

*Robert J. Black*

EAST HARTFORD TOWN COUNCIL

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"

2021 MAY 13 P 2:45

TOWN CLERK  
EAST HARTFORD

MAY 4, 2021

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina Wilson, Minority Leader Esther B. Clarke, Councillors Connor Martin, Angela Parkinson, Awet Tsegai and John Morrison

PRESENT Councillor Patricia Harmon  
Via Teams

CALL TO ORDER

Chair Kehoe called the meeting to order at 7:33 p.m. The Chair announced that this meeting was another "hybrid" meeting with 8 of the 9 Councillors physically present in Chambers. He then invited the Council to join him in the pledge of allegiance.

Chair Kehoe called for a moment of silence to honor the passing of Terrye Blackstone, the wife of Richard Blackstone, who served as Mayor of East Hartford from 1970 to 1980. Mrs. Blackstone was a member of long-standing in the Commission on Culture and Fine Arts – formerly known as the Fine Arts Commission. She truly loved the town and, up until two years ago, was an active participant in community organizations. She died just shy of her 100<sup>th</sup> birthday...a life well lived. She will be missed.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

None

APPROVAL OF MINUTES

April 20, 2021 Public Hearing/Ordinance Revisions

MOTION By Sebrina Wilson  
seconded by Connor Martin  
to **approve** the minutes of the April 20, 2021 Public Hearing.  
Motion carried 9/0.

April 20, 2021 Regular Meeting

MOTION By Sebrina Wilson  
seconded by Angie Parkinson  
to **approve** the minutes of the April 20, 2021 Regular Meeting.  
Motion carried 9/0.

## COMMUNICATIONS AND PETITIONS

### Liaison Report: Riverfront Recapture

Chair Kehoe explained that every six months the Council will receive an update from one of the following agencies: East Hartford Housing Authority, Metropolitan District Commission and Riverfront Recapture. Tonight's report is from Riverfront Recapture presented by Sebrina Wilson, the Town Council liaison for this agency. Before she relocated to East Hartford, Councillor Wilson explained that on the first Saturday in August she would drive from her apartment in New York City to attend the "Taste of the Caribbean Jerk Festival" that was hosted by Riverfront Recapture. She made that trip for 10 years, and then – lucky for us – decided to make East Hartford her home.

On April 9<sup>th</sup> of this year, Riverfront Recapture celebrated 40 years as a non-profit organization whose focus is the preservation of the land along the Connecticut River. They maintain, manage and operate four riverfront parks and their connected riverwalks and trails. Due to generous donations from Hartford Foundation for Public Giving, the "Joe Marfuggi Riverwalk" will consist of 60 acres, which will connect trails with fishing piers, paddle sports, hundreds of trees, commercial development and so much more.

In December 2020, Riverfront Recapture received a restoration of funding from the Metropolitan District Commission (MDC) of \$1.2M. This greatly aided Riverfront Recapture in maintaining the parks.

Mike Zaleski, President and Chief Executive Officer of Riverfront Recapture, thanked Councillor Wilson for allowing him to address the Council. He recognized the strength of the partnership between the Town and Riverfront Recapture. He thanked the town for the new park sign that the town installed and the Great River Park Improvement Project which the Mayor worked tirelessly with CRDA to obtain approval.

## NEW BUSINESS

### Accelerate CT Summer Program Extension Grant

MOTION      By Don Bell  
                  seconded by Angie Parkinson  
                  to **adopt** the following resolution:

**WHEREAS** the State of Connecticut has announced the dedication of up to \$11 million in funding toward the expansion of programs that connect students to high-quality summer enrichment and recreational opportunities; and

**WHEREAS** these grants will be awarded to entities to expand existing enrichment opportunities and increase access for children who might otherwise not have access to summer camp or programming.

**NOW THEREFORE LET IT BE RESOLVED** that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to make application to, and execute and approve on behalf of this corporation, any and all documents, contracts, and amendments as may be required by the Connecticut Department of Education as they pertain to this Accelerate CT Summer Program Expansion Grant.

On call of the vote, motion carried 9/0

Recommendations from Personnel & Pensions Subcommittee re:

Blight Inspector

MOTION By Awet Tsegai  
seconded by Connor Martin  
to **recommend** that the Town Council approve the new job description entitled "Blight Inspector" a non-bargaining position within the Inspections & Permits Department, as attached to a memo from Mayor Marcia A. Leclerc to Chair Rich Kehoe dated April 14, 2021, and as presented by Human Resources Director Theresa Buchanan to the Personnel & Pensions Subcommittee at their meeting held April 29, 2021 (see below), with an hourly rate of \$20.00.  
Motion carried 9/0.

**TOWN OF EAST HARTFORD**

Title: Blight Inspector  
Department: Inspections and Permits  
Position: Non – Bargaining Classified

Hourly Rate: \$20 per hour  
Adoption Date: 05/04/2021

**POSITION DEFINITION:**

This part time position provides direct reports to the Supervisor of Property Maintenance and Director of Inspections and Permits. The function of this position is to identify blight in the Town of East Hartford. This position works to a maximum of 20 hours per week, Monday through Friday. Note inspectors may need to work after 4:30 with some weekends. Flexibility with hours is key for this position.

**ESSENTIAL JOB FUNCTIONS:**

- Perform inspections for compliance of the following ordinances:

Property Maintenance Code (2015 IPMC with Town of East Hartford amendments):

- 302.4 Weeds, grass over 9 inches
- 302.8(b) Parking on front lawns and commercial vehicles parked in driveways
- 302.10 Excessive brush
- 308.1 Accumulation of rubbish or garbage

Ordinance Section 18-38: Removal of snow, ice, sleet debris and obstructions from sidewalks

- Other ordinances as may be deemed appropriate by director
- Inspections performed by visual observation when seen from the public right-of-way. Inspections notes and photos may be taken
- Violations entered into Town's Online permit and enforcement application.
- Identify potential violations and report to the Supervisor of property Maintenance for further review and enforcement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Able to use computer, tablets, cameras and smart phone apps
- Able to utilize email applications to log and send videos and pictures
- Knowledge of East Hartford ordinances
- Able to use electronic devices such as tablets, mobile phones and web based applications.

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

- May be walking on uneven ground through the Town of East Hartford
- Position will require walking outdoors in a variety of temperatures

**JOB QUALIFICATIONS:**

This position requires a high school diploma or equivalent. Must have a valid driver's license.

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

## Deputy Finance Director

**MOTION** By Awet Tsegai  
seconded by Don Bell  
to **recommend** that the Town Council approve the new job description entitled "Deputy Finance Director" a non-bargaining position within the Finance Department, as attached to a memo from Mayor Marcia A. Leclerc to Chair Rich Kehoe dated March 31, 2021, and as presented to the Personnel & Pensions Subcommittee by Human Resources Director Theresa Buchanan at their meeting held April 29, 2021 (see below), with an annual salary range of \$90,000 to \$120,000.  
Motion carried 9/0.

### TOWN OF EAST HARTFORD

**TITLE:** Deputy Finance Director  
**DEPARTMENT:** Finance  
**HOURS:** 40, Monday through Friday

**SALARY RANGE:** \$90,000-\$120,000  
**ADOPTED DATE:** 05/04/2021

#### **POSITION DEFINITION:**

Overall the deputy finance director provides highly responsible and complex administrative support to the Finance Director; and serves as second in charge of the Finance Department. Directly supports the management of the Finance, Tax and Assessor Departments. This position will assist with the Town budget, borrowing strategies, cash management and the overall administration of departments reporting to the Finance Director.

#### **ESSENTIAL JOB FUNCTIONS:**

- Works with departments to ensure compliance of budget related programs and policies
- Assists in establishing the priorities of accounting, cash management, payroll, tax revenue, property assessment and revenue collection.
- Oversees Assessor and Collector of Revenue departments.
- Assists in the administration of Tax and Assessor departments with respect to employee management, policy compliance, and adherence to sound accounting practices
- Assists with the development of annual budget; interfacing with directors, Town Council and Mayor.
- Prepares financial information of bond offerings
- Coordinates the financial administration of personnel policies and collective bargaining agreements for department employees.
- Works with human resource department in the administration of retirement plans and compliance with collective bargaining agreements.
- Assists with annual Town audits
- Serves as a financial resource for Town departments, commissions and boards
- Provides direction to departments and employees as developed by the Finance Director.
- Assists with fiscal management of grants
- Assists with actuary reporting for Town Pension and OPEB plans
- Develop strategies for improvements of efficiency and productivity.
- Ability to manage employees ensuring maximum performance.
- Other duties as required.

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

- Knowledge of financial administration: accounting, budgeting, tax collection, purchasing and investing.
- Knowledge and expertise of software programs such as MUNIS, Novatime
- Able to understand municipal operations and relation to budgetary impact.
- Thorough knowledge of town, state and federal laws, policies, ordinances, rules and regulations
- Thorough knowledge of financial administration, including accounting, budgeting, purchasing and investing.
- Able to manage and supervise employees
- Able to interpret statistical and narrative reports

- Able to communicate clear, concise, written and oral instructions
- Demonstrates a level of expertise with financial software products

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

- Works in office setting subject to continuous interruptions and background noise
- Long periods of time sitting and a computer terminal.
- May experience stress from multiple demands of this position.

**JOB QUALIFICATIONS:**

This position requires a bachelor's degree in public administration, accounting, business administrator or closely related field. 3 to 5 years increasingly responsible experience in financial management. Management experience in a team-oriented workplace preferred. A Master's degree in business or public administration is highly preferred.

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

**Chief Information Security Officer**

**MOTION** By Awet Tsegai  
seconded by Connor Martin  
to **recommend** that the Town Council approve the new job description entitled "Chief Information Security Officer" a non-bargaining position within the Information Technology Department, as attached to a memo from Mayor Marcia A. Leclerc to Chair Rich Kehoe dated March 31, 2021, and as presented to the Personnel & Pensions Subcommittee by Human Resources Director Theresa Buchanan at their meeting held April 29, 2021 (see below) with an annual salary range of \$90,000 to \$120,000.  
Motion carried 9/0.

**TOWN OF EAST HARTFORD**

<b>TITLE:</b>	Chief Information Security Officer	<b>SALARY RANGE:</b> \$90,000-\$120,000
<b>DEPARTMENT:</b>	Information Technology	<b>ADOPTED DATE:</b> 05/04/2021

**POSITION DEFINITION:**

The Chief Information Security Officer (CISO) is tasked with oversight of the Town's Office of Information Technology (OIT) Security division specifically focusing efforts on cyber-security, risk management, department Project Management and, assisting the Chief Information Officer with developing the IT Budget and Capital Plan. The CISO will develop policies, regulations and best practice documents for the OIT based on Industry Standards provided by NIST and SANS.

Working under the general direction of the Chief Information Officer; creates procedures, reviews policies and ensures compliance reporting overall metrics. This position will be in charge of building and ensuring compliance to a Cyber Security policy, focusing extensively on validation of all appropriate controls to comply with all Federal, state, local or financials based mandates the Town is regulated by. Additionally, the CISO is responsible for protecting the infrastructure from cyber threats internally and externally working with senior members to create best practices and adhering to them. The CISO will develop and provide security training for all Town staff as well as regularly run in house phishing attack's and pen testing

**ESSENTIAL JOB FUNCTIONS:**

- Reviews and monitors federal, state and local policies to ensure municipal data is managed, monitored and protected in compliance with all regulations
- Coordinates efforts of OIT team to ensure security decisions are rooted in best practice, clearly applied, and properly tested regularly
- Develops policies and procedures focused around Information Technology security and implements with the assistance of the CIO and IT Manager
- Develops and maintains network security baseline standards collaboratively with network team

- Develops security awareness training program.
- Builds Cyber Security Strategy, focusing on strong cohesion with peer municipalities, State and Federal agencies, and business partners
- Monitors for compliance of Cyber Liability policies to protect fiduciary interests in the event of an attack or breach
- Participates in and helps determine broad direction of Network Security across WAN, LAN, and at the systems level
- Provides high-level oversight of department security operations and ensures adherence to published security plans
- Reviews and audit's security stances to ensure appropriate technologies are not circumvented
- Reviews network changes for compliance with security standards of the municipality
- Serves as incident manager for cyber security related detection and responses as necessary
- Oversees annual 3<sup>rd</sup> party testing and analyzes data with IT leadership team to address findings
- Participates in regional, state, and federal Information Security committees to represent and enhance the Town's Cyber Security strategies
- Trains any assigned Information Technology staff appropriately on security practices
- Maintains current knowledge of critical security monitoring software
- Serves as a project manager for the department for various assigned projects
- Assists in annual budget setting for the Office of Information Technology
- Other tasks as assigned by the chief information officer

#### KNOWLEDGE, SKILLS AND ABILITY:

- Knowledge of Information Technology security principles
- Knowledge of network engineering and design
- Knowledge of application and database security
- Considerable knowledge of broad base information technology tools available for defense of system resources
- Demonstrated ability to hold cooperative design and strategy session with multiple technical and non-technical staff
- Knowledge of Critical Infrastructure components used in IOT initiatives
- Strong knowledge of NIST 800-53
- Strong knowledge of CIS top 20 controls
- Oral and written communication skills
- Strong interpersonal skills

#### JOB REQUIREMENTS:

The skills and knowledge required would generally be acquired with a Bachelor's Degree in Computer Science and (10) years of experience in Network Engineering, IT Management, or similar roles. The Town reserves the right to allow a combination of experience in lieu of certification.

Experience and advanced training in leadership highly desired as this role will work with multiple stakeholders to protect all user data while allowing innovation and creativity to occur in the best interests of Municipal Operations for expansion of citizen outreach.

Certifications in at least Security+ with CISM or CISSP strongly desired. Project management certification or equivalent experience running IT projects.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

#### Town Council – Acting as a Committee of the Whole for the Real Estate Acquisition & Disposition Committee re: Acquisition 27 Jencks Street

MOTION      By Angie Parkinson  
                          seconded by Awet Tsegai  
                          that the Town Council, acting as a Committee of the Whole for the Real Estate Acquisition and Disposition Committee, waive requirements of Town

Ordinances Section 10-18(b) with respect to obtaining an appraisal of the property known as 27 Jencks Street (the "Property"), and a Phase 1 Environmental Report on the Property, such waivers being in the best interests of the Town, given the fact that the Town is receiving the Property for \$1.00 and other non-monetary considerations, the Property has had a residential use that pre-dates the enactment of the Connecticut Transfer Act, and the Property is being conveyed to the Town for municipal purposes; and **approve** the acquisition of the Property from US Bank National Association.  
Motion carried 9/0.

#### 2021-2022 School Readiness Grant

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

**WHEREAS** the Connecticut State Department of Education is authorized to extend financial assistance, through the School Readiness Grant Program, to Priority Communities for the development of a network of school readiness programs that provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling; and

**WHEREAS** the Town of East Hartford and East Hartford Public Schools desire to make and execute an application for funding in the amount of \$2,761,544 with the State of Connecticut to support School Readiness programs for East Hartford children.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council that Marcia A. Leclerc, Mayor of the Town of East Hartford, is hereby authorized to execute such application and, upon approval of said application, to enter into and execute a funding agreement and any amendments and other documents as may be required by the State of Connecticut for the School Readiness Program.

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

#### 15<sup>th</sup> Annual Abelon Memorial Walk

MOTION        By Awet Tsegai  
                     seconded by John Morrison  
                     to **approve** the outdoor amusement permit application entitled "15<sup>th</sup> Annual Abelon Memorial Walk" submitted by the East Hartford Public Schools by Rachel Buck, Walk Faculty Advisor for the Connecticut International Baccalaureate Academy Student Advisory Board to conduct a walk to raise money and awareness for pancreatic cancer research and to provide a college scholarship for a CIBA student. The walk will take place on Saturday, May 15<sup>th</sup> on the grounds of the Connecticut International Baccalaureate Academy, 857 Forbes Street, from approximately 7:30AM to 2PM and will start at CIBA, proceed down Forbes Street to Sunset Ridge School, 450 Forbes Street and turn and retrace its steps back to CIBA; subject to compliance with adopted codes and regulations of the State of Connecticut, the Town of East Hartford, and any other stipulations required by the Town of East Hartford or

its agencies, and to **waive** the associated permit fee under the provisions of Section 5-6(a) in the Town of East Hartford Code of Ordinances, as this is a not-for-profit student initiated event.  
Motion carried 9/0.

### Refund of Taxes

**MOTION** By Connor Martin  
seconded by Don Bell  
to **refund** taxes in the amount of \$ 17,874.85  
pursuant to Section 12-129 of the Connecticut General Statutes.  
Motion carried 9/0.

Bill	Name	Prop Loc/Vehicle Info.	Int Paid	Over Paid
2019-04-0080365	ARRIETA ADELFA	2015/1G1PE5SB0F7120580	0	-47.97
2019-04-0080463	BAILES JAMES E JR	2004/JF1GD29624H500938	0	-36.81
2019-01-0001852	BARRETO JULIO	14 CHICKASAW DR	0	-22.93
2019-01-0010945	BREEN RICHARD	929 BURNSIDE AVE A-15	0	-97.55
2019-04-0080890	BROTHERS OIL CO. INC.	1998/1FV6HJBA6WH908336	0	-5.24
2019-01-0002049	BYNDAS MICHAEL & WANDA	33-39 CASABELLA CIR	0	-80.00
2019-03-0055633	CAREER TRAINING SPECIALISTS LLC	2016/WAUM2AFH9GN000474	0	-869.40
2017-04-0081467	CHUNG CHRISTOPHER C	2015/55SWF4KB9FU023302	-271.11	-753.08
2018-03-0056594	CHUNG CHRISTOPHER C	2015/55SWF4KB9FU023302	-161.09	-715.96
2019-03-0056760	CHUNG CHRISTOPHER C	2015/55SWF4KB9FU023302	-27.01	-600.30
2019-04-0081533	COOKE CHIMERE L	2010/5J6TF2H51AL011784	0	-35.14
2019-04-0081911	DEVINE DOROTHY R	2014/1FTFW1ET3EFA22046	0	-18.24
2019-03-0059922	DIAZ MARCY F	2016/1HGCR2F80GA062113	0	-185.68
2019-01-0003803	DERENCH SANDRA	226 GOODWIN ST	0	-35.37
2019-03-0060062	DIMAURO LOUIS JR	2017/KM8J3CA24HU538665	0	-42.75
2019-01-0004257	DUNCAN LINDA K	140 SAWKA DR	0	-3,154.70
2019-04-0082067	DUNCAN LINDA K	2020/4S3GTAB61L3703042	0	-425.84
2019-04-0082421	ENGLISH MARGIE M	2000/2G4WY55J4Y1124060	0	-37.25
2019-03-0064185	GILBERT TINA M	2008/2T1BR32E08C911360	0	-10.00
2019-03-0065256	GROTE ROBERT H JR	2018/JF2SJAWC6JH529406	0	-449.33
2019-04-0083186	HARDEN DOLORES	2020/JN1BJ1CW8LW643048	0	-16.71
2019-04-0083271	HENDERSON KESHAWN K	2010/19UUA8F2XAA004513	0	-45.00
2018-03-0068269	JOSHUA ANTHONY I	2008/1N4CL21E58C148588	0	-74.02



2019-01-0008877	LERETA LLC	354 HILLS ST	0	-2,933.55
2019-03-0072653	MARTINEZ JEANNETTE	2018/KM8J3CA4XJU609245	0	-482.33
2019-04-0084580	MARTINEZ JUAN JR MORAN-HERNANDEZ	2012/1C6RD7KT8CS287227	0	-55.86
2019-03-0074723	ALEXANDER D	2007/JN8AZ08W27W631735	0	-378.12
2019-01-0014840	MORRIS HELENA & JAMES	51 SAUNDERS ST	0	-24.00
2019-03-0065464	ORTEGA CARLOS	1997/JT3HP10V5V7062528	0	-22.50
2019-04-0085541	PAUL DIANE M	2009/5FNYF48639B029895	0	-192.83
2018-03-0077353	PELLOT VERONICA	2014/5XXGM4A73EG293355	-25.41	-338.85
2019-03-0078089	PEREZ KATHERINE M	2003/1HGCM56643A109717	0	-124.20
2019-03-0080850	ROBINSON ANASTASHIAH I	2009/WBAWV53569P081135	0	-150.39
2019-01-0003643	SAWITZKE DAVID R	29 FOREST ST	0	-2,337.01
2019-03-0083274	SCRUGGS WILLIE E	2016/1FTEW1EF7GFB17072	0	-16.69
2019-01-0013931	STEER THELMA L	50 DANIEL ST	0	-500.00
2019-04-0087148	THONGSYTHAVONG MANIVONE	2000/WBACH9349YLF88421	0	-41.85
2019-04-0087212	TORRES OLGA L	2003/1G4HR54K53U270044	0	-27.78
2019-03-0088345	VW CREDIT LEASING LTD	2016/WAUE8GFF0G1021127	0	-51.38
2019-01-0002880	WILLIAMS KARVARIS CARDECKI	31 HIGH ST 10202	0	-1,953.62
SUBTOTAL			-484.62	-17390.23
TOTAL				\$ (17,874.85)

#### OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Esther Clarke read in the legal ad published in the Hartford Courant that the town was going to demolish 12 Bodwell Road and 310 Main Street – properties that the town does not own. *Mayor Leclerc stated that each property suffers from serious blight issues. Under the Property Maintenance Code recently updated by the Town Council's Ordinance Committee, the town is justified in the demolition of the properties, after following several required steps.*

Angie Parkinson inquired if Squeeky's Cleaners (310 Main Street) intends to re-open. *The Mayor said it was not likely due to the tremendous amount of repairs needed.*

Awet Tsegai thanked the Mayor for the town's response to 12 Bodwell and asked when the Senior Center plans to open. *The Mayor indicated July 2021 would be a likely date.*

Don Bell thanked the Mayor and her team for the progress that East Hartford has made in combatting the Covid-19 pandemic – especially with vaccinations.

## COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

### Worker's Compensation Claim of former Board of Education employee, David Viera

MOTION        By Sebrina Wilson  
                  seconded by Don Bell  
                  to **accept** the recommendation of Corporation Counsel to fully and finally  
                  settle all outstanding Workers' Compensation claims for former Board of  
                  Education employee, David Viera, for the sum of \$14,500.00.  
                  Motion carried 9/0.

## OPPORTUNITY FOR RESIDENTS TO SPEAK

Mayor Leclerc commented on: (1) several summer job positions need filling, i.e., lifeguards, camp counselors, park rangers, etc.; (2) Gold Street will be one way near the Silver Lane intersection as an experiment to reduce accidents; (3) Senior Center should be ready for a grand opening this July; (4) May is Spring Cleaning Month for the town – the transfer station will have extended hours to accommodate the residents; (5) the Drug Take Back Day was a success; (6) the Special Olympics Program is every Saturday beginning May 1 to June 12; (7) Covid testing will be through May in the Town Hall parking lot; (8) the town is still working collaboratively with Griffin Hospital in Derby; and (9) the home-bound program starts May 6<sup>th</sup>.

## ADJOURNMENT

MOTION        By Esther Clarke  
                  seconded by Don Bell  
                  to **adjourn** (9:02 p.m.).  
                  Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be May 18<sup>th</sup>.

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