

Robert J. Black

TOWN COUNCIL AGENDA
"TEAMS" MEETING
740 MAIN STREET
EAST HARTFORD, CONNECTICUT
DECEMBER 15, 2020

2020 DEC 11 P 12:59

TOWN CLERK
EAST HARTFORD

7:00P.M. Executive Session

=====

Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the December 15th Town Council meeting is accessible through "Microsoft Teams" 929-235-8441 Conference ID: 853 362 025##

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 17, 2020 Regular Meeting
6. COMMUNICATIONS AND PETITIONS
 - A. Introduction of Laurence Burnsed, Director, Health & Social Services Department
 - B. Post-election Budget Update
7. OLD BUSINESS
 - A. Town Council – Acting as a Committee of the Whole for the Real Estate Acquisition & Disposition Committee re: 103 Harvest Lane – **postponed from November 4th**
8. NEW BUSINESS
 - A. Click It or Ticket Grant
 - B. Bid Waiver: EHPD Marine Watercraft
 - C. Recommendation from Personnel & Pensions Subcommittee:
 1. Assistant Chief of Police: New Job Description
 2. Deputy Chief of Police: Revised Job Description
 - D. EHHS Roof Replacement Project
 - E. Sunset Ridge Middle School Roof Replacement Project
 - F. 1772 Foundation Partnership Grant: Goodwin Schoolhouse
 - G. Outdoor Amusement Permit Application: "Eversource Hartford Marathon – 2021"
 - H. Referral to Ordinance Committee re: Tree Warden and Tree Board
 - I. Referral to Real Estate Acquisition & Disposition Committee re: Discontinuance of Congress Street
 - J. 2021 Town Council Meetings Schedule
 - K. FY 2021-2022 Town Council Budget Workshops Schedule
 - L. Refund of Taxes

9. OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION
10. COUNCIL ACTION ON EXECUTIVE SESSION MATTERS
 - A. Workers' Compensation Claim of former employee, Julie Miller
11. OPPORTUNITY FOR RESIDENTS TO SPEAK
 - A. Other Elected Officials
 - B. Other Residents
 - C. Mayor
12. ADJOURNMENT (next meeting: December 15th)

Richard F. Kehoe

EAST HARTFORD TOWN COUNCIL

2020 NOV 23 A 8:34

TOWN COUNCIL CHAMBERS

TOWN CLERK
EAST HARTFORD

NOVEMBER 17, 2020

PRESENT Chair Richard F. Kehoe, Councillors Connor Martin, Angela Parkinson, Awet Tsegai, and John Morrison

PRESENT Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson (7:40 p.m.),
via "Teams" Minority Leader Esther B. Clarke (7:40 p.m.) and Councillor Patricia Harmon (7:45 p.m.)

ALSO Mayor Marcia A. Leclerc, via "Teams"
PRESENT

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:33 p.m. The Chair announced that the Council was holding a "hybrid" meeting – mixing "in person" and "virtual" participants. He then asked all to join him in the pledge of allegiance.

APPROVAL OF MINUTES

November 4, 2020 Executive Session

MOTION By Connor Martin
seconded by Angie Parkinson
to **approve** the minutes of the November 4, 2020 Executive Session.
Motion carried 6/0.

November 4, 2020 Regular Meeting

MOTION By Connor Martin
seconded by Angie Parkinson
to **approve** the minutes of the November 4, 2020 Regular Meeting.
Motion carried 6/0.

NEW BUSINESS

Contingency Transfer re: Directors Compensation Study

MOTION By Awet Tsegai
seconded by Sebrina Wilson

to **transfer** funds in the amount of \$59,555 from Account #G9600-63492 Reserve for Contingency to Account #G1100-63129 Consultant to cover the costs of the contract with CPS HR Consulting to perform the Directors Compensation Study as recommended by the Investigation & Audit and Personnel & Pensions Subcommittees and as approved by the Town Council at its November 4, 2020 meeting.
 Motion carried 8/0.

Historic Preservation Enhancement Grant

MOTION By Angie Parkinson
 seconded by Connor Martin
 to **adopt** the following resolution:

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

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

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

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

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

Refund of Taxes

MOTION By Connor Martin
 seconded by Awet Tsegai
 to **refund** taxes in the amount of \$6,187.05
 pursuant to Section 12-129 of the Connecticut General Statutes.
 Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Over Paid
2019-03-0051147	ALVARADO DANIEL A & JULIE	2018/JA4AP4AW0JU003432	-26.55
2019-03-0054363	BREFO APPIAGYEI	2005/1GNEK13T85R197537	-10.80
2019-03-0054868	BUNNELL SALLY M	2007/1G8AL55F17Z151788	-8.46
2019-03-0055139	BYRNES MARGARET A	2002/4T1BE32K42U107487	-101.11
2018-03-0059510	DENNIS ANTHEA C	2008/3N1AB61E68L729228	-76.14
2017-03-0063281	FRANCIS IRMA R	2009/2HNYD28259H532615	-625.00

2019-03-0063897	GAUTHIER MALCOLM G	2011/W04GV5EV0B1091683	-156.82
2019-03-0064297	GLEASON TIMOTHY A	2002/1GNDU23E82D230641	-5.80
2019-03-0064298	GLEASON TIMOTHY A	2004/KMHWF25S54A017466	-6.48
2018-03-0050140	GM FINANCIAL	2015/3GCUKREC8FG406986	-826.11
2018-03-0064187	GOMEZ ROSA A	2001/4T3ZF13C71U411376	-25.51
2019-02-0043843	H & R BLOCK EASTERN ENT INC	9 MAIN ST	-151.26
2018-03-0066829	HOWARD WILLIAM F JR	1999/2G1WL52M2X9222899	-30.37
2019-03-0065189	JONES ROBERT F & SARAH E	2000/1FDWE35SXYHA79063	-29.56
2019-03-0070153	LANDRY JENNIFER	2003/19UUA56663A091363	-8.01
2019-03-0070642	LEBLANC LISA	2001/1HD1FRW181Y636108	-12.01
2019-03-0070833	LEONARD ANGELIQUE L	2012/1VWBP7A30CC035305	-5.76
2019-03-0070936	LEVEILLE RENE W 3RD	2003/1D7HL38X53S210542	-53.55
2018-03-0070632	LEWIS CHRISTINE M	2000/SAJDA01DXYGL64639	-18.63
2019-03-0072337	MARIUS KATHIE	2012/1G6DS5E33C0139624	-206.78
2018-03-0072139	MARTIN TONYKA N	1998/JNKBY31A4WM402615	-5.62
2018-04-0085247	MARTIN TONYKA N	2004/2G1WW12E049117539	-24.08
2018-03-0072413	MATA STEPHANY E	2007/5NMSG73DX7H102878	-67.92
2019-03-0072788	MARZANO CHERYL A	2006/3MEHM08116R657918	-41.67
2019-03-0072787	MARZANO CHERYL A	2013/1ZVBP8EM9D5205093	-81.31
2019-03-0058745	MERCEDES-BENZ DAIMLER TRUST	2017/55SWF6EB2HU194838	-664.78
2018-03-0073587	MIGHTY CURTIS H	2006/1FMYU93186KA47169	-141.75
2018-03-0073588	MIGHTY CURTIS H	2006/CTTRL19146	-9.00
2018-03-0073589	MIGHTY CURTIS H	2009/1GNFK135X9R119238	-424.36
2019-03-0074063	MIGHTY CURTIS H	2006/1FMYU93186KA47169	-528.75
2019-03-0076676	OMAHONY LORETTA L	2012/3FAHP0DC0CR386111	-21.96
2018-04-0086565	PEREZ CARLOS M	2008/1HGCS22818A009495	-74.47
2019-03-0078510	PHILIPPE CARMELLE A	2004/1HGCM56784A163130	-112.32
2019-03-0078511	PHILIPPE CARMELLE A	2013/2HKRM4H36DH655421	-11.06
2019-03-0078945	PORTIS DERICK	2004/1D7HU16D34J199526	-13.64
2018-03-0078743	QUIGLEY DENNIS H	2011/1YVHZ8CB4B5M03676	-23.80
2019-03-0079883	REID STANFORD S	2016/2T1BURHE5GC648726	-15.90
2017-03-0080000	REID VERONICA A	2000/1N4DL01D0YC117765	-54.63
2018-03-0079344	REID VERONICA A	2000/1N4DL01D0YC117765	-76.50
2019-03-0083782	SHRIEL LAURA A	2014/1FADP3K23EL408985	-39.46
2018-03-0084123	STARK JAMES D	2016/3N1CE2CP2GL408521	-16.84

2019-03-0084808	STARK JAMES D	2016/3N1CE2CP2GL408521	-17.95
2019-03-0086434	TOYOTA LEASE TRUST	2017/4T1BF1FK9HU722783	-293.85
2019-03-0086483	TOYOTA LEASE TRUST	2017/JTMRFREV4HD201855	-489.02
2019-03-0088357	VW CREDIT LEASING LTD	2017/WAU44AFD8HN020692	-223.06
2019-03-0088447	WAITE EARL O	2011/JTHCE1KS5B0028493	-216.68
2018-04-0089234	WILCOX AMANDA M	2010/1J4PN2GKXAW168692	-53.01
2019-03-0089378	WILMOT DERLAN T	2008/2G1WT58K089191126	-58.95
		TOTAL	(\$6,187.05)

Resolution Honoring Joe Marfuggi: Hartford to Windsor Riverwalk

MOTION By Sebrina Wilson
seconded by John Morrison
to **adopt** the following resolution:

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

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED THAT:

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

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

Referral to Personnel & Pensions Subcommittee:

1. New Non-bargaining Position: Assistant Police Chief
2. Updated Job Description: Deputy Police Chief

MOTION By Don Bell
seconded by John Morrison
to refer to the Personnel & Pensions Subcommittee (1) a new job description for the non-bargaining position of Assistant Police Chief; and (2) the proposed revised job description for the Deputy Police Chief, with instructions to review the job descriptions for both of these positions and report back to the full Council with its recommendations, if any.
Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc updated the Council on the town's response to the Covid-19 pandemic. Besides aggressively testing individual residents in the Town Hall parking lot, the town is identifying "clusters", sending mailers and on-site testing in those areas that are problematic. The Mayor recognized the town's Health Department and the Directors for their efforts in this medical emergency. She also recognized the amazing work performed every day by the staff and employees of the East Hartford school system.

Linda Trzetzziak addressed the Council on the Comprehensive Annual Financial Report, which is due to be filed with the State of Connecticut Office of Policy and Management by December 31st. The actuaries who work on the town's OPEB plan are having some technical issues preparing their report for the auditors. Because of that, the auditors have advised the town to apply for an extension.

The Mayor wished all a Happy Thanksgiving and reminded all to keep socially distant.

Awet Tsegai asked if the town would accept plastic bags for leaf collection. *The Mayor said the town will not pick up plastic bags. However, residents can bring plastic bags to the transfer station, open them up and empty them.*

Esther Clarke asked how the town will notify those residents who have placed downed tree limbs by the side of the road. Mayor Leclerc said that anyone can contact either Public Works or the Mayor's Office and they will notify – in writing or in person – the homeowner that the town is through picking up tree limbs.

ADJOURNMENT

MOTION By Esther Clarke
seconded by Don Bell
to **adjourn** (8:18 p.m.).
Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be December 15th.

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



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR


DATE: December 9, 2020
TO: Richard F. Kehoe, Chair *aw*
FROM: Mayor Marcia A. Leclerc
RE: COMMUNICATION: Introduction of New Health Director

Please reserve time on the December 15th, 2020 Town Council agenda for introduction of the new Health and Social Services Director Laurence Burnsed.

C: L. Burnsed, Health and Social Services Director



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 10, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: COMMUNICATION – Post-Election Budget Update

Please reserve time on the December 15th, 2020 Town Council agenda for a post-election budget update from Finance Director Linda Trzetzziak, followed by a presentation by Town Clerk Robert Pasek and Registrar of Voters Mary Mourey and Steve Watkins.


Please place this item on the Town Council agenda for December 15th, 2020 as communication.

Thank you.

C: L. Trzetzziak, Finance Director
R. Pasek, Town Clerk
M. Mourey, Republican Registrar of Voters
S. Watkins, Democratic Registrar of Voters



MEMORANDUM

DATE: December 10, 2020
TO: Marcia A. Leclerc, Mayor
FROM: Linda M. Trzetzziak, Director of Finance 
TELEPHONE: (860) 291-7246
RE: November 2020 Election Accounting - Final

By way of this memo, let me summarize the ending revenues and expenses for the November 2020 election.

Expenses:

Registrar of Voters - Budget

The regular operating budget already includes expenses for opening and staffing the polls, handling the normal volume of absentee ballots, ballot costs, and other expenses.

Available funds:

Poll workers	\$29,210
Election Day expenses	7,601
Voting Machines (inspection/moving)	4,500
Telephone expense	<u>1,044</u>
Total	<u>\$42,355</u>

Registrar of Voters - Actual

The Registrars poll workers expense was overbudget by \$5,990 and the election day expenses were overbudget by \$6,576. This was due to extra absentee ballot staff and additional costs to make sure that we had sufficient quantity of ballots for use at the polling places.

We had grant receipts from the State of Connecticut that were used to cover these unfunded expenses of \$12,566.

Town Clerk - Budget

The regular operating budget includes only \$1,500 for Election Day expenses under the normal voting process. However, this year the anticipated extra volume of absentee ballots required additional processing.

The Town Clerk hired 7 temporary staff for work on this task. An operations center was set up in the Welling Conference Room with computers, scanners, label printers, mailing trays etc.

Budgeted Expenses

Temporary Staff	\$33,600
Ballots (incl. shipping, translation)	14,900
Equipment, supplies	5,230
Postage .58 for 21,500 ballots	12,500
Time clock for stamping in documents	<u>1,002</u>
Total	<u>\$67,232</u>

Town Clerk - Actual

Temporary Staff	\$20,449
Ballots (incl. shipping, translation)	17,512
Equipment, supplies	6,215
Postage	4,089
Time clock for stamping in documents	<u>1,002</u>
Total	<u>\$49,267</u>

We used the Center for Tech and Civic Life Grant of \$46,305 and grant receipts from the State of Connecticut of \$2,962 to fund these expenses.

Final Summary:

State funds received	\$36,953
Registrars expenses	(12,566)
Town Clerk expenses	<u>(2,962)</u>
State grant funds unexpended	<u>\$21,425</u>
Center for Tech and Civic Life Grant received	\$46,305
Town Clerk expenses	<u>(46,305)</u>
Grant funds unexpended	<u>\$ 0</u>

Please feel free to let me know if you have any questions on any of the information presented above.

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

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

Ashbritt contract:	\$ 328,000
Hathaway Sidewalk Repair	\$ 5,600
Great River Park Tree Removal	\$ 14,800
Branch Drive Tree Removal	\$ 4,200
PW Overtime (Incl. Overhead)	\$ 191,000
PW Equipment Overtime	\$ 101,000 (FEMA Rates)
PW Straight-time (Incl. Overhead)	\$ 310,000
PW Equipment Straight-time	\$ 101,000 (FEMA Rates)
TOTAL \$ 1,050,000	

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

Presentation: East Bank/Founders Plaza

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

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

NEW BUSINESS

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

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

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

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

Forward East Hartford Goals

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

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

WHEREAS race is a construct with no biological basis;

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

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

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

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

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

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

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

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

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

TEXT AMENDMENT: Under Section 712; proposed revision to Section 604.4 to add Residential Cluster Development as a special permit use in the Incentive Development Zone to allow single-family detached housing units to be developed on a parcel.

Assessor's Map-Lot: N/A

Applicant: Hartford Area Habitat for Humanity

Upon a motion by Sid Soderholm, seconded by Melissa-Sue John, the Commission **Voted (5-0)** to approve the above text amendment as presented with an effective date of 15 days after notice of publication of decision.

MISCELLANEOUS

- **C.G.S. 8-24 REFERRAL** – 103 Harvest Lane; sale of Town property to the adjacent property owner located at 99 Harvest Lane to continue the existing use.

Upon a motion by Sid Soderholm, seconded by Val Povinelli, the Commission **Voted (5-0)** for a favorable recommendation of the 8-24 referral to sell 103 Harvest Lane to the adjacent property owner located at 99 Harvest Lane to continue the existing use.

- **Zoning Regulation Revision** – Discussion of new provisions to regulate small box discount stores (“Dollar” type stores)


Town Planner Jeff Cormier led the discussion with the Commission on the possible regulation of “dollar” stores in East Hartford. He offered examples of how towns in different regions of the U.S. deal with regulating dollar stores. An effective way is to create a viable definition of what a dollar store is as it relates to zoning regulations. It was the consensus of the Commission to incorporate distance requirements for dollar stores.

- **P&Z Schedule 2021**

Upon a motion by Hank Pawlowski, seconded by Sid Soderholm, the Commission **Voted (5-0)** to approve the Planning & Zoning Commission’s 2021 meeting schedule as presented. See below.

**2021 MEETING SCHEDULE
 EAST HARTFORD PLANNING AND ZONING COMMISSION**

The following is a list of the Public Hearing and Regular Meeting dates for the Planning and Zoning Commission. The Public Hearing and/or Regular Meeting begins at 7:00 p.m. and is held in the Town Council Chambers in Town Hall located at 740 Main Street. Any virtual meetings will have access information on the agenda. Also included is a list of close-out dates on which all documents must be submitted to be eligible for the listed meeting.

MEETING DATE 	CLOSE-OUT DATES FOR THE FOLLOWING APPLICATIONS:		
	Administrative Applications	Public Hearing Applications except as noted	Zoning Text Amendments, Zoning Map Changes within 500 feet of another municipality and Subdivisions which abut or include land in another municipality.

RECEIVED

MAY 27 2020

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

Town of East Hartford
Att: Mayor Marcia Leclerc
740 Main St.
East Hartford Ct. 06108

May 20, 2020

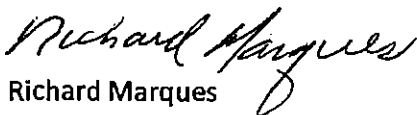
Dear Madam Mayor:

My name is Richard Marques. My wife Sandra and I reside at 99 Harvest Lane, East Hartford Ct 06118.

We are interested in acquiring "The Right of Way" that borders our property as shown on the Assessor's map #62 adjacent to lot #353 leading to parcel #325.

Over the last 43 years we have diligently maintained this "Right of Way" land by mowing the grass, raking the pine needles, snow blowing the walks and having the overgrown trees removed twice over the years, all of which was done at our expense.

Thank You for your consideration and attention to this matter.



Richard Marques
99 Harvest Lane
East Hartford, Ct 06118

Tel: 860-569-1150



840 0.5 ac

848

860 0.43 ac

76

89

0.56 ac

WATER POND
99 0.34 ac

103

1.96 ac

0.34 ac
111

0.25 ac

Harvest Ln

Harvest Ln

90

100

106

114

0.39 ac

- Town Boundary
- Schools
- Buildings
- Building
- Cement
- Drainage
- Excavation
- Greenhouse
- Tank
- Parcels
- Paved Features
- Driveway
- Road Edge
- Parking Lot
- Staple
- Trail
- Tunnel
- Unpaved
- Water Features Arc
- Perennial Stream
- Draining Ditch
- Conduit
- Slowway
- Swamp
- Dam
- Directional Flow Arc
- Water Features Poly
- Open Water
- Swamp
- Pier
- CT Highways
- US Highway
- State Highway
- Abutting Town Labels
- Abutting Towns
- Streets


The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misinterpretation of the data.



Printed on 05/28/2020 at 11:26 AM



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 4, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: "Click It or Ticket" Grant

The East Hartford Police Department is once again eligible to apply for funds from the State Department of Transportation through the "Click It or Ticket" Grant Program.

The town intends to apply for the grant in the amount of \$11,370, which will allow the East Hartford Police Department to once again participate in the statewide mobilization of the "Click It or Ticket" program. The program is a key tool in public awareness and enforcement for seat belt use. There is no local match required.

Please place this information on the agenda for the December 15th, 2020 meeting for approval of the resolution as submitted.

Thank you.

C: Eileen Buckheit, Development Director
P. O'Sullivan, Grants Manager
Lt. Paul Nieves, EHPD

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 15th day of December, 2020.

RESOLUTION

WHEREAS, the Highway Safety Office of the state Department of Transportation (DOT) annually provides funding for the "Click-It or Ticket" seat belt enforcement program and;

WHEREAS, the "Click-It or Ticket" enforcement campaign is a key tool in public awareness and enforcement of safety belt use;

NOW THEREFORE LET IT BE RESOLVED; That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the state Department of Transportation as they pertain to this "Click-It or Ticket" 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, 2020.

Angela M. Attenello, Town Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 2021 State DOT "Click it or Ticket" Grant

Funder: State Department of Transportation

Grant Amount: \$11,370

Frequency: One time Annual Biennial Other _____

First year received:	<u>2013</u>		
Last 3 years received:	<u>2020</u>	<u>2019</u>	<u>2018</u>
Funding level by year:	<u>\$11,600</u>	<u>\$11,500</u>	<u>\$11,785</u>

Is a local match required? Yes No

If yes, how much? Not applicable

From which account? Not applicable

Grant purpose: The Click It or Ticket enforcement campaign is a key tool in public awareness and enforcement for safety belt use.

Results achieved: Increase awareness of and compliance with state safety belt laws

Duration of grant: One Year

Status of application: Under development

Meeting attendee: Lt. Paul Neves, x7616

Comments: None

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager *PMO*
SUBJECT: Council Resolution for "Click It or Ticket" Grant
DATE: December 4, 2019

Attached is a draft resolution authorizing your signature of documents related to the Town's receipt of "Click It or Ticket" grant funds from the state Department of Transportation (DOT).

The East Hartford Police Department intends to participate once again in the statewide mobilization of the "Click It or Ticket" program. The Click It or Ticket enforcement campaign is a key tool in public awareness and enforcement for safety belt use. I have attached a fact sheet that explains the program in more detail.

Please note: while the attached information references the November "Click-it-or-Ticket" campaign, the attached resolution will authorize the Spring campaign. The Police Department received permission to skip the November campaign due to the increase in COVID-19 cases.

I respectfully request that the attached Resolution be placed on the December 15th, 2020 agenda of the Town Council for their consideration.

Please contact me if you have any questions.

Attachments: as stated

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



2020 *Click It or Ticket*

Products for Law Enforcement Action Kit: Fact Sheet

Step Up and Remind People to Buckle Up

- From November 16-29, 2020, State and local law enforcement agencies across the Nation are stepping up their enforcement efforts for motorists who aren't wearing their seat belts.
- For this year's *Click It or Ticket* seat belt mobilization effort, the National Highway Traffic Safety Administration (NHTSA) is asking all States to participate in the *Border to Border* (B2B) initiative, a 1-day national seat-belt awareness kickoff event coordinated by participating State highway safety offices and their respective law enforcement liaisons. B2B aims to increase law enforcement participation by coordinating highly visible seat belt enforcement and providing seat belt fact sheets for drivers at heavily traveled, highly visible State border checkpoints.

Face the Facts

- The national seat belt use rate in 2019 was 90.7 percent, which is good—but we can do better. The other 9.3 percent still need to be reminded that seat belts save lives.
- Among young adults 18 to 34 killed in crashes in 2018, more than half (58%) were completely unrestrained—one of the highest percentages for all age groups.
- Men make up the majority of those killed in motor vehicle traffic crashes. In 2018, 65 percent of the 22,697 passenger vehicle occupants who were killed were men. Men also wear their seat belts at a lower rate than women do—52 percent of men killed in crashes were unrestrained, compared to 39 percent of women killed in crashes.

Bust the Myths

- **Vehicle type:** There seems to be a misconception among those who drive and ride in pickup trucks that their large vehicles will protect them better than other vehicles would in a crash. The numbers say otherwise: 59 percent of pickup truck occupants who were killed in 2018 were not buckled. That's compared to 42 percent of passenger car occupants who were not wearing seat belts when they were killed. Regardless of vehicle type, seat belt use is the single most effective way to stay alive in a crash.
- **Seating position:** Too many people wrongly believe they are safe in the back seat unrestrained. Forty-six percent of all front-seat passenger vehicle occupants killed in



crashes in 2018 were unrestrained, but 56 percent of those killed in back seats were unrestrained.

- Rural versus urban locations: People who live in rural areas might believe that their crash exposure is lower, but in 2018, there were 12,068 passenger vehicle fatalities in rural locations, compared to 10,330 fatalities in urban locations. Out of those fatalities, 49 percent of those killed in the rural locations were not wearing their seat belts, compared to 45 percent in urban locations.


Click It or Ticket—Day and Night

- High-visibility seat belt enforcement is important 24 hours a day, but nighttime is especially deadly for unbuckled occupants. In 2018, 56 percent of passenger vehicle occupants killed at night (6 p.m.-5:59 a.m.) were not wearing their seat belts.
- *Click It or Ticket* isn't about citations; it's about saving lives. In 2018, there were 9,778 unbuckled passenger vehicle occupants killed in crashes in the United States. To help prevent crash fatalities, we need to step up seat belt enforcement, day and night.

Learn more about the *Click It or Ticket* mobilization at www.nhtsa.gov/ciot.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 9, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: BID WAIVER: Police Department Marine Watercraft

Please see attached detailed information provided by Police Chief Scott Sansom requesting that a bid waiver be granted under the terms of the Town of East Hartford's Code of Ordinances Section 10-7(c) to purchase a new marine watercraft in the amount of \$50,962.00

The purchase was approved by the Town Council at the August 18, 2020 meeting, and will be partially paid for by a Jag Grant.

Please place this information on the agenda for the December 15th, 2020 meeting. I recommend that the Town Council approve the bid waiver as submitted.

Thank you.

C: S. Sansom, Police Chief

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department


TELEPHONE
(860)528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108

FAX (860) 289-1249

December 3, 2020

TO: Mayor Marcia A. Leclerc
FROM: Scott Sansom, Police Chief 
RE: Request for bid waiver for new Marine Watercraft

In accordance with Section 10-7 (c) of the Town of East Hartford Code of Ordinances, I respectfully request a bid waiver to purchase a new marine watercraft.

This purchase was approved at the Town Council meeting on August 18, 2020 and will be partially paid for by a Jag Grant. The cost of the watercraft in the approved proposal was based on a quote from Defender Industries based in Waterford, Connecticut. The police department was awarded \$16,723.00 in grant funds to replace our current 2008 Jet Skis.

Utilizing the same locally based vendor for this purchase has many benefits to the Town, the officers and the citizens by providing a variety of services to include enforcement, safety inspections and assisting with search and recovery incidents.

1. The Hartford Police Department and the Connecticut State Police purchased the same watercraft for their agency from Defender Industries.
2. Enforcing laws and providing safety on the Connecticut River is a joint regional effort.
3. East Harford Police Department participates in the Regional CREST Dive team. The ability to train on the same equipment as other officers in the region improves efficiency and officer safety.
4. Universally similar equipment affords officers immediate familiarity with the equipment used in search and rescue incidents regardless of which agency equipment has been deployed in an emergency. Simply put, regardless of whether it was Hartford or East Hartford that launches their boat, the officers would not have to adjust to a different boat, as each town's equipment would be the same. In an

emergency where seconds can make a difference this provides our officers and the citizens most in need of their services an immeasurable advantage.

5. In non-emergency situations, East Hartford Police participate jointly with the Hartford Police Department, in many high-profile events with many in attendance. These events include but are not limited to, Riverfest, the annual Dragon Boat Race and the Head of the Regatta.
6. With uniform equipment often shared by officers in different agencies, our personnel have the opportunity to share best practices for maintenance and repairs.
7. Purchasing the new watercraft from Defender Industries maintains the integrity of the financial portion of the proposal previously approved by the Town Council.

Please contact me if you require additional information or have any questions. I appreciate your consideration of this request.

Defender Industries, Inc.
 42 Great Neck Road, Waterford, CT 06385
 Tel: 860-701-3400 Fax: 860-440-3408

PRO PATROL 650DP/F150
WITH T-TOP OPTION
 2020 MODEL GRAY NEO-G2

ORDER # **QUOTE**
 DATE 8/11/2020

SOLD TO: EAST HARTFORD POLICE DEPARTMENT
 SUPPORT SERVICES BUREAU
 ATTN: LT. PAUL NEVES

 EAST HARTFORD, CT
 TEL: 860-291-7616 CELL: 860-833-1247
 EMAIL: PNEVES@EASTHARTFORDCT.GOV

SHIP TO:
PICKUP WATERFORD, CT WHEN READY

EXCLUSIVE DEFENDER PRO 650DP DIVE/PATROL PACKAGE

ITEM	QUANT.	PRODUCT DESCRIPTION		PACKAGE TOTAL
PRO 650DP	1	ZODIAC DEFENDER PRO 650DP RIB, GRAY HULL & CONSOLE, 2020 MODEL YEAR	\$49,207.00	\$49,207.00
SKU 458737		53 GAL UNDERDECK TANK, REMOVABLE GRAY HYPALON TUBES, 1670 DECITEX		
		LENGTH 20' 8", BEAM 8' 2", HULL WEIGHT 1257 LBS, 15 PERSON CAPACITY		
		SERIAL NUMBER [PENDING]		
	1	STAND-UP FIBERGLASS CONSOLE W/HYDRAULIC STEERING SYSTEM		
	1	LEANING BOLSTER WITH BACKREST, FOOTREST & STORAGE BAG, BLACK P/C		
	1	ALUMINUM T-TOP WITH STOW BOX, BLACK POWDER-COATED		
	1	BOW RAIL WITH REMOVABLE TOW POST, AFT ARCH WITH TOW POST, BLK P/C		
	1	PRO 650 AFT SEATING, FOLD-DOWN BENCH, W/ REMOVABLE BACKREST, GRAY		
F150XB	1	YAMAHA 150 HP FUEL INJECTED 4-STROKE, REMOTE STEERING		
		25" SHAFT, ELECTRIC START, POWER TRIM & TILT, 491 LBS		
		SERIAL NUMBER [PENDING]		
MISC	1	YAMAHA DIGITAL COMMAND LINK DIGITAL 6YC MULTI FUNCTION DISPLAY		
MISC	1	YAM PROP, SS 3-BLADE SDS, RELIANCE, #68F-45974-10-00, 13-3/4"D X 19"P		
MISC	1	BATTERY, 12 VOLT, INSTALLED WITH BATTERY TRAY & STRAP		
Defender FEIN 13-5545607 CT Tax #5323944-000 CAGE #1D2Y2 DUNS #00-130-4617 Defender Industries, Inc., a Women Owned Business Enterprise, was established in 1938.				
LEAD TIME, PER ZODIAC, 120 - 150 DAYS FROM DATE OF ORDER				
MISC	1	DEALER PREP, FINAL ASSEMBLY AND TESTING	\$600.00	\$600.00
MERCHANDISE SUBTOTAL			\$49,807.00	
FREIGHT	1	FREIGHT IN FROM FACTORY	\$1,155.00	\$1,155.00
ORDER SUBTOTAL			\$50,962.00	
CTTAX	0	CT SALES TAX 2.99% (NOT APPLICABLE, EXEMPT CT ORGANIZATION)	\$1,489.23	\$0.00
FULL PAYMENT IS REQUIRED PRIOR TO PICK UP OR DELIVERY DEFENDER DOES NOT OFFER OPEN BILLING TERMS				
NOTES:			BALANCE DUE	\$50,962.00

Quote is valid for 60 days. Prices subject to change by the manufacturer without notice.
 Prices do not include taxes, delivery, optional equipment or registration fees unless otherwise specified.
 Product warranties are covered by the manufacturer.

MICROSOFT "TEAMS"

PERSONNEL AND PENSIONS SUBCOMMITTEE

DECEMBER 9, 2020

PRESENT Awet Tsegai, Chair, Councillors Connor Martin and John Morrison

ALSO Marcia Leclerc, Mayor
PRESENT Scott Chadwick, Corporation Counsel
Theresa Buchanan, Human Resources Director
Linda Trzetzak, Finance Director
Scott Sansom, Chief of Police
Rich Kehoe, Chair, East Hartford Town Council
Esther Clarke, Minority Leader, East Hartford Town Council

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:32 pm.

APPROVAL OF MINUTES

December 2, 2020 Meeting

MOTION By Connor Martin
seconded by John Morrison
to **approve** the minutes of the December 2, 2020 Personnel & Pensions
Subcommittee meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Assistant Chief of Police: New Job Description
Deputy Chief of Police: Revised Job Description

At the last meeting held December 2nd, the Committee members asked for the following information:

1. an updated organizational chart of the Police Department
2. an internal range of the salaries for the Deputy Chiefs, Assistant Chief & Lieutenants

3. an internal range of salaries for other administrative levels in the EHPD, comparing similar towns such as West Hartford, Manchester, Middletown, Enfield, Hamden and Bristol
4. Corporation Counsel to review the job descriptions
5. Corporation Counsel to review the transition of union employees to non-union positions.

Mayor Leclerc and Scott Sansom, Chief of Police, reviewed the information they provided to the Committee (attached to these minutes) and a lengthy discussion began.

Assistant Chief of Police

MOTION By Connor Martin
seconded by John Morrison
to **remove from the table** the following motion made at the December 2nd meeting:

To **table** action on the new job description, including salary, of "Assistant Chief of Police" until this Committee has reviewed an internal range of salaries for the Administrative positions within the East Hartford Police Department.

Motion carried 3/0.

MOTION By Connor Martin
seconded by John Morrison
to **recommend** that the Town Council approve the new job description (see below) entitled "Assistant Chief of Police" a non-bargaining position within the East Hartford Police Administration, as presented at the Personnel and Pensions Subcommittee meeting of December 9, 2020 from Human Resources Director Theresa Buchanan and Chief of Police Scott Sansom, with a pay grade of \$123,000 to \$140,000.

Motion carried 3/0.

TOWN OF EAST HARTFORD

Title: Assistant Police Chief
Department: Police Department

Grade: Salary range \$123,000 - \$140,000
Date: December 9, 2020

POSITION DEFINITION:

Supervision is received from the Police Chief who delegates the day-to-day planning, staffing, and decision-making functions to the Assistant Police Chief. Provides supervision and oversight of the Deputy Police Chiefs. This classification is distinguished from the Deputy Chief of Police rank by the considerably greater scope of managerial and administrative duties performed.

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

ESSENTIAL JOB FUNCTIONS:

Receives oral or written direction from the Chief of Police. Formulates and prescribes work methods for the development with the approval of the Chief.

- Participates in development of near term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.

- Plans and organizes work according to department procedures.
- Assigns work to lieutenants, sergeants, police officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the department.
- Coordinates research and reviews procedures to determine the efficiency of the department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet department needs.
- Reports work accomplished to the Chief of Police.

ADDITIONAL JOB FUNCTIONS:

Facilitates the exchange of information throughout the organization through oral and written correspondence.

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

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of municipal police practices and procedures.

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

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

Works in office setting subject to continuous interruptions and background noise.

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

JOB QUALIFICATIONS:

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

LICENSING REQUIREMENTS:

Valid Motor Vehicle Operator's License

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

- Position requires the physical ability to handle assigned weapons and meet firearm qualifications.

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

Deputy Chief of Police

MOTION By Connor Martin
seconded by John Morrison
to **recommend** that the Town Council approve the revised job description (see below) entitled "Deputy Chief of Police" a non-bargaining position within the East Hartford Police Administration, that was unanimously approved at the December 2, 2020 Personnel & Pensions Subcommittee meeting with the following revision:

➤ Change existing pay grade from grade 12 to \$112,000 to \$135,000.

Motion carried 3/0.

TOWN OF EAST HARTFORD

Title: Deputy Chief
Department: Police Department

Grade: \$112,000 to \$135,000
Date: December 2, 2020

POSITION DEFINITION:

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

ESSENTIAL JOB FUNCTIONS:

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

ADDITIONAL JOB FUNCTIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

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

JOB QUALIFICATIONS:

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

LICENSING REQUIREMENTS:

Valid Motor Vehicle Operator's License

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

- Position requires the physical ability to handle assigned weapons and meet firearm qualifications.

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


ADJOURNMENT

MOTION By Connor Martin
 seconded by John Morrison
 to **adjourn** (6:58 p.m.)
 Motion carried 3/0.

Cc: Town Council
 Mayor Leclerc
 Theresa Buchanan, Human Resources Director
 Scott Chadwick, Corporation Counsel
 Scott Sansom, Chief of Police



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE December 4, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc 
RE: RESOLUTION: EHHS Roof Replacement Project

Please see attached a resolution and additional documents from Finance Director Linda Trzetzziak regarding the East Hartford High School roof replacement project.

The project has been approved by the East Hartford Board of Education and is part of the Town's 5-year Capital Improvement Plan.

Please place this item on the Town Council agenda for the December 15th, 2020 meeting.

Thank you.

C: L. Trzetzziak, Director of Finance

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

WHEREAS, the Town of East Hartford Board of Education has identified that a roof replacement project at the East Hartford High 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 \$6,976,008 with the State reimbursing 76.43% of eligible costs or \$4,657,747 leaving the School District to pay 23.57% of eligible costs or approximately \$2,318,261 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 \$6,976,008 to fund the East Hartford High 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 High School Roof Replacement Project,
3. That the Town's Public Building Commission is hereby charged with the oversight and approval of the East Hartford High 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 High 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 15, 2020.


Angela Attenello, Clerk of the Town Council



MEMORANDUM

DATE: December 3, 2020

TO: Marcia A. Leclerc, Mayor

FROM: Linda M. Trzetzziak, Director of Finance 

TELEPHONE: (860) 291-7246

RE: Resolution - East Hartford High School Replacement Project

By way of this memo, attached please find a resolution related to the East Hartford High 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



Department of Facilities

East Hartford High School (869 Forbes Street)
Roof Replacement Project

Project Description and Budget

November 21, 2019

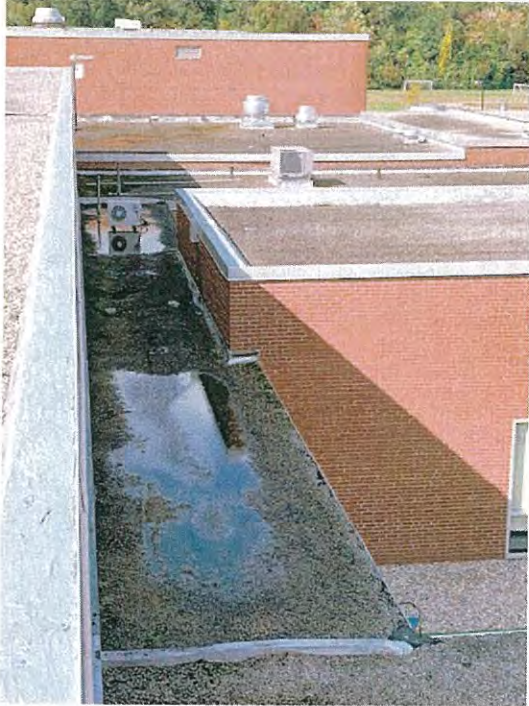
The East Hartford Public Schools Department of Facilities is proposing a project to replace all existing roofing systems at East Hartford High School (EHHS).

Background / Existing Conditions

East Hartford High School was constructed in 1962, with significant additions in 1963, 1968, and 1972. The EHHS campus consists of over (35) distinct roof elevations or sections which were last replaced in 1992. The center of the building where the courtyards were “capped” in 2004 have hip roofs with architectural shingles, except sections that were replaced with EPDM membrane in 2008 and 2017 due to leaks. The sections replaced in 2018 and 2017 are not in the project scope.



The total roofing area to be replaced is about 240,000 square feet, consisting of mostly built-up style roofing systems: gravel ballast covering 4-ply asphalt roofing over 2-4” fiberglass insulation and a vapor barrier mopped on a gypsum deck. The roofing systems at EHHS 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), many new repairs are required every year, and ponding water exists after every



storm. Perimeter flashings have been coated several times over the years in an attempt to extend their life and stop leaks. 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.

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 did on the EHMS “C” building). The system will carry a 20-year warranty.

The project will also address the former operable skylight system on the pool area. This area has had temporary solutions put in place over the years, and the project will provide the opportunity to design and install a permanent, weather-tight solution.

Schematic drawings and an estimate of probable cost have been produced by Friar Architecture (Dated October 2019) and reflected below. Friar also commissioned a 3rd Party estimating firm to produce a project budget, the results of which they used to alter/validate their figures. Construction target is 2022.

*Example of new EPDM roofing system
EHMS “C” Building – completed in 2019*



Project Budget

Design – 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.	\$142,509
Construction - 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.	\$6,833,499
Project Total	\$6,976,008

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. Three items built in to 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.

Total Project Costs	\$ 6,976,008.42	29.07
Ineligible Project Costs	\$ 622,995.74	
Partial Ineligible Project Costs	\$ 258,877.35	
Partial Eligible Project Costs	\$ 258,877.35	
Eligible Project Costs	\$ 5,835,257.99	
East Hartford Reimbursement Rate	76.43%	
Projected State Reimbursement	\$ 4,657,747.64	
Projected Local Share	\$ 2,318,260.79	

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 \$2,318,261 would be 33.2% 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, while EHHS remains in 2022.

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 the 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. EHHS immediately moves forward as follows:

- November, 2020- 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 2020.
- January 2021- EHPS publishes a Request for Proposals for Design Services.
- February (or as soon as grant application is approved) thru November 2021- Design work is completed and Plan Review is conducted by OSCGR.
- December 2021 – January 2022- EHPS publishes Invitation to Bid for construction phase.
- Spring/summer 2022- Construction of new roof with target completion of Fall 2022.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE December 4, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: RESOLUTION: Sunset Ridge Middle School Roof Replacement Project

Please see attached a resolution and additional documents from Finance Director Linda Trzetzziak regarding the Sunset Ridge Middle School roof replacement project. The project has been approved by the East Hartford Board of Education.

Please place this item on the Town Council agenda for the December 15th, 2020 meeting.

Thank you.

C: L. Trzetzziak, Director of Finance

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

WHEREAS, the Town of East Hartford Board of Education has identified that a roof replacement project at the Sunset Ridge 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 \$549,745 with the State reimbursing 76.43% or \$420,169 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 Sunset Ridge Middle School Roof Replacement Project in the amount of \$549,745,
2. The appropriation of \$549,745 to fund the Sunset Ridge Middle School Roof Replacement Project,
3. The authorization of the East Hartford Board of Education to apply to the Commissioner of Administrative Services and to accept or reject a grant for the Sunset Ridge Middle School Roof Replacement Project,
4. That the Town's Public Building Commission is hereby charged with the oversight and approval of the Sunset Ridge Middle School Roof Replacement Project,
5. That the East Hartford Board of Education has budgeted the local share for this project in the Board's FY 21 budget,
6. That the Town of East Hartford hereby authorizes at least the preparation of schematic drawings and outline specifications for the Sunset Ridge Middle School Roof Replacement Project.

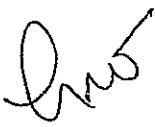
I, Angela Attenello, Clerk of the Town Council of the Town of East Hartford, certify that the above resolution was approved at a meeting of the Town Council held on December 15, 2020.

Angela Attenello, Clerk of the Town Council



MEMORANDUM

DATE: December 3, 2020

TO: Marcia A. Leclerc, Mayor 

FROM: Linda M. Trzetzziak, Director of Finance

TELEPHONE: (860) 291-7246

RE: Resolution - Sunset Ridge Middle School Roof Replacement Project

By way of this memo, attached please find a resolution related to the Sunset Ridge 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 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



East
Hartford
Public
Schools

EAST HARTFORD PUBLIC SCHOOLS

EDUCATIONAL SPECIFICATIONS
OF
SCHOOL CONSTRUCTION GRANT APPLICATION

PROJECT:
EAST HARTFORD SUNSET RIDGE MIDDLE SCHOOL
ROOF REPLACEMENT

450 Forbes Street, East Hartford, CT 06118

SUBMITTED TO:
STATE DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF CONSTRUCTION SERVICES
OFFICE OF SCHOOL CONSTRUCTION GRANTS

450 Columbus Blvd, Suite 1503
Hartford, CT 06103
860-713-6480

Prepared by:
James Rovezzi, Assistant Director of Facilities
East Hartford Public Schools
860-622-5952

October 26, 2020

EDUCATIONAL SPECIFICATIONS

PROJECT:

East Hartford Sunset Ridge Middle School Roof Replacement

1. PROJECT RATIONALE

Sunset Ridge Middle School was constructed in 1949 and had an addition built in 2000 on the south end of the east wing. The roofing shingles on the 1949 section were last replaced in 1998, when a truss system was installed over the original flat roof, and the shingles on the addition are original (7/1/2000) construction (same manufacturer/style as the 1998 shingles). These existing BPco "Super Eclipse" shingles are in a rapidly deteriorating state, and leaks throughout the structure are prevalent, requiring a full replacement.

2. LONG-RANGE PLAN

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

3. THE PROJECT- Building-Wide

Current space: Project will impact the entire school, consisting of the roof covering the original building (1949), including the addition (2000). Total roofing area is about 79,332 square feet. The following instructional and support spaces are included under this roof area:

- (34) elementary education classrooms, grades 6, 7 & 8
- Special Education classroom
- Tutoring Center
- Speech Instruction room
- Instructional coach classroom
- Social worker and school psychologist rooms
- Autistic program classroom
- Student support center and therapy room
- Art room and associated storage
- Library and book storage rooms
- Computer Labs
- Gymnasium and associated office and storage
- Music classroom and associated storage
- Kitchen and food storage
- Cafeteria
- Main office and principal's office
- Nurses office and storage
- Guidance & Meeting Room
- Restrooms

- Mechanical rooms and custodial closets

The current roof system is a wooden truss pitched roof sheathed in plywood and covered in underlayment and architectural shingles- installation date: 1998 and 2000

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, rotted sections of roof decking replaced, and new flashings, underlayment, and architectural shingles 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 Sunset Ridge 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**

Sunset Ridge 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
- YMCA Summer Camps
- After School Program



Department of Facilities

Sunset Ridge Middle School (450 Forbes Street) Roof Replacement Project

Project Description and Budget

October 26, 2020

The East Hartford Public Schools Department of Facilities is proposing a project to replace the shingled roofing systems on the entirety of Sunset Ridge Middle School.

Background / Existing Conditions

Sunset Ridge Middle School was constructed in 1949 and had an addition built in 2000 on the south end of the east wing. The current roofing system was installed in 1998, when a truss system was installed over the original flat roof (upper) section (lower section was already pitched – mansard style). The east wing (south side) was added on in 2000 and utilized the same shingles. These architectural shingles (installed 1998/2000) have been rapidly deteriorating, leading to roof leaks which frequently require patch repair. It is important to note that these shingles experienced a premature failure and EHPS placed a claim with the manufacturers (Building Products Co.) court appointed system in 2018. As a result, EHPS received a prorated cash settlement totaling \$24,778.05 for faulty shingles at Sunset Ridge. This amount was used to cover leak repair costs until the various impacted roofing systems could be totally replaced.

The BP Co. “Eclipse” shingle material continues to physically degrade as seen in the attached picture. The uniformity of the deterioration requires replacement of the entire system, as continuing to install patches to address leaks will only worsen and is not a practical solution to this ongoing problem. Since both roof sections are greater than 20 years old, they are eligible for partial reimbursement through the State School Construction Grant Program (OSCGR).



Project Overview

The project will consist of completely removing the existing shingles, underlayment and flashing to expose the roof deck. Following with approximately 79,332 square feet of new architectural shingles and underlayment. Any compromised sections of the roof deck will be replaced prior to installation of new underlayment and architectural shingles. Schematic drawings and an estimate of probable cost have been produced by the Friar Architecture and reflected below. Warranty will be a minimum of 20 years with a 10-year non-prorated portion covering labor and materials.

Project Budget

Design – Includes: Conceptual Design and Estimate, Schematic Design and Construction Documents, preparing required OSCGR documents and attending required State meetings, bid phase support, construction phase services, and miscellaneous services required for the State process.	\$14,278.60
Construction - Full removal of existing roofing, replace decking as needed, and install new underlayment and shingles.	<u>\$535,465.54</u>
Project Total	\$549,744.13

Estimated State Reimbursement @ 76.43% = \$420,169.44

Estimated Local Share @ 23.57% = \$129,574.69. 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 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%, so East Hartford will only have to fund 23.57% of the eligible project cost. The State School Construction Grant Process requires that the Town of East Hartford authorizes 100% of the project cost, even though the Town/District will actually only fund its local share.

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

The Board of Education will fund the entire local share of the project out of its capital reserves, where the \$140,000 local share has been budgeted as part of the FY2021 CIP.

Procedural Steps

- November 16, 2020- Review and Approval of this document and Education Specs by Facilities Committee
- November 16, 2020- Review and Approval of this document and Education Specs by Board of Education
- December 15, 2020- 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 January 10, 2021



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 4, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *me*
RE: RESOLUTION: 1772 Foundation Partnership Grant for Goodwin Schoolhouse

The Town of East Hartford is looking to submit an application to Preservation Connecticut for a 1772 Foundation Partnership Grant to address conditions at the Goodwin Schoolhouse at Martin Park.

This application will be submitted in conjunction with the East Hartford Historical Society. The grant amount is \$10,000 and a local match will be required.

Please place this information on the agenda for the December 15th, 2020 meeting. I recommend that the Town Council approve this request as submitted.

Thank you.

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

I, Angela M. Attenello, the duly appointed Clerk of the Town Council of the Town of East Hartford, a corporation organized and existing under the laws of the State of Connecticut, hereby certify that the following is a true copy of a Resolution adopted at a meeting of the East Hartford Town Council of said corporation, duly held on the 15th day of December, 2020.

RESOLUTION

WHEREAS, the Preservation Connecticut has made funding available under the 1772 Foundation Partnership Grants for Maintenance and Repair; and

WHEREAS, these grants provide assistance for maintenance and repair projects on historic assets, including repairs and restoration of roofs and windows, exterior painting and masonry repointing,

NOW THEREFORE LET IT BE RESOLVED; That Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by Preservation Connecticut as they pertain to this 1772 Foundation Partnership 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, 2020.

Angela M. Attenello, Town Council Clerk

TOWN COUNCIL RESOLUTION
GRANT INFORMATION FORM

Grant Description: 1772 Foundation Partnership Grants for Maintenance and Repair

Funder: Preservation Connecticut

Grant Amount: \$10,000

Frequency: One time Annual Biennial Other _____

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

Is a local match required? Yes No

If yes, how much? 1 to 1 (\$10,000)

From which account? To be determined

Grant purpose: Provide funding for maintenance and repair projects on historic assets, including repairs and restoration of roofs and windows, exterior painting and masonry repointing

Results achieved: Preservation of the state's historic assets

Duration of grant: Undetermined

Status of application: Under development

Meeting attendee: Paul O'Sullivan, x7206

Comments: Application to be submitted in partnership with East Hartford Historical Society.

GRANTS ADMINISTRATION
MEMORANDUM

TO: Mayor Marcia A. Leclerc
FROM: Paul O'Sullivan, Grants Manager *PSO*
SUBJECT: Council Resolution -- 1772 Foundation Partnership Grant for Goodwin Schoolhouse
DATE: December 4, 2020

Attached is a draft Town Council resolution authorizing you as Mayor to submit an application to Preservation Connecticut for a 1772 Foundation Partnership Grant to address conditions at the Goodwin Schoolhouse at Martin Park.

This application will be submitted in conjunction with the East Hartford Historical Society to address conditions at the Town-owned Goodwin Schoolhouse, located in Martin Park.

Preservation Connecticut's grant, loan, and tax credit assistance programs fund essential preservation activities for historic properties, from planning and maintenance and repair to full-scale rehabilitation of historic resources. Since 2003, the group has helped distribute over \$6.8 million in matching grants to local governments, nonprofit organizations, and private property owners.

I respectfully request that this item be placed on the Town Council agenda for their meeting to be held on December 15, 2020. Please contact me at extension 7206 if you have any questions.

Attachments: as stated

Cc: Eileen Buckheit, Development Director



THE 1772 FOUNDATION

Announcement

2021 Connecticut Historic Preservation Matching Grants for Private Non-Profit Organizations



in cooperation with Preservation Connecticut

The 1772 Foundation has announced that funding in the form of 1:1 matching grants of up to \$10,000 will be made available for the following historic preservation projects: exterior painting, finishes and surface restoration, fire detection/lightning protection/security systems, repairs to/restoration of porches, roofs and windows, repairs to foundations and sills, and chimney and masonry repointing.

To demonstrate the sustainability of historic sites, applicants may be required to submit a cyclical maintenance plan, condition assessment, restoration plan or stewardship plan that has been prepared or updated within the last five years. If an appropriate plan does not exist, the Foundation will consider providing support for development of a plan on a case-by-case basis.

All organizations that wish to be considered should send a one-page letter of inquiry to:
1772@preservationct.org and use *1772 Foundation* in the subject line.

The letter should include: *the amount of your request, the purpose of the grant including the name and address of the historic resource for which project funding will be used, the matching funds you have or plan to have, the time frame for project completion and ownership status (own or lease) for the site. Also, please attach a current photo which best shows site condition, no more than 1.5MB, and provide web address for the site/organization.*

Letters of inquiry will be accepted until December 31, 2020.

Invited applications will be due March 1, 2021.

Not all letters of inquiry will result in invitations to submit full applications.

To be eligible to apply, organizations must have a 501(c)(3) IRS designation. Organizations also must have closed any previously awarded matching grant to be eligible to apply. Funding will not be provided for schools or churches.

The Foundation will consider the following:

- Matching grants for exterior painting, finishes and surface restoration
- Matching grants to install or upgrade fire detection, lightning protection and security systems
- Matching grants for repairs to/restoration of porches, roofs and windows
- Matching grants for structural foundation and sill repair/replacement
- Matching grants for chimney and masonry repointing

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
Police Department

TELEPHONE
(860) 528-4401

SCOTT M. SANSOM
CHIEF OF POLICE

31 School Street
East Hartford, Connecticut 06108-2638

FAX (860) 289-1249

www.easthartfordct.gov

November 18, 2020

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

Re: **Outdoor Amusement Permit Application**
"Eversource Hartford Marathon - 2021"

Dear Chairman Kehoe:

Attached please find the amusement permit application from **The Hartford Marathon Foundation by Josh Miller, its Technical Director**. The applicant seeks to conduct a marathon, road races and outdoor musical entertainment with volunteers and several thousand spectators and runners on **Saturday, October 9, 2021 from 7:30 AM - 1:30 PM**, with music running between **9 AM and 1:30 PM**.

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

The **Risk Management** approves the application as submitted subject to the receipt of Certificate of Insurance sixty (60) days prior to the event.

The **Inspections and Permits Department** states that permits and inspections may be required for temporary installations.

The **Office of Corporation Counsel** states it has no issues with this application and that the applicant will need to work with the Parks & Recreation Department to execute a License Agreement with the Town for the use of Town roads and facilities.

The **Fire Department** approves the application as submitted and **indicates the anticipated cost for the Department's services is \$2,300.00**.

The **Health Department** approves the application as submitted provided that the applicant complies with any Covid-19 restrictions in place at the time of the event and states **there are no anticipated costs to their Departments**.

Parks & Recreation Department approves the application as submitted and as in years past will send out the licensing agreement and states **there are no anticipated costs to their Department**.

The **Public Works Department** recommends the application be approved subject to the following conditions:

- Applicant shall obtain road closure permits from the appropriate jurisdictions.

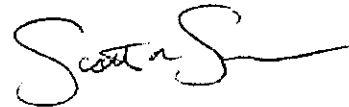
- The applicant shall coordinate with the CT DOT regarding highway construction and associated detours.
- The anticipated cost to the Department for this event is between \$11,000.00 and \$12,000.00.
- A review is underway by Director Lawlor to consider DPW expenditures for 3-5 years with a focus on future process improvements that may reduce Town costs. If achieved, the Department may edit the projected cost before the event takes place.

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

- There will be significant detours for several hours. Traffic on the adjacent streets can be maintained with a near-normal flow of traffic.
- Police manpower required for these events exceeds the Department's normal Patrol Complement and overtime hiring will be necessary. As an event that is not Town-sponsored, this expense will have to be borne by the applicant. The anticipated cost to the Department for this event is \$37,860.29 which does not include a possible contractual raise.

Respectfully submitted for your information.

Sincerely,



Scott M. Sansom
Chief of Police

Cc: Applicant

TOWN OF EAST HARTFORD POLICE DEPARTMENT



Marcia A. Leclerc
Mayor

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

OUTDOOR AMUSEMENT PERMIT APPLICATION



Scott M. Sansom
Chief of Police

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

1. Name of Event:
EVERSOURCE HARTFORD MARATHON
2. Date(s) of Event:
SATURDAY, OCTOBER 9, 2021
3. Applicant's name, home & work phone numbers, home address, and e-mail address (NOTE: If applicant is a partnership, corporation, limited liability company, club or association give the full legal name of the Applicant):
HARTFORD MARATHON Foundation, Inc. | O: 860-652-8866
Applicant: Josh Miller | M: 860-338-1781
41 SEQUIN DRIVE GLASTONBURY, CT 06033 | Josh@hartfordmarathon.com
4. If Applicant is a partnership, corporation, limited liability company (LLC), club, or association, list the names of all partners, members, directors and officers AND provide their business address.
HARTFORD Marathon Foundation | SEE BOARD of Directors
41 Sequin Drive | list attached.
Glastonbury, CT 06033
5. List the location of the proposed amusement: (Name of facility and address)
Please see race course map attached.
6. List the dates and hours of operation for each day (if location changes on a particular day, please list):
7:30 AM - 1:30 PM on 10/9/21. (Impact chart attached)
7. Provide a detailed description of the proposed amusement:
Marathon Road Race Route - SAME as 2019

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

Yes No

a. If 'YES,' during what days and hours will music or entertainment be provided (note: this is different from hours of operation)? 9:00 AM - 1:30 PM

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

16-80+

10. What is the expected attendance at the proposed amusement:
(If more than one performance, indicate time / day / date and anticipated attendance for each.)

3,000 runners, 800 volunteers, several hundred spectators

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

a. Crowd size impact;

Runners will run on closed roads

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

We will work with police and DOT for street closures

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

Runners will park and run to and from Hartford

d. Noise impact on neighborhood:

Minimal, music will not play until after 9AM

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

Garbage trucks to sweep entire route at conclusion of event

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

Road closures/detours

g. Other expected influence on surrounding neighborhood:

This is a great opportunity for individuals and groups to run, volunteer, etc.

12. Provide a detailed plan for the following:

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

Roads will be accessible for emergency personnel to access all areas

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

Command center for event will have representation from all departments

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

Medical plan included

d. Crowd control plan:

Runners will stay on streets directed by volunteers

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

Streets will be used and swept by volunteers and public works

f. Provision of sanitary facilities;

Portable toilets placed along the route

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

a. Food available: Yes No **AND**

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

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

Yes No Alcoholic beverages will be served / provided.

If 'YRS', describe, in detail, any and all arrangements and what procedures shall be employed;

a. For such sale or provision,

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

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

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

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

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

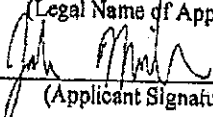
a. False Statement is a Class A Misdemeanor.

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

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

Josh Miller

(Legal Name of Applicant)



(Applicant Signature)

Josh Miller

(Printed Name)

10/22/2020

(Date Signed)

Technical Director

(Capacity in which signing)

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

Hartford Marathon Foundation, Inc.
2020 Board of Directors

Chairman

Christine Andrews
Andrews Benefits
Farmington, CT 06034

Vice Chairman

Sivasenthil Arumugam, M.D.
Partner, Woodland Anesthesiology
Associates, P.C.

Treasurer

Robert M. Haggett, C.P.A.

Secretary

Peter A. Gutermann, Esq.
SVP, General Counsel, Secretary
Barnes Group
Bristol, CT

Susan D. Albano
Chief Executive Officer,
Prime HealthCare, PC
Wethersfield, CT 06109

Cynthia Costanzo
Executive Director
UConn Recreation
University of Connecticut
Storrs, CT

Brian J. Foley
Department of Emergency Service and
Public Protection
Hartford, CT 06103

Irvin C. Girard
East Hartford High School
East Hartford, CT

Raymond M. Hassett
Partner, Hassett & George, P.C.
Glastonbury, CT 06033

Peter A. Holowesko
Vice President, Global Benefits
United Technologies
Farmington, CT 06032

Christopher A. Montross
Senior Managing Director
Aetna
Hartford, CT 06156

Nicole Mule
Attorney
Ogletree, Deakins, Nash,
Smoak & Stewart, P.C.
Stamford, CT 06901

Diane I. Perry
Managing Director,
Integration and Business Alignment
United Healthcare
Bloomfield, CT 06022

Patrick Steigman
Vice President & Editorial Director,
Global Digital Content
ESPN

Kevin E. Verge
Assoc. General Counsel,
Executive Director, Global Compliance
Pratt & Whitney

Jennifer Wislocki
Vice President, Corporate Services and
Sponsorships
Travelers
One Tower Square | MS02
Hartford, CT 06183

CEO/President

Elizabeth G. Shluger
Founder, CEO and President
Hartford Marathon Foundation
Glastonbury, CT 06033

Emeritus

Kenneth L. Shluger
Judge, Connecticut Superior Court

David Polk
West Hartford, CT

Brewster Perkins

Timothy Larson
Commission of Higher Education
State of CT

TRAFFIC ALERT – EAST HARTFORD RESIDENTS

October 9, 2021



More than 10,000 participants will be on local roads for the 2020 Eversource Hartford Marathon. To assist with travel, please see the road closure chart below and note adjacent roads will also have impact. Please expect delays and detours.

Click the "Schedule/Road Closures" button on www.hartfordmarathon.com for detailed maps and information. Roads will reopen as runners pass. When possible, police will direct cross traffic during the race.

Thank you for your support and cooperation!

Area and Streets Used for Race	CLOSED TO TRAFFIC
Founders Bridge Eastbound only	7:30 AM - 2:00 PM
Founders Plaza area, including: East River Drive exit East River Drive Hartland Street Meadow Street Pitkin Street	7:30 AM – 1:30 PM
Prospect Street area, including: S. Prospect Street Main Street (north of Prospect) Carroll Road	7:30 AM – 1:00 PM
Silver Lane Extension Access to Rt 2 and Rt 15	7:30 AM – 9:00 AM

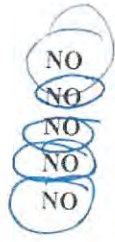
Sharing the roads helps the region!
 Participants in the Eversource Hartford Marathon and Half Marathon have raised more than \$7.5 million for local charities. In 2019 alone, the event provided \$11.7 million in economic value to the area.

Questions call 860-652-8866.

FOR OFFICE USE

Insurance Certificate Included:

YES



Liquor Permit Included:

YES

Certificate of Alcohol Liability Included:

YES

Time Waiver Request Included:

YES

Fee Waiver Request Included:

YES

Outdoor Amusement Permit Fees:

Sport, athletic contest, musical, operatic, dramatic, theatrical or pictorial performance or other exhibitions

\$ 10/performance §5-6

Parades

\$ 25/each parade §5-6

Fireworks display or air show

\$ 25/performance §5-6

Carnival, rodeo, circus, or tent show

\$ 100/day §5-6

Total Assessed Amusement Permit Fee

Received By: Augustina Rivera

Employee Number: 9099

Date & Time Signed: 10/26/20 7:15 (AM) PM

Time remaining before event: 348 days.

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

Risk Mgmt

Rivera, Augustina

From: Sasen, Christine
Sent: Wednesday, October 28, 2020 9:34 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit for "Eversource Hartford Marathon" for 2021

I can approve subject to receipt and approval of COI. Thx.

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Wednesday, October 28, 2020 9:30 AM
To: Sasen, Christine <CSasen@easthartfordct.gov>
Subject: RE: Outdoor Amusement Permit for "Eversource Hartford Marathon" for 2021

Good morning Christine,

I received an email this morning from Josh, the gentleman that submitted the application and he said that he normally does not secure the COI until closer to date of the event happening. I was actually going to email you today to keep you in the loop.

Tina

From: Sasen, Christine <CSasen@easthartfordct.gov>
Sent: Wednesday, October 28, 2020 9:24 AM
To: Rivera, Augustina <ARivera@easthartfordct.gov>
Subject: RE: Outdoor Amusement Permit for "Eversource Hartford Marathon" for 2021

Need Certificate of Insurance per usual insurance requirements you should have from Laurie. Thx.

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, October 27, 2020 11:51 AM
To: Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfrael@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit for "Eversource Hartford Marathon" for 2021

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for "Eversource Hartford Marathon" for October 9, 2021. Please review and submit comments back to me no later than 12:00 noon, Tuesday, November 10th.

Thank you.

Rivera, Augustina

From: Grew, Greg
Sent: Tuesday, October 27, 2020 12:03 PM
To: Rivera, Augustina
Subject: Re: Outdoor Amusement Permit for "Eversource Hartford Marathon" for 2021

Per Ordinance 5-3 my review and approval is not required. Permits and inspections may be required for temporary installations.

MILTON GREGORY GREW, AIA
Director of Inspections & Permits
(Building / Zoning / Property Maint.)



EAST HARTFORD

Town Hall
740 Main Street
East Hartford, CT 06108
Direct [\(860\) 291-7345](tel:8602917345)
Mobile [\(860\) 874-8034](tel:8608748034)
<http://www.easthartfordct.gov/inspections-and-permits>

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, October 27, 2020 11:51 AM
To: Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit for "Eversource Hartford Marathon" for 2021

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for "Eversource Hartford Marathon" for October 9, 2021. Please review and submit comments back to me no later than 12:00 noon, Tuesday, November 10th.

Thank you.

Tina

Augustina Rivera
Administrative Clerk 3

Rivera, Augustina

From: Gentile, Richard
Sent: Tuesday, November 3, 2020 12:30 PM
To: Rivera, Augustina
Subject: RE: Eversource Hartford Marathon 2021- Feedback from Corp Counsel for Town of East Hartford

Thank you. I have no further concerns with the application.

Richard P. Gentile

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, November 3, 2020 11:35 AM
To: Gentile, Richard <RPGentile@easthartfordct.gov>
Subject: FW: Eversource Hartford Marathon 2021- Feedback from Corp Counsel for Town of East Hartford

Good morning,

Just forwarding the updated first page of application and the Board List for the Eversource Hartford Marathon that I received.

Tina

From: Josh Miller <Josh@hartfordmarathon.com>
Sent: Monday, November 2, 2020 12:00 PM
To: Rivera, Augustina <ARivera@easthartfordct.gov>
Cc: Fitzgerald, Laurie <lfitzgerald@easthartfordct.gov>
Subject: RE: Eversource Hartford Marathon 2021- Feedback from Corp Counsel for Town of East Hartford

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.

Hi Tina:

Attached is the first page of the application updated as requested, as well as our board of directors list. Please let me know if you need anything else in regard to this application. I will reach our Sean Dwyer. Thanks,

JOSH MILLER

*VICE PRESIDENT & RACE DIRECTOR
HARTFORD MARATHON FOUNDATION*

From: Rivera, Augustina [<mailto:ARivera@easthartfordct.gov>]
Sent: Wednesday, October 28, 2020 9:17 AM
To: Josh Miller <Josh@hartfordmarathon.com>

Cc: Fitzgerald, Laurie <lfitzgerald@easthartfordct.gov>

Subject: Eversource Hartford Marathon 2021- Feedback from Corp Counsel for Town of East Hartford

Good morning Josh,

I received an email from Rich Gentile, from our Corp Counsel, in regards to questions #3 and #4 on the Outdoor Amusement Permit Application that you submitted. He said that #3 should show the name of the Hartford Marathon Foundation, not an individual and #4 needs to list officers/directors.

Therefore, if you could resubmit the first page and on number 3 add the name of the Hartford Marathon Foundation above your name and the info you already have there. For #4, leave the information already there but after the information please put "Board of Director's list will be provided" and please submit the list of Board of Directors or Officers and provide their business address as it states on the application so that it does not get kicked back to you again. If I am not mistaken, you should be able to fit everything on page one without it shifting to page 2.

Also, I just saw your email to me regarding the COI, thank you. Regarding Parks and Recreation, the contact person you can reach out to is Sean Dwyer at 860-291-7171.

Thank you.

Tina

Augustina Rivera
Administrative Clerk 3
Support Services Bureau
East Hartford Police Department
31 School Street
East Hartford, CT 06108
arivera@easthartfordct.gov

Office: 860-291-7631

Fax: 860-610-6290

Rivera, Augustina

From: Gentile, Richard
Sent: Tuesday, October 27, 2020 1:51 PM
To: Rivera, Augustina; Cordier, James; Fravel, Theodore; Lawlor, John; Oates, John
Cc: Alsup, Steve; Cohen, Bruce; Cruz-Aponte, Marilyn; Davis, Robert; Drouin, Darrell; Dwyer, Sean; Ficacelli, Joseph; Grew, Greg; Hawkins, Mack; Neves, Paul; O'Connell, Michael; Sansom, Scott; Sasen, Christine; Trzetzziak, Linda; Wagner, Justin
Subject: RE: Outdoor Amusement Permit for "Eversource Hartford Marathon" for 2021

Hi.

#3 should show the name of the Hartford Marathon Foundation, not an individual.
#4 needs to list officers/directors.

WE will need a license agreement prior to te event (touse Town Roads). Very standard. We have done this every year.

Rich

From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, October 27, 2020 11:51 AM
To: Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzziak, Linda <Ltrzetzziak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit for "Eversource Hartford Marathon" for 2021

Good morning,

Please find attached your Directors Review & Notice and the Outdoor Amusement Permit documents for "Eversource Hartford Marathon" for October 9, 2021. Please review and submit comments back to me no later than 12:00 noon, Tuesday, November 10th.

Thank you.

Tina

Augustina Rivera
Administrative Clerk 3
Support Services Bureau
East Hartford Police Department
31 School Street
East Hartford, CT 06108
arivera@easthartfordct.gov



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 9, 2021**

Event: **"Eversource Hartford Marathon"**

Applicant: **The Hartford Marathon Foundation by Josh Miller, its Technical Director**

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

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

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

Anticipated cost(s) if known \$ 2300.⁰⁰

Signature
Stephen Alsop, Asst. Chief

27 OCT 2020

Date

Comments:

TOWN OF EAST HARTFORD
FIRE MARSHALS OFFICE
ADMINISTRATIVE REVIEW
Amusement Permit

DATE: October 27, 2020

APPLICATION FOR: Eversource Hartford Marathon

APPLICANT Hartford Marathon Foundation by Josh Miller, its
Technical Director
W 860-652-8866 C 860-338-1781

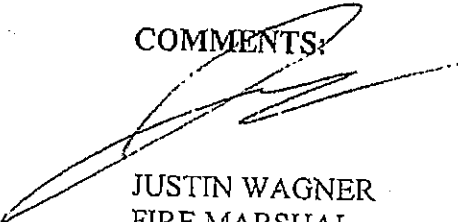
ADDRESS: Various Roads, See attached map

DATE(S) OF EVENT: Saturday, October 9, 2021 from 7:30 a.m. to 1:30 p.m.

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

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

COMMENTS:



JUSTIN WAGNER
FIRE MARSHAL
TOWN OF EAST HARTFORD



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 9, 2021**
Event: **"Eversource Hartford Marathon"**
Applicant: **The Hartford Marathon Foundation by Josh Miller, its Technical Director**

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

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

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

Anticipated cost(s) if known \$ 0

Michael T. O'Connell
Signature

10/27/2020
Date

Comments:

Approval recommended provided the applicant complies with any Covid-19 restrictions in place at the time of the event.



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 9, 2021**

Event: **"Eversource Hartford Marathon"**

Applicant: **The Hartford Marathon Foundation by Josh Miller, its Technical Director**

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

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

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

X Anticipated cost(s) if known \$0.00

Ted Fravel

Signature

11/10/20

Date

Comments:

As is years past the department will sent out the licensing agreement

Public Works



Scott M. Sansom
Chief of Police

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



Marcia A. Leclerc
Mayor

Administrative Review of Amusement Permit

Event Date: **October 9, 2021**
Event: **"Eversource Hartford Marathon"**
Applicant: **The Hartford Marathon Foundation by Josh Miller, its Technical Director**

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

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

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

Anticipated cost(s) if known \$ 11,000-12,000

Marilynn Cruz-Aponte

October 29, 2020

Signature

Date

Comments:

A review is underway by Director Lawlor to consider DPW expenditures for 3-5 years with a focus on future process improvements that may reduce Town costs. If achieved, the Department may edit the projected cost before the event takes place.

Police

Rivera, Augustina

From: Hawkins, Mack
Sent: Monday, November 9, 2020 9:50 AM
To: Rivera, Augustina
Subject: RE: Outdoor Amusement Permit for "Eversource Hartford Marathon" for 2021

Tina,

I have reviewed the Outdoor Amusement Permit Application for Eversource Hartford Marathon Outdoor Amusement for 2021. I approve the application as submitted. The anticipated cost for this event is \$37,860.29 which **does not** include a possible contractual raise.

Thanks,

Deputy Chief Mack S. Hawkins

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

Serving Our Community with Pride and Integrity



From: Rivera, Augustina <ARivera@easthartfordct.gov>
Sent: Tuesday, October 27, 2020 11:51 AM
To: Cordier, James <jcordier@easthartfordct.gov>; Fravel, Theodore <tfravel@easthartfordct.gov>; Lawlor, John <JLawlor@easthartfordct.gov>; Oates, John <Joates@easthartfordct.gov>
Cc: Alsup, Steve <SAlsup@easthartfordct.gov>; Cohen, Bruce <BCohen@easthartfordct.gov>; Cruz-Aponte, Marilyn <mcruzaponte@easthartfordct.gov>; Davis, Robert <RDavis@easthartfordct.gov>; Drouin, Darrell <Ddrouin@easthartfordct.gov>; Dwyer, Sean <SDwyer@easthartfordct.gov>; Ficacelli, Joseph <JFicacelli@easthartfordct.gov>; Gentile, Richard <RPGentile@easthartfordct.gov>; Grew, Greg <mggrew@easthartfordct.gov>; Hawkins, Mack <MHawkins@easthartfordct.gov>; Neves, Paul <Pneves@easthartfordct.gov>; O'Connell, Michael <Moconnell@easthartfordct.gov>; Sansom, Scott <SSansom@easthartfordct.gov>; Sasen, Christine <CSasen@easthartfordct.gov>; Trzetzkiak, Linda <Ltrzetzkiak@easthartfordct.gov>; Wagner, Justin <Jwagner@easthartfordct.gov>
Subject: Outdoor Amusement Permit for "Eversource Hartford Marathon" for 2021



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 12, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: REFERRAL: Tree Warden and Tree Board– Referral to the Ordinance Committee

Please see enclosed proposed amendments to Chapter 20 of Town Ordinances: Trees and Vegetation as suggested by the Assistant Corporation Counsel Rich Gentile. The current ordinance is outdated and not consistent with state statute. The suggested amendments would ensure clarity and consistency.

Please place this item on the agenda for the December 15th 2020 Town Council meeting for referral to the Ordinance Committee.

Thank you.

C: R. Gentile, Assistant Corporation Counsel

From: Gentile, Richard <RPGentile@easthartfordct.gov>

Sent: Monday, November 16, 2020 9:23 AM

To: Carrero, Jessica <jcarrero@easthartfordct.gov>

Cc: Chadwick, Scott <Schadwick@easthartfordct.gov>; Chadwick, Scott <SChadwick@ctprobate.gov>

Subject: FW: Tree Warden & Tree Board

Sec. 23-59. Powers and duties of tree wardens. The town or borough tree warden shall have the care and control of all trees and shrubs in whole or in part within the limits of any public road or grounds and within the limits of his town or borough, except those along state highways under the control of the Commissioner of Transportation and except those in public parks or grounds which are under the jurisdiction of park commissioners, and of these the tree warden shall take the care and control if so requested in writing by the park commissioners. Such care and control shall extend to such limbs, roots or parts of trees and shrubs as extend or overhang the limits of any such public road or grounds. The tree warden shall expend all funds appropriated for the setting out, care and maintenance of such trees and shrubs. The tree warden shall enforce all provisions of law for the preservation of such trees and shrubs and of roadside beauty. The tree warden shall remove or cause to be removed all illegally erected signs or advertisements, placed upon poles, trees or other objects within any public road or place under the tree warden's jurisdiction. The tree warden may prescribe such regulations for the care and preservation of such trees and shrubs as the tree warden deems expedient and may provide therein for a reasonable fine for the violation of such regulations; and such regulations, when approved by the selectmen or borough warden and posted on a public signpost in the town or borough, if any, or at some other exterior place near the office of the town or borough clerk, shall have the force and effect of town or borough ordinances. Whenever, in the opinion of the tree warden, the public safety demands the removal or pruning of any tree or shrub under the tree warden's control, the tree warden may cause such tree, shrub or group of shrubs to be removed or pruned at the expense of the town or borough and the selectmen or borough warden shall order paid to the person performing such work such reasonable compensation therefor as may be determined and approved in writing by the tree warden. Unless the condition of such tree, shrub or group of shrubs constitutes an immediate public hazard, the tree warden shall, at least ten days before such removal or pruning, post on each tree or shrub and may post on each group of shrubs a suitable notice stating the tree warden's intention to remove or prune such tree, shrub or group of shrubs. If any person, firm or corporation objects to such removal or pruning, such person, firm or corporation may appeal to the tree

warden in writing, who shall hold a public hearing at some suitable time and place after giving reasonable notice of such hearing to all persons known to be interested therein and posting a notice thereof on such tree, shrub or group of shrubs. Within three days after such hearing, the tree warden shall render a decision granting or denying the application, and the party aggrieved by such decision may, within ten days, appeal therefrom to the superior court for the judicial district within which such town or borough is located. The tree warden may, with the approval of the selectmen or borough warden, remove any trees or other plants within the limits of public highways or grounds under the tree warden's jurisdiction that are particularly obnoxious as hosts of insect or fungus pests.

Section 20-1. Appointment of tree warden: powers and duties of tree warden.

CHAPTER 20. Trees and Vegetation

Section 20-1. Appointment of tree warden: powers and duties of tree warden.

CHAPTER 20. TREES AND VEGETATION

Section 20-1. Appointment of tree warden: powers and duties of tree warden.

- a) The Mayor shall appoint a tree warden in accordance with the provisions of Section 23-58 of the Connecticut General Statutes.
 - b) The tree warden shall have the powers provided by Sections 23-59 and 23-65 of the Connecticut General Statutes and carry out the duties prescribed in such sections. ~~He shall also have the power to:~~
 - 1. ~~approve all plantings of trees, shrubs or vines on public property within the lines of a sidewalk in accordance with regulations adopted pursuant to this section and to declare any tree located on public property to be a landmark tree if such tree meets the criteria of a landmark tree contained in regulations adopted pursuant to this section;~~
 - 2. ~~order the treatment, trimming or removal and destruction of dangerous or diseased trees, shrubs or vines located on public or private property;~~
 - 3. ~~order the trimming or removal of trees, shrubs or vines located on private property which have branches or foliage overhanging any street, sidewalk or public way in a manner which presents a danger to pedestrians or vehicles or which extend into any travel lines of any street, sidewalk or other public way; order the cutting of grass and weeds to a maximum height of nine inches on any part of a lot which abuts a public street or sidewalk or to a maximum height of six inches on any part of a lot which abuts another lot or lots, regardless of whether or not such lot or lots have structures thereon.~~
 - c) ~~Any order issued pursuant to subsection (b) shall specify a period of time for compliance of not less than five days from the date of such order. In the event any order issued by him is not complied with, the tree warden may have the work prescribed by such order performed by the Town and the Town may collect the expense thereof from the person or persons to whom such order was issued.~~
 - d) ~~The tree warden may, after consultation with the Tree Board, prescribe regulations for the care, planting, pruning, removal and preservation of trees and shrubs within his jurisdiction and the criteria for designating a landmark tree.~~
 - e) ~~Any person who objects to an order from the tree warden pursuant to this section may petition for reconsideration of such order in writing to the tree warden within five days of issuance of the order. Upon receipt of such petition, the tree warden shall hold a public hearing on such petition in accordance with Section 29-59 of the Connecticut General Statutes. Within three days after such hearing, the tree warden shall issue a decision on such petition.~~
 - f) ~~Any person aggrieved by a decision issued by the tree warden pursuant to subsection (e) may appeal such decision to the Tree Board within ten days from the date of the tree warden's decision. The Tree Board shall hold a hearing on such appeal within thirty days of receipt of the notice of appeal.~~
- b) ~~January 2, 1997~~

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Commented [RG1]: There is no need to summarize the duties of the Tree warden in the ordinance. The statute makes the duties and appeal procedures clear. I note that the former ordinance has become outdated. Appeal timelines are no longer correct, the ordinance implied that the Tree warden had the right to order trees trimmed or taken down where trees were located solely on private property (which is not correct) and tasks about a "tree Board" which does not exist (and, appeals go to the Superior Court under the statute, not a Tree Board.)

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Town of East Hartford

Code of Ordinances

Sec. 20-2. Failure to Cut Grass or Weeds.

CHAPTER 20. Trees and Vegetation

Sec. 20-4. Removal by Town; Cost as Lien.

~~Sec. 20-2. Failure to Cut Grass or Weeds.~~

Commented [RG2]: Matters concerning tall grass, weeds, brush, rubbish etc. are now addressed in the Blight Ordinance.

~~The owner, lessee or occupant, or the agent, servant, representative or employee of the owner, lessee or occupant having control of such lot, or part of such lot, whose duty it is to cut the grass or weeds, or remove the filth or rubbish who shall violate the provisions of this Chapter or refuse to comply with orders of the Director, shall be deemed guilty of a misdemeanor; provided that in prosecutions against an owner or his agent, the defendant shall be allowed to show that the occupant of the lot or part of such lot has agreed to conform to the provisions of this Chapter and to save the owner harmless from all fines for violations thereof. The proof of such agreement shall be sufficient defense to such prosecution. Whenever a private corporation shall violate the provisions of this Chapter, the officers and directors of the corporation shall be personally liable.~~

~~Sec. 20-3. Accumulation of Grass, Weeds, Etc. as Fire Hazard; Notice to Abate.~~

- ~~(a) — The owner, lessee or person in charge of any land found by the Fire Marshal to be with high grass, brush, weeds or accumulations of any such inflammable material not fit or intended for animal consumption, and which, when ignited is liable to cause the spread of fire that may result in damage to adjoining premises or any buildings thereon, shall be notified by the Fire Marshal to remove such fire hazard within ten days after written notice thereof is mailed to such owner, lessee or person in charge of such land by registered or certified mail, at his address appearing on the tax assessor's records. Notice to the secretary of any corporation owning such land shall be deemed to be notice to the corporation, and the secretary of the corporation shall be deemed to be the person in charge of the land.~~
- ~~(b) — Any person notified as provided herein who shall fail or neglect to comply with such order issued by the Fire Marshal to remove such fire hazard within the time required after the mailing of such notice shall, upon complaint of the Fire Marshal in writing to the proper court, appear before the court.~~

~~Sec. 20-4. Removal by Town; Cost as Lien.~~

~~If for any reason, such as absence from the State, critical illness or any other like disability on the part of the owner, lessee or party in charge, it should become impracticable to prosecute such person under the provisions of Section 20-3, the Town may cause such fire hazard to be removed and cause a lien to be filed encumbering such land in favor of the Town to secure the expense of such removal, with legal interest thereon.~~

Voted: _____ 12-3-96
Published: _____ 12-12-96
Effective: _____ 1-2-97



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE December 9, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc *ML*
RE: REFERRAL: Real Estate Acquisition and Disposition Committee

Please see the attached memo and accompanying documents from Assistant Corporation Counsel Rich Gentile for referral to the Real Estate Acquisition and Disposition Committee to evaluate the possible discontinuance of Congress Street.

Please place this item on the Town Council agenda for the December 15th, 2020 meeting.

Thank you.

C: R. Gentile, Assistant Corporation Counsel

OFFICE OF CORPORATION COUNSEL

Date : December 9, 2020

To : Mayor Marcia A. Leclerc
Cc : Scott Chadwick, John Lawlor, Eileen Buckheit, Jessica Carrero,
Chief Scott Sansom, Chief John Oates

From : Richard P. Gentile

Re : Congress Street

Congress Street is an accepted, unpaved, Town road located in the North Meadows. It connects Charles and Lincoln Streets (just behind Governor Street). A copy of a map showing Congress Street, as well as a Street Card from the Engineering Department showing its acceptance as a Town Road, is attached hereto. There are no Town storm sewers or drains in the road. There is, however, an MDC sanitary sewer easement. Roads such as Congress Street, which were accepted but never paved or utilized by the Town as a traditional road, are often called "paper roads" or "paper streets."

Our office has been approached by Attorney Michael Reiner. His client is developing 298 Governor Street for the purpose of an expanded, state of the art, Enterprise rental facility. In connection with that development, Attorney Reiner has indicated that the current status of Congress Street is an issue. He has indicated that Congress Street is in a state of disrepair, and has been used by other businesses in the area as a parking and storage area. Attorney Reiner has indicated that if the Town were to discontinue Congress Street as a Town road, his client would be interested in purchasing whatever rights the Town might have in the underlying property that comprised the road (the "underlying property"¹) and use the underlying property for expansion of its business operations at 298 Governor Street.²

¹ The underlying property includes Congress Street and a small strip of land owned by the Town that abuts Congress Street.

² I do note that ownership of the underlying property after discontinuance of a road is a complicated matter. If, for instance, the Town quitclaimed its interest in the underlying property to Attorney Reiner's client, that party would take ownership subject to the rights of other parties (specifically, those who own property that abut the former roadbed.) Attorney Reiner's client might need to take additional steps to secure its ownership of the underlying property, including, but not limited to, a quiet title action. If there is a referral, this will be reviewed in more detail with the Real Estate Acquisition and Disposition Committee and full Town Council.

Discontinuance of a road is long, detailed, statutory process. Attached hereto is a memorandum outlining that process.

If you agree that discontinuance, and an eventual sale, of Congress Street has merit, I would ask that you request that this matter be placed on the Town Council Agenda for a referral to, and recommendation from, the Council's Real Estate Acquisition and Disposition Committee.

**SUMMARY OF ROAD DISCONTINUANCE
AND PROPERTY CONVEYANCE PROCESS**

This summary addresses the procedural steps necessary for the Town of East Hartford to discontinue a public road and to convey the underlying fee interest pursuant to Connecticut General Statutes

Step 1 – Given the complicated nature of discontinuance of a town road, the matter should first be sent to the Real Estate Acquisition and Disposition Committee for a committee review, report, and/or recommendation prior to consideration by the Council.

Step 2 – Assuming a favorable recommendation, the Town Council must schedule an agenda item for a regular or special meeting of the Council to consider and vote on the road discontinuance. C.G.S.A. §13a-49(a) (1).

Step 3 – Forty-five (45) days prior to the meeting of the Council to take final action on a road discontinuance, the Town Council must do the following:

- i. Provide written notice of the meeting to each property owner whose property abuts the road or the portion of the road to be discontinued (notice must be in writing, with the date, time, place and subject of the meeting; mailed by first class mail, postmarked not less than thirty (30) days prior to the date of such meeting to the owner's address as provided on the last-completed grand list .) (C.G.S.A. §13a-49(a) (2)).
- ii. Post the notice conspicuously on both ends of the road to be discontinued not less than thirty (30) days prior to the meeting (C.G.S.A. §13a-49(a) (2)).
- iii. Refer the proposal to discontinue the road to the planning and zoning commission for a report. C.G.S.A §8-24. (If conveyance is being considered on a parallel track, this notice must also refer to the transfer of the property in order to satisfy the requirement of C.G.S.A. §8-24 with respect to transfers of property in addition to road discontinuance – see *Additional Steps Prior to Transfer* below). *Note* – The failure of the planning and zoning commission to act within 35 days of the submission shall be deemed as acceptance of the proposal. C.G.S.A §8-24.
- iv. See *Additional Steps Prior to Transfer* below regarding prior notice and sign posting requirements for a public hearing regarding transfer of the property.

Step 4 – The Town Council, at the scheduled meeting, must approve the discontinuance of the road by majority vote. C.G.S.A. §13a-49(a) (1). If conveyance is being considered on a parallel track, prior to the vote on conveyance, the Town Council must hold the required public hearing for the transfer of the property described in *Additional Steps Prior to Transfer* below.

Step 5– After approval of the discontinuance at the meeting, the Town Council must provide written notice of such discontinuation to the same property owners that were initially notified

above in Step 2. The notice must be sent via certified mail, return receipt requested. C.G.S.A. §13a-49(a) (3) (A).

Step 6 - After the written notice of the road discontinuance is sent to the property owners, the Town Council must record notice of the discontinuance on the land records. C.G.S.A. §13a-49(a) (3) (B). The notice for recording must include the following (C.G.S.A. §13a-49(a) (3) (B) (i-iii)):

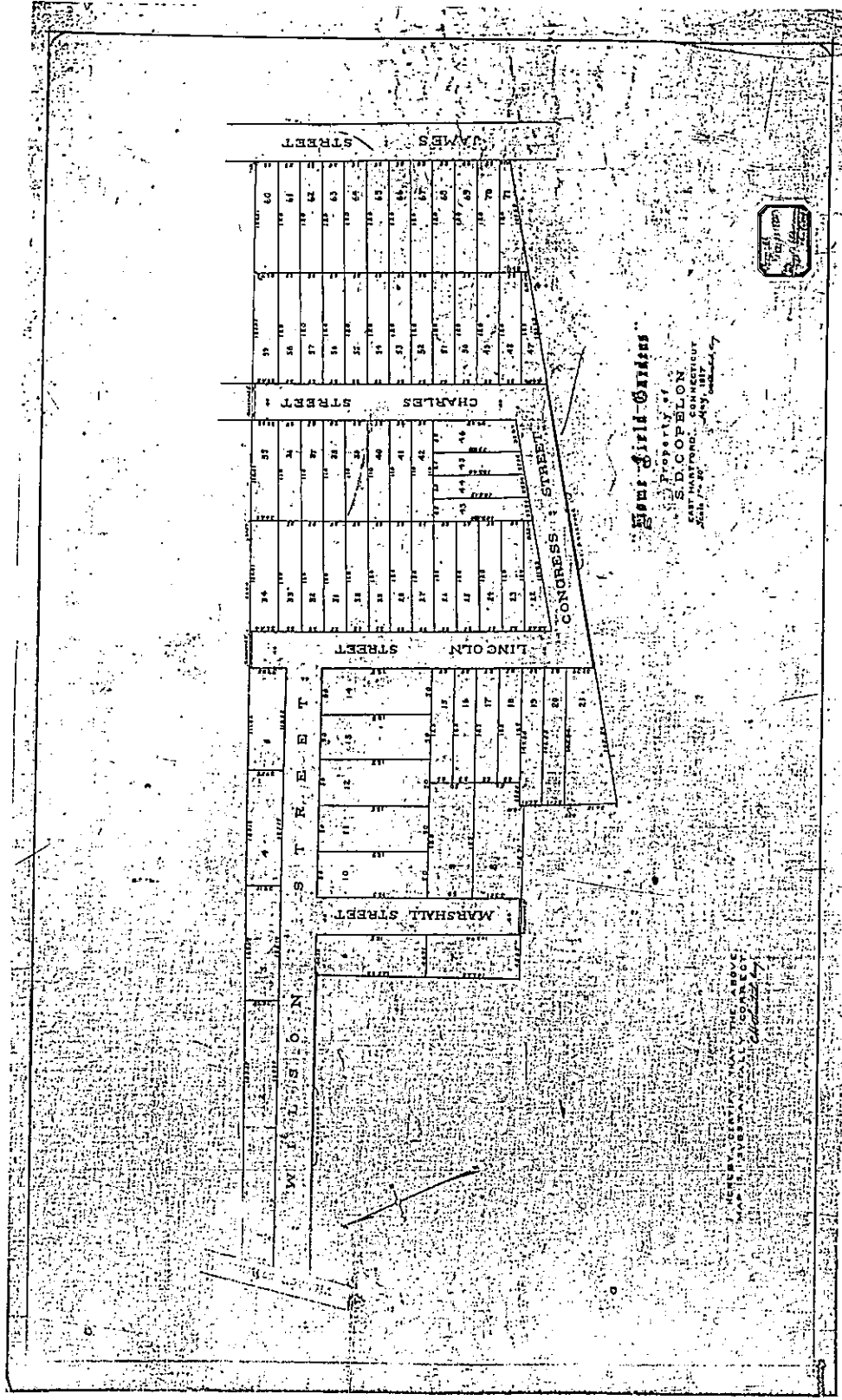
- i. A list of each of the properties which notice was required to be sent to;
- ii. The names of the owners of each the properties; and
- iii. The current assessor's map, block and lot number for each such property.

Additional Steps Prior to Transfer

If the fair market value of the property underlying the discontinued road to be transferred is equal to or greater than \$10,000, then prior to the conveyance the Town Council must conduct a public hearing on the transfer. C.G.S.A. §7-163e. The procedural requirements for such a public hearing are as follows:

- Notice of the hearing must be published in a newspaper having a general circulation in East Hartford at least twice, at intervals of not less than two days, the first not more than fifteen days or less than ten days and the last not less than two days before the date set for the hearing. C.G.S.A. §7-163e.
- The Town must also post a sign conspicuously on the real property that is the subject of the public hearing. C.G.S.A. §7-163e.
- At least 35 days prior to the public hearing, the Town Council must refer the proposal to transfer the property to the planning and zoning commission for a report.

Any vote on sale however, must take into account the fact that under statute, an abutter has 120 days (from the date of the recording of the notice of discontinuance on the land records) to appeal the discontinuance of the road to the Superior Court. No deed should be conveyed until this time period has run. Accordingly, the discontinuance and sale will have an approximately six month timeframe to complete.



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TOWN COUNCIL OFFICE

DATE: November 30, 2020
TO: All Councillors
FROM: Rich Kehoe, Chair
RE: 2021 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 5	July 13
January 19	August 3
February 2	August 17
February 16	September 8 (Wednesday)
March 2	September 21
March 16	October 5
April 6	October 19
April 20	November 8 (Monday, Organizational)
May 4	November 16
May 18	November 30
June 1	December 14
June 15	

TOWN COUNCIL OFFICE

DATE: November 30, 2020
TO: All Directors
FROM: Rich Kehoe, Chair
RE: 2021-2022 Budget Workshop Schedule

TOWN COUNCIL CHAMBERS

Monday, February 22, 2021

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

Wednesday, February 24, 2021

Inspections and Permits 6:30 p.m.
Administration Gregg Grew

Board of Education
Superintendent of Schools Nathan Quesnel
Information Technology Roberta Pratt

Saturday, February 27, 2021

Town Treasurer
Town Council
Town Clerk
Registrars of Voters
Selectmen
Probate Court
Corporation Counsel

Lee Griffin
Rich Kehoe
Robert Pasek
Mary Mourey & Steve Watkins

Scott Chadwick
Scott Chadwick

8:30 a.m.

Development

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

Eileen Buckheit

Finance

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

Linda Trzetzziak

Five Year Capital Improvement Plan

Summary
Project Narratives
Finance
Public Library
Other Departments

Boards and Commissions

Beautification Commission
Inland/ Wetlands/Environment Commission
Personnel Board of Appeals
Emergency Medical Services
Zoning Board of Appeals
Board of Ethics
Commission on Aging
Commission on Services for Persons w/Disabilities

Veterans Commission
Board of Assessment Appeals
Historic District Commission
Commission on Culture & Fine Arts
Public Building Commission
Pension & Retiree Benefit Board
The Hockanum River Commission

Lunch Break

12:30 p.m.

Executive

Office of the Mayor
Human Resources
Public Library
Youth Services

Marcia Leclerc
Theresa Buchanan
Sarah Morgan
Cephus Nolen

Monday, March 1, 2021

Public Works

6:30 p.m.

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

Parks and Recreation

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

Health and Social Services

Administration
Community Health & Nursing Services
Environmental Control
Social Services

Regular Meeting Tuesday, March 2, 2021 7:30 p.m.

Public Hearing – Budget Wednesday, March 3, 2021 7:00 p.m.

Special Meeting – Budget Tuesday, March 9, 2021 7:00 p.m.



TOWN OF EAST HARTFORD OFFICE OF THE MAYOR

DATE: December 4, 2020
TO: Richard F. Kehoe, Chair
FROM: Mayor Marcia A. Leclerc
RE: REFERRAL: Refund of Taxes

I recommend that the Town Council approve a total refund of taxes in the amount of \$5,259.23 as detailed in the attached listing from our Assistant Collector of Revenue.

Please place on the Town Council Agenda for the December 15th, 2020 Town Council meeting.

Thank you.

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

INTEROFFICE MEMORANDUM

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

FROM: KRISTY FORAN, ASSISTANT COLLECTOR OF REVENUE



SUBJECT: REFUND OF TAXES

DATE: 12/4/2020

Under the provisions of Section 12-129 of the Connecticut General Statutes, the following persons are entitled to the refunds as requested. The total amount to be refunded is \$5,259.23. Please see attached listing. Please place this item on the Town Council agenda for December 15, 2020.

Bill	Name	Address	City/State/Zip	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2019-03-0052626	BALFOUR DONALD A	108 ARBUTUS ST	EAST HARTFORD, CT 06108-2935	2007/2HNVD28477H528094	0	-8.46
2019-03-0052660	BANDELA RAMESH	130 NUTMEG LN APT 228	EAST HARTFORD, CT 06118-1223	2008/1HGFA16558L038559	0	-41.49
2019-03-0068699	BENNETTIERI LIZA	91 DARTMOUTH DR	EAST HARTFORD, CT 06118	2018/JF2GTAMC7J8292430	0	-393.08
2018-03-0054196	BREAULT JASON G	50 MONROE ST	EAST HARTFORD, CT 06118-2322	2005/2C4GP54L95R562598	0	-21.77
2019-03-0054915	BURGOS JEANETTE M	PO BOX 280704	EAST HARTFORD, CT 06128-0704	2009/4T1BK46K69J588362	0	-84.90
2017-03-0056001	CARRILLO AMY	39 FLORADALE DR	EAST HARTFORD, CT 06108-1604	2007/1HGCM66507A079117	-25.37	-241.65
2018-03-0055681	CARRILLO AMY	39 FLORADALE DR	EAST HARTFORD, CT 06108-1604	2007/1HGCM66507A079117	-42.56	-218.25
2017-03-0056005	CARRILLO JESSIE	153 BRITT RD	EAST HARTFORD, CT 06118	1995/1HGEJ1223S1001055	0	-22.50
2017-03-0056006	CARRILLO JESSIE	153 BRITT RD	EAST HARTFORD, CT 06118	2008/1HGCP26758A022124	0	-248.85
2018-03-0055685	CARRILLO JESSIE	153 BRITT RD	EAST HARTFORD, CT 06118	1995/1HGEJ1223S1001055	0	-11.25
2018-03-0055686	CARRILLO JESSIE	153 BRITT RD	EAST HARTFORD, CT 06118	2008/1HGCP26758A022124	0	-222.75
2019-03-0057782	COOPER ANDREA E	94 ELLINGTON RD	EAST HARTFORD, CT 06108-1101	2007/1D4GP24R17B170786	0	-24.32
2019-03-0058743	DAIMLER TRUST	14372 HERITAGE PKWY	FORT WORTH, TX 76177-3300	2017/WDCGTG4GB9HJ319842	0	-194.26
2018-03-0059330	DELEON ANAMEL	631 TALCOTTVILLE RD APT C22	VERNON ROCKVILLE, CT 06066	2014/2HGFB2F60EH507741	-48.18	-336.15
2019-03-0061677	ENTERPRISE FM TRUST	9315 OLIVE BLVD	SAINT LOUIS, MO 63132-3211	2017/JN8AT2MVXHW006933	0	-127.22
2019-03-0061678	ENTERPRISE FM TRUST	9315 OLIVE BLVD	SAINT LOUIS, MO 63132-3211	2018/1C4RDJAG1JC225492	0	-358.20
2019-03-0061683	ENTERPRISE FM TRUST	9315 OLIVE BLVD	SAINT LOUIS, MO 63132-3211	2017/1N6BF0KM6HN806167	0	-136.22
2019-03-0061697	ENTERPRISE FM TRUST	9315 OLIVE BLVD	SAINT LOUIS, MO 63132-3211	2019/1C6RRFFGXKN753312	0	-367.88
2019-03-0063630	GAMBLE JAMES E JR	36 HIGBIE DR	EAST HARTFORD, CT 06108-2840	2001/2C8GT64L91R100472	0	-98.68
2019-03-0068185	JETOBRA INC ATTN: ACCOUNTS PAYABLE	600 CONNECTICUT BLVD	EAST HARTFORD, CT 06108-3222	2020/16VFX1829L2008841	0	-171.90
2019-03-0070510	LAZODELAVEGA JUAN	208 BURKE ST	EAST HARTFORD, CT 06118-3411	2015/2T1BPRHESFC397972	0	-10.83
2019-03-0070511	LAZODELAVEGA JUAN	208 BURKE ST	EAST HARTFORD, CT 06118-3411	2011/2T3BF4DV7BW160007	0	-2.30
2017-03-0075606	NEGRON LEE S	32 MOUNTFORD ST 1ST FL	HARTFORD, CT 06114-1754	2012/2T1BU4EE8CC911826	-23.13	-256.95

2017-03-0075607	NEGRON LEE S	32 MOUNTFORD ST 1ST FL	HARTFORD, CT 06114-1754	2003/1HGCM56363A092456	-13.32	-148.05
2018-03-0074985	NEGRON LEE S	32 MOUNTFORD ST 1ST FL	HARTFORD, CT 06114-1754	2003/1HGCM56363A092456	-7.86	-130.95
2018-03-0074986	NEGRON LEE S	32 MOUNTFORD ST 1ST FL	HARTFORD, CT 06114-1754	2012/211BU4EE8CC911826	-15.04	-250.65
2017-03-0076731	OLIVERAS TARA A	224 GREEN RD	MANCHESTER, CT 06042-3284	2010/SJ6RE4H33AL087465	0	-231.23
2019-03-0080928	ROBLERO-DIAZ MARCO A	27 CHAPMAN ST APT 22	EAST HARTFORD, CT 06108-2154	2007/WBANE73527CM50200	0	-14.85
2019-03-0082771	SANTIAGO GILBERT A	76 SYRACUSE DR	EAST HARTFORD, CT 06108-1324	2004/1D7HG32N24S675129	0	-19.30
2018-04-0088174	SOUSA JOSEPH A JR	739 GOODWIN ST	EAST HARTFORD, CT 06108-1202	2007/WMMWMF735177L87339	0	-38.16
2019-03-0086921	TURNER JIMMIE L	86 HIGBIE DR	EAST HARTFORD, CT 06108-2840	2004/1N4AL11D84C105480	0	-90.00
2019-03-0089279	WILLIAMS PETER	586 BLUE HILLS AVE FL 2	HARTFORD, CT 06112-1206	2014/ZAM57RTA4E1085920	-31.74	-528.98
SUBTOTAL					-207.20	-5052.03
TOTAL					\$ (5,259.23)	

Robert J. Clark

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108



DEC 11 2020 (860) 291-7208

FAX (860) 291-7389
TOWN CLERK
EAST HARTFORD

DATE: December 11, 2020

TO: Town Council Members

FROM: Rich Kehoe, Chair

RE: Tuesday, December 15, 2020 7:00 p.m. Microsoft "Teams"

Due to the coronavirus outbreak, Town Hall is closed. Pursuant to Governor Lamont's Executive Order No. 7B, the December 15th Town Council meeting is accessible through "Microsoft Teams" 1 929-235-8441 Conference ID: 425 926 003 #

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 15, 2020

7:00 p.m.

Microsoft "Teams"

The purpose of the meeting is to meet in executive session to discuss the pending Workers' Compensation claim of former employee, Julie Miller.

- C: Mayor Leclerc
- Scott Chadwick, Corporation Counsel
- Attorney Jonathan Reik, McGann, Bartlett and Brown
- Christine Sasen, Risk Manager