

EAST HARTFORD TOWN COUNCIL

Robert J. Park

TOWN COUNCIL CHAMBERS/MICROSOFT "TEAMS"

2021 AUG 23 AM 10:32

AUGUST 17, 2021

TOWN CLERK
EAST HARTFORD

PRESENT Chair Richard F. Kehoe, Vice Chair Donald Bell, Jr., Majority Leader Sebrina
In Chambers 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 7:30 p.m. He indicated that tonight's Council meeting was a "hybrid" type of meeting, giving the public and the Council the flexibility to participate in person or via the Teams platform. The Chair announced the exit locations in accordance with Connecticut General Statutes §29-381, after which the Council joined him in the pledge of allegiance.

OPPORTUNITY FOR RESIDENTS TO ADDRESS THE COUNCIL ON AGENDA ITEMS

Todd Andrews, Goodwin University, supports the Mayor's plan for the allocation of ARPA funds, in particular, the Goodwin University Storm Water Management Repair and Replacement project.

APPROVAL OF MINUTES

August 3, 2021 Executive Session

MOTION By Sebrina Wilson
seconded by Awet Tsegai
to **approve** the minutes of the August 3, 2021 Executive Session.
Motion carried 9/0.

August 3, 2021 Regular Meeting

MOTION By Sebrina Wilson
seconded by Connor Martin
to **approve** the minutes of the August 3, 2021 Regular Meeting.
Motion carried 9/0.

NEW BUSINESS

Re-adopting the Connecticut City and Town Development Act

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

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF EAST HARTFORD, CONNECTICUT ADOPTING THE CONNECTICUT CITY AND TOWN DEVELOPMENT ACT FOR THE PURPOSES OF SILVER LANE AND SOUTH MEADOWS ECONOMIC DEVELOPMENT

WHEREAS Chapter 114 of the General Statutes of Connecticut, Sections 7-480 to 7-503, inclusive, as amended from time to time (the "Act"), provides that municipalities which have found and determined conditions substantially described in Section 7-481 of the Act exist in the municipality, are continuing, and may be ameliorated by the exercise by the municipality of the powers granted under the Act may exercise the powers under the Act; and

WHEREAS in order to exercise the powers conferred upon municipalities under the Act for a period not in excess of five years, the legislative body of a municipality must determine by resolution that conditions substantially as described in Section 7-481 of the Act exist, and such resolution must include certain findings and determinations and standards as required under Section 7-485 of the Act for implementation of the powers granted under the Act; and

WHEREAS any action taken in the exercise of any powers granted under the Act by a municipality may only be taken after approval of such action by the legislative body of such municipality, which approval must be by resolution adopted in accordance with the Act; and

WHEREAS the electors of the Town of East Hartford (the "Town") approved a resolution adopting the Act at a referendum in November, 2016 (the "Current Resolution"); and

WHEREAS the Current Resolution is effective for a five-year period expiring November 8, 2021; and

WHEREAS as of October 1, 2016, the Act no longer requires that a referendum be held with respect to adoption or re-adoption of the Act; and

WHEREAS the Town Council wishes to re-adopt the Act through adoption of this Resolution; and

WHEREAS pursuant to the Act, a municipality shall have the power to issue its notes and bonds for achieving the purposes of the Act, including the making of mortgage loans and loans to sponsors, the acquisition of development property, the establishment of reserves to secure such notes and bonds, interest on such notes and bonds during construction and for one year thereafter, and the payment of expenses incident to or necessary for furtherance of the purposes of the Act; and

WHEREAS the Town considers any level of unemployment unreasonable and any obsolete residential, industrial, commercial and manufacturing facilities unacceptable, and continually seeks innovative approaches to attracting jobs to the Town, constructing, renovating and rehabilitating residential, non-residential, industrial, commercial and manufacturing facilities, and eliminating vacant facilities which are a blighting influence; and

WHEREAS the ordinary operation of private enterprise cannot deal effectively with these problems without the powers provided under the Act, and the exercise of the powers conferred upon the Town by the Act are critical to revitalizing the Town; and

WHEREAS the members of the Town Council have general knowledge of the conditions within the Town relating to the rate of unemployment, the obsolescence of many of the Town's residential, commercial, industrial and manufacturing facilities and the need for the Town to retain and attract new residential, commercial, industrial and manufacturing facilities; and

WHEREAS the Town continues local efforts to address the needs of its citizens as stated above by reducing blight, increasing the tax base and creating opportunities for employment; and

WHEREAS the Town Council is generally aware of the requirements imposed upon municipalities by the Act; and

WHEREAS, it is in the interest of the Town to implement the provisions of the Act as soon as possible in order to take advantage of the provisions of the Act.

NOW, THEREFORE, BE IT HEREBY RESOLVED: That the Town Council hereby makes the following findings and determinations and the following standards for the implementation of the power granted under the Act:

- (1) an unreasonable number of residents of the Town are subject to hardship in finding employment and adequate, safe and sanitary housing;
- (2) conditions of blight and deterioration exist in parts of the Town and the Town would benefit from the renovation, rehabilitation or construction of commercial or residential properties;
- (3) private enterprise is not meeting such need for housing, employment, and the reduction of blight and deterioration;
- (4) the need for employment and adequate, safe and sanitary housing will be lessened and the Town will be revitalized by the exercise of the powers granted under the Act;
- (5) adequate provisions shall be made for the payment of the cost of acquisition, construction, operation, maintenance and insurance of all development property;
- (6) a feasible method exists and shall be utilized for the relocation into safe and sanitary dwellings of comparable rent of families and individuals displaced as a consequence of the exercise of any power granted under the Act and such families and individuals shall not suffer disproportionate injuries as a result of actions authorized by the Act for the public benefit;
- (7) development property shall not be acquired or disposed of without due consideration of the environmental and economic impact of such acquisition or disposition and the adequacy of existing or proposed municipal services; and
- (8) the acquisition or disposition of all development property shall advance the public interest, general health, safety and welfare, and development, growth and prosperity of the Town.

RESOLVED: That anything contained in this Resolution to the contrary notwithstanding, it is the intention of this Town Council that by adopting this Resolution it is conferring upon the Town, all of the authorities, powers, rights, and obligations conferred upon municipalities under the provisions of the Act, and that in adopting this Resolution, the Town will have sufficiently complied with the Act so as to be able to exercise all of the powers conferred upon municipalities under the Act in accordance with said Act.

RESOLVED: That the Town Council adopts this Resolution and the Act subject to the following conditions:

- (1) that the powers of such Act shall be restricted to the sections of Town defined generally as
 - (A) the Silver Lane Corridor – bounded on the east by Forbes Street, on the north by Interstate 84, on the south by a line drawn parallel to Silver Lane from the southerly extension of any parcel with access to Silver Lane and to the west by Mercer Avenue and the high occupancy vehicle exit from Interstate 84 to Silver Lane, provided that the corridor

shall include those portions of the property known as Rentschler Field which are not utilized by Raytheon Technologies Corporation or its divisions, subsidiaries or affiliated entities for industrial, manufacturing, engineering, office or other associated or accessory uses, and

(B) the South Meadows – bounded by Interstate 84 to the north, Route 2 to the east, the Hockanum River to the south and the Connecticut River to the west; and

(2) any tax abatement or incentive on a parcel within such sections of the Town granted pursuant to the Act shall result in the Town receiving, in any year that such abatement or incentive is applied, at least the value of the taxes assessed on such property during the tax year immediately preceding the first year of applicability of such abatement or incentive.

RESOLVED: That the effective date of this Resolution shall be November 8, 2021 and this Resolution shall be effective for a period of five years from such effective date.

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

Referral to Fees Committee re: Salon Licensing and Inspections

MOTION By Connor Martin
seconded by Awet Tsegai
to **refer** to the Fees Committee the establishment of an annual licensing and inspection fee structure for East Hartford salons, with instructions to review the issue and report back to the Town Council with its recommendations, if any.
Motion carried 9/0.

Vaccine Equity and Access Program Grant

MOTION By Awet Tsegai
seconded by Don Bell
to **adopt** the following resolution:

WHEREAS the United Way of Central and Northeastern Connecticut has partnered with the Community Catalyst organization to fund health outreach and services in the region's most ethnically and racially diverse communities; and

WHEREAS the Town's Health Department wishes to use this funding to partner with First Choice Health Centers to conduct influenza and COVID-19 clinics within East Hartford's most diverse communities comprised of black, indigenous and people of color.

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 United Way of Central and Northeastern Connecticut as they pertain to this Vaccine Equity and Access Program grant.

On call of the vote, motion carried 8/0. Abstain: Kehoe

Bid Waiver: Acquisition of Used Fire Apparatus

MOTION By Angie Parkinson
seconded by John Morrison
that in accordance with Section 10-7(c) of the Town of East Hartford Code of Ordinances, the Town Council **waive** the bidding procedures required by Section 10-7(b) and allow the town to purchase a 2007 Seagrave, formerly used by the Bradley International Airport Fire Department; such waiver being in the best interests of the town; and to **approve** a transfer of \$50,000 from Account G9600 63492 entitled "Contingency", to Account G5317 64507 entitled "Fire Apparatus" to acquire the used fire apparatus.
Motion carried 9/0.

Recommendation from Personnel & Pensions Subcommittee re: Town Council Clerk Job Description

MOTION By Awet Tsegai
seconded by John Morrison
to **recommend** that the Town Council approve the revised job description for "Town Council Clerk" as outlined and attached to a memo dated August 3, 2021 from Theresa Buchanan, Human Resources Director, to Marcia A. Leclerc, Mayor, and as presented at the Personnel & Pensions Subcommittee meeting of Tuesday, August 17, 2021. (see below)
Motion carried 9/0.

TOWN OF EAST HARTFORD

Position Title: Town Council Clerk
Reports to: Town Council Chair
Status: Non-Exempt
Review Date: August 17, 2021
Grade: 10

CLASS DEFINITION:

Provides office administrative and secretarial assistance to the Chair and the members of the Town Council; responsible for the maintenance of the Code of Ordinances on the Town's Website, the fees schedule and all the files for the council, including meeting minutes, records, and agendas; performs administrative secretarial duties of a complex, confidential and responsible nature in the office of the Town Council.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, and implements daily activities and responsibilities of the Town Council office
- Serves as the Clerk of the Council
- Organizes agenda and meeting materials for Town Council meetings and public hearings
- Notifies Councilors of regular, special, and subcommittee meetings, as well as public hearings
- Prepares and advertises legal notices of actions related to Council functions
- Maintains cross reference files of referrals to the Town Council
- Provides secretarial services to the Chair and Councilors as needed
- Composes and types routine correspondence and reports
- Types and transcribes letters, reports and meeting minutes and agendas from rough draft or electronic notes from the Chair and other Councilors

- Establishes and maintains hard-copy and electronic file system to accurately maintain all records, correspondence, and related materials of Council and Council subcommittees for a pre-determined amount of time.
- Assists the public, in person or on the phone, and refers to appropriate office or Councilor whenever possible
- Assists and supports in compliance all aspects of Town boards and commissions
- Arranges meetings/schedules for the Chair and other Councilors
- Provides assistance with the public on viewing all minutes, documents, and ordinances, whether on the website or in hard-copy format
- Prepares budget recommendations for the office, prepares budget meeting schedule, coordinates with town directors/employees on preparation for the budget hearings
- Reports work accomplished to Chair and other Councilors
- Receives meeting information, duplicates, collates, and distributes information packets to Councilors, the Mayor, town administrators, the media, and the public
- Responsible for posting to the town's website, all agendas, minutes, public hearing notices, ordinance, the index to those ordinances, in an expedient and accurate manner
- Responsible for maintaining and updating the Town Council web page on the Town website
- Assumes administrative responsibility for special projects as assigned by the Chair
- Attends all Town Council meetings and public hearings, and special meetings as necessary, in order to transcribe accurate minutes of those meetings
- Prepares requisitions for payment on the Munis System
- Enters budgetary records on the Munis System
- Processes the questions to the Administration from the Councilors, and monitors the return answers

MINIMUM JOB QUALIFICATIONS

The following qualifications are considered likely to provide the required knowledge and abilities to perform the above essential duties.

Education:

Possession of a Bachelor's degree in public administration, business administration, or a closely related field. Whenever possible appropriate education and experience will be considered.

Experience

Four years of increasingly responsible administrative functions or office management in an organization that included regular interaction with government agencies, and the general public is essential.

Licenses/Certificates/Other Qualifications:

- Depending on assignment, possession of a valid license to drive a vehicle in Connecticut may be required.

Knowledge of:

- Modern office equipment, practices, and procedures, including the use of personal computers, tablets and standard business software
- Municipal government functions and organizations, including common requirements, practices, and terminology.
- Basic website editing and related software

Ability to:

- Research, interpret, and analyze Town Ordinances and State Statutes for the public and Councilors
- Acquire a working knowledge of Town government and the functions and services of the various departments, boards, and commissions.
- Analyze situations accurately and adopt an effective course of action.
- Prioritize work for self and others, and complete assignments by required deadlines.
- Process high volume of paperwork accurately and efficiently
- Perform basic mathematical computations
- Meet and deal tactfully and effectively with public officials, employees, and the general public, both on the phone and in person
- Communicate effectively and accurately both orally and in writing

PHYSICAL AND MENTAL STANDARDS:

The following physical and mental standards are identified as necessary to perform the essential duties and responsibilities.

- Mobility: frequent sitting for long periods; occasional kneeling, crouching, pushing, pulling, walking, and standing; occasional reaching above and below desk level.
- Dexterity: frequent fine manipulation sufficient to operate a computer keyboard; frequent grasping to handle individual papers, write and take notes, and feel individual objects.
- Lifting: frequent lifting of papers, files, and material weighing up to 10 pounds; occasional lifting and carrying of equipment and other items up to 25 pounds.
- Visual Requirements: frequent use of vision sufficient to read files, documents, and computer screens and do close-up work.
- Hearing/Talking: frequent hearing and talking, in person and on the telephone.
- Emotional/Psychological Factors: frequent contact with others, including extensive public contact; frequent deadlines and time-limited assignments.

WORKING CONDITIONS:

- Work is performed in an office setting, subject to continuous interruptions and background noise.
- Work requires ability to attend and participate in numerous and extended night meetings.
- May be required to work remotely if situation requires

ARPA Funds: Authorizing the Mayor to Submit Plan

MOTION

By Don Bell

seconded by Connor Martin

that Marcia A. Leclerc, Mayor of the Town of East Hartford, is authorized to submit the following projected uses of the Coronavirus State and Local Fiscal Recovery Funds allocated to the Town of East Hartford provided the expenditure of such funds shall be subject to Town Council approval:

1.	Renovation of North end Community Center	\$ 1,865,000
2.	COVID – Other Public Health Services	200,000
3.	Supplemental Nat'l Meal Program at Senior Center	800,000
4.	Expansion of the Community Garden & Greenhouse	1,000,000
5.	Digital Inclusion Project Manager	100,000
6.	East Hartford Connects: Services	800,000
7.	East Hartford Connects: Summer Youth Employment	800,000
8.	Small Business Support and Resources	1,000,000
9.	Interval House	100,000
10.	East Hartford Interfaith Ministries	100,000
11.	Other Non-profits	700,000
12.	Support for the Arts in East Hartford	1,000,000
13.	Renovation & ADA Accessibility – Wickham Library	3,500,000
14.	Creation of Police & Youth Services Violence Prevent	250,000
15.	Police & Social Worker Response PILOT Program	250,000
16.	Storm Water Management Repair	4,500,000
17.	Goodwin U – Storm Water Mgmt. Repair & Replace	855,000
18.	Wifi Access Points in Priority Census Tracts	500,000
19.	Technology Upgrades	500,000
20.	Administrative Expenses	219,017
21.	Evaluation & Data Analysis	100,000
22.	Post Office: Planning and Abatement	1,000,000

23.	EHHS Tennis Courts	800,000
24.	Expansion of Staff for Senior Center Programs and Services & Part-time Staff	200,000
25.	Public Safety Garage	1,422,051
26.	Repairs to Historic Properties	<u>2,000,000</u>

Grand Total **\$24,561,068**

Motion carried 9/0.

ARPA Allocation by Town Council

MOTION By Don Bell
seconded by Angie Parkinson
that the Town Council appropriate the following from the town's allocation of Coronavirus State and Local Fiscal Recovery Funds:

- 1.7 Capital Investment or Physical Plant Changes to Public Facilities that respond to the COVID-19 Public Health Emergency
 - 1. Renovation of North end Community Center \$ 1,865,000
- 1.12 COVID – Other Public Health Services 200,000
- 2.1 Household Assistance: Food Programs
 - 1. Supplemental Nat'l Meal Program at Senior Center 800,000
 - 2. Expansion of the Community Garden & Greenhouse 1,000,000
- 2.10 Aid to Non-Profits
 - 1. Interval House 100,000
 - 2. East Hartford Interfaith Ministries 100,000
- 3.5 Education Assistance; Other
 - 1. Renovation & ADA Accessibility – Wickham Library 3,500,000
- 5. Infrastructure
 - 1. Goodwin U.– Storm Water Mgmt. Repair & Replacement 855,000
- Revenue Replacement: Provisions of Government
 - 1. EHHS Tennis Courts 800,000
 - 2. Expansion of Staff for Senior Center Programs & Services and Part-time Staff 200,000
 - 3. Public Safety Garage 1,422,051

Grand Total **\$10,842,051**

Motion carried 9/0.

OPPORTUNITY FOR COUNCILLORS TO DIRECT QUESTIONS TO THE ADMINISTRATION

Connor Martin asked if the Mayor could update the Council on the Habitat for Humanity projects in East Hartford. *Mayor Leclerc stated that the projects on the corner of Chester and Forbes Streets are progressing. The project on Burnside Avenue has not advanced since the time Habitat gave their presentation to the Town Council.*

COUNCIL ACTION ON EXECUTIVE SESSION MATTERS

None

OPPORTUNITY FOR RESIDENTS TO SPEAK

Ron Beaulieu, 441 Main Street, #105, would like the Council to revise the existing noise ordinance to include commercial and industrial areas. Mr. Beaulieu is concerned about the noise generated from a pump that is operated by Coca-Cola, located outside their building, that is utilized for water purification and runs 24 hours a day. He also commented on the noise coming from the DOT's construction project on Route 2.

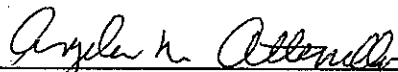
Mayor Leclerc commented on the following: (1) a Town Hall meeting regarding the DOT's Route 2 construction project will take place in Town Hall on Thursday August 19th @ 6PM; (2) the Mayor strongly urges anyone who has been impacted by the removal of trees/shrubs/greenery that borders their neighborhood along the Route 2 project should attend the meeting on Thursday. Additionally, the Mayor stated that the DOT has appointed a liaison to address residents' concerns about the noise levels due to the removal of the trees. That information can be obtained on the town's website. (3) the most recent census shows that East Hartford stays above the 50,000 mark; (4) school in East Hartford begins on Wednesday, August 25th and it is all in-person learning; (5) Community Paint Day is Friday August 27th from 2:30pm to 5:30pm; (6) there is a tentative unveiling date of September 3rd @ 5:30pm; (7) there will be a household hazardous waste collection on Saturday, October 30th at 65 Pitkin Street; (8) the UniteCT landlord/tenant assistance program will be at the town's farmers' market on Friday September 3rd; (9) the Mayor spoke at the dedication of the Joe Marfuggi Walk held at Riverfront Recapture on August 9th; (10) tomorrow the Mayor is hosting a meeting with 38 other members of local municipalities to discuss a standardized approach to masking; and (11) thanked the Council for approving the ARPA funds allocation.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Don Bell
 to **adjourn** (8:55 p.m.).
 Motion carried 9/0.

The Chair announced that the next meeting of the Town Council would be **Wednesday, September 8th**, due to the observance of Rosh Hashanah.

Attest



Angela M. Attenello
TOWN COUNCIL CLERK