent via the East Hartford Website the attached letter of resignation from the Building Board of Appeals to Robert J. Pasek.

Thanks,  
Val

## Martin, Connor

---

**From:** Hassan Robinson <hrobinson@mpspride.org>  
**Sent:** Monday, December 6, 2021 8:39 AM  
**To:** Martin, Connor  
**Subject:** Re: BAA

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---

Good morning Connor,

Here is my official resignation statement.

I, Hassan S. Robinson, officially resign from my post as a member of the Board of Assessment and Appeals.

Thank you and good luck.

**Hassan S. Robinson**

**Principal**

**Highland Park Elementary School**

**860-647-3436**

**"Appreciate and Embrace Every Day!"**

***"Together Everyone Achieves More"***

*"Do not get lost in a sea of despair. Be hopeful, be optimistic. Our struggle is not the struggle of a day, a week, a month, or a year, it is the struggle of a lifetime. Never be afraid to make some noise and get in good trouble, necessary trouble." #goodtrouble*

-Rep. John Lewis

On Fri, Dec 3, 2021 at 12:39 PM Martin, Connor <[CMartin@easthartfordct.gov](mailto:CMartin@easthartfordct.gov)> wrote:

My apologies I did not know that, can you do me a favor and send me an official email stating your resignation so I can process it. Your past resignation never made it to our office unfortunately.

Connor Martin

Assistant to the Mayor

Town of East Hartford



Phone number 860-291-7203

Cell phone 860-270-9681

**From:** Hassan Robinson [mailto:[hrobinson@mpspride.org](mailto:hrobinson@mpspride.org)]

**Sent:** Friday, December 3, 2021 11:30 AM

**To:** Martin, Connor <[CMartin@easthartfordct.gov](mailto:CMartin@easthartfordct.gov)>

**Subject:** BAA

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Hey Connor,

I resigned from BAA before our last assessment mtg. I sent Saana and Brian an email letting them know this. Let me know if there is anything else I need to do. Thanks

**Hassan S. Robinson**

**Principal**

**Highland Park Elementary School**

**860-647-3436**

**"Appreciate and Embrace Every Day!"**

***"Together Everyone Achieves More"***

*"Do not get lost in a sea of despair. Be hopeful, be optimistic. Our struggle is not the struggle of a day, a week, a month, or a year, it is the struggle of a lifetime. Never be afraid to make some noise and get in good trouble, necessary trouble." #goodtrouble*

-Rep. John Lewis

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

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Robert & Connor:

Please consider the attached email from Elaine Dube - as her official letter of resignation from the Retirement and Pension Commission.

Thank you for your assistance with updating the Town's listings of Boards and Commissions.

Regards,  
Prescille Yamamoto, chair  
E.H. Republican Town Committee

----- Forwarded Message -----

**From:** Elaine Dube <[edube0212@gmail.com](mailto:edube0212@gmail.com)>  
**To:** Prescille Yamamoto <[pfyamamoto@sbcglobal.net](mailto:pfyamamoto@sbcglobal.net)>  
**Sent:** Friday, December 3, 2021, 12:15:36 PM EST  
**Subject:** Resignation Retirement and Pension Committee

Please consider this as my resignation from the Retirement and Pension Committee.

Thank you

Elaine Dube

## Martin, Connor

---

**From:** Pasek, Robert  
**Sent:** Monday, December 6, 2021 11:46 AM  
**To:** Martin, Connor  
**Cc:** White, Rosamond  
**Subject:** FW: [East Hartford CT] Resignation from Board of Assessment Appeals (Sent by Timothy M. Siggia, tsiggia145@comcast.net)

Please see [Timothy Siggia's Resignation for the Board of Assessment Appeals](#).

Robert J. Pasek, CCTC  
Town Clerk  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108  
860-291-7235



---

**From:** Contact form at East Hartford CT [mailto:cmsmailer@civicplus.com]  
**Sent:** Monday, December 6, 2021 11:33 AM  
**To:** Pasek, Robert <rpasek@easthartfordct.gov>  
**Subject:** [East Hartford CT] Resignation from Board of Assessment Appeals (Sent by Timothy M. Siggia, tsiggia145@comcast.net)

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

?

---

Hello rpasek,

Timothy M. Siggia ([tsiggia145@comcast.net](mailto:tsiggia145@comcast.net)) has sent you a message via your contact form (<https://www.easthartfordct.gov/users/rpasek/contact>) at East Hartford CT.

If you don't want to receive such e-mails, you can change your settings at <https://www.easthartfordct.gov/user/81/edit>.

Message:

Dear Mr. Pasek,

I was recently contacted by the Mayor's Office and informed that my term as a member of the Board of Assessment Appeals had expired as of December, 2019, and to inquire if I wanted to commence a new term. I replied that I would prefer to simply let my current term expire, and was told that my options were to either resign or renew. I therefore hereby resign from the Board of Assessment Appeals.

## Martin, Connor

---

**From:** Tia Woods <tialwoods@yahoo.com>  
**Sent:** Saturday, December 4, 2021 6:08 PM  
**To:** John Cook; Martin, Connor  
**Subject:** Resignation of Veterans Commission

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

---

To Whom It May Concern:

It is with great regret that I submit this letter as formal notification that I am resigning from my position with the Veterans Commission of the Town of East Hartford.

Thank you for allowing me to serve.

Best Regards,

Tia

*Tia L. Woods*

*Town of East Hartford  
Constable  
Notary Public  
Chair of 4th District  
Justice of the Peace  
ITS The Room, LLC Owner  
East Hartford Black Caucus, Treasurer*

860-881-8191

MAKE "TODAY" BEAUTIFUL!

CONFIDENTIALITY NOTICE: The information contained in this transmission may contain privileged and confidential information, including information protected by federal and state privacy laws. It is intended only for the use of the

Prescille F. Yamamoto, chair  
E.H. Republican Town Committee  
235 East River Drive, #508  
East Hartford, CT 06108  
[pfyamamoto@sbcglobal.net](mailto:pfyamamoto@sbcglobal.net)  
860.289.1011

December 3, 2021

Robert Pasek, Town Clerk  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108

Connor Martin, Office of the Mayor  
Town of East Hartford  
740 Main Street  
East Hartford, CT 06108



Gentlemen:

I have received an email from Author Parker, stating he is resigning from the Commission on Services for the Disabled. His appointment expires 12/2021.

Unfortunately, I only have the hard copy that I printed for my records and am unable to submit an electronic copy. Hopefully you will be able to accept this print copy as Mr. Parker's resignation.

Another member Bernard Corona appointment expires 12/2021, also. Mr. Corona passed in the past few months. Please accept this as his resignation.

It appears the R.T.C. has 2 vacancies on the Commission on Services for the Disabled. I shall add these two positions for my vacancy list.

Hopefully, this information will assist you both with the update of Board & Commission memberships.

Sincerely,



Prescille F. Yamamoto

Enc: Arthur Parker's resignation letter

## Commission

---

From: Art Parker (navet96@comcast.net)

To: nessabmw@sbcglobal.net; pfyamamoto@sbcglobal.net

Date: Wednesday, November 3, 2021, 01:36 PM EDT

---

I am writing to inform you that due to personal issues and increased family obligations I am submitting my resignation from the commission. I no longer feel that I have the time needed to properly serve and at this time I will not seek reappointment.

It has been a pleasure and an education serving with you and the commission members. Please keep up the good work .


Respectfully,

Arthur Parker

Sent from Mail for Windows



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

DATE: December 3, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: RESOLUTION: East Hartford Middle School Roof Replacement Project

---

Attached is a resolution and supporting documents in relation to the East Hartford Middle School Roof Replacement Project. This project has been approved by the East Hartford Board of Education, but needs the Town Council's approval before it can move forward.

Please place this item on the Town Council Agenda for the December 14<sup>th</sup>, 2021 Town Council meeting. I recommend that the Town Council approve this request as submitted.

Thank you.

C: L. Trzetzak, Finance Director  
M. Lupkas, Interim Finance Director  
B. Whittaker, BOE Director of Facilities  
J. Rovezzi, BOE Facilities

**RESOLUTION TO AUTHORIZE AN APPROPRIATION, TO AUTHORIZE THE FILING  
OF A GRANT APPLICATION, AND TO SEND THE PROJECT TO THE PUBLIC  
BUILDING COMMISSION**

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

**WHEREAS**, the cost of the roof replacement including design and construction is anticipated to total \$ 4,642,952 with the State reimbursing 76.43% of eligible costs or \$3,005,796 leaving the School District to pay 23.57% of eligible costs or approximately \$1,637,156 which includes an amount for known and unforeseen ineligible costs; and

**WHEREAS**, the project has been approved in Town's 5-Year Capital Improvement Plan and the local share of the project was authorized via a bond referendum question in November 2020.

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

1. The appropriation of \$4,642,952 to fund the East Hartford Middle School Roof Replacement Project,
2. 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 Middle School Roof Replacement Project,
3. That the Town's Public Building Commission is hereby charged with the oversight and approval of the East Hartford Middle School Roof Replacement Project,
4. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the East Hartford Middle School Roof Replacement Project.

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on December 14, 2021.

---

Angela Attenello, Clerk of the Town Council





## MEMORANDUM

**DATE:** December 3, 2021

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

**FROM:** Linda M. Trzetzziak, Director of Finance

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

**RE:** Resolution - East Hartford Middle School Roof Replacement Project

---

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

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

The attached resolution is packed with a variety of necessary components from approving the total project appropriation, submitting a grant request to the State Department of Administrative Services for construction projects, and sending the project to the Town's Public Building Commission.

The project has already been approved in the Town's 5-Year Capital Improvement Plan and local funding has been established via the November 2020 approved referendum question.

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

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

Cc: Ben Whittaker, BOE COO  
Jim Rovezzi, BOE Facilities  
Mike Lupkas, Finance



East  
Hartford  
Public  
Schools

**East Hartford Public Schools**  
**Educational Specifications**  
**For the**  
**School Construction Grant Application**

**PROJECT:**  
**East Hartford Middle School**  
**Roof Replacement**  
777 Burnside Ave., East Hartford, CT 06118

**SUBMITTED TO:**  
State of Connecticut  
Department of Administrative Services  
Office of School Construction Grants and Review  
450 Columbus Blvd, Suite 1503  
Hartford, CT 06103  
860-713-6480

**PREPARED BY:**  
Ben Whittaker, Director of Facilities  
East Hartford Public Schools  
860-622-5952

**November 21, 2019**

## **EDUCATIONAL SPECIFICATIONS**

### **PROJECT: East Hartford Middle School Roof Replacement**

#### **1. PROJECT RATIONALE**

East Hartford Middle School was constructed in 1954, with significant additions in 1959, 1968, and 1972. The EHMS campus consists of (35) distinct roof elevations across (8) major interconnected buildings. The roofs across the entire campus, except for "C building" and its adjacent hallways, were replaced in 1992. "C Building" was formerly replaced in 1980 and though the goal was to "limp it along" until 2022, it deteriorated so badly it had to be replaced in 2019. The total roofing area to be replaced is about 155,543 square feet, consisting of mostly built-up style roofing systems: gravel ballast covering 4-ply asphalt roofing over 4.5" fiberglass insulation and a vapor barrier mopped on a gypsum deck. The gym has a membrane-covered barrel roof. Repairs have been made on almost every elevation (some re-patched) and ponding water exists after every storm. While it is a very large expense to re-roof the entire school, doing so will ensure the integrity of the building and safety of the occupants for years to come.

#### **2. LONG-RANGE PLAN**

The long-range plan for the school incorporates provisions for a safe and appropriate learning environment for the 1100+ student population. This project will ensure the safety and health of the students and staff. The district plans to continue to utilize East Hartford Middle School in its current capacity for the next twenty years and beyond. School populations

#### **3. PROJECT SCOPE**

The project will consist of removing all existing roofing materials on each elevation down to the roof deck. A tapered insulation system will be installed using a fully-adhered method to meet new energy codes and facilitate proper drainage, which will require building up the roof perimeter with blocking in some areas and masonry work in others. A 60 mil EPDM membrane will then be installed with all necessary flashings (as was recently done on "C" building). The system will carry a 20-year warranty. 112,978 sf of the roof area is estimated to be considered fully eligible, while 42,565 sf are estimated to be partially eligible (auxiliary gym, natatorium).

The project will also address a few areas which have been problematic over the years such as the former operable skylight system on the pool area and skylights in the tech area. These areas have had temporary solutions in place for years, and this project will provide the opportunity to design and install permanent, weather-tight solutions. The barrel-roof gym area will be analyzed to find the most cost effective and aesthetically appropriate product to replace the existing membrane.

Current space: Project will impact roof area of the entire school building, except for the roof sections replaced in 2019. Occupancy/use under each roof section is as follows:

Roof Section #1

- Chorus room
- Band room
- Five practice rooms and two bathrooms

Roof Section #2

- Kitchen
- Walk in storage/freezer Storage room
- Auditorium Lobby
- Two Bathrooms

Roof Section #3

- Cafeteria
- Storage rooms

Roof Section #4

- Outside canopy

Roof Section #5

- Outside canopy

Roof Section #6

- Outside canopy

Roof Section #7

- Auditorium

Roof Section #8

- Stage area

Roof Section #9– NOT IN PROJECT SCOPE

Roof Section #10– NOT IN PROJECT SCOPE

Roof Section #11

- 2 FL General class rooms 203-225
- 1 FL General classrooms 103 -123
- 9 Offices
- 13 bathrooms
- 1 FL sprinkler room
- Lower level Lounge room
- Lower Level Shop class room (2)
- Lower Level Classroom Special ED. (2)

Roof Section #12

- Outside canopy

Roof Section #13

- Bridge B-A building

Roof Section #14

- 2 FL Upper Media
- 2 FL Computer lab
- 2FL Work rm - Office -- Storage rm
- 1 FL 11 Administrative Offices
- 1 FL 4 Bathrooms
- 1 & 2 FL stair case (4)

Roof Section #15

- 2 FL Upper Media
- 2 FL Computer labs
- 2 FL Three Offices – Storage rm
- 1 FL Computer lab
- 1 FL 3 Conference rooms
- 1 FL 3 Offices
- 1 FL 2 Bathrooms
- 1 FL Main Lobby

Roof Section #16

- Higher center of Media roof
- Main Stair case

Roof Section #17

- A – H building Bridge

Roof Section #18

- 2 FL General Class rooms 250 – 260
- 2 FL 4 bathrooms
- 4 offices
- 1 FL General Class rooms 150 – 159
- 1 FL 4 Bathrooms
- 1&2 FL stair case (2)

Roof Section #19– NOT IN PROJECT SCOPE

Roof Section #20

- General Classroom

Roof Section #21

- Exit Stair 16

Roof Section #22

- General Class rooms 4-4A-3-2

Roof Section #23

- Medically Fragile Classroom
- Maintenance Shop

Roof Section #24

- General Class room

Roof Section #25

- Natatorium Lobby

Roof Section #26

- Bridges to Natatorium
- 2 Bathrooms

Roof Section #27

- Natatorium Boys/Girls' lockers/showers

Roof Section #28

- Natatorium Bleachers

Roof Section 28A

- Natatorium

Roof Section #29

- Main Gym Bridge to Back Gym

Roof Section #30

- Back gym Boys/Girl/Handicap Bathrooms
- Back gym Lobby

Roof Section #31

- Back Gym

Roof Section #32

- Back gym storage rooms

Roof Section #33

- Filter/chemical room
- Mechanical Room
- Storage Area

Roof Section #34

- Main Gym

Roof Section #35

- Exit 23 Outside canopy

The current roof system consists of mostly built-up style roofing systems: gravel ballast covering 4-ply asphalt roofing over 2-5" fiberglass insulation and a vapor barrier mopped on a gypsum deck.

Construction: Construction will not directly impact the instructional spaces, as all construction will be done from roof. Existing roofing system will be removed down to roof decking, deteriorated sections of roof decking replaced, and new insulation, underlayment, flashings, and 60 mil EPDM membrane (20-year warranty) installed.

Final Space: Same as current space.

FF&E: None.

\*\*\*\*\*

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

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

5. **INTERIOR BUILDING ENVIRONMENT**

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

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

Site Acquisition: Not applicable.  
 Parking: Not applicable.  
 Drives: Not applicable.  
 Walkways: Not applicable.

Outdoor Athletic Facilities: Not applicable.  
Landscaping: Not applicable.  
Site Improvements: Not applicable.

7. **CONSTRUCTION BONUS REQUESTS**

This East Hartford Middle School project is not eligible for a school construction bonus.

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

8. **COMMUNITY USES**

East Hartford Middle School is utilized to facilitate activities during the school hours, before and after school hours, and throughout the calendar year.

- PTO sponsored fundraisers and community events
- Nightly open Gyms
- Open Swim
- Basketball League
- Dance recitals
- Police & Fire testing
- Police Diving certification
- Life guard certification
- Special Olympic Teams
- Winter/spring concerts
- Summer youth programs
- YMCA summer camps
- Senior swimming
- Park & Rec cheerleaders
- Indoor soccer
- Swimming lessons





East  
Hartford  
Public  
Schools

## *Department of Facilities*

# East Hartford Middle School (777 Burnside Ave) Roof Replacement Project

## **Project Description and Budget**

November 21, 2019

The East Hartford Public Schools Department of Facilities is proposing a project to replace all existing roofing systems at East Hartford Middle School (EHMS), except for the roof associated with “C Building”, which was replaced in 2019.

### Background / Existing Conditions

East Hartford Middle School was constructed in 1954, with significant additions in 1959, 1968, and 1972. The EHMS campus consists of over (35) distinct roof elevations across (8) major interconnected buildings. The roofs across the entire campus, except for “C building” and its adjacent hallways, were replaced in 1992. “C Building” was formerly replaced in 1980 and though the goal was to



“limp it along” until 2022, it deteriorated so badly it had to be replaced in 2019. The total roofing area to be replaced is about 155,543 square feet, consisting of mostly built-up style roofing systems: gravel ballast covering 4-ply asphalt roofing over 4.5” fiberglass insulation and a vapor barrier mopped on a gypsum deck. The gym has a unique membrane-covered barrel roof. The roofing

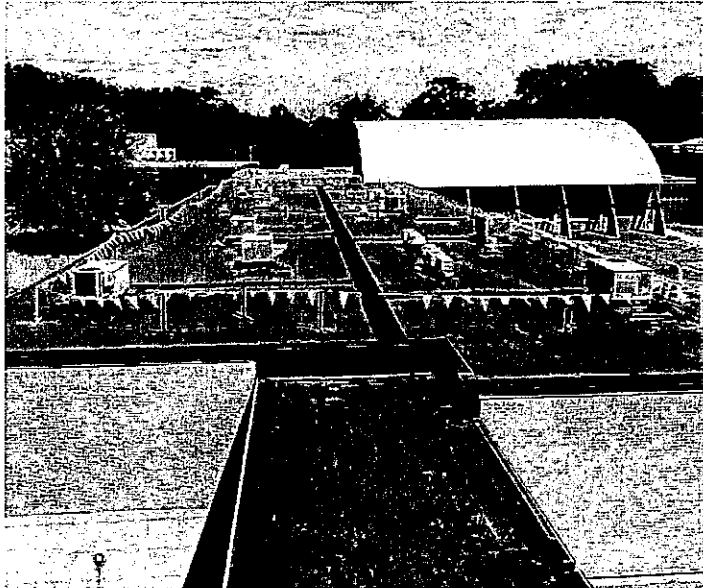
systems at EHMS have a life expectancy between 20-30 years, and at 28 years the roof is showing its

age. Repairs have been made on almost every elevation (some re-patched) and ponding water exists after every storm. While it is a very large expense to re-roof the entire school, doing so will ensure the integrity of the building and safety of the occupants for years to come.

*Example of new EPDM roofing system  
"C" Building – completed in 2019*

Project Overview

The project will consist of removing all existing roofing materials on each elevation down to the roof deck. A tapered insulation system will be installed using a fully-adhered method to meet new energy codes and facilitate proper drainage, which will require building up the roof perimeter with blocking in some areas and masonry work in others. A 60 mil EPDM membrane will then be installed with all necessary flashings (as was recently done on "C" building). The system will carry a 20-year warranty.



The project will also address a few areas which have been problematic over the years such as the former operable skylight system on the pool area and skylights in the tech area. These areas have had temporary solutions in place for years, and this project will provide the opportunity to design and install permanent, weather-tight solutions. The barrel-roof gym area will be analyzed to find the most cost effective and aesthetically appropriate product to replace the existing membrane.

Schematic drawings and an estimate of probable cost have been produced by Friar Architecture (Dated October 2019) and reflected below. Friar also commissioned a 3<sup>rd</sup> Party estimating firm to produce a project budget, the results of which they used to alter/validate their figures. Construction target is 2023.

Project Budget

<p><b>Design</b> – Includes: Schematic Design, Design Development for altered areas, 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.</p>	<p><b>\$94,848</b></p>
---	------------------------

<b>Construction-</b> Full removal of existing roofing, replace decking as needed, install of new roofing system. Includes modifications to roof perimeter as needed, masonry, and newly designed systems for pool and tech areas.	<u>\$4,548,104</u>
<b>Project Total</b>	<b>\$4,642,952</b>

Since this is such a large project at a very early stage (due to the need to prepare for a referendum in 2020), several “safety measures” were taken in the preparation of the estimate/project budget to account for unknowns. Two items built into the project budget that significantly impact the “Local Share” of the project are:

1. The pool and auxiliary gym may be considered only 50% eligible for reimbursement through the State program.
2. Contingency costs are considered ineligible through the State program until/unless they are used on an expense qualifying as eligible during construction. Normally, EHPS budgets for contingency to be eligible when calculating local share, since we usually don’t use contingency funds unless the cost would be eligible. However, due to unknown program eligibility concerns at this early stage, Friar advised us to carry the contingency as ineligible for now.
3. 2% of the total roof area was carried as ineligible due to the potential for OSCGR to consider the program occupancy of certain spaces ineligible. This 2% directly impacts Local Share.

<b>Total Project Costs</b>	<b>\$ 4,642,952.44</b>	<b>29.85</b>
Fully Ineligible Project Costs	\$ 412,814.16	
Partial Ineligible Project Costs	\$ 297,394.26	
Partial Eligible Project Costs	\$ 297,394.26	
Fully Eligible Project Costs	\$ 3,635,349.76	
East Hartford Reimbursement Rate	76.43%	
Projected State Reimbursement	\$ 3,005,796.26	
<b>Projected Local Share</b>	<b>\$ 1,637,156.19</b>	

### Funding Strategy

This project is eligible to be funded through the State of Connecticut Office of School Construction Grants and Review (OSCGR) program as a Roof Replacement project. Currently, East Hartford is eligible for reimbursement from the State at a rate of 76.43% for **eligible** project expenses, so East Hartford will only have to fund 23.57% of the **eligible** project cost. Using the most conservative approach (see table above), the local share of \$1,637,156 would be 35.3% of the overall 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. OSCGR stated during a meeting on 10/16/2019 that the project would NOT have to go on the priority list as is usually the case with projects >\$5M. "Non-Priority List" grant applications can be submitted anytime, though they asked to be notified if the referendum passes so they can plan.

The Town of East Hartford is expected to publish a referendum question for voter consideration during the November 2020 election which will include both the EHHS and EHMS roof replacement projects. If the voters of East Hartford approve the project/cost during the referendum, the Town of East Hartford will fund the cost of the project by bonding the local share during a future bond issue. The Town has asked that we construct the EHHS and EHMS roofs one year apart for working capital purposes, so the EHMS roof project has been moved from 2022 to 2023 in the Capital Improvement Plan.

### Procedural Steps BOE items hi-lighted

- January 13, 2020- Review and Approval of this document, Educational Specifications, and moving forward with the School Construction Grant application process by the Facilities Committee.
- January 13, 2020- Review and Approval of this document, Educational Specifications, and moving forward with the School Construction Grant application process by the Board of Education
- January, 2020 –Town Finance Director will load the Town's 5-year CIP with both roof projects
- February 23, 2020 – the Town Council will get the Mayor's Budget and 5-year CIP including the both roof projects
- Late February, 2020 – the BOE will address the Council on their budget; Director of Facilities will explain the roof needs
- March 10, 2020 – the Town Council approves the budget and 5-year CIP
- April, 2020 – based on what was approved by Council, Town Finance Director works with Bond Counsel to create questions and our Bond Advisor to project debt service
- May/June, 2020 – the questions and debt service projections go to the Council for discussion
- July, 2020 – The Town Council sets the public hearing date for the first Council meeting in August
- August, 2020 – after the public hearing, the Council approves the referendum questions at the second meeting in August
- After August 2020 council meeting and no later than September 2020 – Mayor signs the paperwork to send the questions to the voters and Town Clerk and Town Council Clerk "warn" the questions
- November, 2020 – the voters hopefully approve the referendum question(s)

**The EHMS project is then put on HOLD for approximately 12 months, since EHHS is being constructed first and OSCGR requires that construction starts within (2) years of grant approval.**

- November, **2021**- Town Council Authorization to proceed with project and Grant Application. Includes (4) resolutions:
  - Local authorization to fund the cost of the project
  - Authorizing BOE to file the Grant Application
  - Authorizing at least preparation of schematic drawings and outline specifications
  - Authorizing funding of the construction project
- Grant application can commence with a target filing date of December 2021.
- January 2022- EHPS publishes a Request for Proposals for Design Services.
- February (or as soon as grant application is approved) thru November 2022- Design work is completed and Plan Review is conducted by OSCGR.
- December 2022 – January 2023- EHPS publishes Invitation to Bid for construction phase.
- Spring/summer 2023- Construction of new roof with target completion of Fall 2023.

**REGULAR MEETING  
EAST HARTFORD BOARD OF EDUCATION**

**MONDAY  
January 13, 2020**

A Regular Meeting of the East Hartford Board of Education was held on Monday, January 13, 2020, in the Lecture Hall of the Connecticut IB Academy, 857 Forbes Street, East Hartford, CT.

**The meeting was called to order at 7:04 PM by Chairman Bryan R. Hall.**

**PRESENT** Chairman Bryan R. Hall, Secretary Tyron V. Harris, Harry Amadasun, Jr.,  
Vanessa Jenkins, Marilyn Pet, Dorese Roberts, Tom Rup  
Stephanie Watkins

**ABSENT** Valerie Scheer

**ALSO PRESENT** Nathan Quesnel, Superintendent of Schools  
Anne Marie Mancini, Deputy Superintendent of Secondary Curriculum  
Elsie Torres, Assistant Superintendent of Elementary Curriculum  
Chris Wethje, Director of Human Resources  
Ben Whittaker, Director of Facilities  
Paul Mainuli, Director of Business Services  
Dr. Sharon Bremner, Director of Pupil Personnel Services  
Roberta J. Pratt, Chief Information Officer of Information Technology

**AMENDMENTS TO AGENDA** – Yes, make an amendment to the agenda to create a Consent Calendar under Old Business to Remove from Table and Approve Items 1- 18.

**APPROVAL OF MINUTES**

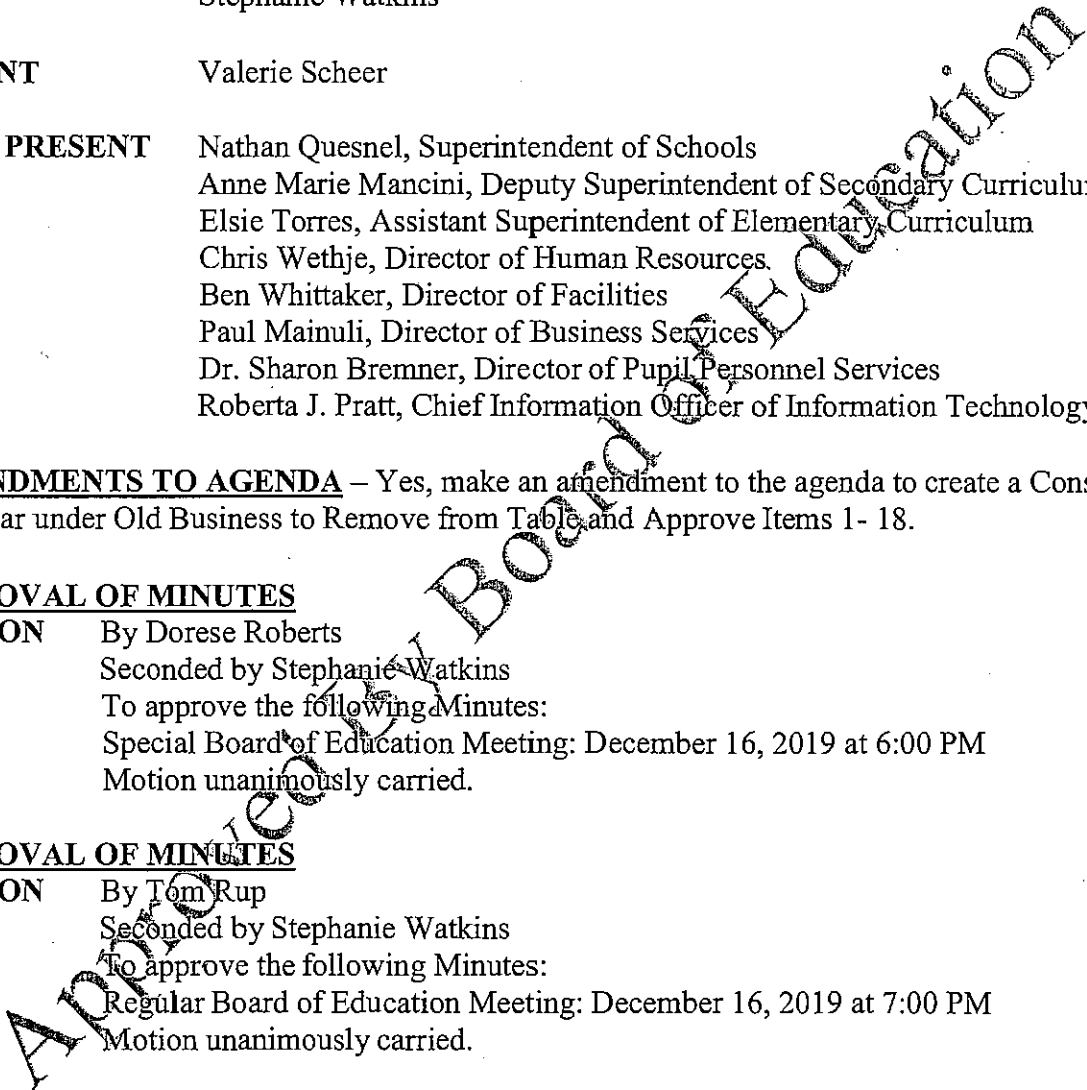
**MOTION** By Dorese Roberts  
Seconded by Stephanie Watkins  
To approve the following Minutes:  
Special Board of Education Meeting: December 16, 2019 at 6:00 PM  
Motion unanimously carried.

**APPROVAL OF MINUTES**

**MOTION** By Tom Rup  
Seconded by Stephanie Watkins  
To approve the following Minutes:  
Regular Board of Education Meeting: December 16, 2019 at 7:00 PM  
Motion unanimously carried.

**APPROVAL OF MINUTES**

**MOTION** By Dorese Roberts  
Seconded by Tyron V. Harris  
To approve the following Minutes:  
Special Board of Education Meeting: December 18, 2019 at 11:30 AM  
Motion unanimously carried.



**REGULAR MEETING  
EAST HARTFORD BOARD OF EDUCATION**

**MONDAY  
January 13, 2020**

**APPROVAL OF MINUTES**

**MOTION** By Tyron V. Harris  
Seconded by Tom Rup  
To approve the following Minutes:  
Special Board of Education Meeting: December 18, 2019 at 11:45 AM  
Motion unanimously carried.

**APPROVAL OF MINUTES**

**MOTION** By Tyron V. Harris  
Seconded by Tom Rup  
To approve the following Minutes:  
Special Board of Education Meeting: December 18, 2019 at 12:00 PM  
Motion unanimously carried.

**APPROVAL OF MINUTES**

**MOTION** By Tom Rup  
Seconded by Marilyn Pet  
To approve the following Minutes:  
Special Board of Education Meeting: December 18, 2019 at 12:15 PM  
Motion unanimously carried.

**WRITTEN COMMUNICATION TO THE BOARD OF EDUCATION**

Board Member Harris shared upcoming Connecticut Association of Boards of Education (CABE) workshops referencing the Legislative Breakfasts being held on January 22<sup>nd</sup>, 29<sup>th</sup>, 30<sup>th</sup> and February 20<sup>th</sup> for various Areas. Registration, locations and times, and additional information can be found online at [cabe.org](http://cabe.org).

**STUDENT REPRESENTATIVE REPORTS**

**Alan Corder, Kyle Janty and Lillian Bertram**

**-Updates:**

- On 11/21/19, EHHS and CIBA inducted 21 new members into the Tucker Blake chapter of the National Honors Society.
- The CIBA Parent Advisory Council (PAC) raised \$2900 selling doughnuts and coffee during our Krispy Kreme fundraiser. The funds will go to benefit student activities.
- On 12/4/19, a group of 24 educators from the Chinese delegation from the Guangdong Province visited CIBA. The delegation was impressed with our educational program and the teaching/learning in our classrooms.
- On 12/5/19, a group of educators from Soochow Foreign Language School, an IB school in China, visited CIBA. We discussed and developed a vision for our partnership, which will involve students from China studying at CIBA.
- A successful winter clothes drive was reported- thank you to those who donated.
- **Athletics Update:** Winter sports are underway, keep up the great work and come out to support EHHS athletic teams.

**REGULAR MEETING  
EAST HARTFORD BOARD OF EDUCATION**

**MONDAY  
January 13, 2020**

**-Dates to Remember:**

- 1/16/20: Open House – CIBA
- 1/20/20: No School - Dr. Martin Luther King Jr. Day
- 1/21-1/27/20: Mid-Term Exams
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- 1/29/20: Mid-Winter Festival
- 2/14/20: Unified Dance, 7-9 p.m. - Join the fun, karaoke and activities planned.  
Location: 30 Remington Road

**PUBLIC PARTICIPATION**

**Rachel Hernandez, 86 Williams Street, East Hartford**

Ms. Hernandez shared her concerns regarding the High School's policy of not allowing outside food to be dropped off to students for lunch.

**INFORMATIONAL REPORTS**

**Human Resources/No Action Required**

**Chairman's Report**

**Bryan R. Hall**

Chairman Hall welcomed all attendees to the first Board of Education meeting of 2020. Chairman Hall reviewed the two major agenda points for the evening.

The first point focused on discussing the Legislative Priorities that are developed every year prior to the legislative session. Chairman Hall acknowledged the extremely strong legislative delegation here in East Hartford led by Senator Anwar, and State Representatives Currey, Genga and Rojas. These delegates have been a strong and vocal advocate for our kids and for East Hartford Public Schools and the Board is deeply appreciative of the time they take to understand, listen, and fight for our needs.

The second agenda item focuses on the presentation and review of our annual Capital Improvement Plan that will be sent on to the town for inclusion in their list of potential referendum projects. Acknowledging Ben's expert leadership, the Capital Plan has transformed from being a "wish list" into a "working plan". The Capital Plan is a document that highlights a need for continued urgency to accomplish the work slated within its parameters. Chairman Hall asked that each of the Board members renew their commitment to ensure facilities is prioritized in ongoing discussions. Additionally, Chairman Hall shared his appreciation and thanks to the Facilities Sub-Committee, under the capable leadership of Mr. Rup, for the ongoing effort to continually improve our schools.



Superintendent's Report

Nathan Quesnel

**-Updates from the District:**

- **Review of four district themes that centered the launch of our school year in September:**
  - **To Do: To Learn-** The district's major teaching focus is on how we can better engage our students in their own learning with a goal of making sure our kids are carrying the cognitive load and engaging with each other rather than sitting as passive receptors of content.
  - **You Get What You Need-** Focuses on this year's commitment to doubling-down on Social Emotional Learning through Second Step and School Connect.
  - **Meaningful Professional Development-** The district has launched a comprehensive study of all professional development and is working to improve the relevance, efficiency and meaningfulness of these times.
  - **Hit the Mark- Attendance Matters!** - Emphasis on student and faculty attendance.
- **Strategic Vision Process Update**

Superintendent Quesnel shared that the district has been busy in the data collection stage of building our Strategic Vision Process (SVP) and is looking forward to collating all the information gathered from multiple focus group meetings with parents, students and faculty. While the focus groups have provided a wealth of information, the survey put out to the community has not generated the level of response hoped and Superintendent Quesnel encouraged families to participate by using the link available on the district website. As the data collection phase closes, the team will work to put together a working vision plan that again will be released to the community for feedback.

**-Dates to Remember:**

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- **1/21-1/27/20:** High School Exams - Early Dismissal Grs. 9-12
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- **2/10/20:** Next BOE Meeting
- **6/12/20:** Last Day of School (Pitkin 6/15/20)

Approved by East Hartford Board of Education

East Hartford Public Schools Legislative Priorities

Nathan Quesnel

The following provides a list summary of EHPS' policy positions that we ask our legislative delegates to consider in their policy development and advocacy work during the 2020 Legislative Session.

- **Funding**
  - Implement the Education Cost Sharing (ECS) Phase in Formula (through 2028)
  - Re- Authorize the 7% Magnet Cap Language
  - Maintain Current Grants
  - School Renovation Grants
- **Policy**
  - Provide Mandate Relief/ Unfunded Mandates
  - Review School Governance/ Long Term Plan for Magnet Schools
  - Teacher Certification Flexibilities/ Parameters

OLD BUSINESS

Create a Consent Calendar under Old Business to Remove from Table and Approve Items 1- 18.

**MOTION** By Tyron V. Harris  
 Seconded by Stephanie Watkins.  
 To create a Consent Calendar under Old Business to Remove from Table and Approve Items 1- 18.  
 Motion unanimously carried.

To Remove from Table and Approve Policy 1331\* (Prohibition Against Smoking)

**MOTION** By Tyron V. Harris  
 Seconded by Stephanie Watkins  
 To Remove from Table and Approve Policy 1331\* (Prohibition Against Smoking)  
 Motion unanimously carried.

To Remove from Table and Approve Policy 1900\* (Non-Discrimination Community/Board Operation)

**MOTION** By Tyron V. Harris  
 Seconded by Stephanie Watkins  
 To Remove from Table and Approve Policy 1900\* (Non-Discrimination Community/Board Operation)  
 Motion unanimously carried.

**To Remove from Table and Approve Policy 3100\* (Board Budget Procedures and Line Item Transfers)**

**MOTION** By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 3100\* (Board Budget Procedures and Line Item Transfers)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 3326.3\* (Board of Education Credit Card)**

**MOTION** By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 3326.3\* (Board of Education Credit Card)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 3541\* (Transportation)**

**MOTION** By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 3541\* (Transportation)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 3542.1\* (Code of Conduct Governing the Procurement of School Nutrition Program Goods and Services)**

**MOTION** By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 3542.1\* (Code of Conduct Governing the Procurement of School Nutrition Program Goods and Services)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 4112.5/4212.5\* (Employment and Student Teacher Checks)**

**MOTION** By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 4112.5/4212.5\* (Employment and Student Teacher Checks)  
Motion unanimously carried.

APPROVED BY BOARD OF EDUCATION

**To Remove from Table and Approve Policy 4118.3/4218.3\* (Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 4118.3/4218.3\* (Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 4118.11/4218.11\* (Non-Discrimination – Personnel-Certified/Non-Certified)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 4118.11/4218.11\* (Non-Discrimination – Personnel-Certified/Non-Certified)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 4118.112/4218.112\* (Sex Discrimination and Sexual Harassment in the Workplace)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 4118.112/4218.112\* (Sex Discrimination and Sexual Harassment in the Workplace)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 4118.232/4218.232\* (Alcohol, Tobacco and Drug-Free Workplace)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 4118.232/4218.232\* (Alcohol, Tobacco and Drug-Free Workplace)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5114\* (Student Discipline)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5114\* (Student Discipline)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5118.1\* (Homeless Children and Youth)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5118.1\* (Homeless Children and Youth)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5131.911\* (Bullying Prevention and Intervention)**

**MOTION** By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5131.911\* (Bullying Prevention and Intervention)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5141.26\* (Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes)**

**MOTION** By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5141.26\* (Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5141.29\* (Sunscreen Application in School)**

**MOTION** By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5141.29\* (Sunscreen Application in School)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5144.4\* (Physical Activity, Undirected Play and Student Discipline)**

**MOTION** By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5144.4\* (Physical Activity, Undirected Play and Student Discipline)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5145.4\* (Non-Discrimination – Students)**

**MOTION** By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5145.4\* (Non-Discrimination – Students)  
Motion unanimously carried.

APPROVED BY Board of Education

NEW BUSINESS

Review and Approval of FY 2021-2025 Capital Improvement Plan- Districtwide

MOTION By Tyron V. Harris  
Seconded by Tom Rup  
To approve FY 2021-2025 Capital Improvement Plan- Districtwide  
Motion unanimously carried.

East Hartford Middle School Roof Replacement Project - Approval of Project Description and Budget, Educational Specifications, and Authorization to Apply for a State School Construction Grant

MOTION By Tyron V. Harris  
Seconded by Tom Rup  
To approve East Hartford Middle School Roof Replacement Project - Approval of Project Description and Budget, Educational Specifications, and Authorization to Apply for a State School Construction Grant.  
Motion unanimously carried.

East Hartford High School Roof Replacement Project – Approval of Project Description and Budget, Educational Specifications, and Authorization to Apply for a State School Construction Grant

MOTION By Tom Rup  
Seconded by Stephanie Watkins  
To approve East Hartford High School Roof Replacement Project – Approval of Project Description and Budget, Educational Specifications, and Authorization to Apply for a State School Construction Grant.  
Motion unanimously carried.

Board Member Representative Reports - None

Public Participation - None

Questions and Concerns by Board Members

Vanessa Jenkins

Board Member Jenkins shared a message to encourage public participation by stressing the importance of rallying together by writing and/or calling our local State Representatives and Senators' offices to share concerns and comments. She also thanked the public for their support.

Marilyn Pet

Board Member Pet shared her concerns regarding food waste in our schools. She referenced the current data study being conducted by UCONN that is following food waste at Sunset Ridge Middle School. Continuing to look at this data and working with Sodexo to offer palatable food options is very important.

REGULAR MEETING  
EAST HARTFORD BOARD OF EDUCATION

MONDAY  
January 13, 2020

Topics for Future Agendas - None

Adjournment

MOTION By Dorese Roberts  
Seconded by Tom Rup  
To adjourn the Regular Meeting of the Board (8:21 PM)  
Motion unanimously carried.


Approved By Board of Education

Recorded by: Tracey Hadden-Deptula

*Tracey Hadden-Deptula*



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

DATE: December 3, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: RESOLUTION: Goodwin School Flooring Abatement Project

---

Attached is a resolution and supporting documents in relation to the Goodwin School Flooring Abatement Project. This project has been approved by the East Hartford Board of Education, but needs the Town Council's approval before it can move forward.

Please place this item on the Town Council Agenda for the December 14<sup>th</sup>, 2021 Town Council meeting. I recommend that the Town Council approve this request as submitted.

Thank you.

C: L. Trzetzziak, Finance Director  
M. Lupkas, Interim Finance Director  
B. Whittaker, BOE Director of Facilities  
J, Rovezzi, BOE 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 COMMISSION, AND TO FUND THE LOCAL SHARE OF THE PROJECT  
COST**

**WHEREAS**, the Town of East Hartford Board of Education has identified that a flooring abatement project at the Goodwin School is a priority of the school district and qualified for State School Construction reimbursement; and

**WHEREAS**, the cost of the flooring abatement including design and construction is anticipated to total \$513,203 with the State reimbursing 76.43% or \$392,241 leaving the School District to pay 23.57% or approximately \$140,000 which includes an amount for unforeseen ineligible costs.

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

1. The addition by resolution to the Town's 5-Year Capital Improvement Plan, the Goodwin School Flooring Abatement Project in the amount of \$513,203,
2. The appropriation of \$513,203 to fund the Goodwin School Flooring Abatement 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 Goodwin School Flooring Abatement Project,
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the Goodwin School Flooring Abatement Project,
5. That the East Hartford Board of Education has budgeted the local share for this project in the Board's FY 22 capital improvement budget,
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the Goodwin School Flooring Abatement Project.

I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on December 14, 2021.

---

Angela Attenello, Clerk of the Town Council



## MEMORANDUM

**DATE:** December 3, 2021

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

**FROM:** Linda M. Trzetzziak, Director of Finance

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

**RE:** Resolution – Goodwin School Flooring Abatement Project

---

By way of this memo, attached please find a resolution related to the Goodwin School Flooring Abatement Project.

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

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

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

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

Cc: Ben Whittaker, BOE COO  
Jim Rovezzi, BOE Facilities  
Mike Lupkas, Finance



East  
Hartford  
Public  
Schools

*Department of Facilities*

## Goodwin Elementary School (1235 Forbes St.) Flooring Abatement Project

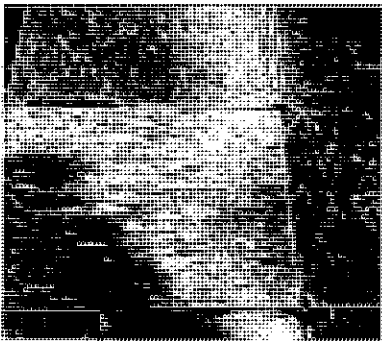
### **Project Description and Budget**

October 22, 2021

East Hartford Public Schools Department of Facilities is proposing a project to abate (remove) and replace all remaining asbestos containing tile flooring at the Goodwin elementary School and replace with new Vinyl Composition Tile.

#### Background / Existing Conditions

Goodwin Elementary School, was constructed in 1968, and much of the Vinyl Asbestos Tile (VAT) in the 54,200 square foot building is original. Of the approximately 41,520 total square feet of VAT existing in the building, there is 672 square feet of VAT which is covered by a very old, worn, and unsightly glued-down carpet. The carpet cannot be removed for replacement since the VAT underneath will pull up with the carpet.



Approximately 9,114 square feet of VAT exists in corridors and 31,734 square feet in classrooms, offices and support areas. Aside from looking very dated, there are several areas of flooring that have been patched over the years with mis-matched tiles, and other areas where the tiles are damaged to the point of being a hazard. Creating uniformity in the facility will create a much better user experience and a “fresh” look for a dated facility while eliminating potential health hazards and the risk of needing an emergency abatement.

Project Overview

Project will properly abate all VAT and mastic and new Vinyl Composition Tile (VCT) will be installed in its place and a new flooring design scheme will be adopted similar to recent full scale abatement project , which consists of a selected color tile (field/primary) with random solid accent color tiles in the hallways (example shown in photo), and a darker field color in the classrooms. The abatement process will require the school to be completely shut down during the Summer of 2022. All furniture will be moved into the gymnasium, with additional on-site storage containers if required. When the abatement process is complete and air testing confirms the building is safe to re-occupy, new VCT flooring will be installed and a protective finish applied prior to moving all furniture back. The building will be opened for the school year in late August of 2022



Project Budget

<p><b>Design</b> – Includes: Abatement Plans and specs, CT DPH application, pre-bid conference and contractor selection, abatement project management and required monitoring, air quality testing, and miscellaneous design drawings and professional services required for the State process.</p>	<p><u>\$19,630</u></p>
<p><b>Construction-</b> Abatement and removal of VAT and Mastic, install new VCT flooring and vinyl cove base. Includes moving services and 5% contingency</p>	<p><u>\$493,573</u></p>
<p><b>Project Total</b></p>	<p><b>\$513,203</b></p>

Estimated State Reimbursement @ 76.43% = \$392,241

Estimated Local Share @ 23.57% = \$120,962. A local share budget of \$140,000 has been carried to account for unforeseen ineligible.

## Funding Strategy

This project is eligible to be funded through the State of Connecticut Office of School Construction Grants program as a Code Correction project. Currently, East Hartford is eligible for reimbursement from the state at a rate of 76.43%, so East Hartford will only have to fund 23.57% of the 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 (State OSCG Form ED-049).

The Board of Education will fund the entire local share of the project out of its FY2022 operating budget. \$140,000 local share has been budgeted as part of the FY2022 CIP.

## Procedural Steps

- November 15, 2021- Review and Approval of this document and Education Specs by Facilities Committee
- November 15, 2021 - Review and Approval of this document and Education Specs by Board of Education
- November 30, 2021 - Town Council Authorization to proceed with project and Grant Application. Includes (4) resolutions:
  - Local authorization to fund the cost of the project
  - Authorizing BOE to file the Grant Application
  - Authorizing at least preparation of schematic drawings and outline specifications
  - Authorizing funding of the construction project
- Grant application and design work can commence.

**REGULAR MEETING  
EAST HARTFORD BOARD OF EDUCATION**

**MONDAY  
January 13, 2020**

A Regular Meeting of the East Hartford Board of Education was held on Monday, January 13, 2020, in the Lecture Hall of the Connecticut IB Academy, 857 Forbes Street, East Hartford, CT.

The meeting was called to order at 7:04 PM by Chairman Bryan R. Hall.

**PRESENT** Chairman Bryan R. Hall, Secretary Tyron V. Harris, Harry Amadasun, Jr.,  
Vanessa Jenkins, Marilyn Pet, Dorese Roberts, Tom Rup  
Stephanie Watkins

**ABSENT** Valerie Scheer

**ALSO PRESENT** Nathan Quesnel, Superintendent of Schools  
Anne Marie Mancini, Deputy Superintendent of Secondary Curriculum  
Elsie Torres, Assistant Superintendent of Elementary Curriculum  
Chris Wethje, Director of Human Resources  
Ben Whittaker, Director of Facilities  
Paul Mainuli, Director of Business Services  
Dr. Sharon Bremner, Director of Pupil Personnel Services  
Roberta J. Pratt, Chief Information Officer of Information Technology

**AMENDMENTS TO AGENDA** – Yes, make an amendment to the agenda to create a Consent Calendar under Old Business to Remove from Table and Approve Items 1- 18.

**APPROVAL OF MINUTES**

**MOTION** By Dorese Roberts  
Seconded by Stephanie Watkins  
To approve the following Minutes:  
Special Board of Education Meeting: December 16, 2019 at 6:00 PM  
Motion unanimously carried.

**APPROVAL OF MINUTES**

**MOTION** By Tom Rup  
Seconded by Stephanie Watkins  
To approve the following Minutes:  
Regular Board of Education Meeting: December 16, 2019 at 7:00 PM  
Motion unanimously carried.

**APPROVAL OF MINUTES**

**MOTION** By Dorese Roberts  
Seconded by Tyron V. Harris  
To approve the following Minutes:  
Special Board of Education Meeting: December 18, 2019 at 11:30 AM  
Motion unanimously carried.

**REGULAR MEETING  
EAST HARTFORD BOARD OF EDUCATION**

**MONDAY  
January 13, 2020**

**APPROVAL OF MINUTES**

**MOTION** By Tyron V. Harris  
Seconded by Tom Rup  
To approve the following Minutes:  
Special Board of Education Meeting: December 18, 2019 at 11:45 AM  
Motion unanimously carried.

**APPROVAL OF MINUTES**

**MOTION** By Tyron V. Harris  
Seconded by Tom Rup  
To approve the following Minutes:  
Special Board of Education Meeting: December 18, 2019 at 12:00 PM  
Motion unanimously carried.

**APPROVAL OF MINUTES**

**MOTION** By Tom Rup  
Seconded by Marilyn Pet  
To approve the following Minutes:  
Special Board of Education Meeting: December 18, 2019 at 12:15 PM  
Motion unanimously carried.

**WRITTEN COMMUNICATION TO THE BOARD OF EDUCATION**

Board Member Harris shared upcoming Connecticut Association of Boards of Education (CABE) workshops referencing the Legislative Breakfasts being held on January 22<sup>nd</sup>, 29<sup>th</sup>, 30<sup>th</sup> and February 20<sup>th</sup> for various Areas. Registration, locations and times, and additional information can be found online at [cabe.org](http://cabe.org).

**STUDENT REPRESENTATIVE REPORTS**

**Alan Corder, Kyle Janty and Lillian Bertram**

**-Updates:**

- On 11/21/19, EHHS and CIBA inducted 21 new members into the Tucker Blake chapter of the National Honors Society.
- The CIBA Parent Advisory Council (PAC) raised \$2900 selling doughnuts and coffee during our Krispy Kreme fundraiser. The funds will go to benefit student activities.
- On 12/4/19, a group of 24 educators from the Chinese delegation from the Guangdong Province visited CIBA. The delegation was impressed with our educational program and the teaching/learning in our classrooms.
- On 12/5/19, a group of educators from Soochow Foreign Language School, an IB school in China, visited CIBA. We discussed and developed a vision for our partnership, which will involve students from China studying at CIBA.
- A successful winter clothes drive was reported- thank you to those who donated.
- **Athletics Update:** Winter sports are underway, keep up the great work and come out to support EHHS athletic teams.

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EAST HARTFORD BOARD OF EDUCATION**

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Location: 30 Remington Road

**PUBLIC PARTICIPATION**

**Rachel Hernandez, 86 Williams Street, East Hartford**

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**INFORMATIONAL REPORTS**

**Human Resources/No Action Required**

**Chairman's Report**

**Bryan R. Hall**

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Superintendent's Report

Nathan Quesnel

**-Updates from the District:**

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  - **You Get What You Need-** Focuses on this year's commitment to doubling down on Social Emotional Learning through Second Step and School Connect.
  - **Meaningful Professional Development-** The district has launched a comprehensive study of all professional development and is working to improve the relevance, efficiency and meaningfulness of these times.
  - **Hit the Mark- Attendance Matters!** - Emphasis on student and faculty attendance.
- **Strategic Vision Process Update**

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**-Dates to Remember:**

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- **1/21-1/27/20:** High School Exams - Early Dismissal Grs. 9-12
- **2/6/20:** EHHS Parent Conference Night
- **2/10/20:** Next BOE Meeting
- **6/12/20:** Last Day of School (Pitkin 6/15/20)

Approved by  
East Hartford Board of Education

**East Hartford Public Schools Legislative Priorities**

**Nathan Quesnel**

The following provides a list summary of EHPS' policy positions that we ask our legislative delegates to consider in their policy development and advocacy work during the 2020 Legislative Session.

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  - Implement the Education Cost Sharing (ECS) Phase in Formula (through 2028)
  - Re- Authorize the 7% Magnet Cap Language
  - Maintain Current Grants
  - School Renovation Grants
- **Policy**
  - Provide Mandate Relief/ Unfunded Mandates
  - Review School Governance/ Long Term Plan for Magnet Schools
  - Teacher Certification Flexibilities/ Parameters

**OLD BUSINESS**

**Create a Consent Calendar under Old Business to Remove from Table and Approve Items 1- 18.**

**MOTION** By Tyron V. Harris  
 Seconded by Stephanie Watkins  
 To create a Consent Calendar under Old Business to Remove from Table and Approve Items 1- 18.  
 Motion unanimously carried.

**To Remove from Table and Approve Policy 1331\* (Prohibition Against Smoking)**

**MOTION** By Tyron V. Harris  
 Seconded by Stephanie Watkins  
 To Remove from Table and Approve Policy 1331\* (Prohibition Against Smoking)  
 Motion unanimously carried.

**To Remove from Table and Approve Policy 1900\* (Non-Discrimination Community/Board Operation)**

**MOTION** By Tyron V. Harris  
 Seconded by Stephanie Watkins  
 To Remove from Table and Approve Policy 1900\* (Non-Discrimination Community/Board Operation)  
 Motion unanimously carried.

**To Remove from Table and Approve Policy 3100\* (Board Budget Procedures and Line Item Transfers)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 3100\* (Board Budget Procedures and Line Item Transfers)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 3326.3\* (Board of Education Credit Card)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 3326.3\* (Board of Education Credit Card)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 3541\* (Transportation)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 3541\* (Transportation)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 3542.1\* (Code of Conduct Governing the Procurement of School Nutrition Program Goods and Services)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 3542.1\* (Code of Conduct Governing the Procurement of School Nutrition Program Goods and Services)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 4112.5/4212.5\* (Employment and Student Teacher Checks)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 4112.5/4212.5\* (Employment and Student Teacher Checks)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 4118.3/4218.3\* (Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 4118.3/4218.3\* (Reports of Suspected Abuse or Neglect of Children or Sexual Assault of Students by School Employees)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 4118.11/4218.11\* (Non- Discrimination – Personnel-Certified/Non-Certified)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 4118.11/4218.11\* (Non-Discrimination – Personnel-Certified/Non-Certified)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 4118.112/4218.112\* (Sex Discrimination and Sexual Harassment in the Workplace)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 4118.112/4218.112\* (Sex Discrimination and Sexual Harassment in the Workplace)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 4118.232/4218.232\* (Alcohol, Tobacco and Drug-Free Workplace)**

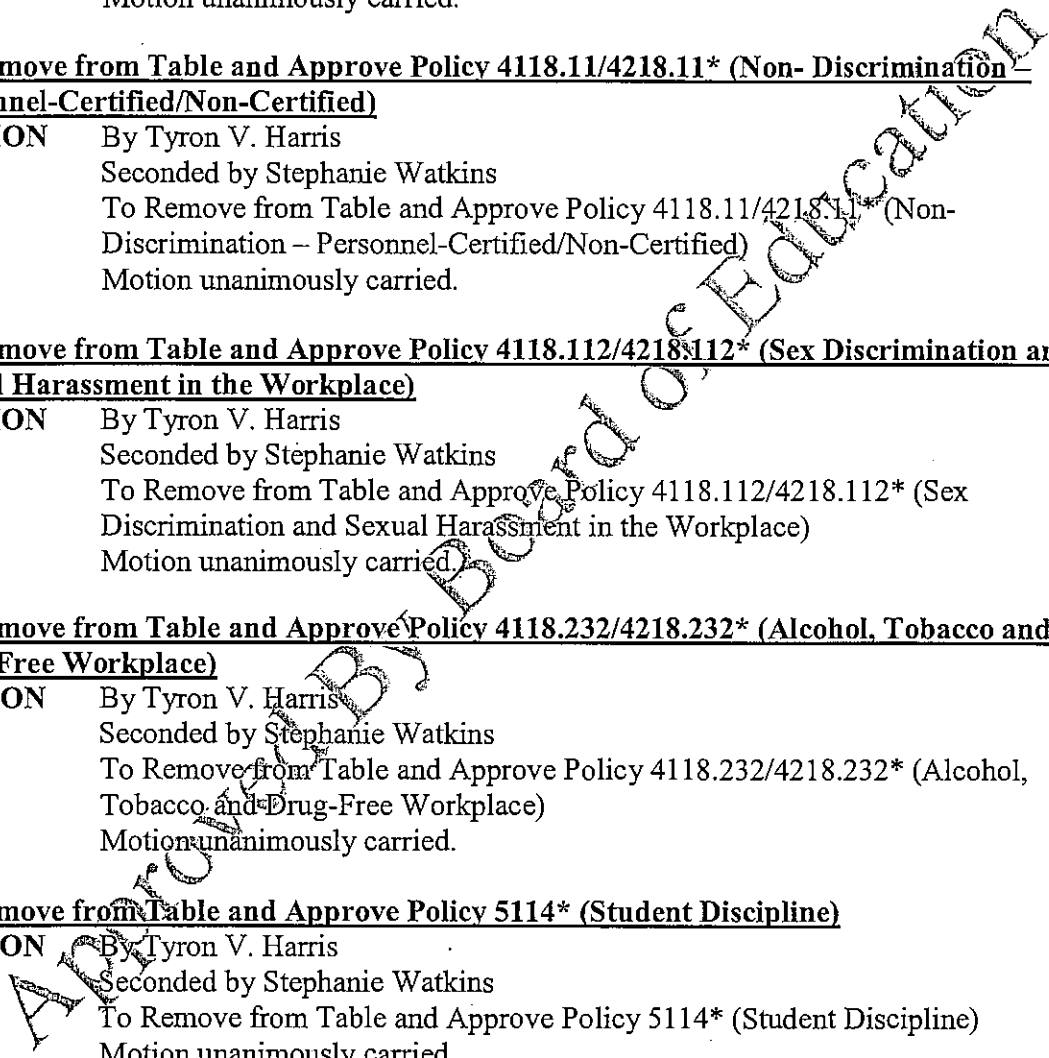
MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 4118.232/4218.232\* (Alcohol, Tobacco and Drug-Free Workplace)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5114\* (Student Discipline)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5114\* (Student Discipline)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5118.1\* (Homeless Children and Youth)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5118.1\* (Homeless Children and Youth)  
Motion unanimously carried.



**To Remove from Table and Approve Policy 5131.911\* (Bullying Prevention and Intervention)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5131.911\* (Bullying Prevention and Intervention)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5141.26\* (Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5141.26\* (Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5141.29\* (Sunscreen Application in School)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5141.29\* (Sunscreen Application in School)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5144.4\* (Physical Activity, Undirected Play and Student Discipline)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5144.4\* (Physical Activity, Undirected Play and Student Discipline)  
Motion unanimously carried.

**To Remove from Table and Approve Policy 5145.4\* (Non-Discrimination – Students)**

MOTION By Tyron V. Harris  
Seconded by Stephanie Watkins  
To Remove from Table and Approve Policy 5145.4\* (Non-Discrimination – Students)  
Motion unanimously carried.

**NEW BUSINESS**

**Review and Approval of FY 2021-2025 Capital Improvement Plan- Districtwide**

**MOTION** By Tyron V. Harris  
Seconded by Tom Rup  
To approve FY 2021-2025 Capital Improvement Plan- Districtwide  
Motion unanimously carried.

**East Hartford Middle School Roof Replacement Project - Approval of Project Description and Budget, Educational Specifications, and Authorization to Apply for a State School Construction Grant**

**MOTION** By Tyron V. Harris  
Seconded by Tom Rup  
To approve East Hartford Middle School Roof Replacement Project - Approval of Project Description and Budget, Educational Specifications, and Authorization to Apply for a State School Construction Grant.  
Motion unanimously carried.

**East Hartford High School Roof Replacement Project – Approval of Project Description and Budget, Educational Specifications, and Authorization to Apply for a State School Construction Grant**

**MOTION** By Tom Rup  
Seconded by Stephanie Watkins  
To approve East Hartford High School Roof Replacement Project – Approval of Project Description and Budget, Educational Specifications, and Authorization to Apply for a State School Construction Grant.  
Motion unanimously carried.

**Board Member Representative Reports - None**

**Public Participation** None

**Questions and Concerns by Board Members**

**Vanessa Jenkins**

Board Member Jenkins shared a message to encourage public participation by stressing the importance of rallying together by writing and/or calling our local State Representatives and Senators' offices to share concerns and comments. She also thanked the public for their support.

**Marilyn Pet**

Board Member Pet shared her concerns regarding food waste in our schools. She referenced the current data study being conducted by UCONN that is following food waste at Sunset Ridge Middle School. Continuing to look at this data and working with Sodexo to offer palatable food options is very important.

REGULAR MEETING  
EAST HARTFORD BOARD OF EDUCATION

MONDAY  
January 13, 2020

Topics for Future Agendas - None

Adjournment

MOTION By Dorese Roberts  
Seconded by Tom Rup  
To adjourn the Regular Meeting of the Board (8:21 PM)  
Motion unanimously carried.


Approved By Board of Education

Recorded by: Tracey Hadden-Deptula





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 7, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: RESOLUTION: CT Communities Challenge Grant Program

---

The Town of East Hartford is eligible to apply for the CT Communities Challenge Grant Program available through the Department of Economic and Community Development.

The grant is designed for projects to improve livability, vibrancy and convenience throughout the state. The grant is for \$2 million and a local match of 25% of project cost is required. These funds will come from ARPA funds and in-kind contributions.

Please place this item on the Town Council agenda for the December 14<sup>th</sup>, 2021 meeting.

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



I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 14th day of December, 2021

## RESOLUTION

**WHEREAS;** the state Department of Economic and Community Development (DECD) is undertaking a competitive grant application process to fund multiple projects under the CT Communities Challenge Grant Program, and;

**WHEREAS;** this program represents an opportunity to secure funding to improve the livability, vibrancy, convenience and appeal of the Town of East Hartford,

**NOW THEREFORE LET IT BE RESOLVED;** that Michael P. Walsh, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the DECD as they pertain to this CT Communities Challenge 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, 2021.

Seal

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

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

Grant Description: CT Communities Challenge Grant Program

Funder: Department of Economic and Community Development ("DECD")

Grant Amount: \$2 million

Frequency:  One time  Annual  Biennial  Other Periodic, as funding allows

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? 25% of project cost

From which account? ARPA funds and some in-kind contributions

Grant purpose: The Program is intended to potentially create approximately 3,000 new jobs statewide. It is DECD's goal to allocate up to 50% of the funds to eligible and competitive projects in distressed municipalities.

Results achieved: Improvement of livability, vibrancy, convenience and appeal of communities throughout the state.

Duration of grant: To be determined

Status of application: Under development

Meeting attendee: Development Director Eileen Buckheit, x7303

Comments: None

GRANTS ADMINISTRATION  
MEMORANDUM

---

**TO:** Mayor Michael P. Walsh  
**FROM:** Paul O'Sullivan, Grants Manager *PO'S*  
**SUBJECT:** Council Resolution – Connecticut Communities Challenge Grant Program  
**DATE:** December 3, 2021

---

Attached is a draft Town Council resolution authorizing you as Mayor to apply to the CT Dept. of Economic and Community Development (DECD) for funding under the Connecticut Communities Challenge (CCC) Grant Program

The CCC is a new grant program designed to fund multiple projects in an effort to improve livability, vibrancy, convenience and appeal of communities throughout the state. The Program is intended to potentially create approximately 3,000 new jobs statewide. It is DECD's goal to allocate up to 50% of the funds to eligible and competitive projects in distressed municipalities.

The Development Department is working with Goodwin University to submit an application focused on part of the school's Master Plan. Specifically, the application would focus on the infrastructure improvements necessary for the development of a marina on the Goodwin campus with public access to the Connecticut River.

The marina is an important facet of the Master Plan which includes a riverfront hotel and restaurant, condominium/apartments, mixed-use properties and outdoor green space with a band shell. In order to realize this transformation, infrastructure improvements are needed, including moving utilities underground, streetlight conversion to LED, expanded access to multiuse trails, and biking and pedestrian improvements along Main Street.

The marina project is a good fit for this grant for several reasons. The CCC program puts a heavy emphasis on a town's ability to partner with outside entities such as developers, nonprofits and universities. Another strong point is that the project already has local, state and federal permits, adding to its status as the type of "shovel-ready" endeavor favored by DECD. Finally, the project location makes it a natural linkage for the development plans at Rentschler Field.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 14, 2021. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director



**CT Dept. of Economic and Community Development  
Office of Brownfields and Capital Projects  
Small Business and Community Development Program Unit**

**CT COMMUNITIES CHALLENGE GRANT PROGRAM**

**INTENT TO APPLY FORM**  
*(This form will not be scored)*

Submit Form to [CTCommunitiesChallenge@ct.gov](mailto:CTCommunitiesChallenge@ct.gov) by 3:00 PM on Friday, December 3, 2021.

1. Applicant Name:
2. Project Address:
3. Brief description of project (can be revised at the time of application submission):

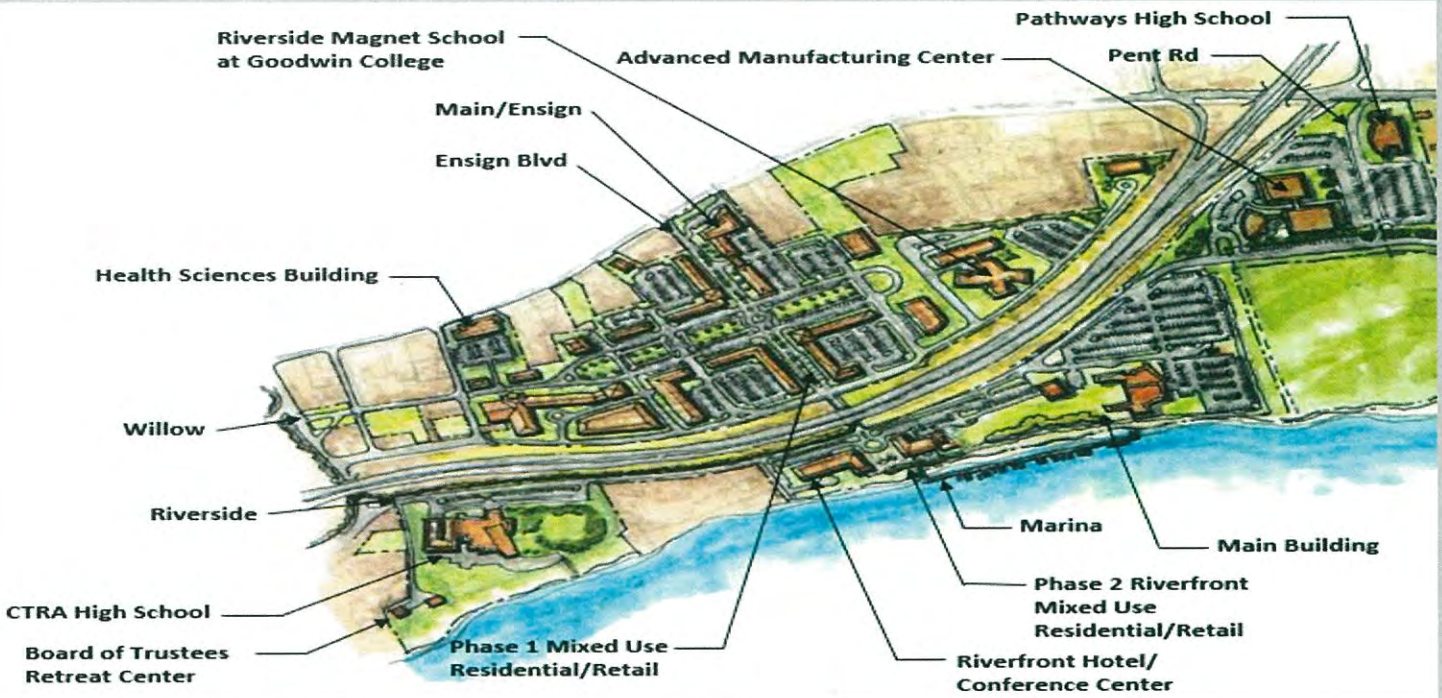
The Town of East Hartford proposes infrastructure improvements vital for the implementation of a Master Plan designed to transform an area of East Hartford between Main Street and the Connecticut River. Through a strong, existing partnership between the Town and Goodwin University, the Plan will remake this section of East Hartford into a destination community.

Integral to the plan is the development of a marina on the Goodwin campus with public access to the Connecticut River. Docks with more than 30 slips will provide facilities for persons of all abilities to enjoy activities such as canoeing and kayaking.

The marina is an important facet of the Master Plan which includes a riverfront hotel and restaurant, condominium/apartments, mixed-use properties and outdoor green space with a band shell. In order to realize this transformation, infrastructure improvements are needed, including moving utilities underground, streetlight conversion to LED, expanded access to multiuse trails, and biking and pedestrian improvements along Main Street.

The revitalization of this area will leverage connections with the recent sale of the nearby Rentschler Field by Raytheon to National Development, a Boston development company. Commercial investment is planned for the 300-acre former airfield site which will have natural synergies with the marina development and infrastructure improvements proposed in this application.

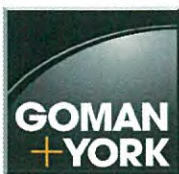
# Goodwin University Development Opportunities



- ❖ **Growing University Campus— 4,600+ students, 700+ EE's**
- ❖ **Entire Campus in Opportunity Zone**
- ❖ **Anchor Institution seeking long term development partners**
- ❖ **3 miles of riverfront multi-use trails**
- ❖ **Adjacent Pratt & Whitney HQ— 8,000 EE's**
- ❖ **500,000+ sf New Construction in last 10 years**



- Properties Assembled**
- New Multi-Use Campus Zoning in Place**
- Pre-Development Due Diligence**
- Environmental Assessments**
- Storm Drainage Upgrades Under Construction**




East Hartford,  
CT





## TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 2, 2021  
TO: Richard F. Kehoe, Chair  
FROM: Mayor Michael P. Walsh   
RE: BID WAIVER: Bid Waiver for Grant-Funded Computer Purchase

---

Please see the attached detailed information provided by Sarah Kline Morgan requesting that a bid waiver be granted under the Town of East Hartford's Code of Ordinances Section 10-7(c) to permit the purchase of 150 refurbished computers at a cost exceeding \$10,000.

The library has received a Digital Navigator Pilot Grant from the Connecticut State Library that requires the purchase of computers to give away to participants in the program.

Please place this information on the Town Council agenda for the December 14<sup>th</sup>, 2021 meeting. I recommend that the Town Council approve the bid waiver as submitted.

C: S. Morgan, Library Director



# EAST HARTFORD PUBLIC LIBRARY

840 Main St., East Hartford, CT 06108 860.290.4330 [www.easthartfordct.gov/library](http://www.easthartfordct.gov/library)

December 2, 2021

TO: Mayor Michael Walsh

FROM: Sarah Kline Morgan, library director

RE: Request for a bid waiver

In accordance with Section 10-7c of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to purchase 150 refurbished computers at a cost exceeding \$10,000.

The library is the recipient of a \$100,000 Digital Navigator Pilot grant from the Connecticut State Library (ARPA funds). As a requirement of this program grant, we must purchase computers to give away to participants in our digital navigation program.

Low-cost refurbished devices are not available from the standard vendors used by the library and Town for routine IT purchases. We consulted with several refurbishers recommended by the Connecticut State Library program staff and found the best deal at Human IT, a national nonprofit that sells refurbished devices directly to low-income individuals as well as to organizations working towards the goal of digital inclusion.

We propose to purchase 100 refurbished Microsoft Surface tablets (\$220) and 50 refurbished Samsung Chromebooks (\$140) from Human IT for a total cost of \$29,000 (quote attached). This purchase will be paid for in its entirety with grant funds.

Human IT has the devices in stock and on hold for us, pending review of this bid waiver request. We hope to formally launch our digital navigation program ("East Hartford Online") in mid-January and plan to begin device distribution at that time.

I appreciate your consideration of this request. Please let me know if you have any questions.



# East Hartford Public Library Quote

Town of East Hartford  
31 SCHOOL ST  
East Hartford, CT 06108  
United States

Sarah Morgan  
Director  
smorgan@easthartfordct.gov

Reference: 20211122-125901399  
Quote created: November 22, 2021  
Quote expires: February 20, 2022  
Quote created by: Adam Sharma  
VP, Strategic Innovation & Partnerships  
adam.sharma@human-i-t.org

## Comments from Adam Sharma

This quote may not contain freight and sales tax, however, these charges and taxes may be applied to your final invoice. Contact your human-I-T point of contact for more information on whether your organization qualifies for exemption.

## Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
Microsoft Surface Go Refurbished Microsoft Surface Go with folio Keyboard - 4GB RAM, 64GB Storage, 10.1" Touchscreen, 2 year warranty.	RB-MS-SurfaceGo	100	\$220.00	\$22,000.00
Refurbished Samsung Chromebook 4 Samsung XE310XBA-KA1US 4GB RAM 32GB Storage 11.16" screen Grade A refurbished	RB-XE310XBA	50	\$140.00	\$7,000.00

## Subtotals

One-time subtotal \$29,000.00

**Total \$29,000.00**



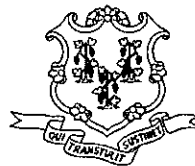
# State House of Representatives Redistricting Plan 2021- East Hartford House District(s)



## The Connecticut General Assembly Reapportionment Commission

### Senate

Senate Minority Leader Kevin Kelly  
Senate President Pro Tempore Martin Looney  
Senate Majority Leader Bob Duff  
Senator Paul Formica



Honorable John P. McKinney  
Jim Tamburro, Project Coordinator

### House

Speaker of the House Matt Ritter  
House Minority Leader Vincent Candelora  
House Majority Leader Jason Rojas  
Representative Jason Perillo

# State House of Representatives Redistricting Plan 2011 - East Hartford House District(s)



## The Connecticut General Assembly REAPPORTIONMENT COMMISSION

### SENATE

Senator Donald E. Williams, Jr., Co-Chair

Senator John McKinney  
Senator Martin M. Looney  
Senator Leonard A. Fasano

Sandra Norman-Edy, Project Coordinator



Honorable Kevin P. Johnston

### HOUSE

Representative Lawrence F. Cafero, Jr., Co-Chair

Representative Christopher G. Donovan  
Representative Sandy H. Naffis  
Representative Arthur J. O'Neill

## **Chapter 9. Elections**

### **Sec. 9-1. Voting Districts Boundaries**

Boundaries. The Town of East Hartford shall be divided into seven (7) voting districts, the boundaries of which shall be as follows:

#### DISTRICT NO. 1

Beginning at a point where the north boundary of the Town of East Hartford intersects the center line of the Connecticut River, thence easterly along said north boundary line about eight thousand, one hundred feet (8,100') to the center line of the Connecticut Southern Railroad right-of-way; thence southerly along the center line of said railroad right-of-way about one thousand, six hundred and twenty-five feet (1,625') to the center line of School Street; thence southerly along the center line of School Street about six thousand, one hundred and ninety feet (6,190') to the center line of Burnside Avenue; thence westerly along the center line of Burnside Avenue about sixty five feet (65'); thence southerly along the east property line of #657 Burnside Avenue about four hundred fifteen feet (415'); thence southwesterly about five hundred forty feet (540') through land of N/F The St. Rose Church Corporation of Burnside to rear property line of #61- 67 Church Street; thence southwesterly about one thousand one hundred sixty five feet (1,165') through land N/F Town of East Hartford to the rear property line of #148 Roberts Street; thence southerly along the east property line of #148 Roberts Street about eight hundred five feet (805') to the center line of Roberts Street; thence westerly along the center line of Roberts Street about one hundred forty five feet (145'); thence southerly along the east property line of #171 Roberts Street about seven hundred ninety feet (790') to the center line of Interstate 84; thence easterly along the center line of Interstate 84 about seven hundred feet (700'); thence southerly along the west property line of #936 Silver Lane about eight hundred forty feet (840') to the rear property line of #818-850 Silver Lane; thence westerly along the rear property line of #818 – 850 Silver Lane about two hundred twenty five feet (225') to the centerline of Applegate Lane (private road); thence northerly along the center line of Applegate Road (private road) about seventy feet (70') to the center line of Nutmeg Lane (private road); thence westerly along the center line of Nutmeg Lane (private road) about two thousand six hundred feet (2,600') to the center line of Simmons Road; thence northerly along the center line of Simmons Road and Hillside Street about four thousand three hundred feet (4,300') to the center line of Burnside Avenue; thence westerly along the center line of Burnside Avenue about four thousand nine hundred eighty feet (4,980') to the center line of Clark Street; thence northerly along the center line of Clark Street about six hundred thirty feet (630') to the center line of the Connecticut Southern Railroad right-of-way; thence westerly along the center line of the said railroad right-of-way about six thousand forty five feet (6,045') to the center line of the Connecticut River, thence northerly along the center line of the Connecticut River about nine thousand one hundred feet (9,100') to the point of beginning.

#### DISTRICT NO. 2

Beginning at a point where the center line of Burnside Avenue and the East

Hartford-Manchester town line intersect; thence westerly along said center line of Burnside Avenue about seven thousand seven hundred sixty feet (7,760') to the center line of Scotland Road; thence southerly along the center line of Scotland Road and Forbes Street about five thousand six hundred feet (5,600') to center line of Silver Lane; thence westerly along the center line of Silver Lane about two thousand four hundred fifty feet (2,450') to the center line of Applegate Lane (private road); thence northerly along the center line of Applegate Lane (private road) about one thousand one hundred ninety five feet (1,195'); then easterly along the north property line of #818 - 850 Silver Lane about two hundred twenty five feet (225'); thence northerly along the west property line of #936 Silver Lane about eight hundred forty feet (840') to the center line of Interstate 84; thence westerly along the center line of Interstate 84 about seven hundred feet (700'); thence northerly along the east property line of #171 Roberts Street about seven hundred ninety feet (790') to the center line of Roberts Streets; thence easterly along the center line of Roberts Street about one hundred forty five feet (145'); thence northerly along the eastern property line of #148 Roberts Street about eight hundred five feet (805') to the northeast corner of the property; thence northeasterly through land of the N/F Town of East Hartford about one thousand sixty five feet (1,165') to the rear property line of #61 - 67 Church Street; thence northeasterly about five hundred forty feet (540') through land of N/F The St. Rose Church Corporation of Burnside to rear property line of #657 Burnside Avenue; thence northerly about four hundred fifteen feet (415') to the centerline of Burnside Avenue; thence easterly along the center line of Burnside Avenue about sixty five feet (65') to the center line of School Street; thence northerly along the center line of School Street about six thousand, one hundred and ninety feet (6,190') to the center line of the Connecticut Southern Railroad right-of-way ; thence northerly along the Connecticut Southern Railroad right-of-way about one thousand six hundred twenty-five (1,625') to the East Hartford-South Windsor town line; thence easterly along the East Hartford-South Windsor town line about eight thousand nine hundred fifty feet (8,950') to where the East Hartford-Manchester-South Windsor town lines intersect; thence southerly along the East Hartford-Manchester town line about six thousand seven hundred fifteen feet (6,715') to the point of beginning.

State law reference: As to elections, see CGS Title 9; as to the creation of voting districts, see CGS Section 9-169.

Charter Reference: Elections generally, Sec. 2.1, et seq; political activities of Town Personnel, Sec. 5.25, 7.3.

DISTRICT NO. 3

Beginning at a point where the center line of Silver Lane and the East Hartford-Manchester town line intersect; thence westerly along the center line of Silver Lane about six thousand three hundred twenty feet (6,320') to the center line of Forbes Street; thence northerly along the center line of Forbes Street and Scotland Road about five thousand six hundred feet (5,600') to the center line of Burnside Avenue; thence easterly along the center line of Burnside Avenue about seven thousand seven hundred sixty feet (7,760') to the intersection of the East Hartford-Manchester town line; thence southerly along the East Hartford-Manchester town line about six thousand sixty feet (6,060') to the point of beginning.

DISTRICT NO. 4

Beginning at a point where the center line of the Connecticut River intersects the center line of the Connecticut Southern Railroad right-of-way; thence easterly along the center line of the Connecticut Southern Railroad right-of-way about six thousand forty five feet (6,045'); thence southerly along the center line of Clark Street about six hundred thirty feet (630') to the center line of Burnside Avenue; thence easterly along the center line of Burnside Avenue about four thousand nine hundred eighty five feet (4,985') to the center line of Hillside Street; thence southerly along the center line of Hillside Street and Simmons Road about four thousand three hundred feet (4,300') to the center line of Nutmeg Lane (private road); thence easterly along the center line of Nutmeg Lane (private road) about two thousand six hundred feet (2,600') to the center line of Applegate Lane (private road); thence southerly along the center line of Applegate Lane (private road) about one thousand one hundred ninety five feet (1,195') to the center line of Silver Lane; thence easterly along the center line of Silver Lane about two thousand four hundred fifty feet (2,450') to the center line of Forbes Street; thence southerly along the center line of Forbes Street about four thousand, nine hundred and fifteen feet (4,915') to a point; thence westerly about two thousand, four hundred (2,400') to a point; thence southerly about three hundred and seventy feet (370') to a point; thence westerly about eight hundred and thirty feet (830') to a point; thence southerly about one thousand, seven hundred feet (1,700') to a point; thence easterly about three hundred feet (300') to a point; thence southerly about one hundred and fifty feet (150') to a point; thence westerly about two thousand four hundred feet (2,400') to a point; thence southerly about two hundred and twenty five feet (225') to the center line of Brewer Street; thence westerly along the center line of Brewer Street about three thousand two hundred and twenty feet (3,220') to the center line of Main Street; thence northerly along the center line of Main Street about three thousand seven hundred and twenty five feet (3,725') to the center line of Willow Street Extension; thence westerly along the center line of Willow Street Extension about eighty hundred and thirty feet (830') to the center line of Route 2; thence continuing westerly about one thousand four hundred and seventy feet (1,470') to the center line of the Connecticut River, thence northerly along the center line of the Connecticut River about twelve thousand nine hundred and fifty feet (12,950') to the point of beginning.

Districts 1, 2, 3, & 4 effective: 03-06-12

DISTRICT NO. 5

Beginning at a point where the center line of the Connecticut River intersects with the East Hartford-Wethersfield town line; thence southeasterly along the East Hartford-Wethersfield town line about three thousand two hundred feet (3,200') to the Glastonbury-Wethersfield town line; thence easterly along the East Hartford-Glastonbury town line about six thousand six hundred feet (6,600') to where the east right-of-way line of interstate highway Route #2 and the East Hartford-Glastonbury town line intersect; thence northwesterly about two thousand twenty feet (2,020') to the center line of Porter Brook; thence northerly along the property line between houses numbered 111 and 117 Maple Street, and the east street line of Handel Road to the rear lot line of house number 120 Maple Street; thence easterly along the rear lot line extended, about four hundred thirty-four feet (434') to the northeast corner of house number 132 Maple Street; thence

northeasterly about six hundred twenty feet (620') to an angle point on the rear property line of house number 49 Canterbury Street; thence easterly about three hundred feet (300') to the southwest corner of house number 33 Clayton Road; thence northerly along the rear property lines of houses numbered 33 and 41 Clayton Road, about one hundred seventy-two (172') to the southeast corner of land now or formerly of the Town of East Hartford (John J. McCartin School); thence westerly along the south property line of land now or formerly of the Town of East Hartford (John J. McCartin School) about three hundred twenty feet (320') to a point; thence northerly along the west property line of land now or formerly of the town of East Hartford (John J. McCartin School) about eight hundred seventy-three feet (873') to a point on the rear property line of house number 270 Woodycrest Drive; thence westerly along the rear property line of houses numbered 270, 274, 280 and 284 Woodycrest Drive, about three hundred eighty feet (380') to a point; thence northerly along the rear property line of houses fronting on Handel Road and Crescent Drive about eight hundred fifty feet (850') to the northeast corner of house number 250 Handel Road; thence westerly along the north property line extended about three hundred thirty feet (330') to a point one hundred thirty feet (130') east of the east street line of Jefferson Lane; thence northerly one hundred thirty feet (130') east and parallel with the east street line of Jefferson Street about one thousand one hundred and fifteen feet (1,115') to the center line of Brewer Street; thence westerly along the center line of Brewer Street about three thousand two hundred and twenty feet (3,220') to the center line of Main Street; thence northerly along the center line of Main Street about three thousand seven hundred and twenty five feet (3,725') to the center line of Willow Street Extension; thence westerly along the center line of Willow Street Extension about eight hundred and thirty feet (830') to the center line of Route 2; thence continuing westerly about one thousand four hundred and seventy feet (1,470') to the center line of the Connecticut River; thence southerly along the center line of the Connecticut River about eight thousand six hundred feet (8,600') to the point of beginning.

DISTRICT NO. 6

Beginning at a point where the center line of Forbes Street and the center line of Hills Street intersect; thence easterly along the center line of Hills Street about eight thousand seven hundred and ninety feet (8,790') to the East Hartford-Manchester town line; thence southerly along the East Hartford-Manchester town line about three thousand seven hundred and sixty five feet (3,765') to a point where the East Hartford-Manchester-Glastonbury town lines intersect; thence westerly along the East Hartford-Glastonbury town line about eleven thousand six hundred and five feet (11,605') to the east right-of-way line of Interstate Highway Route #2; thence northwesterly about two thousand twenty feet (2,020') to the center line of Porter Brook; thence northerly along the property line between houses numbered 111 and 117 Maple Street, and the east street line of Handel Road to the rear lot line of house number 120 Maple Street; thence easterly along the rear lot line extended, about four hundred thirty-four feet (434') to the northeast corner of house number 132 Maple Street; thence northeasterly about six hundred twenty feet (620') to an angle point on the rear property line of house number 49 Canterbury Street; thence easterly about three hundred feet (300') to the southwest corner of house number 33 Clayton Road; thence northerly along the rear property lines of houses numbered 33 and 41 Clayton Road, about one hundred seventy-two feet (172') to the southeast corner of land now or formerly of the Town of East Hartford (John J. McCartin School) ; thence westerly along the south property line of land now or formerly of the Town of East Hartford (John J.

McCartin School) about three hundred twenty feet (320') to a point; thence northerly along the west property line of land now or formerly of the Town of East Hartford (John J. McCartin School) about eight hundred seventy three feet (873') to a point on the rear property line of house number 270 Woodycrest Drive; thence westerly along the rear property line of houses numbered 270, 274, 280 and 284 Woodycrest Drive, about three hundred eighty feet (380') to a point; thence northerly along the rear property line of houses fronting on Handel Road and Crescent Drive about eight hundred fifty feet (850') to the northeast corner of house number 250 Handel Road; thence westerly along the north property line extended about three hundred thirty feet (330') to a point one hundred thirty feet (130') east of the east street line of Jefferson Lane; thence northerly one hundred thirty feet (130') east and parallel with the east street line of Jefferson Lane about one thousand three hundred forty feet (1,340') to a point two hundred feet (200') north of the north street line of Brewer Street thence easterly two hundred feet (200') north and parallel with the north street line of Brewer Street about two thousand four hundred feet (2,400') to a point; thence northerly about one hundred fifty feet (150') to a point; thence westerly about three hundred feet (300'); thence northerly about one thousand, seven hundred feet (1,700') to a point; thence easterly about eight hundred and thirty feet (830') to a point; thence northerly about three hundred and seventy feet (370') to a point; thence easterly about two thousand, four hundred feet (2,400') to the center line of Forbes Street; thence southerly along the center line of Forbes Street about five thousand, one hundred and twenty feet (5,120') to the point of beginning.

DISTRICT NO. 7

Beginning at a point where the center line of Forbes Street intersects the center line of Silver Lane; thence easterly along the center line of Silver Lane about six thousand three hundred and twenty feet (6,320') to the East Hartford-Manchester town line; thence southerly along the East Hartford-Manchester town line about eight thousand and thirty feet (8,030') to the center line of Hills Street; thence westerly along the center line of Hills Street about eight thousand seven hundred and ninety feet (8,790') to the center line of Forbes Street; thence northerly along the center line of Forbes Street about ten thousand thirty five feet (10,035') to the point of beginning

Voted: February 5, 2002  
Published: February 14, 2002  
Effective: March 7, 2002

TOWN COUNCIL OFFICE

**DATE:** December 8, 2021  
**TO:** All Councillors  
**FROM:** Rich Kehoe, Chair  
**RE:** 2022 Town Council Meetings Schedule

***ALL REGULAR MEETINGS, UNLESS INDICATED OTHERWISE, WILL BE HELD ON TUESDAYS IN TOWN COUNCIL CHAMBERS or ANY VIRTUAL MEETINGS WILL HAVE ACCESS INFORMATION ON THE AGENDA.***

*Please note the start time for all regular Town Council meetings is 7:30PM.*

January 4	July 12
January 18	August 2
February 1	August 16
February 15	September 6
March 1	September 20
March 15	October 4
April 5	October 18
April 19	November 1
May 3	November 15
May 17	December 13
June 7	
June 21	



TOWN COUNCIL OFFICE

**DATE:** December 14, 2021  
**TO:** All Directors  
**FROM:** Rich Kehoe, Chair  
**RE:** 2022-2023 Budget Workshop Schedule

**TOWN COUNCIL CHAMBERS**

**Monday, February 28, 2022**

**Mayor's Summary of Budget**

**6:30 p.m.**

**Police Department**

Chief Sansom

Police Administration  
Operations  
Criminal Investigation  
Police Capital Improvements

**Public Safety Complex**

Chief Sansom

Public Safety Communications

**Fire Department**

Interim Fire Chief Munson

Administration  
Suppression  
Fire Training  
Fire Marshal  
Apparatus Maintenance  
Alarm Maintenance  
Emergency Medical Service  
Emergency Management  
Fire Capital Improvements

**Wednesday, March 2, 2022**

**Inspections and Permits**

Administration

Gregg Grew

**6:30 p.m.**

**Board of Education**

Superintendent of Schools  
Information Technology

Nathan Quesnel  
Roberta Pratt

**Saturday, March 5, 2022**

Town Treasurer	John Murphy, Jr.	<b>8:30 a.m.</b>
Town Council	Rich Kehoe	
Town Clerk	Robert Pasek	
Registrars of Voters	Mary Mourey & Steve Watkins	
Selectmen		
Probate Court	Scott Chadwick	
Corporation Counsel	James Tallberg	

**Development**

Administration	Eileen Buckheit
Redevelopment Agency	
Economic Development Commission	
Planning & Zoning Commission	
Grants Administration	

**Finance**

Mike Lupkas, Linda Trzetzziak

Administration  
Accounts and Control  
Purchasing  
Assessor  
Revenue and Collections  
Employee Benefits  
Risk Management  
Debt Services  
Contingency  
Capital Improvements  
Revenues

**Five Year Capital Improvement Plan**

Summary  
Project Narratives  
    Finance  
    Public Library  
    Other Departments

**Boards and Commissions**

Beautification Commission	Veterans Commission
Inland/ Wetlands/Environment Commission	Board of Assessment Appeals
Personnel Board of Appeals	Historic District Commission
Emergency Medical Services	Commission on Culture & Fine Arts
Zoning Board of Appeals	Public Building Commission
Board of Ethics	Pension & Retiree Benefit Board
Commission on Aging	The Hockanum River Commission
Commission on Services for Persons w/Disabilities	

**Lunch Break**

**12:30 p.m.**

**Executive**

Office of the Mayor  
Human Resources  
Public Library  
Youth Services

Michael Walsh, Connor Martin, Jessica Carrero  
Sandy Franklin  
Sarah Morgan  
Cephus Nolen

**Monday, March 7, 2022**

**Health and Social Services**

Administration  
Community Health & Nursing Services  
Environmental Control  
Social Services

Laurence Burnsed

6:30 p.m.

**Public Works**

Administration  
Engineering  
Highway Services  
Flood Protection  
Waste Services  
Fleet Services  
Building Maintenance  
Metropolitan District Commission  
Park Maintenance  
Public Works Capital Improvements  
Library

John Lawlor

**Parks and Recreation**

Administration  
Other Facilities  
Senior Services  
Park Special Program  
Parks & Recreation Capital Improvements  
Services for Seniors

Ted Fravel

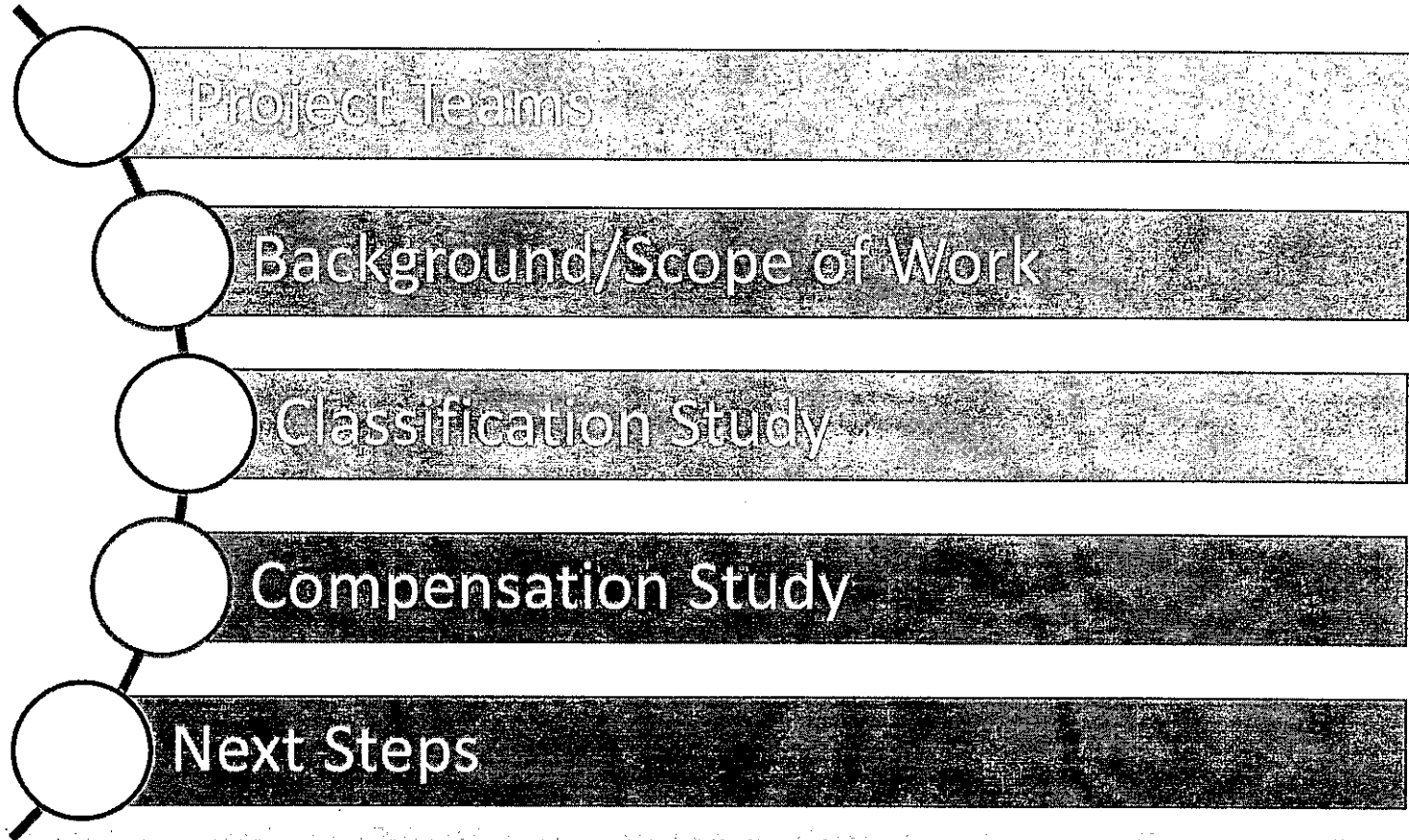
Public Hearing – Budget	Wednesday, March 9	7:00 p.m.
Special Meeting – Budget	Monday, March 14	7:00 p.m.
Regular Meeting	Tuesday, March 15	7:30 p.m.



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

September 8, 2021

# ● Agenda





## CPS HR Project Team

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

# ● Background & Scope of Work

## Classification Study

- 14 positions allocated to 14 classifications
- Class specification recommendations

## Total Compensation Study

- 14 benchmark classifications
- 12 labor market agencies

# Classification Study

CPS HR  CONSULTING™





## Classification Study Goals

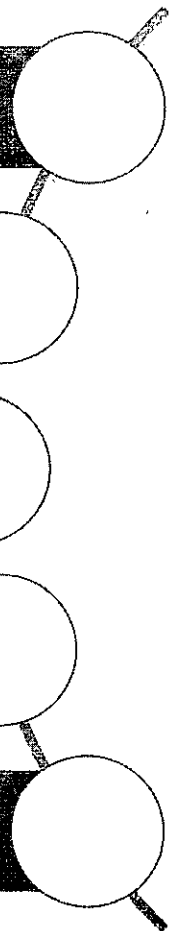
Ensure classification specifications are current and adequate

Ensure classifications are properly titled

Ensure individual positions are properly classified

Ensure accurate minimum qualifications, distinguishing characteristics, etc.

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



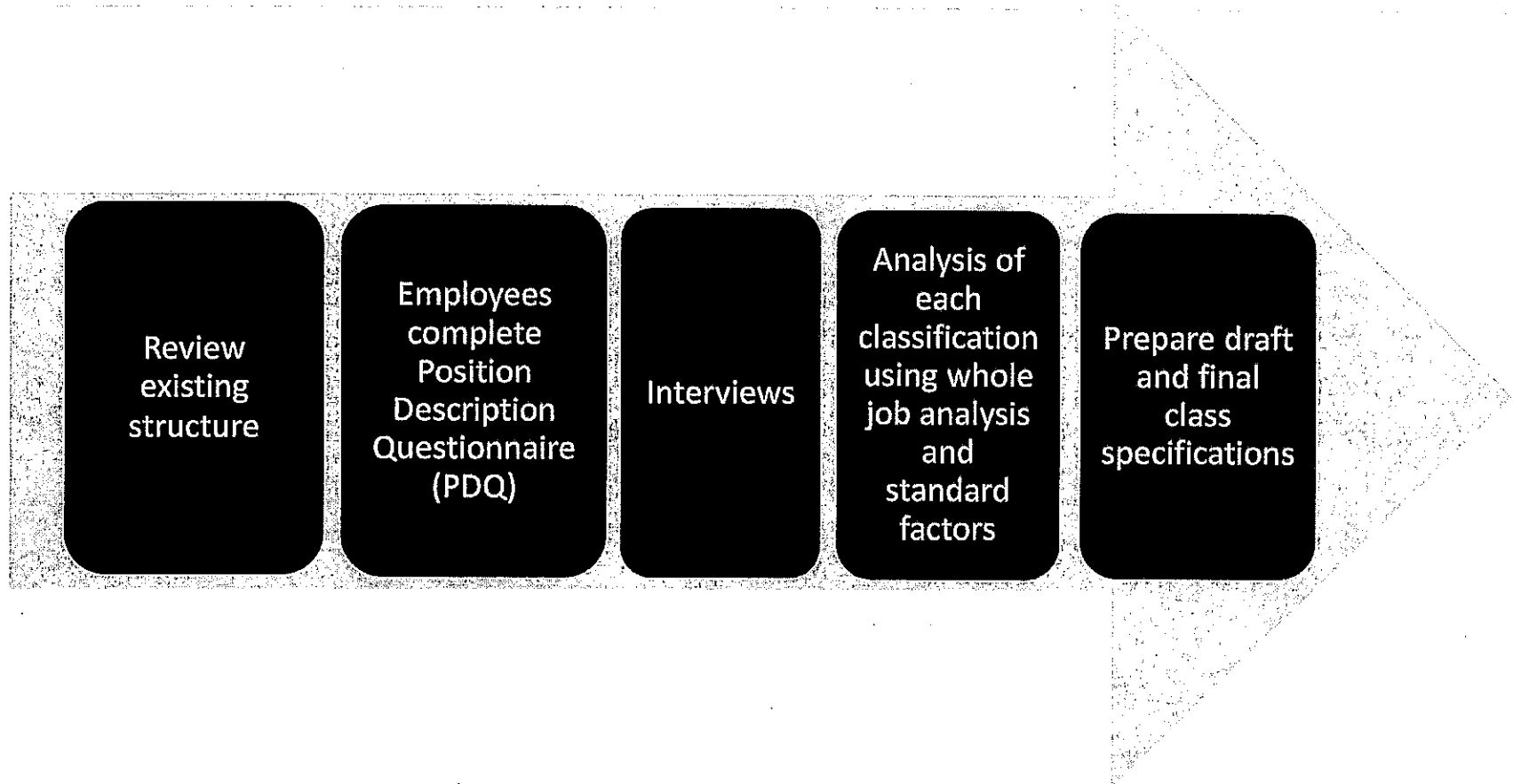


## **Classifications Included in the Study**

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



# Classification Study Process






## Standard Classification Factors

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



## Potential Classification Study Outcomes:




No changes to positions



Reclassification of positions



Change in the title of positions



Revision of class specifications



Consolidation of classifications



Establishment of new classifications

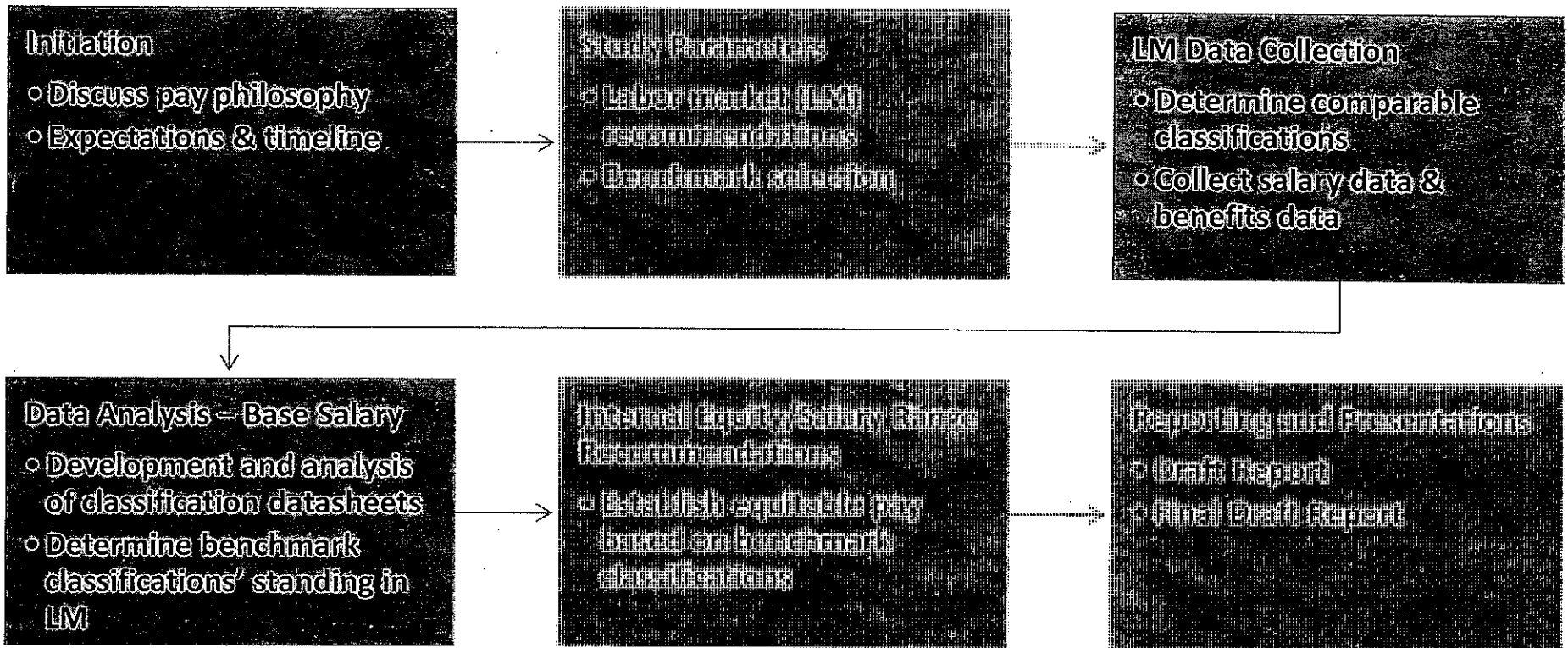
## ● Overview of Classification Recommendations

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

# Total Compensation Study

CPS HR  CONSULTING™

# ● Compensation Study Steps & Methodology







# Selection of Labor Market Agencies

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



# Benchmark Classifications

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



# Surveyed Compensation Components

- **Total employer compensation costs**
  - \* Base salary minimum, midpoint, maximum
  - \* Employer retirement contributions
  - \* Employer Medicare and Social Security contributions
  - \* Employer health plan contributions
  - \* Other compensation if applicable
  
- **Other benefit and compensation practices not included in total compensation but of interest to the District**
  - \*Salary Structures of labor market
  - \*Employee Agreements/Severance Practices
  - \* Full Time Equivalent (FTE) based on functional areas and number of direct and indirect reports for each LM. (Appendix B2)

# Compensation Analysis and Salary Recommendations

CPS HR  CONSULTING™

# Salary Survey Summary for Benchmarks

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

# ● Salary Survey Summary for Benchmarks (continued)

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

## Salary Survey Summary for Benchmarks (continued)

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

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

# ● Salary Recommendations

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



# ● Salary Recommendations (continued)

## Option 1: Open Range Model

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

# Salary Recommendations (continued)

## Option 2 : Step System Model

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

# Salary Recommendations (continued)

## Recommended Pay Grade Assignments

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

## Town of East Hartford Classification & Compensation Study

### *Questions?*

Please contact us at:

- ◆ Jan Bentley - [jbentley@cpshr.us](mailto:jbentley@cpshr.us)
- ◆ Edie Sabia - [esabia@cpshr.us](mailto:esabia@cpshr.us)
- ◆ Igor Shegolev - [ishegolev@cpshr.us](mailto:ishegolev@cpshr.us)

OFFICE OF THE  
TOWN COUNCIL

**TOWN OF EAST HARTFORD**

740 Main Street

East Hartford, Connecticut 06108

*Paul* (860) 291-7208

FAX (860) 291-7389

2021 DEC -8 PM 12:14

TOWN CLERK  
EAST HARTFORD

DATE: December 8, 2021

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: **Tuesday, December 14, 2021 6:45 p.m. Town Council Majority Office**

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

**Tuesday, December 14, 2021**

**6:45 p.m.**

**Town Council Majority Office**

The purpose of the meeting is to meet in Executive Session to discuss the pending Workers' Compensation claim of former Town employee, Thomas Jascowski f/b/o Constance Jascowski.

cc: Mayor Walsh  
James Tallberg, Corporation Counsel  
Attorney Jonathan Reik of McGann, Bartlett & Brown  
Christine Sasen, Risk Manager  
Michael Ryan, Paralegal