

## **CHAPTER 2.**

### **ARTICLE 1.**

#### **Sec. 2-1. ADMINISTRATION**

##### ***GENERAL PROVISIONS***

##### ***Boards, Commissions, and Committees Guidelines.***

The following guidelines shall govern boards, commissions and committees established by ordinance. Effective: 3-17-84

1. Members shall be electors of the Town provided that ex-officio members shall be exempt from this provision.
2. Members shall serve without compensation.
3. Members may be reimbursed for their necessary expenses.
4. Secretaries may receive compensation for their services if voted by the Board or commission, provided the board or commission does not have a clerk.
5. All fees charged, donations made or such other funds provided to the board or commission shall be turned over to the Finance Director and deposited in the General Fund.
6. Minority representation shall be according to State Statute.
7. Ex-officio members of the boards, commissions, and committees will not have voting powers. They may designate a member of their department to act in their behalf.
8. Members of the administration shall serve as non-voting members. Outside funding to any board or commission, amount and purpose should be stated annually as a note with the budget request.
9. Members of the boards and commissions may be removed by the Mayor for cause; notice to members must be in writing stating reason; members may appeal such removal by Mayor to the Council.
10. Members of boards and commissions shall be appointed by the Mayor with the consent of the Council.
11. Each board and commission shall elect its own chairman, vice chairman, secretary, and any other official it deems necessary from within its membership at the first meeting held after December 1st in the odd numbered years and at any other time that the board or commission deem necessary. Each board or commission shall establish such by-laws and regulations as are necessary to achieve its purpose set out within the Ordinance establishing it.
12. Members of boards and commissions shall serve until successors are sworn in.
13. Vacancies shall be filled in the same manner as the original appointment for the remainder of the unexpired term.
14. Each board and commission shall keep a record of its meetings and activities and shall make an annual report to the Council and the Mayor at least thirty days prior to submitting its annual budget request.

15. Members' terms shall expire December 1st of the year in which the term would otherwise expire.
16. Members shall be sworn in before participating as active members of the board or commission. The date of such oath of office shall be reported to the Town Clerk.
17. Notwithstanding the provisions of Article 2 of Chapter 15 of the Code of Ordinances, no member of the planning and zoning commission, zoning board of appeals, board of assessment appeals or inland wetlands commission who is an employee of the town or board of education shall participate in any discussion or vote on any matter involving a person or property in which such employee has taken any enforcement or regulatory action in the employee's official capacity.

Effective 03-21-19

### ***Board and Commission Procedures***

Section 2-1a. (a) The Mayor shall designate a person, who may be a town hall employee, to serve as permanent clerk to the boards and commissions of the town.

(b) The permanent clerk shall keep current the portion of the town's official website dedicated to each board or commission, including the posting of meeting notices and minutes and membership. The chair of each board or commission shall notify the permanent clerk of (1) the call of a meeting including the agenda for such meeting, (2) the minutes for each meeting and (3) any changes to the membership of such board or commission. The permanent clerk shall post such information to the town's website for each board or commission.

Sec. 2-1b. Each board or commission shall, by majority vote of the membership present and voting, appoint a clerk who has been certified pursuant to section 2-1c. Such clerk shall provide such administrative services as required by such board or commission including but not limited to the recording and filing with the permanent clerk the minutes for each meeting and the submission of an annual list of the attendance of each member of such board or commission. Such clerk shall be certified in accordance with the provisions of section 3 of this act, except that adjudicatory boards including the inland wetlands and environment commission, planning and zoning commission, zoning board of appeals and the board of assessment appeals may appoint a town employee to serve as clerk. Such clerk shall be paid a stipend in accordance with a fee schedule approved by the Town Council.

Sec. 2-1c. No person shall serve as a clerk of a board or commission unless such person has been certified by the Mayor. In order to be certified, a person must complete a town approved training course which shall include the taking of minutes, Roberts Rules of Order and the Freedom of Information Act.

Sec. 2-1d. (a) Each person appointed to a board or commission shall within ninety days of such appointment complete a training course approved by the town which shall include Roberts Rules of Order and the Freedom of Information Act. In addition, adjudicatory boards and commissions members shall complete a training course, including a test, on the subject matter of such board or commission and when it is appropriate to recuse from participating in a discussion to avoid a conflict of interest. All appointees shall be subject to, and shall comply with, the provisions of Article 2 of Chapter 15 of the Town of East Hartford Code of Ordinances.

Sec. 2-2. Number of Justices of the Peace

**CHAPTER 2. The Administration**

(b) On or before January 31, 2018 and annually thereafter, each board or commission clerk shall submit to the permanent clerk an annual list of the attendance for each board or commission member. Any member who fails to attend thirty percent or more of such meetings shall be deemed to have met the persistent non-attendance standard set forth in Section 4.3 (e) of the Town Charter and presumed to have resign from such board or commission provided that upon recommendation from the Mayor the Town Council may reinstate such member for good cause shown, including lengthy illness, business or professional commitments.

Sec. 2-1e. In order to encourage participation on the town's boards and commissions, the permanent clerk shall ensure that the town's website contains prominent notice to the public of the opportunity to participate on the boards and commissions. The website shall contain an application form which an interested person may complete and submit to the permanent clerk designated pursuant to section 1 of this act. The permanent clerk shall forward such application to the Mayor and the Town Council.

Sec. 2. The provisions of this Act shall be effective March 1, 2018. Effective March 1, 2018

***Sec. 2-2. Number of Justices of the Peace***

The number of Justices of the Peace for this town shall be fixed at forty-five.

Effective 05-17-96

**ARTICLE 2. MAYOR 1\***

***Sec. 2-3. Mayor's Salary***

Beginning November 14, 2007, the Mayor's salary shall be \$78,723, which is a zero increase and beginning on November 14, 2008, the Mayor's salary shall be \$81,400, which is an increase of 3.4%, representing the increase in the consumer price index for 2005. Beginning November 11, 2014 and annually thereafter, the Mayor's salary shall increase by fifty percent of the increase in the consumer price index-all urban consumers for the preceding calendar year, provided that the Mayor's salary for November 11, 2013 shall be increased by fifty percent of the consumer price index-all urban consumers for the calendar years 2006 through 2012 inclusive. Effective November 2015, the Mayor's salary will be \$90,067 which is based on the increase in the 2013 consumer price index. Effective November 2016, the Mayor's salary will be \$91,688 which is based on the increase in the 2014 consumer price index. Effective November 13, 2017, the Mayor's salary shall be \$93,522 which is an increase of 2% and effective November 1, 2018, the Mayor's salary shall be \$95,392 which is an increase of 2%. Effective November 11, 2019, the Mayor's salary shall be \$97,777 which is an increase of 2.5% based on the increase in the 2017 Consumer Price Index. Beginning November 1, 2020, the Mayor's salary shall be \$100,221, which is an increase of 2.5% based on the Consumer Price index for 2018. Effective November 8, 2021, the Mayor's salary shall be \$102,000, which is based on the 1.7% increase in the Consumer Price Index for 2019. Effective November 1, 2022, the Mayor's salary shall be \$103,000, which is based on the 1% increase in the Consumer Price Index for 2020.

Effective: 05-20-21

Sec. 2-3a. Council Review of Elected Officials' Salaries.      **CHAPTER 2. The Administration**

**Sec. 2-3a. Council Review of Elected Officials' Salaries.**

On November 1, 1998, and every two years thereafter, the Ordinance Committee of the Town Council shall review all the salaries of all elected officials of the Town and make recommendations to the Town Council.

Effective: 11-12-01

**Sec. 2-3b. Salaries of Registrars And Deputy Registrars Of Voters**

Beginning January 1, 2021 the salary for each registrar of voters shall be \$27,000 and the deputy registrar of voters shall be \$9,000 and beginning January 1, 2022, the salary for each registrar of voters shall be \$28,000 and the salary for the deputy registrars of voters shall be \$10,000 provided: (1) the registrar of voters shall work no less than twenty-four hours per week; (2) the registrar of voters and deputy registrar of voters shall conduct no less than four voter outreach session in locations outside of town hall annually; (3) the registrars of voters and deputy registrars of voters shall take state mandated training for such offices; (4) the registrar of voters and the deputy registrar of voters shall comply with all state election law requirements; and (5) the registrars of voters shall provide an annual written report to the mayor and town council within two months after each election which shall consist of an overview of the office's activities for the year, an appraisal of the conduct of voting process for the previous election including any primary or special elections and recommendations for improving the election process. The Town Council may reduce the salary of a registrar of voters or a deputy registrar of voters if it determines that such person violated any provision of this section.

Effective: 05-20-21

**Sec. 2-4. Automobile**

The Town shall furnish an automobile for the use of the Mayor during his term of office.

**Sec. 2-5. Vacation**

The Mayor shall have four weeks' vacation each year except that if the Mayor has served at least four years, such Mayor shall receive five weeks' vacation each year thereafter. The Mayor shall be entitled, upon leaving office, to any accumulated vacation time up to fifty days.

Effective: 05-16-19

**Sec. 2-6. Medical Insurance and Related Benefits**

The Mayor shall be entitled to medical insurance and other related benefits presently provided for Town employees, at his option, except that the Mayor shall not be entitled to any compensation for accumulated sick days.

Effective: 10-16-86

1\* Charter reference: as to election, appointment, and duties. see Chapter IV.

## **ARTICLE 3. BOARD OF TAX REVIEW**

### **Sec. 2-7. Board of Tax Review Established; Membership.**

There is established a Board of Tax Review consisting of three (3) members.

#### ***Sec. 2-8. Powers and Duties***

The Board of Tax Review shall hear appeals from taxpayers of the Town who seek readjustments of their taxes and shall have the powers and duties as set forth in the Statutes of the State of Connecticut.

## **ARTICLE 4. COMMISSION ON AGING**

### ***Sec. 2-9. Established; Membership; Term.***

(a) There is established a Commission on Aging. The Commission shall consist of seven members. Annually, either two or three members shall be appointed for a term of three years. The Director of Health and Social Services or designee shall serve as an ex-officio member.

Effective 09/09/02

#### ***Sec. 2-10. Duties.***

The Commission on Aging shall study the conditions and needs of persons who are 60 years of age or older in the community in relation to housing, economic, employment, health, recreational and other matters. It shall analyze the services for such persons provided by the community, both by public and private agencies, and shall make recommendations to the Mayor and the Town Council regarding the development and integration of services provided by public and private agencies.

Effective 09-19-02

Sec. 2-12. Joining of Regional Council of Elected Officials.     **CHAPTER 2. The Administration**

## **ARTICLE 5. PLANNING AND ZONING**

### **DIVISION 1. REGIONAL COUNCILS.**

#### ***Sec. 2-12. Joining of Regional Council of Elected Officials.***

The Town hereby joins the Regional Council of Elected Officials as defined by Section 4-124c, General Statutes, created by ordinances of the towns, cities, and boroughs within its planning regions as defined by the State Development Commission.

#### ***Sec. 2-13. Town Representation.***

The representative of the Town to the Regional Council of Elected Officials shall be the Mayor.

#### ***Sec. 2-14. Powers and Duties.***

The Regional Council shall have such powers, purposes, responsibilities and duties as stated in Section 4-124c, General Statutes.

#### ***Sec. 2-15. Regional Council of Governments.***

The Town of East Hartford hereby adopts Section 4-124i through 4-124p of the Connecticut General Statutes, providing for the formation of a regional council of governments within a planning region as defined or re-defined by the Director of the Office of State Planning, and does hereby join such regional council of governments when and as such council is duly established in accordance with said Statutes upon the adoption of said Statutes by not less than sixty (60) per cent of all municipalities within such planning region. The adoption of such sections of the General Statutes is intended to include the provisions of Special Act #2480 of the 1973 Session of the General Assembly respecting additional representation for the core city within the Capital Region on a regional council of governments, and a nonvoting advisory regional forum there under, consistent with proposed by-laws of such regional council of governments, dated January 25, 1973, and endorsed by the existing regional council of governments on May 3, 1973.

Sec. 2-16. Established.

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Administration**

**DIVISION 2. PLANNING AND ZONING COMMISSION 2\***

***Sec. 2-16. Established.***

There is established a Town Planning and Zoning Commission.

***Sec. 2-17. Membership. 3\****

(a) The planning and Zoning Commission shall consist of seven (7) voting members and three ex-officio members as follows: the Mayor, Town Engineer and Director of Development.

(b) No more than four of the voting members of the Commission shall be members of the same political party.

***Sec. 2-18. Appointment and Terms of Members.***

Voting members of the Planning and Zoning Commission shall be appointed so that not more than two (2) members' terms expire in any one year. As members' terms expire, appointments to the Commission shall be for five (5) year terms.

***Sec. 2-19. Meetings; Records of Proceedings.***

(a) All meetings of the Commission shall be held at the call of the chairman and at such other times as the Commission may determine, and all hearings shall be open to the public. The Chairman, or in his absence or inability to act, the acting chairman, may administer oaths and compel the attendance of witnesses.

(b) The Commission shall keep minutes of its proceedings, showing the vote, of each member upon each question, or if absent or failing to vote, indicating such fact; and shall keep records of its hearings, examinations and other official acts. Each rule or regulation, and each amendment or repeal thereof, and each decision or official act of the Commission shall immediately be filed in the office of the Commission, and shall be public record.

**2\*** State law reference: As to planning and zoning, see Sec. 8-1 et seq., C.G.S. Charter reference: As to authority to establish Planning and Zoning Commission, see Sec. 5-15.

**3\*** Charter reference: As to appointment of members, see Sec. 4.3(d).

***Sec. 2-20. Alternate Members Created; Qualifications.***

In addition to the regular members of the Planning and Zoning Commission, a panel of alternates consisting of three members shall be appointed. No more than two (2) of the alternate members shall be from the same political party, and none of the alternate members shall be members of the Zoning Board of Appeals.

Sec. 2-21. Alternate Members; Appointments; Term.      **CHAPTER 2. The Administration**

***Sec. 2-21. Alternate Members; Appointments; Term.***

Alternate members of the Planning and zoning Commission shall be appointed for a term of five (5) years, such terms to be staggered so that one (1) member is appointed each year.

***Sec. 2-22. Designating Alternate for Absent Member.***

If a regular member of the Planning and Zoning Commission is to be absent from scheduled hearing or meeting, the chairman of the Commission shall designate an alternate from the panel, choosing alternates in rotation so that they shall each act an equal number of times, insofar as is possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

***Sec. 2-23. Powers and Duties.***

The Planning and Zoning Commission shall have all the powers and duties of a planning commission and zoning commission as provided in the State Statutes, town Ordinances and regulations pertaining thereto.

**DIVISION 3. ZONING BOARD OF APPEALS. 4\***

***Sec. 2-24. Board Established; Membership; Restriction.***

There is established a Zoning Board of Appeals of five members, not more than three of whom shall belong to the same political party.

Effective 03-21-19

***Sec. 2-25. Appointment and Terms of Members. 5\****

Appointments to the Zoning Board of Appeals shall be made for a term of five (5) years. Such terms shall be staggered so that one (1) term expires each year.

***Sec. 2-26. Alternate Members Created; Appointment; Term.***

In addition to the regular members of the Zoning Board of Appeals, there shall be a panel of alternates consisting of three (3) members. Not more than two (2) of the alternate members shall be from the same political party and no member shall be a regular member of the Zoning Board of Appeals. The alternate members of the Zoning Board of Appeals shall be appointed for a term of five (5) years, such terms to be staggered so that one (1) member is appointed each year.



Sec. 2-27 Designating  
Alternates for Absent  
Members.

**CHAPTER 2. The  
Administration**

***Sec. 2-27 Designating Alternates for Absent Members.***

If a regular member of the Zoning Board of Appeals is to be absent from a scheduled hearing or meeting, he may designate an alternate from the panel of alternates to act in his place. If he fails to make such designation or if he is disqualified, the chairman of the Board shall designate an alternate from the panel, choosing alternates in rotation so that they shall each act an equal number of times insofar as is possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

4\*Charter reference: As to creation and powers of Zoning Board of Appeals, see Sec. 5.22.

5\*Charter reference: As to appointment of members, see Sec. 4.3(d).

***Sec. 2-28. Organization; Records; Expenses.***

- (a) All meetings of the Board shall be held at the call of the chairman, and at such other times as the Board may determine. Such chairman, or in his absence or inability to act, the acting chairman, may administer oaths and come the attendance of witnesses.
- (b) The Board shall keep minutes of its proceedings showing the vote of each member upon each question, or, if absent, or failing to vote, indicating such fact; and shall also keep records of its hearings and examinations and other official acts. Each rule or regulation and each amendment or repeal thereof and each order, requirement or decision of the Board shall immediately be filed in the office of the Board and shall be a public record.
- (c) The necessary expenses of the Board shall be paid for by the Town.

***Sec. 2-29. Powers and Duties.***

- (a) The Zoning Board of Appeals shall:
  - (1) Hear and decide appeals where it is alleged there is an error in any order, requirement or decision made by the official charged with the enforcement of provisions, by-laws, ordinances or regulations in effect under the provisions of the Charter, or applicable State Statute;
  - (2) Hear and decide all matters, including special exceptions, upon which it is required to pass by the specific terms of the zoning ordinances, rules and regulations; and
  - (3) Determine and vary the application of the zoning ordinances, rules or regulations in harmony with their general purposes and intent and in accordance with general or specific rules therein contained and with due consideration for conserving the public health, safety, convenience, welfare and property values solely with respect to a parcel of land where owing to conditions especially affecting such parcel, but not affecting generally the zoning district in which it is situated, a literal enforcement of such ordinances, rules or regulations would result in exceptional difficulty or unusual hardship so that substantial justice will be done and the public safety and welfare secured.

Sec. 2-30. Appeal Procedure.      **CHAPTER 2. The  
Administration**

***Sec. 2-30. Appeal Procedure.***

- a) The concurring vote of four (4) members of the Zoning Board of Appeals shall be necessary to reverse any order, requirement or decision of the official charged with the enforcement thereof or to decide in favor of the appellant any matter upon which it shall be required to pass under any ordinance, rules or regulations or to effect any variation in such ordinance, rule or regulation.
- b) An appeal may be taken to the Zoning Board of Appeals by any person aggrieved or by any officer, department, board or agency of the Town aggrieved and shall be taken within such time as shall be prescribed by a rule adopted by the Board by filing a notice of appeal specifying the grounds thereof with the Planning and Zoning Commission or the officer from whom the appeal has been taken and with the Board.
- c) The officer from whom the appeal has been taken shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from was taken.
- d) An appeal shall stay all proceedings in the action appealed from unless the Planning and Zoning Commission or the officer from whom the appeal has been taken shall certify to the Zoning Board of Appeals after the notice of appeal has been filed, that by reason of facts stated in the certificate, a stay would cause imminent peril to life and property, in which case, proceedings shall not be stayed, except by a restraining order which may be granted by the court of record on application on notice to the Planning and Zoning Commission or the officer from whom the appeal shall have been taken and due cause shown.
- e) The Board shall fix a reasonable time for the hearing of any appeal, but in no event more than sixty (60) days after the date of filing such appeal, and give due notice thereof to the parties and to the public and decide the same within thirty (30) days after the hearing.
- f) Public notice of the time and place of such hearing shall be published in a newspaper having a substantial circulation in the Town at least twice, at intervals of not less than two (2) days, the first not more than fifteen (15) days and the last not less than two (2) days before such hearing. At such hearing any party may appear in person and may be represented by agent or attorney.
- g) The Board may reverse or affirm wholly or partly or may modify any such order, requirement or decision appealed from and shall make such order, requirement or decision as in its opinion should be made in the premises and shall have all the powers of the officer from whom the appeal has been taken, but only in accordance with the provisions of the zoning regulations and the Town's Charter.
- h) The board shall state upon its records the reasons for its decisions.

***Sec. 2-31. Rules, Regulations and Decisions Continue in Effect.***

All legally adopted rules, regulations and decisions of the Zoning Board of Appeals shall continue in full force and effect until changed or amended as provided in the Town Charter.

Sec. 2-33. Director;  
Appointment;  
Qualifications.

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Administration**

**ARTICLE 6. DEPARTMENT OF YOUTH SERVICES**

**Sec. 2-32. Established; Purpose.**

There is established the Department of Youth Services for the purpose of informing, educating, and counseling the youth of East Hartford with regard to social issues. The Department shall also coordinate all activities of the various Town Departments involving youth activities and problems and train department personnel in handling youth problems. The Town shall provide such budget, quarters, and a staff as may be deemed necessary.

***Sec. 2-33. Director; Appointment; Qualifications.***

(a) There is established the unclassified position of Director of Youth Services whom the Mayor shall appoint and may remove. The Director shall have a master's degree or its equivalent in any one or more of the following fields: Sociology, social work, education or psychology. It is further desirable that the Director of Youth Services have experience or training in:

- (1) Family life education;
- (2) Counseling (1:1 or group);
- (3) Counseling on narcotics and drug abuse;
  - (A) Drug abuse or dependence;
  - (B) Referral counseling for drug dependency; and
- (4) Counseling on teenage social problems.

***Sec. 2-34. Duties of Director.***

The Director of Youth Services shall administer the office, compile statistics, submit recommendations to the Mayor, represent the Town at local, State and Federal functions, coordinate local activities, solicit the aid of service organizations and investigate and apply for funds available from local, State and Federal governments, and other sources and notify the Town Council of the results.

***Sec. 2-35. Assistant Director.***

- (a) There is hereby created the position of Assistant Director of Youth Services, who shall be appointed by the Director with the approval of the Mayor. The Assistant Director shall have a bachelor's degree or its equivalent in any of the following fields: sociology, social work, education or psychology.
- (b) The Assistant Director shall aid the Director in the performance of his duties and shall perform such other duties as the Director may require.

Sec. 2-36.

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**ARTICLE 7. INLAND WETLANDS/ENVIRONMENTAL  
COMMISSION <sup>1</sup>**

***Sec. 2-36. Definitions.***

a) As used in this Article:

- (1) Pollution shall mean, but is not limited to, the contamination by any means of the air or water, the disposal of solid wastes, the use of pesticides or herbicides, offensive odors, excessive noise, litter, junked automobiles, the control of rodents, vermin and insects, the protection of fish, wildlife and trees, the preservation of historical, cultural, educational and aesthetic values, the maintenance of public health standards and the protection of recreational facilities.
- (2) Watercourses shall mean rivers, streams, brooks, waterways, lakes, ponds, marshes, swamps, bogs and all other bodies of water, natural or artificial, public or private, which are contained within, flow through or border upon the town.

***Sec. 2-37. Established; Membership; Purpose.***

The Inland Wetlands/Environment Commission consisting of seven (7) members is hereby established for the purpose of protecting, preserving, maintaining, and using our inland wetlands and watercourses as required by Public Act No. 72-155 to conserve natural resources and protecting the integrity of the environment within the territorial limits of the town.

***Sec. 2-38. Membership; Appointment and Term; Ex-Officio Members.***

(a) No more than four members shall belong to the same political party. Appointments to this Commission shall be for terms of four years, such terms to be staggered so that not more than two members are appointed in any one year.

(b) The Mayor and Directors of Parks and Recreation, Environmental Services, Development, Public Works, and the Town Engineer, shall serve as ex-officio members of the Commission.

(c) Initial appointments to this Commission shall be made as follows: two members whose initial term shall end in 1981; two members whose initial term shall end in 1982; two members whose initial term shall end in 1983; and one member whose initial term shall end in 1984.

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<sup>6\*</sup>=State law reference: See Gen. Stat., Sec. 22a-36 to 22a-45.

Sec. 2-39. Alternate Members      **CHAPTER 2. The**  
Created; Qualifications.            **Administration**

***Sec. 2-39. Alternate Members Created; Qualifications.***

In addition to the regular members of the Inland Wetlands/Environment Commission, a panel of alternates consisting of three (3) members shall be appointed. Not more than two (2) of the alternate members shall be from the same political party and none of the alternate members shall be members of the Zoning Board of Appeals.

***Sec. 2-40. Alternate Members; Appointments; Term.***

Alternate members of the Inland Wetlands/Environment Commission shall be appointed for terms of four (4) years, such terms to be staggered so that one (1) member is appointed each year.

***Sec. 2-41. Designating Alternates for Absent Members.***

The chairman of the Inland Wetlands/Environmental Commission shall designate an alternate from the panel to act in the place of any absent member. The chairman shall choose alternates in rotation so that they shall each act an equal number of times insofar as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

***Sec. 2-42. Duties.***

- a) The Inland Wetlands/Environmental Commission shall conduct research into the utilization and possible utilization of land areas of the Town, may coordinate the activities of the unofficial bodies organized for similar purposes, and may advertise, prepare and distribute books, maps, charts, plans and pamphlets as necessary for its purpose. It shall keep an index of all open areas publicly and privately owned including wetlands and watercourses for the purpose of obtaining information on the proper use of such areas. It may from time to time recommend to the Mayor, the Council, or the Town Planning and Zoning Commission, plans and programs for the development and use of such areas, which may include the acquisition of conservation easements. It may exchange information with the Commissioner of Environmental Protection, and may request the Commissioner, with prior approval of the Town Council, to assign technical personnel to it for assistance in planning its overall program and for coordinating State and local conservation activities.
- b) The Commission shall investigate pollution problems within the Town including alleged violations of clean air and clean water, standards as establish by the State Department of Environmental Protection. It shall recommend to the Council procedures, ordinances, rules and inter local agreements to abate and prevent such problems. It shall conduct such surveys as may be required determine the source and nature of pollution hazards, review State, local and metropolitan district air and water effluent records, and conduct public hearings for the purpose of obtaining information leading to the abatement of pollution. The Commission shall keep records of such surveys, inspections or hearings.

Sec. 2-43. Powers; Fines for      **CHAPTER 2. The**  
Violations of Inland-Wetlands   **Administration**  
Regulations and Hearing  
Procedures.

***Sec. 2-43. Powers; Fines for Violations of Inland-Wetlands  
Regulations and Hearing Procedures.***

- a) The Inland Wetlands/Environmental Commission may recommend to the Council the acquisition of land and easements in the name of the Town. The Commission may receive gifts of funds and land in the name of the Town, provided such acquisition receives prior approval of the Council. All funds received by the Commission from any source shall be turned over to the town Treasurer and become part of the General Fund of the Town; provided that, with the specific approval of the Council, the Commission may agree to accept from any source funds, earmarked by the donor for a particular purpose, not inconsistent with the general duties and powers of the Commission.
- b) The Town Engineer or his designees may issue citations to persons who commit violations of Inland-Wetlands Regulations. No citations may be issued against the State or any State official or employee acting within the scope of his employment.
- c) Citations may be issued for the following violations of the Inland-Wetlands Regulations, and the amount of the civil fine for each violation shall be as follows:

<b><u>Nature of Violation</u></b>	<b><u>Amount of Civil Fine</u></b>
1. Carrying on, without a permit, activities in the buffer zone which do not pose an immediate danger to a wetland or watercourse	\$ 75.00
2. Carrying on, without a permit, activities in the buffer zone which map pose an immediate danger to a wetland or watercourse.	\$150.00
3. Carrying on, without a permit, activities in a wetland or watercourse which causes limited and/or correctable damage to the wetland or watercourse	\$200.00
4. Excavating in, filling or draining of any portion of a wetland or watercourse	\$750.00
5. Carrying on, without a permit, any activity which causes sediment to flow into any wetland or watercourse or otherwise causes the pollution of any portion of a wetland or watercourse.	\$750.00
6. Conduct in an inland-wetland/watercourse, without a permit, of any other regulated activity in a regulated area not listed above.	\$250.00

Sec. 2-43. Powers; Fines for      **CHAPTER 2. The**  
Violations of Inland-Wetlands   **Administration**  
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- d) Any such citation may be (1) personally served on the person named in the citation; (2) served by certified mail, return receipt requested, to the person named in such citation or; (3) served on the property where the violation has occurred. The Town Engineer or other issuing authority shall maintain an original or certified copy of the citation.
- e) Such citation shall include the following provisions: (1) that the person may pay the fine specified in the citation to the Tax Collector within thirty days of receipt of such citation or service on the property where the violation occurred; (2) the allegations against him and the amount of the fines; (3) that the person may contest liability before a Hearing Officer appointed by the Mayor as provided in subsection (h) of this section, by delivering, in person or by mail, within ten days of the date of the notice, a written demand for a hearing; (4) that if the person cited does not demand such a hearing, an assessment and judgment will be entered against him; and (5) such judgment will issue without further notice.
- f) If the person who is served such citation wishes to admit liability for any alleged violation, he may, without requesting a hearing, remit the full amount of the civil fine, either in person or by mail, payable to the Town of East Hartford Tax Collector. Such payment shall be inadmissible in any proceeding, civil or criminal, to establish the conduct of such person or other person making the payment. Any person who fails to pay such fine or demand a hearing shall be deemed to have admitted liability, and the Tax Collector shall certify such failure to the Hearing Officer. The Hearing Officer shall thereupon assess the civil fines provided for in the citation.
- g) Any person who requests a hearing shall be given written notice of the date, time and place for the hearing. Such hearing shall be held not less than fifteen days nor more than thirty days from the date of the mailing of such notice, provided the Hearing Officer may grant upon good cause shown any reasonable request by such person for a postponement. The presence of either the Town Engineer or the person who issued the citation shall be required at the hearing if so requested by the person named in the citation. Such request must be included with the appeal. A person wishing to contest liability shall appear at the hearing and may present evidence in his behalf, and may be represented by agent or attorney. The Town Engineer or his designee may present evidence on behalf of the Town. If the person who received the citation fails to appear, the Hearing Officer may enter an assessment by default against him upon a finding of proper notice and liability under the applicable provisions of the Inland-Wetlands Regulations. The hearing shall be conducted in accordance with the rules of evidence as established in Connecticut General Statutes §4-178. The Hearing Officer shall render a decision within ten days of the hearing. If the Hearing Officer determines that the person who received the citation is not liable, he shall dismiss the matter and enter that determination in writing accordingly. If the Hearing Officer determines that the person who received the citation is liable for the violation, he shall assess the fines against such person as provided in the citation.
- h) If the assessment by the Hearing Officer is not paid to the Tax Collector within ten days of the decision of the Hearing Officer, the procedures set out in Connecticut General Statutes §7-152(f) shall apply.
- i) The Mayor shall appoint one or more citation Hearing Officers to conduct the hearings provided in subsection (f) of this section. Neither the Zoning Enforcement Officer, the Building Official nor any employee, agent or member/ of the Inland-Wetlands

Sec. 2-55. Members;  
Qualifications; Appointment  
and Terms; Ex-Officio  
Members.

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Commission who exercises Wetlands Commission authority may be appointed as a  
Hearing Officer.

Voted: 1-19-99  
Published: 1-28-99  
Effective: 2-19-99

***The Commission for Emergency Medical Services [EMS] – Sections 2-45 through 2-46 –  
was repealed effective 03-21-19. The Human Rights Commission – Sections 2-47 through  
2-53 – was repealed effective 03-21-19***

**ARTICLE 10. ECONOMIC DEVELOPMENT COMMISSION**

**Sec. 2-54. Established.**

The Economic Development Commission consisting of nine members is hereby  
established for the purpose of furthering the economic growth and development of the  
community to its best advantage.

***Sec. 2-55. Members; Qualifications; Appointment and Terms; Ex-  
Officio Members.***

- a) The Commission shall consist of two members of the Council and seven others, at least five of whom shall be electors of the Town. The two Council members shall not belong to the same political party; and of the seven others, not more than five shall belong to the same political party.
- b) Initial appointments to this Commission shall be made as follows: two members whose terms shall end in 1980; two members whose terms shall end in 1981; and three members whose terms shall end in 1982. Thereafter, each Commission member shall be appointed for a term of three years. Members of the Council shall serve only during their terms of office.
- c) The Director of Development and the Mayor or their designated representatives shall serve as ex-officio members of this Commission.

***Sec. 2-56. Duties.***

- a) The duties of the Economic Development Commission shall include, but not be limited to the following:
  - 1. To promote and encourage the location and development of new industry, business and commerce;



Section 2-58. Appointment of Members; Terms.

**CHAPTER 2. The Administration**

2. To study and investigate conditions affecting East Hartford industry, business and commerce;
3. To promote and encourage the preservation, expansion and development of such industry, business and commerce;
4. To encourage area banks to increase local investments and enlist the support of the real estate industry to project the dynamic and improving image of the Town;
5. To promote sound growth of the Town by publicizing:
  - a. The natural advantages of the Town's location;
  - b. Its job opportunities;
  - c. Its municipal services;
  - d. Its desirability as a business, commercial and industrial area;
6. To collect, compile and disseminate information relative to the Town's natural and other advantages;
7. To cooperate with promotional and research groups and associations, agencies and the State and Federal governments in the best interests of the Town;
8. To make recommendations to the Mayor and Council as it deems appropriate; and
9. To receive and pay over to the Finance Director in accordance with the provisions of section 2-1 of the town ordinances any monies from any source, including contributions received by the Commission. (Effective 10-04-05)

**ARTICLE 11. COMMISSION ON SERVICES FOR PERSONS WITH DISABILITIES**

***Section 2-57. Established; Membership.***

There is established the Commission on Services for Persons with Disabilities consisting of nine members to study the needs of and to coordinate programs for persons with disabilities in the Town. Such members shall be electors of the Town, and not more than six members shall belong to the same political party. To the fullest extent possible, members shall either have a disability or be familiar with the problems of persons with disabilities and at least one member shall be a representative of the Commission on Services for the Elderly. The Committee shall make such reports and recommendations to the Mayor as it deems appropriate.

***Section 2-58. Appointment of Members; Terms.***

All appointments shall be for a term of two years.

Section 2-59. Meetings.

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Administration**

**Section 2-59. Meetings.**

All meetings shall be held at the call of the Chair, and at such other times as the Commission may determine.

**Section 2-60. Duties.**

The Commission on Services for Persons with Disabilities shall continuously study the conditions and needs of persons with disabilities in the community in relation to architectural barriers, economic, employment, health, recreational and to the matters. The Commission shall analyze the services for person with disabilities provided by the community, both by public and private agencies, and shall make recommendations to the Mayor and the Council regarding the development and integration of public and private agencies, in cooperation with State and other services, to the extent possible.

[Sections 2-57 through 2-60 effective 09-19-02]

***The Insurance Commission – Sections 2-61 through 2-66 – was repealed effective 03-21-19.***

**ARTICLE 13 PUBLIC BUILDING COMMISSION**

**Section 2-67. Public Building Commission**

- (a) There is established a Public Building Commission.
- (b) The Public Building Commission shall consist of seven members as follows: two members of the Town Council, not more than one from the same political party, appointed by the chair of the Town Council, and five electors of the town who shall not be members of the Town Council or Board of Education. Members shall be appointed for a term of five years. The terms of the members of the Town Council shall terminate when the Council term during which the Town Council member was appointed expires.
- (c) The Public Building Commission shall: (1) review and approve or reject the architectural drawings and specifications of any construction or renovation of any town-owned building exceeding five hundred thousand dollars; (2) monitor the progress of any such construction or renovation; and (3) determine when such construction or renovation is completed.
- (d) Notwithstanding the provisions of subsections (b) and (c), the Town Council shall designate the Public Building Commission and two members of the Board of Education, not more than one from the same political party, appointed by the chair of the Board of Education, as the school building committee for purposes of complying with the

Sec. 2-73. Council Stipend.

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provisions of chapter 173 of the general statutes. Such school building committee shall have such duties as prescribed by the Town Council.

(Sections 2-67, 2-68 and 2-69 repealed 09/17/03)

Voted: 08-19-03  
Published: 08/27/03  
Effective: 09/17/03

***Youth Council – Sections 2-70 through 2-72 – was repealed effective 03-21-19***

## **ARTICLE 15. COUNCIL STIPEND**

### ***Sec. 2-73. Council Stipend.***

Members of the Town Council shall receive stipend of four thousand (\$4,000) dollars annually. An additional two hundred (\$200) dollars annually shall be paid to the Vice Chairman; an additional five hundred (\$500) dollars annually shall be paid to the designated Majority and Minority leaders; and an additional eight hundred (\$800) dollars annually shall be paid to the Chairman. These stipends shall be prorated for the length of time served when less than a full term is served.

Effective: 11/81

***The Civilian Review Board – Sections 2-74 through 2-78 – was repealed effective 03-21-19***

## **ARTICLE 17. HISTORIC DISTRICT COMMISSION**

### ***Sec. 2-79. Intent.***

It is the intent of this ordinance to promote the educational, cultural, economic, and general welfare of the Town of East Hartford through the preservation and protection of buildings, places and districts of historic interest within the Town of East Hartford; and to preserve and protect the many architectural phases of a Connecticut River Community in continual growth.

### ***Sec. 2-80. Purpose.***

BE IT ORDAINED: that pursuant to the enabling authority contained in the Connecticut General Statutes, as amended, there is hereby established:

- (a) A historic district within the Town of East Hartford; and

Sec. 2-81. Membership.

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(b) A historic district commission of five regular members and three alternate members, all of whom shall be appointed by the Mayor with approval by the Council and shall be electors of the Town of East Hartford holding no public office. This commission shall be empowered to perform all functions appointed to them by Section 7-147 a-k.

**Sec. 2-81. Membership.**

The commission shall consist of five (5) members and three (3) alternate members, all of whom shall be electors in the Town and appointed by the Mayor with approval by the Town Council; none of whom shall hold any salaried office of the Town. At least one (1) member shall reside in a historic district.

**Sec. 2-82. Terms.**

Commissioners shall be sworn to the faithful performance of their duties and, except as hereinafter provided, shall be appointed for the term of five (5) years commencing on the first day of December. The original five (5) members and three (3) alternate members appointed by the Mayor with approval by the Town Council shall initially serve as commissioners on a staggered term basis of one, two, three, four, and five years respectively until the expiration of such terms, but may be reappointed to full five year terms thereafter.

**Sec. 2-83. Quorum.**

A majority of the Commission shall constitute a quorum for the transaction of its business or the performance of its functions and the concurring vote of a majority of those constituting a quorum shall be necessary for the adoption of any recommendation, motions, or other acts of the Commission; except that the affirmative vote of at least three members shall be necessary for the approval of a certificate of appropriateness.

**Sec. 2-84. Vacancies.**

- a) In the event of any vacancy on the Commission, the Mayor, with the approval by the Town Council, shall promptly appoint a commissioner to fill the vacancy for the unexpired portion of the term.
- b) When a member of the Commission is unable to act at a particular time due to absence, sickness, conflict of interest, or other good reason, he shall notify the Chairman of the Commission and the Chairman shall designate alternate member to act in place of such member, choosing alternates in rotation so that they shall act as nearly equal a number of times as possible.

Sec. 2-85. Authority of  
Commission.

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***Sec. 2-85. Authority of Commission.***

The Commission shall adopt rules of procedure which it deems necessary to carry out the intent of sections 7-147a through 7-147k of the General Statutes and the intent expressed in Section 1 above. The Commission shall adopt regulations not inconsistent with the provisions of sections 7-147a through 7-147k, inclusive, to provide guidance to property owners as to factors to be considered in preparing an application for a certificate of appropriateness. Rules and procedures shall be adopted by the Commission not later than six months after its initial members are appointed.

***Sec. 2-86. Compensation.***

Commissioners shall serve without compensation, except that their actual expenses and disbursements, where incurred in the performance of their duties, shall be paid from the Town treasury subject to annual appropriation by the Town Council.

***Sec. 2-87. Election of Officers.***

The Commission, annually at its first meeting in December, shall elect one (1) of its number to be Chairman; one (1) of its number to be Vice-Chairman, and one (1) of its number to be Secretary.

***Sec. 2-88. Annual Report.***

The Commission shall make written annual reports of its doings to the Office of the Mayor, Town Council, the Town Planning and Zoning Commission, and the Connecticut Historical Commission.

***Sec. 2-89. Powers of Other Bodies Not Impaired.***

(a) All powers of the East Hartford Planning and Zoning Commission, the Zoning Board of Appeals, and the Inland Wetlands/Environment Commission, having to do with the use of land within the historic district shall not be impaired by this article.

(b) Nothing in this ordinance shall affect any right, interest, claim, obligation, liability or defense of, by or against the Town of whatever description and whether or not matured, existing at the effective date of this ordinance.

Sec. 2-90. Certificate of Appropriateness.

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**Sec. 2-90. Certificate of Appropriateness.**

No building or structure shall be erected, altered, restored or moved within an historic district until after an application for a certificate of appropriateness as to exterior architectural features has been submitted to the Commission and approved by said Commission. No building permit for erection of a building or structure or for alteration of an exterior architectural feature within an historic district, and no demolition permit for demolition or removal of a building or structure within an historic district shall be issued by the Town of East Hartford or any department, agency or official thereof until a certificate of appropriateness has been issued. A certificate of appropriateness shall be required whether or not a building permit is required. The style, material, size and location of outdoor advertising signs, fences and bill posters within an historic district shall also be under the control of such Commission. The provisions of this section shall not be construed to extend to the color of paint used on the exterior of any building or structure or be construed to prevent the ordinary maintenance or repair of any exterior feature which does not involve a change of design or appearance thereof.

**Sec. 2-91. Procedure.**

- a) An application for a certificate of appropriateness shall be filed with the Commission through the Department of Development (for whatever town agency or official is then performing the functions of such body).
- b) The Historic District Commission shall hold a public hearing upon each application for a certificate of appropriateness unless the Commission determines that such application involves items not subject to approval by the Commission. The Commission shall fix a reasonable time and place for such hearing. Notice of the time and place of such hearing shall be given by publication in the form of a legal advertisement appearing in a newspaper having a substantial circulation in the Town of East Hartford at least twice, at intervals of not less than two days, the first not more than fifteen days not less than ten days and the last not less than two days before such hearing. Within not more than sixty-five days after the filing of an application, the Commission shall pass upon such application and shall give written notice of its decision to the applicant. When a certificate of appropriateness has been denied, the Commission shall place upon its records and in the notice to the applicant the reasons for its determination. Evidence of approval shall be by certificate of appropriateness issued by the Commission. Failure of the Commission to act within said sixty-five days shall constitute approval and no other evidence of approval shall be needed. The Commission shall keep a permanent record of its resolutions, transactions and determinations and of the vote of each member participating thereon. All hearings and meetings of the Commission at which decisions are made shall be open to the public.
- c) In its deliberations, the Commission shall act only for the purpose of controlling the erection or alterations of buildings, structure or parking, visible from the public right-of-way, which are incongruous with the historical or architectural aspects of the district. The Commission shall not consider any interior arrangements or use.

Sec. 2-92. Exempted Acts.           **CHAPTER 2. The  
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***Sec. 2-92. Exempted Acts.***

Nothing contained herein shall be construed to prevent the ordinary maintenance or repair of any exterior feature in the Historic District which does not involve a change of design or appearance thereof; nor to prevent the construction, reconstruction, alteration or demolition of any such feature which the building inspector or a similar agent certifies is required by the public safety because of an unsafe or dangerous condition; nor to prevent the construction, reconstruction, alteration or demolition of any such feature under a permit issued by a building inspector or similar agent prior to the effective date of establishment of such District.

***Sec. 2-93. Plan of Appropriateness and Protection.***

Within six months after its initial members are appointed, the Commission shall prepare and update as necessary a plan of appropriateness and protection for this historic district, as a standard by which to determine the appropriateness of historic architectural features of any new building or of any modification of existing buildings within the district. The plan shall include construction materials and architectural arrangements considered appropriate for the district, to be illustrative but not necessarily comprehensive or extensive and to serve as a general guide for the information of persons contemplating work involving historic architectural features within the district. Copies of the plan shall be available to the public in the Department of Development.

***Sec. 2-94. Action by Commission to Obtain Compliance or to Prevent Illegal Acts.***

- a) Where the Commission deems an owner to be in violation of this ordinance, it shall submit to the owner a specification of the violations and allow the owner an appropriate amount of time to remedy such violations. In the event of a violation which remains uncorrected and subject to the right of appeal as provided herein, the Commission may issue a final order directing compliance through the Department of Inspections and Permits.
- b) The owner or other person then legally responsible for the construction or maintenance of any structure where such a violation has been committed or exists, shall be fined not less than ten dollars nor more than one hundred dollars for each day that such violation continues, but, if the offense is willful, the person convicted thereof shall be fined not less than one hundred dollars not more than two hundred fifty dollars for each day that such violation continues, and the superior court wherein such violation continues or exists shall have jurisdiction of all such offenses, subject to appeal as in other cases. Each day that a violation continues to exist shall constitute a separate offense.

Effective October 1, 1986

Sec. 2-95. Appeals.

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**Sec. 2-95. Appeals.**

Any person or persons aggrieved by any decision, resolution or determination of the Commission shall have the right to appeal, in the manner and subject to the conditions set forth in Section 7-147i of the Connecticut General Statutes, as amended.

**Sec. 2-96. Establishment of Historic District(s); Maps and Boundaries.**

- a) The Naubuc Avenue Historic District begins at a point on the north side of High Street which is 173 feet northwest of its intersection with Naubuc Avenue. Its boundary extends east 160 feet across the north line of Lot 32, Map 19, as filed in the East Hartford Tax Assessor's office. The boundary continues east, crossing Naubuc Avenue, to a point on the east side of Naubuc Avenue 123 feet north of its intersection with Broad Street, and extends 88.99 feet east across the north line of Lot 95, Map 19, then 140 feet south along that lot's east boundary.
- b) Crossing Broad Street, the boundary continues 167.4 feet south, to the southeast corner of Lot 193A, Map 18. It then runs east along the north boundary of Lot 194, Map 18 for a distance of 195.13 feet, then south 67.7 feet along that lot's east line. Turning east again, the boundary runs 60.96 feet along the north line of Lot 195, Map 18. It then turns south to run 966.88 feet, to the southeast corner of Lot 205, Map 18, where it turns west to follow the south line of that lot for 76.67 feet. At this point, it runs south for a distance of 220.66 feet, to a point on the north side of Colonial Lane, 165.38 feet east of its intersection with Naubuc Avenue. The boundary continues west on the north side of Colonial Lane until it reaches the center of Naubuc Avenue.
- c) At this point, the boundary for the district proceeds south down the center of Naubuc Avenue until it is even with the north line of Lot 365, Map 18. It then turns to run east along the north line of that lot, then south 206.52 feet along the east line of lots 365 and 366 until it reaches the north line of Lot 367, Map 18. The boundary runs east on that lot's north line to the northeast corner, then turns to follow its east line to the north line of Lot 368, Map 18. At this point the boundary of the district continues south in the same line until it reaches the East Hartford-Glastonbury town line.
- d) The southern boundary of the district follows the town line running west as far as the west line of Lot 1, Map 18. At this point the district boundary runs north on the west line of that lot to the south side of Kencove Drive, and crosses Kencove Drive to continue north on the west line of Lot 16, Map 18. At the northwest corner of this lot, the boundary runs west 281.99 feet along the south line of lots 17 and 18, Map 18. It continues north along the west line of Lot 18, Map 18, then runs east 20 feet along the north line of this same lot until it comes to the southwest corner of Lot 19, Map 18. It runs 30 feet north on the west line of this lot, then 214.36 feet east on its north line, to the southwest corner of Lot 20, Map 18. At this point, the boundary line runs north to the center line of Keeney Cove Drive, crossing the north line of Lot 21, Map 18, 150 feet west of the intersection of the south line of Keeney Cove Drive with the west line of Naubuc Avenue. It then runs west to a point even with the southwest corner of Lot 179, Map 18, then north along the west line of that lot to its northwest corner.



Sec. 2-97. Effective Date.

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- e) At the northwest corner of Lot 179, Map 18, the boundary runs east on that lot's north border for 40 feet, to the southwest corner of Lot 180, Map 18, where it turns north to follow the west lines of that lot and Lot 181, Map 18 to the south line of Lot 182, Map 18. Here the boundary runs west on the south line of that lot, then north on its west line and the west line of Lot 183, Map 18 to the south line of Lot 184, Map 18, then west to the southwest corner of that lot.
- f) From the southwest corner of Lot 184, Map 18, the district boundary follows the west line of Lots 184, 185, 186 and 187, Map 18, in a northerly direction, to a point in the south side of High Street 104.02 feet west of its intersection with Naubuc Avenue. It crosses this point and proceeds to the point of origin, the west tip of Lot 32, Map 19.

***Sec. 2-97. Effective Date.***

This ordinance shall become effective on October 1, 1986.

**ARTICLE 18. HISTORIAN; APPOINTMENT; QUALIFICATIONS.**

***Sec. 2-100. Appointment***

The Municipal Historian shall be appointed for a term of four (4) years and be an elector of the town unless residence is waived by the Town Council. He shall possess knowledge of the history of the town and state, be able to conduct historical research, and have the ability to write and speak well about the town's history.

***Sec. 2-101. Duties***

The Municipal Historian shall study, preserve, and promote the history of the town. He shall also advise Town officials on historical issues, and may publish works and other articles on town history.

***Sec. 2-102. Town Assistance.***

The Town may provide the Municipal Historian with sufficient space in a safe, vault, or other fireproof enclosure for the storage of any historical materials gathered by the Municipal Historian.

Voted: 7-16-96  
Published: 7-26-96  
Effective: 8-17-96

Sec. 2-103. Established.

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**ARTICLE 19. BEAUTIFICATION COMMISSION**

***Sec. 2-103. Established.***

There is established hereby a Beautification Commission for the general purpose of improving the physical appearance of the town.

***Sec. 2-104. Members; Appointments; Terms of Office.***

(a) The Commission shall consist of nine (9) members, all of whom shall be electors of the town, appointed by the Mayor with the consent of the Town Council. Not more than six (6) members shall belong to the same political party.

(b) Initial appointments to the Commission shall be made as follows: three (3) members shall be appointed for a term of one (1) year; three (3) members shall be appointed for a term of two (2) years, and three (3) members shall be appointed for a term of three (3) years. Thereafter, each subsequent appointment shall be for a term of three (3) years.

(c) The Director of Public Works, the Director of Parks and Recreation, and the Zoning Enforcement Officer shall serve as ex-officio members of the Commission.

***Sec. 2-105. Meetings; Quorum.***

The Beautification Commission shall meet not less than four (4) times each year. A quorum at any meeting shall consist of five (5) voting members. Affirmative votes by the majority of voting members present at any meeting shall be necessary to validate any and all actions taken by the Commission at such meeting.

Effective: 7/7/89

***Sec. 2-106. Duties.***

The duties of the Beautification Commission shall be as follows:

1. To promote and encourage improvements designed to improve the physical appearance of the town;
2. To study conditions affecting the physical appearance of the town, and suggest improvements that will beautify the town;
3. To encourage improvements in the physical appearance of the community and to involve local businesses, community groups and citizens in planning and carrying out such improvements;
4. To make such recommendations to the Mayor on methods of maintaining and improving the physical appearance and aesthetic image of the community as it deems appropriate;

Sec. 2-107. Establishment.

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5. To seek through the Town's Grants Administrator grants from public and private sources to be used in achieving any of its purposes;
6. To collect, compile and disseminate information relative to maintaining and improving the town's physical appearance.
7. To make a full written report of all activities undertaken by it to the Mayor once a year. The report shall be delivered on or before November 1 of each year and shall detail activities carried out by the Commission during the preceding twelve (12) month period.
8. To be the Town Tree Board to be responsible for the care and management of the community's trees, to draft and implement an annual Community Forest work plan, and to make recommendations for changes in ordinances and other town rules and regulations to promote the proper care and plantings of trees.

Effective: 3/8/96

Voted: 1/17/89

Published: 1/27/89

Effective: 2/17/89

## **ARTICLE 20. HOUSING SITE DEVELOPMENT AGENCY**

### ***Sec. 2-107. Establishment.***

The Grants Administration Office of the Town of East Hartford is hereby designated as a Housing Site Development Agency to plan and apply for Federal and/or State grants to develop and carry out housing and community development projects within the Town of East Hartford.

### ***Sec. 2-108. Powers and Duties.***

The Housing Site Development Agency, acting on behalf of the town and under the supervision of the Mayor, shall have the power to enter into contracts with State and/or Federal agencies and to receive from such agencies, on behalf of the Town, grants-in-aid to carry out housing and community development projects as defined in Section 8-216b.(c) of the Connecticut General Statutes and/or in any relevant Federal legislation or regulations.

The Housing Site Development Agency shall, in addition, carry out under the supervision of the Mayor the following duties;

- 1) Research, prepare and submit to the Federal and State Governments, after approval by the Town Council, applications for grants-in-aid to finance the construction or rehabilitation of housing and community development projects;
- 2) Working in cooperation with other departments, agencies, boards, commissions and officials of the State and Town, it shall assist in the planning, financing, development and construction of housing for persons whose incomes qualify them for Federal or State housing assistance;

Sec. 2-109. Reports of Activities.

**CHAPTER 2. The Administration**

- 3) The provision of technical assistance to departments, agencies, boards, commissions and officials of the Town engaged in projects designed to promote conservation and improvement of housing within the Town and/or the improvement, conservation and expansion of the Town's commercial districts; and
- 4) Plan and carry out, or cause to be planned and carried out, any and all housing and community development activities deemed eligible for financial assistance under Federal and/or State statutes and regulations.

***Sec. 2-109. Reports of Activities.***

The Housing Site Development Agency shall, on behalf of the Town and under the supervision of the Mayor, submit to Federal and State agencies from which the Town has received grants-in-aid any and all reports which may be required by such agencies.

Voted: February 6, 1990  
Published: February 16, 1990  
Effective: March 9, 1990

***(Article 21 Sections 2-110, 2-111, 2-112, & 2-113 "Library Commission" deleted effective 10-17-17)***

***Section 2-113a. Veterans' Affairs Agent***

The mayor shall designate a town employee as the agent for veterans' affairs. The designated employee may collect relevant information concerning veterans' issues, refer veterans to the commission on veterans' affairs as appropriate, and provide such other assistance to veterans as the mayor shall require.

***Section 2-113b. Veterans Commission***

(a) There is established a veterans commission. The commission shall consist of nine members. At least six members shall be residents of East Hartford. Such members shall be appointed for a two year term. In addition, the agent for veterans' affairs designated pursuant to Section 2-113a, shall serve as an ex-officio member of the commission on veterans' affairs.

Notwithstanding the provisions of this section, on the effective date of this ordinance the veterans commission members shall include all members of the commission on veterans affairs and the patriotic commission who shall serve until their terms on the date of enactment of this ordinance expire. Vacancies shall be filled when the veterans commission membership is no more than nine members.

(b) The commission shall serve as a resource for information concerning federal, state and local benefits and services for veterans, active duty personnel and their families. The commission

Section 2-113c. The Hockanum River Commission      **CHAPTER 2. The Administration**

shall compile contact information from federal and state veterans' affairs agencies and veterans' advocacy groups. The commission may coordinate the scheduling of regular hours for veterans' advocates to meet with veterans at town hall or other town facilities. The commission may assist the mayor and the agent for veterans' affairs in communicating matters of interest to veterans, active duty personnel and their families in the town of East Hartford. The commission may work with town organizations and volunteers to carry out its projects and may officially recognize such organization and volunteers for their service.

(c) The commission shall conduct celebratory and memorial events to commemorate national and state holidays and such other events to honor active military and veterans.

The chair of the commission, or such other members of the commission as the commission, by majority vote shall designate, shall serve as the town's veterans' service contact person pursuant to section 27-135 of the Connecticut General Statutes. Such person or persons shall complete an annual training course pursuant to section 27-102l of the Connecticut General Statutes and shall comply with such other requirements for a veterans' service contact person as set forth in state law.

Voted 09-19-17  
Published: 09-26-17  
Effective: 10-17-17

***Section 2-113c. The Hockanum River Commission***

Sec. 2-113c (a) There is established a Hockanum River Commission, consisting of nine members, at least seven of whom shall be electors of the town of East Hartford, and no more than two of whom may be residents of other towns in Connecticut. Members shall serve a term of three years.

(b) The commission shall, in cooperation with the Parks and Recreation Director, develop and implement projects to improve the Hockanum River within the town of East Hartford and operate programs to encourage the use and appreciation of the Hockanum River. No project or program of the commission shall be implemented without the approval of the Parks and Recreation Director.

***Section 2-113d. Flood Protection Committee***

(a) There is established a Flood Protection Committee, consisting of four members: the Mayor, Public Works Director, Finance Director, and Town Engineer. The Committee shall periodically assess the condition and operation of the Town's flood protection structures and facilities and make recommendations concerning potential repairs, inspections, maintenance and alterations. The Mayor, or designee, shall serve as the "Superintendent" of the Committee as such term is described in 33 C.F.R. 208.10(a)(2).

(b) The Town of East Hartford, in coordination with the Flood Protection Committee, shall be responsible for the inspection, operation, maintenance and integrity of the Town's flood

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protection structures and facilities including such inspection, maintenance, alterations and other actions as may be required by the Army Corps of Engineers pursuant to 33 C.F.R. 208.10 and the Operation and Maintenance Manual adopted by the Town of East Hartford.

Effective 10-04-11

**ARTICLE 22. QUALIFICATIONS OF DIRECTORS, APPOINTED OFFICERS, AND UNCLASSIFIED EMPLOYEES OCCUPYING POSITIONS CREATED BY CHARTER.**

***Section 2-114. Qualifications.***

Directors, appointed officers and unclassified employees occupying positions set out below in Section 2-115, shall possess, prior to appointment, such qualifications as stated in Section 2-115. Except as otherwise provided by state law, the Council may, by a two-thirds vote of the Council, waive such educational requirements as to any applicant for any of such positions, except that of Corporation Counsel, if, in its judgment, such applicant demonstrates an equivalent combination of education and practical work experience in the specific field(s) of work established in the job description. License or certification requirements may be waived for a period of time not to exceed 6 months from the date of appointment; the certification requirement for the position of Town Clerk, however, may be waived for a period of time not to exceed 2-1/2 years from the date of appointment. Any advertisement or posting announcing an opening of any one of the positions set out below in Section 2-115, except that of Corporation Counsel, shall include, in addition to a recitation of the qualifications of such position as stated in Section 2-115, a notice that an equivalent combination of education and practical work experience in the specific field(s) of work established in the job description will be considered.

***Section 2-115. Application of Article.***

The provisions of this Article shall apply to the following Directors:

**Director of Public Works.** The Director of Public Works shall have a Bachelor's degree in engineering, public administration or business management, or a related field and eight years of professional experience in engineering, public works administration, construction project management, and shall demonstrate the knowledge, skills and supervisory abilities necessary to perform the functions of the position. A Connecticut professional engineer's license or a Master's degree in public administration, business management, or a related field are desirable. Thorough knowledge of engineering and architectural procedures in building construction and operation, road and highway maintenance; a working knowledge of solid waste collection; knowledge of construction methods, materials and equipment; knowledge of laws and regulations related to public works programs and responsibilities; ability to plan, direct, and coordinate; ability to present technical information in a clear, concise manner to non-technical persons; ability to deal effectively with staff, officials and members of the public; working knowledge of labor relations practices and procedures; the ability to supervise; and such other requirements as the town shall deem necessary.

September 13, 2011

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**Director of Parks and Recreation.** The Director of Parks and Recreation shall have a Bachelor's Degree in Recreation Administration, Public Administration or a closely related field, and four years of increasingly responsible experience in Municipal Park and Recreation Administration, including three years of management experience. Ability to prepare and maintain an operating budget for a multi-faceted program; ability to develop capital improvement budget for park, recreation and golf course projects; administrative and executive ability to initiate, organize and follow through on comprehensive recreational and park programs and projects; ability to deal effectively with elected officials, members of the general public and the media; ability to administer collective bargaining agreements and personnel policies; ability to prepare administrative reports in a clear, logical manner; ability to present ideas and policies to individuals and groups; and the ability to supervise.

**Director of Personnel and Labor Relations.** The Director of Personnel and Labor Relations shall have a Bachelor's Degree in Personnel and Industrial Relations, Public Administration, Business Administration, or some closely related field, and five years of progressively responsible experience in personnel administration or labor relations, with two years of experience in public personnel administration. A Master's Degree in Business or Public Administration may be substituted for two years of the aforementioned practical work experience. Thorough knowledge of the principals and practices of public personnel administration, including labor relations, personnel selection, classification, compensation and Affirmative Action; knowledge of local, state and federal laws and regulations governing personnel practices; considerable ability in written and oral communication; ability to deal effectively with employees, department heads, labor representatives and the public; skill in negotiating collective bargaining agreements; ability to plan and direct department programs and staff activities; and ability to supervise.

**Corporation Counsel.** The Corporation Counsel shall have a Juris Doctor degree from an accredited law school, five years of general law experience, be admitted to the Connecticut Bar, with litigation experience desirable; prior municipal law experience desirable; thorough knowledge of the state's legal system and its procedural requirements; knowledge of the relevant laws of the State of Connecticut and ordinances and regulations of the Town; knowledge of federal laws and regulations as they affect Town operations; ability to make well-reasoned, persuasive legal arguments, orally and in writing; ability to analyze laws, regulations, proposed changes, contracts and legal issues to determine their legal impact on the Town; and the ability to deal effectively with staff, town employees/agencies, the public and the media.

**Director of Development and Planning.** The Director of Development shall have a Bachelor's Degree in Urban Planning, Business Administration, or a closely related field, and four years of increasingly responsible experience in community affairs, urban planning or municipal development, or an equivalent combination of education and practical work experience; ability to apply principles of urban planning to define problems, collect data, establish facts, and draw valid conclusions; a working knowledge of urban development; a working knowledge of urban renewal and housing problems; knowledge of research methods applied to community affairs; knowledge of sources of funds and assistance available; ability to establish and maintain positive relationships with those contacted; supervisory ability; and the ability to speak effectively before groups.

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**Town Clerk/Registrar of Vital Statistics.** The Town Clerk/Registrar of Vital Statistics shall have a Bachelor's Degree in Business or Public Administration, or a closely related field, with office management experience and certification by the State of Connecticut as a certified Connecticut Town Clerk; thorough knowledge of municipal land records and local, state and national election practices and procedures; working knowledge of Connecticut licenses and fee schedules as administered by local governments; working knowledge of bookkeeping principles; ability to acquire a working knowledge of town government, including town ordinances and the functions and services of the Town's departments, boards and commissions; ability to initiate, organize and follow through on municipal programs and projects; ability to supervise; and ability to deal effectively with private citizens, public employees, elected officials and members of the media.

**Director of Social Services.** The Director of Social Services shall have a Bachelor's Degree in Social Work, Counseling, Psychology, Public Administration, or some closely related field; and four years of increasingly responsible experience in administering a public social service program. Master's Degree highly desirable; knowledge of state and federal laws and regulations pertaining to emergency and general assistance programs; ability to analyze, interpret and implement laws and regulations; ability to acquire a working knowledge of community resources and opportunities; ability to assess community social service needs, and to develop and implement suitable programs and services to meet needs; ability to develop and present policies and programs in a clear, concise and effective manner; ability to recruit, train and develop professional and support staff; and the ability to deal effectively with town officials, staff, the public, and the media in meeting department objectives.

**Library Director.** The Library Director shall have a Master's Degree in Library Science and six years of progressively responsible experience in library work, including two years in the supervision of a library department. The ability to apply principles of library science to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists; ability to organize and maintain an operating budget for a multi-faceted department; ability to plan, organize and implement near-term and long-range library development programs; ability to present oral and written reports in clear, concise and understandable terms; ability to relate effectively to professional and support staff and the public; and a working knowledge of automated library operations is desirable.

**Director of Inspections and Permits (Building Official).** The Director of Inspections and Permits shall have a Bachelor's Degree in Architecture, Civil or Structural Engineering, and five years of increasingly responsible experience in the construction trades, including three years of related supervisory and inspection experience, and a building official's license issued by the State of Connecticut, if such license is required by state law. Considerable knowledge of building construction practices; considerable knowledge of building and zoning codes and regulations; a working knowledge of wetland and watercourse regulations; ability to supervise; ability to interpret engineering and architectural plans, drawings and specifications; ability to prepare concise written reports; ability to publicly present reports in a clear and concise manner; physical ability to inspect construction work in progress; and ability to work in poor weather conditions, including heat, rain or snow.

**Director of Finance.** The Director of Finance shall have a Bachelor's Degree in Public or Business Administration, Public Finance, or some closely related field, and six years of



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increasingly responsible experience in financial management, including two years supervising a major unit within a finance department. A Master's Degree in Business or Public Administration, or some closely related field is desirable; thorough knowledge of financial administration, including accounting, budgeting, purchasing and investing; ability to prepare financial statements in accordance with generally accepted accounting principles; ability to recognize weaknesses in town financial systems and to effect improvements for increased efficiency and productivity; knowledge of departmental administration procedures, including planning, coordination and program evaluation; knowledge of data processing capabilities and computer operations; ability to manage and supervise; ability to interpret complex financial/statistical data; and ability to prepare statistical as well as narrative reports.

**Director of Health.** The Director of Health shall have a Medical Doctor or Master's Degree in Public Health, and six years increasingly responsible experience in public health administration, including two years as head of a major unit within a public health program, and other qualifications required by State law. Thorough knowledge of public health administration, policies and practices; knowledge of departmental administration procedures, including planning, coordination and program evaluation; ability to interpret complex health and housing codes and statistical data; ability to prepare narrative and statistical reports of complexity in clear and concise terms for the lay person; ability to appear in public forums to present health policies and programs; ability to supervise; ability to deal effectively with town officials, the public and the media; ability to prepare an operations budget; ability to monitor complex financial records; ability to develop public and employee health programs as needed; and the ability to keep abreast of developments, innovations and regulations pertaining to public health.

***Section 2-116 Exemptions.***

Individuals currently holding the positions enumerated in Section 2-115 shall be exempt from the provisions of Section 2-114 for as long as they hold such positions.

Voted: 05-02-00  
Published: 06-08-00  
Effective: 06-29-00

**Article 23. Establishment of Municipal Enterprise Zone.**

***Section 2-117. Findings and Purpose.***

The Town Council of the Town of East Hartford finds:

- (1) That Section 32-70 et seq., as amended, of the Connecticut General Statutes permits the Town, upon receipt of approval from the Connecticut Department of Economic Development, to establish by ordinance a municipal enterprise zone for the purpose of attracting investment by business enterprises and enhancing the town's economic climate and employment opportunities; and

Section 2-118. Municipal Enterprise Zone Established.

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(2) That the Department of Economic Development approved on July 14, 1995, the Town's application to designate Census Tract 5106 as a municipal enterprise zone and that in 2009 and 2022 the Town recognized the need to amend the scope of the enterprise zone to reflect changes in the economic development plan for this area; and

(3) That it is in the best interest of the Town to establish by ordinance such municipal enterprise zone in compliance with the requirements of Connecticut General Statutes, Section 32-70 et seq., as amended.

Effective: 10-01-22

***Section 2-118. Municipal Enterprise Zone Established.***

As used in this ordinance, "municipal enterprise zone" means Census Tract 5106 and a portion of Census Tract 5105 as depicted on a map dated April 19, 2022 3, 2009 and approved by the Commissioner of the Connecticut Department of Economic and Community Development, which map is on file in the office of the Town Clerk.

Effective: 10-01-22

***Section 2-119. Benefits.***

a) All real property in the municipal enterprise zone which is improved in a manner which causes its assessment to be increased during the period when such area is designated as a municipal enterprise zone shall have its real estate assessment fixed. Such fixed assessments shall include new construction, reconstruction or renovations to existing buildings. Such assessment shall be fixed for a period of seven years from the time of completion of such improvements as certified by the Tax Assessor and shall defer any increase in assessment attributable to such improvements, in accordance with the following schedule:

<b>Year</b>	<b>Percentage</b>
First	100
Second	100
Third	50
Fourth	40
Fifth	30
Sixth	20
Seventh	10

b) In the event of a general revaluation by the Town of East Hartford in the year in which such improvements are completed, resulting in any increase in the assessment on such property, only that portion of the increase resulting from such improvements shall be deferred. In the event of a general revaluation in any year after the year in which such improvement is completed, such deferred assessment shall be increased or decreased, in proportion to the increase or decrease in the total assessment on such property as a result of such revaluation.

c) Any assessment fixed pursuant to this Section on any residential property shall cease if:  
(1) any dwelling unit in any residential property is rented to any person whose income

Section 2-120. Municipal Enterprise Zone Advisory Committee.

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exceeds two hundred percent of the median family income of the town; or, (2) any unit of any conversion condominium declared after the designation of the municipal enterprise zone is sold to any person whose income exceeds two hundred percent of the median family income of the town of East Hartford.

- d) No improvements to real property that qualifies as a manufacturing facility under the provisions of Section 32-9p(d) of the Connecticut General Statutes shall be eligible for benefits under this Section.
- e) No improvements to real property shall be eligible for benefits under this section if such improvements have already been granted a deferred increased assessment by the Town of East Hartford.
- f) Notwithstanding the provisions of this Section, the Town may negotiate the fixing of assessments which is different from the schedule contained in subsection (a) of this section on improvements which exceed eighty million dollars and are used for commercial or retail purposes.

***Section 2-120. Municipal Enterprise Zone Advisory Committee.***

- (a) A Municipal Enterprise Zone Advisory Committee is hereby established.
- (b) The Municipal Enterprise Zone Advisory Committee shall consist of the following members:
  - 1. The Development Director; the Mayor or his designee; two members of the Town Council appointed by said Council; the Chief of Police or his designee; the Executive Director of the East Hartford Housing Authority or his designee; and a representative of the East Hartford Board of Education appointed by said Board;
  - 2. A representative of Manchester Community Technical College, appointed by its President;
  - 3. Two representatives of East Hartford's business community, one of whom shall be a member of the East Hartford Chamber of Commerce;
  - 4. Two persons who own businesses located in the municipal enterprise zone; and
  - 5. Two representatives of neighborhood community organizations serving the area in which the municipal enterprise zone is located, or two residents of the municipal enterprise zone.

The members described in subdivisions (3), (4), and (5) of this section shall be appointed by the Mayor subject to approval by the Town Council. Members shall serve for a term of two years. Members described in subdivisions (1) and (2) shall serve during their term of office, unless replaced by their appointing authorities.

- (c) The Municipal Enterprise Zone Advisory Committee shall assist in the planning and implementation of municipal enterprise zone activities.

***Sec. 2-121. Community Enterprise Zone Board***

- (a) A Community Enterprise Zone Board is hereby established.
- (b) The Community Enterprise Zone Board shall consist of the following members:

Sec. 2-122. Reporting.

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1. The Development Director, the Mayor or his designee; two members of the Town Council appointed by said Council; the Chief of Police or his designee; the Executive Director of the East Hartford Housing Authority or his designee; a representative of the East Hartford Board of Education appointed by said Board;
2. A representative of Manchester Community Technical College, appointed by its President
3. Two representatives of East Hartford's business community, one of whom shall be a member of the East Hartford Chamber of Commerce;
4. Two persons who own businesses located in the municipal enterprise zone;
5. Two representatives of neighborhood community organizations serving the area in which the municipal enterprise zone is located, or two residents of the municipal enterprise zone.

The members described in subdivisions (3), (4), and (5) of this Section shall be appointed by the Mayor subject to approval by the Town Council. Members shall serve for a term of two years. Members described in subdivisions (1) and (2) shall serve during their term of office, unless replaced by their appointing authorities.

- (c) The Community Enterprise Zone Board shall formulate policy for the promotion and development of the zone, coordinate economic development programs in the zone with related job training and recruitment, and social services programs, and adopt a municipal enterprise zone revitalization plan. The plan shall specify goals and objectives for the municipal enterprise zone, describe strategies to attain such goals and establish an implementation schedule. The Community Enterprise Zone Board shall submit its plan to the Town Council and to the Commissioner of the Department of Economic Development for review and comment.

October 6, 1995

***Sec. 2-122. Reporting.***

- (a) The Development Director shall prepare a report every six months detailing the number of projects which occurred in the municipal enterprise zone, the type of project (manufacturing, residential, retail, commercial), the number of existing and new jobs retained or created, the number of such jobs held by residents of the zone or Job Training Partnership Act (JTPA) eligible residents of the town, the number of square feet impacted, the amount of new investment generated, and the gross and net impact on the Grand List and tax collections.
- (b) The report shall also serve as a means to monitor any changes in occupancy, use of ownership in facilities and firms which have been granted benefits. The report shall be submitted to the Mayor, the Community Enterprise Zone Board, the Economic Development Commission, the Town Council, and the Commissioner of the Connecticut Department of Economic Development.

Voted: 9-5-95  
Published: 9-15-95  
Effective: 10-6-95

Sec. 2-123. Mayberry Village Revitalization Zone Ordinance. **CHAPTER 2. The Administration**

**Sec. 2-123. Mayberry Village Revitalization Zone Ordinance.**

- (a) There is established, pursuant to Connecticut General Statutes Section 7-600, the Mayberry Village Neighborhood Revitalization Zone Committee. The Mayberry Village Revitalization Zone shall consist of an area including all property on both sides of the following streets: Woodlawn Circle, Cannon Road, Indian Hill Street, Hopewell Street, Community Street, Harmony Street, Outlook Street, Chandler Street, Easton Street, Higbie Drive, Great Hill Road from Mayberry School through #108.
- (b) The membership of the committee shall be in accordance with the requirements of Connecticut General Statutes Section 7-600 et seq. and the committee's by-laws. Such membership shall reflect the composition of the neighborhood revitalization zones and shall include, but not be limited to, tenants, property owners, community organizations, institutions and businesses. A majority of the members of the committee shall be residents of the Mayberry Village Revitalization Zone.
- (c) The Mayberry Village Neighborhood Revitalization Zone Committee shall exercise, in accordance with Connecticut General Statutes Section 7-600 et seq., all of the powers and duties conferred by state law on neighborhood revitalization zone committees. The committee shall submit a report on implementation of their strategic plan, adopted by the Town Council pursuant to this section, to the mayor, Town Council, Town Planner and the secretary of the Connecticut Office of Policy and Management at intervals of six months in the first year after adoption of this section and annually thereafter. Such report shall include any revisions that do not materially change the adopted strategic plan.
- (d) The Mayberry Village Neighborhood Revitalization Zone Committee shall adopt by-laws, which shall include, at a minimum, the following provisions:
  - (1) Membership shall include representation of tenants, property owners, businesses and community organizations in accordance with Connecticut General Statutes Section 7-600 et seq. A majority of members must reside within the Mayberry Village Revitalization Zone. The mayor shall appoint a representative who shall be a full member of the committee.
  - (2) An annual meeting shall be held to elect the members of the Mayberry Village Neighborhood Revitalization Zone Committee. The time and place of all regular meetings for a calendar year shall be filed with the town clerk no later than January 31 of the calendar year and notice shall be published in a newspaper in general circulation as stated in Connecticut General Statutes Section 7-600 et seq. The town shall pay for the reasonable costs of publishing such notice. Any committee member, except for the mayor's representative, who is absent from three regular meetings in one calendar year may be replaced in accordance with committee by-laws. All meetings shall be held within the boundaries of the Mayberry Village Neighborhood Revitalization Zone or at the East Hartford Town Hall. The town shall provide space in a municipal facility for committee meetings if requested by the Mayberry Village Neighborhood Revitalization Zone Committee. All committee meetings shall be open to the public.
  - (3) The committee shall appoint or elect a secretary who shall be responsible for maintaining written records for the committee. The secretary shall be responsible for keeping minutes of every committee meeting and delivering

Sec. 2-123. Mayberry Village Revitalization Zone Ordinance. **CHAPTER 2. The Administration**

notices for every meeting in accordance with the provisions of C.G.S. § 1-200 et seq. Once approved by the committee, minutes shall be filed with the Town Clerk. The minutes shall include the names of those committee members present as well as those who were absent and shall list all motions and votes taken. A meeting notice and agenda for each regular meeting shall be delivered or mailed to each committee member at least three business days prior to the meeting. Notice of a special meeting shall be filed with the town clerk and delivered to the residence of every committee member at least twenty-four hours prior to the commencement of the special meeting.

(e) The Town Council hereby approves the strategic plan for the Mayberry Village Revitalization Zone presented to the Town Council on April 5, 2005 and filed in the Town Clerk's office.

Voted: 06-21-05  
Published: 06-28-05  
Effective: 07-19-05